# **Overview:** Postage Due Permit Creation via BCG

- > Customer signs into the Business Customer Gateway (BCG)  $\rightarrow$  Mailing Services  $\rightarrow$  Manage Permits
  - Select the Business Location hyperlink that the permit will be assigned to

Account Info	Permit Type	Post Office	Fee Info	Review	Success	Payment

- Account Info Select available payment option for Postage Due permit
- > Permit Type select category of Incoming Permit Type with Postage Due as a Permit Type option

#### Post Office –

- The customer will select from the State and City dropdown
- Based on the State and City, PostalOne! will return the Lead Acceptance Site/Finance Number in the city they intend to open a PD permit. Customer will click on the Lead Acceptance Site.
- PostalOne! will return a list of Post Office Cost Centers for the customer to choose based on where the postage due mail will be processed
- Fee Info no fees are associated with Postage Due permits
- **Review** review permit information
- Success the Postage Due permit number is created and assigned to the Post Office/Acceptance Site Cost Center that has been selected from the PO search page
- Payment there are no fees associated with a Postage Due permit

## Login To Business Customer Gateway

- 1. Login to the Business Customer Gateway (BCG): https://gateway.usps.com
- 2. From the Welcome Screen select Mailing Services > Manage Permits
- 3. Or Manage Permits under your Favorite Services



ccount Overview	Mailer Scorecard	Favorite Services	Edit
By EPS# By Permit#	eDoc Submitter Mail Preparer Mail Owner	Balance & Fees	>
Select EPS#	January 2024	Dashboard	>
User Guide - 1000008500		EPOBOL	>
\$0.00		EPS	>
Current Balance	You either do not participate in this program, or we have yet to receive data	IMsb	>
\$0.00	for this CRID.	Mailer ID	>
Pending Transactions			×
Debit transactions are aggregated and withdrawn at 6:00		Mailing Reports	/
PM Eastern. Account Status: ACTIVE		Manage Permits	>
		Postal Wizard	>
Enterprise Payment System	Mailing Report		
	·		_

#### **Business Customer Gateway – Manage Permits**

3. Select the desired business location for the Postage Due Permit

Associated Business Locations								
The Manage Permits service allows you to	view and/or mana	ge permit data for your auth	orized PostalOne! locations.	Set Low	Balance Alert	eceive Fee Notice		
Name	CRID	Address	City	State/Province	ZIP/Postal Code	Country		
BRANDIES PLACE				FL	33063-5931	UNITED STATES		
				FL	33063-5931	UNITED STATES		

4. Select the **Permit Creation** tab > Select "**Skip Intro, Create Permit**"

Permit Profile Permit Creation Permit Validation Contact Information Manage Add	litional Info Nonprofit Profile	
New to Permits?	Mailing packages?	Already know your options?
USPS facilitates commercial mailings with a mailing permit. We will help you choose the best mailing option for your business needs.	If you plan to electronically manifest your packages, click here to enroll in one of our Shipping Service programs.	Skip introduction and start creating permit.
Walk-me Through	Online Enrollment	Skip Intro, Create Permit

# Account Info: Select EPS Account for Linkage

- Customer is presented with three payment options.
  - Use Existing Account –Link and pay for permit using an existing EPS Account
    - Note: individuals authorized with a user role of Administrator or Payment Manager in EPS for CRID which the permits being opened have the authority to link a permit. The EPS account must be in Active or Pending status.
  - Create an account –Create a new EPS account to link and pay for permit
    - Note: With this option, only individuals with a BSA/BSA delegate role for the EPS service, for the CRID under which the permit is being opened have authority to create an EPS account.
  - Remind Me Later if you do not want to link to an EPS Account
    - **Note:** With this option, permits requiring fees must be paid at your BMEU.
- When using an existing active EPS account, select the account you would like to use from the drop-down under EPS Account information.
- > Click **Continue** button.

Account Info	Permit Type	Post Office	Fee Info	Review	Success	Paymen
r records show that you have e tion.	existing Enterprise Payment System	em (EPS) account. You may link yo	ur permit with an existing EPS	3 account, create a ne	w EPS account or sele	ct Permit Only
tive existing EPS accounts can	be used to pay for permit fees.	*- 10				
ou would like to create an MR	permit, then please proceed with	the "Permit Only" option. MR perm	its cannot be linked with EPS	accounts at this time.		
				6		
(\$				(×	9	
EPS Acc	count	Trust Account / Deb	it 🛛	Permit	Only	
Link and pay for ye	our permit with	Deposit funds / designate	a debit	Open a permit w	ithout opening	
an existing	account	bank account for all cha	rges	an EPS a		
Use Existing	Account	Create an Account		Remind M	le Later	
EDS Account Information						
Please select one available	e EPS account for permit link	age.				
EPS Accounts: 10000013	395 - ACTIVE	~				

# Account Info: Select EPS Account for Linkage (cont'd)

- If you choose Create an Account, you will be assigned a new EPS Account Number. This EPA will be in a *Pending* status until a Payment Method is activated. For further instructions, see <u>EPS Account</u> <u>Creation Fact</u>.
- Click **Continue** button.



# Account Info: Select EPS Account for Linkage (cont'd)

- If you choose **Remind Me Later**, no EPS Account will be created; permit fees (if applicable) and deposits must be paid at the office where the permit is held.
- Click **Continue** button.



# **Permit Type Info**

- 1. Select a Permit Type
  - > Outgoing Permits:
    - PI—Permit Imprint
    - MT—Metered
    - PC—Precanceled

**Note:** Selecting any one of the permit types would result in creation of all three permit types for future mailings.

- > Shipping Products Permit
  - PI—Shipping Products Permit\*
- Incoming Permit
  - PD Postage Due Permit
- 2. Accept the Terms of Use.
- 3. Click the **Continue** button.

Business Name:						
Address:						
CRID:						
Account Info	Permit Type	Post Office	Fee Info	Review	Success	Payment
Select a permit type t	hat you would like to ap	oply:				<u>.</u>
Outgoing Permits:						
O PI - Permit Impr	int OMT - Metered	O PC - Precance	eled			
- Selecting any	one of the permit type	would result in creat	ion of all 3 permit ty	pes for future ma	ailings.	
Shipping Products F	Permit: oducts Permit +					
+ PI - Shipping Produ	cts Permit can be used	for Outbound and F	Return Domestic Pa	rcels only. No ap	plication fees apply.	
Incoming Permit: PD - Postage D	ue Permit					
Terms of Use	ms					
					< Previou	Is Continue >

# **Post Office Info**

- 1. Select State and City to search for the city where the postage due mailpieces will be processed
- 2. PostalOne! will return the Lead Finance Number for the City
- 3. Select the radio button for a list of Post Offices/Acceptance Sites

Account Info	Permit Type	Post Office	Fee Info	Review	Success	Payment
Generally, you must hold a maili	ng permit and pay an annual mail	ing fee at every Post Office	where you want to enter an	d pay for your mail.		(?)
Pick a State and City to find Post	Offices:					_
State: FL 🗸	City: MIAMI		~			
Select Lead Finance Number						
115850						

# **Post Office Info – (cont'd)**

- 5. PostalOne! will return a list of Post Office/Acceptance Sites
- 6. Select the Post Office/Acceptance Site where the Postage Due pieces will be returned
- 7. Scroll down and complete the Required Permit Contact Information
- 8. Click **Continue**

State: FL 🗸	City:	MIAMI	<b>v</b>	
ad Finance Numbe	r: 115850			
elect an Acceptance	Site Cost Center location	n below where the Postage	Due permit will be created:	
) NIA-LUDLAM BR 6900 BIRD RD MIAMI, FL 33155-	9998			
MIA-METRO PST 150 SE 2ND AVE MIAMI, FL 33131-	L STR SUITE 103 9997			
MIA-GRATIGNY E	BR			
995 NW 119TH S MIAMI, FL 33168-	T 9998			
995 NW 119TH S MIAMI, FL 33168-	T 9998			-
995 NW 119TH S MIAMI, FL 33168-	T 9998 nation:			
995 NW 119TH S MIAMI, FL 33168-	T 9998 nation:			-
995 NW 119TH S MIAMI, FL 33168- rmit Contact Inform *Company/Permit vame:	T 9998 Ination: Test Permit			
995 NW 119TH S MIAMI, FL 33168- rmit Contact Inform *Company/Permit Vame: *Country:	T 9998 Aation: Test Permit UNITED STATES			
995 NW 119TH S MIAMI, FL 33168- rmit Contact Inform *Company/Permit Name: *Country: *Address Line1:	T 9998 Test Permit UNITED STATES 1900 West Oakland I	Park Blvd		
995 NW 119TH S MIAMI, FL 33168- rmit Contact Inform *Company/Permit Vame: *Country: *Address Line1: Address Line2:	T 9998 Test Permit UNITED STATES 1900 West Oakland I	Park Blvd		
995 NW 119TH S MIAMI, FL 33168- rmit Contact Inform *Company/Permit Vame: *Country: *Address Line1: Address Line2: *City:	T 9998 Test Permit UNITED STATES 1900 West Oakland I Fort Lauderdale	Park Blvd		
995 NW 119TH S MIAMI, FL 33168- rmit Contact Inform *Company/Permit Name: *Country: *Address Line1: Address Line2: *City: *State:	T 9998 Test Permit UNITED STATES 1900 West Oakland I Fort Lauderdale FL ~	Park Blvd		
995 NW 119TH S MIAMI, FL 33168- rmit Contact Inform *Company/Permit vame: *Country: *Address Line1: Address Line2: *City: * State: *Zip Code:	T 99998 Test Permit UNITED STATES 1900 West Oakland I Fort Lauderdale FL ~ 33310	Park Blvd		
995 NW 119TH S MIAMI, FL 33168- rmit Contact Inform *Company/Permit Vame: *Country: *Address Line1: Address Line2: *City: *State: *Zip Code: *Contact Name:	T 9998 Test Permit UNITED STATES 1900 West Oakland I Fort Lauderdale FL ~ 33310 Jane Doe	Park Blvd		
995 NW 119TH S MIAMI, FL 33168- rmit Contact Inform * Company/Permit Name: * Country: * Address Line1: Address Line2: * City: * State: * Zip Code: * Contact Name: * Contact Phone:	T 99998 Test Permit UNITED STATES 1900 West Oakland I Fort Lauderdale FL 33310 Jane Doe 5555555555	Park Blvd		

## Fee Info – No Fees are Required

- 1. No fees are required for a Postage Due permit.
- 2. Click Continue.

Business Name: Address: CRID:						
Account Info	Permit Type	Post Office	Fee Info	Review	Success	Payment
Postage Due Application Application Fee: None	Fee					
					<	Previous Continue >

### Review

- 1. PostalOne! creates the Postage Due Permit in the Post Office/Acceptance Site
  - Review information for accuracy
- 2. Click Create Permit

Business Name:						
Address:						
CRID:						
Account Info	Permit Type	Post Office	Fee Info	Review	Success	Payment
Permit Informati	on					
Type:	PD					
PO Location:	MIA-LUDLAM BR					
	6900 BIRD RD					
	MIAMI, FL 33155-9998					
Cost Center:	1158820116					
EPS Account:	100000					
Permit/Company	Contact Information					
Person:	Jane Doe					
Phone:	5555555555					
Email:	janedoe@gmaill.com					
Name:	Test Permit					
Fee Information						
Application Fee	: None					
Accounting Fee	: None					
Quarterly Fee:	None					
					< Previous	Create Permit
						di dato i di int

#### Success – Postage Due Permit is now created

- 1. The Postage Due permit number has been created at the Post Office/Acceptance Site that has been selected from the PO search page. This is the location the Postage Due pieces will be returned to.
- 2. To link the new Postage Due Permit to EPS click Enterprise Payment System (EPS) hyperlink

usiness Name:						
Address:						
CRID:						
Account Info	Permit Type	Post Office	Fee Info	Review	Success	Payment
Confirmation of Permit						
Printer-Friendly						
Your permit application has been	confirmed.					
Please continue to Enterprise Par	wment System (EPS) o complete	e vour payment account.				
You one also print a conv and take	this to your correit part office for	any most of applicable correct for	. Musu have questions also	ut this confirmation cont	ast Mailias & Chicalas Calid	ines Costos (077) (73 0007
or MSSC@usps.gov.	this to your permit post office for	payment of applicable permit re	es. If you have questions abo	out this confirmation, cont	act Mailing & Shipping Solut	tions Center (877) 672-0007
Permit Number: 95015000 Permit Type: PD Cost Center: 115820116 EPS Account: 100000 PO Location: MIA-LUDLAM BR 6900 BIRD RD MIAM, FL 33155-99 Company Information Name: Test Permit Address: 1900 W OAKLAND PARK B OAKLAND PARK, FL 33063 UNITED STATES Contact: Jane Doe	98 LVD -5831					
Fee Information						
Application Fee: None						

# Link Postage Due Permit to EPS

- 1. On the EPS Dashboard, go to Quick Links and click on Manage Permits
- 2. Locate the Postage Due permit, select your EPA
- 3. Click Save Linkages
- 4. You have successfully created and linked your new Postage Due Permit

