

Business Customer Gateway



What is the Business Customer Gateway (BCG)?

The Business Customer Gateway (BCG) is a secure portal to reach mailing and shipping services. These services are accessed through the BCG but are distinct from the site itself.

Please see the example below to see how it works.

User logs in to the BCG.

User goes to Additional Services and clicks on the link for EPS.

The user is now in the EPS application and has left the BCG.

Mailers

Save time and money managing your mailings online. Get your message where you need it to go with Every Door Direct Mail. Use the

Use the Electronic Verification System to save paperwork by paying postage with electronic manifests.

Business

Sign up for USPS Promotions and Incentives, save money with Automation Discounts and unlock the power of your Mailer ID (MID).

Common BCG Terms



Terms	Abbreviations	Definitions
Business Customer Gateway	BCG	<ul style="list-style-type: none"> • A secure portal to access mailing, shipping, and additional mailing services via a single username and password. • Provides a single point of entry for several USPS® online business services. • A single BCG account can have many CRIDs.
Customer Registration ID	CRID	<ul style="list-style-type: none"> • A USPS-generated numeric code up to 15 digits that uniquely identifies a business at a location. • Use a CRID (company identifier) to establish a Business Customer Gateway account. • A CRID can have many permits. • A permit is owned by a single CRID at any given time.
Mailer ID	MID	<ul style="list-style-type: none"> • Unique ID number to identify a Mail Owner, Mailing Agent, or Mail Service Provider. • Embedded in an IMb. • MIDs are either 6 or 9 digits based on calendar year mail volume in <i>PostalOne!</i>®. • A CRID can have many MIDs. • A MID can only be assigned to one CRID.
Business Service Administrator	BSA	<ul style="list-style-type: none"> • Usually, the first person to request service for a business location becomes the BSA of that service and can manage others user's access. • Has Managed Mailing Activity. • Required to manage permits in BCG.
Business Service Administrator Delegate	BSA Delegate	<ul style="list-style-type: none"> • Acts on behalf of the BSA; can revoke or approve users' access. • Has Managed Mailing Activity. • Required to manage permits in BCG.
Managed Mailing Activity	MMA	<ul style="list-style-type: none"> • Suite of core services: manage permits, and balances and fees.

➤ What is a CRID?

A Customer Registration Identification (CRID) number is a USPS-generated numeric code of up to 15 digits that uniquely identifies a business at a specific location. Customers must have a CRID assigned to their business location to be able to access their permits and services in BCG, submit electronic documentation (eDoc), claim Nonprofit rates, and receive Full-Service benefits.

➤ Using an Existing CRID when registering on the BCG

While customers may have multiple CRIDs due to multiple locations, it is better for the Postal Service, as well as the customer, to limit the number of CRIDs to the bare minimum. Newly created permits should be linked to an existing business location CRID whenever possible. When enrolling, the customer will enter the CRID in the Company Identifier section.

[Customer Registration ID \(CRID\) Management Fact Sheet \(usps.com\)](#)

➤ CRID Look-up Options for Mail Service Providers (MSPs)

Registered Mail Service Providers (MSP) can conduct queries to find customers CRIDs and MIDs by using the MID/CRID Lookup tool. MSPs can limit the creation of new CRIDs by finding existing ones for their customers. If they do not have any, then this tool will allow the MSP to create MIDs as needed, without creating additional unneeded CRIDs.

[Customer Registration Identification \(CRID\) and Mailer Identifier \(MID\) Acquisition Fact Sheet \(usps.com\)](#)

Ways to Avoid Creating Additional CRIDs



Don't create new Business Customer Gateway accounts when new employees join your company or there is a change in leadership.

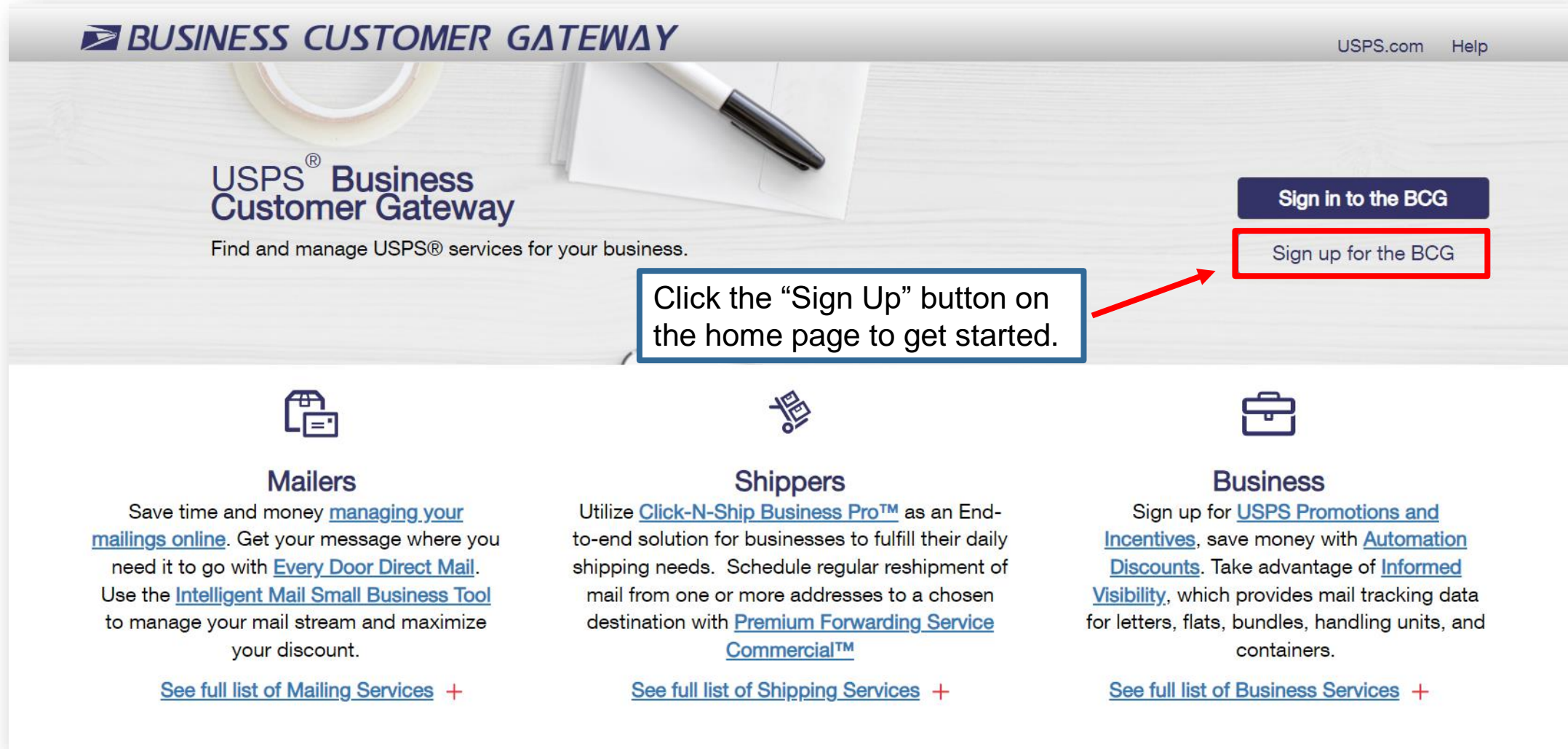
New BCG users should register their accounts using the **existing company CRID** by clicking on "Company Identifier" when finding the company address. Whenever a new BCG account is created, a new CRID will be assigned to that BCG account unless the "Company Identifier" button is selected during account creation.

Remember your BCG Password - Keep all BCG passwords in a safe, memorable place to avoid having to create a new account.

If you do not know if you have a CRID or what it is, you can contact the Mailing & Shipping Solutions Center (MSSC) or the BMEU where the permit is held to search for an existing CRID.

MSPs can check with the customer to determine if they have an existing CRID or use the Customer Validation Tool or CRID/MID Lookup if they are unsure of their information.

USPS Business Customer Gateway



BUSINESS CUSTOMER GATEWAY USPS.com Help

USPS® Business Customer Gateway
Find and manage USPS® services for your business.

Sign in to the BCG
Sign up for the BCG

Click the “Sign Up” button on the home page to get started.

Mailers
Save time and money [managing your mailings online](#). Get your message where you need it to go with [Every Door Direct Mail](#). Use the [Intelligent Mail Small Business Tool](#) to manage your mail stream and maximize your discount.
[See full list of Mailing Services](#) +

Shippers
Utilize [Click-N-Ship Business Pro™](#) as an End-to-end solution for businesses to fulfill their daily shipping needs. Schedule regular reshipment of mail from one or more addresses to a chosen destination with [Premium Forwarding Service Commercial™](#)
[See full list of Shipping Services](#) +

Business
Sign up for [USPS Promotions and Incentives](#), save money with [Automation Discounts](#). Take advantage of [Informed Visibility](#), which provides mail tracking data for letters, flats, bundles, handling units, and containers.
[See full list of Business Services](#) +



Welcome to the USPS® Business Customer Gateway

With a business account, you have access to tools and benefits that offer cost-effective shipping solutions tailored to your business needs.

To get started, please enter your business email address.

Email Address

Privacy Act Statement.

Your information will be used to verify your identity using enhanced remote identity proofing when registering for a Business Customer Gateway account, to improve the security of the registration process, and to identify and mitigate potential fraud. Collection is authorized by 39 U.S.C. 401, 403, 404, and 411. Providing your information is voluntary, but if not provided, we may not be able to verify your identity online when registering for a Business Customer Gateway account. We do not disclose your information without your consent to third parties, except for the following limited circumstances: incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to agencies and entities for financial matters; and for customer service purposes. For more information on our privacy policies visit www.usps.com/privacypolicy.


9:53 minutes


Check Your Inbox to Validate Your Email


We sent an email validation to **cindicotton@mail.com**. Please note that this link is only valid for 10 minutes and one use only. Follow the link in the email to continue the account creation process. If you're having trouble finding the email, please be sure to check your spam folder.

Didn't receive an email yet? [Resend Email](#)

Validate Your Email to Complete Your USPS Online Account

 USPSPostalService@usps.com
To: New Customer

 If there are problems with how this message is displayed, click here to view it in a web browser.

  Reply  Reply All  Forward

Fri 5/24/20

CAUTION: This email originated from outside USPS. **STOP and CONSIDER** before responding, clicking on links, or opening attachments.



Dear Valued Customer,

Thank you for verifying your e-mail address with USPS.com.

Please follow the link included in this e-mail to complete your validation. This link is valid for ONE USE ONLY and WILL EXPIRE 10 minutes from the time it is issued.

[Click here to complete your e-mail validation](#) 

If your validation link expires or if it becomes invalid and you need a new one, you will need to request another one from the [sign-up page](#).

If you didn't request an email validation link, you can ignore this email. Your email will not be validated.

Thank you for being a valued USPS customer.

Sincerely,

Your United States Postal Service

Download USPS Mobile®



[USPS.com](#) | [Privacy Policy](#) | [Customer Service](#) | [FAQs](#)



This is an automated email; please do not reply to this message. This message is for the designated recipient only and may contain privileged, proprietary, or otherwise private information. If you have received it in error, please delete. Any other use of the email by you is prohibited.

UNITED STATES POSTAL SERVICE® Business Customer Gateway

Create Your USPS.com Business Account

1

Step 1 Company Information Step 2 Contact Information Step 3 Security Settings

✔ Thank You for Validating Your Email

Step 1: Company Information

How Would You Like To Enter Your Address?

Address ZipCode™ Company Identifier

Enter Your Address

Country
UNITED STATES

Company Name
Company Name

Address Line 1
Address Line 1

Address Line 2
Address Line 2

City State
City Select State

ZIP Code™
ZIP Code

Search Address

UNITED STATES POSTAL SERVICE® Business Customer Gateway

Create Your USPS.com Business Account

Step 1 Company Information Step 2 Contact Information Step 3 Security Settings

✔ Thank You for Validating Your Email

Step 1: Company Information

How Would You Like To Enter Your Address?

Address ZipCode™ Company Identifier

Please enter your CRID so we can get an accurate address for you.

Enter Your Company Identifier (CRID)

CRID
Company Identifier

Search

***If you have an existing CRID, click “Company Identifier” and enter your CRID.**

2

✔ Your Deliverable Address

The address you've provided has been verified as a valid delivery address.

SC MAIL OWNER
PO BOX 6655
SPARTANBURG, SC 29304-6655

[Change this address](#)

Continue

Create Your USPS.com Business Account

3

Step 1
Company Information

Step 2
Contact Information

Step 3
Security Settings

[< Back](#)

Sorry, Your Business Customer Gateway Account Could Not Be Created Online

Get Help Creating an Account

Please send your business name, address, and email to mssc@usps.gov with "Business Customer Gateway Account Creation Help" in the subject line.

Hours of Operation

Mon-Fri: 7 AM-7 PM (CT)

Sat-Sun: Closed

Holidays: Closed

Verify Account

Create Your USPS.com Business Account

4

Step 1 Company Information Step 2 Contact Information Step 3 Security Settings

✔ Your Account Was Successfully Verified

Step 3: Username & Security

Username and Password

Username

Password

Re-Type Password

May We Contact You?

Get communications from USPS and our partners.

- From USPS
- From USPS Partners

Security

Security Question #1

Security Question #1 ▼

Answer

Answer

Re-Type Answer

Re-Type Answer

Security Question #2

Security Question #2 ▼

Answer

Answer

Re-Type Answer

Re-Type Answer

Multi-Factor Authentication (MFA)

For enhanced security, we activated MFA for each time you sign in to your account. When you sign in, you'll receive a one-time code at the email address below. If you'd like to set up MFA for your mobile phone, you can change your preferences later in your account settings.

© Email to user@gmail.com

Create Account

If a username is already in use, you will be prompted to select a **New** username.

Select two security questions from the drop-down menus and enter your answers for both.

Tip: Write down your username, password, security questions and answers. Store them in a secure location!

Welcome To The Business Customer Gateway

You've successfully registered your account, and you are almost ready to use the Business Customer Gateway.

We've got you signed up as:

Your Business Location:

Business Location CRID

██████████ M CIR
██████████ EK, FL 33063-5██████████

UNITED STATES

CRID: 36██████████ @

You will be given permission to use several [USPS Business Services](#) allowing you to do things like:

- Prepare, track and monitor your mailings
- Manage Mailer IDs and Permits
- Simplify Full Service Mailing and Customer Returns
- Target Areas with Direct Mail
- Send and Manage Large Shipments
- Order Mailing and Shipping Labels
- Enroll for Shipping Services
- Generate Mail and Transaction History reports
- Stay On Top of USPS Promotions and Incentive Programs

Services

Terms and Conditions *

BSA Acknowledgment

If you are the first user to request a service for your location, you will become the **Business Service Administrator (BSA)** of that service; you will be able to manage that service for any future users, controlling who can and cannot use it at your business location.

By clicking Continue you agree to the [terms and conditions](#) of the Business Customer Gateway and consent to any future updates.

Continue

The first user at a business location will become the Business Service Administrator (BSA) for a USPS business application or “service.”

BCG New User Sign Up



You're Signed Up!

Congratulations, your account is set up with business services.

Review the status of your service access below. Having access to a service means that you can see and use it freely. Depending on your company's needs, different employees may need access to different services. The access is regulated by the Business Service Administrator (BSA) of each service.

Your Business Location:

SPORT
1 LES E
GURABO, PR 00778-2411
UNITED STATES
CRID: 435

Add a Location

We have automatically assigned you a [Mailer ID \(MID\)](#):

903

Is this location a Mail Service Provider (MSP)?

Yes



We have automatically assigned you a [Mailer ID \(MID\)](#):
903*****

Is this location a Mail Service Provider (MSP)?

Yes

✓ You can begin using these business services. Services with an asterisk (*) indicate you have become the BSA.

Service

Click-N-Ship Business Pro™* - End-to-end solution for businesses to fulfill their daily shipping needs.

Commercial Mail Receiving Agency - Commercial Mail Receiving Agency (CMRA) Registration and Regulatory Compliance.

Customer Label Distribution System (CLDS) - Order bulk, collated or DMM labels online.

Customer/Supplier Agreements (CSAs)* - CSAs define mail preparation requirements and acceptance times.

Electronic Verification System (eVS)* - Package mailers can use an electronic manifest to document and pay postage.

Every Door Direct Mail - EDDM is designed to help you reach every home, every address, every time.

Get Access to Additional Services

Continue

The MSP Indicator is displayed on the Confirmation Page under the MID information. Only users who are the BSA of Manage Mailing Activity will be asked this question.

Business Customer Gateway Homepage



Mailing Services Shipping Services Additional Services Alerts Pending Requests Manage Account USPS.com Help

Welcome, Seci [redacted]

SECI [redacted] LENFANT PLZ SW, WASHINGTON, DC 20260-01

Next Permit Fee: No Permit Fees [Balance and Fees](#)

Account Overview

By EPS# By Permit#

Select EPS#

1000

\$0.00

Current Balance

\$0.00

Pending Transactions

Debit transactions are aggregated and withdrawn at 6:00 PM Eastern.

Account Status: PENDING

[Enterprise Payment System](#)

Mailer Scorecard

eDoc Submitter Mail Preparer Mail Owner

March 2023

You either do not participate in this program, or we have yet to receive data for this CRID.

[Mailing Report](#)

Favorite Services [Edit](#)

- Balance & Fees >
- Customer Label Distribution >
- Dashboard >
- EPS >
- Every Door Direct Mail >
- IMsb >
- Mailer ID >
- Mailing Reports >
- PDX >
- Postal Wizard >

Recent Mailings All Mailings 03/30/2023

Job ID	Mail Class	Mailers Mailing Date	Mailing Group ID	Number of Pieces	Permit USPS No.	Post Office Of Mailing	Postage	Postage Statement ID	Statement Status	Submission Date
	SM	04/03/23	75518417	1000	PC	480420	\$339.32	130264899	UPD	03/28/23
	SM	03/31/23	75518416	200	MT	480420	\$70.20	130264898	UPD	03/28/23
	EC	03/31/23	75518413	325	MT1	105000	\$156.00	130264895	UPD	03/28/23

Welcome Page Navigation Bar

Displays system outages and other important information

Business services are located at the top of the home page

Allows BSAs and BSA delegates to edit their account (see next slide)



Mailing Services Shipping Services Additional Services Alerts Pending Requests Manage Account USPS.com Help

Welcome, Ed Walsh

Allows users to view, approve, and deny any requests for access to services for which they are the BSA

- Manage Profile
- Manage Favorites
- Manage Services
- Manage Locations
- Manage Users
- Log Out

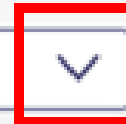
Choose the CRID to View

Mailing Services Shipping Services Additional Services

 Alerts  Pending Requests  Manage Account ▾ USPS.com Help

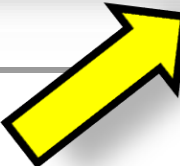
Welcome,   

ELECTRONICS SUPP  901), 12  GE MASON DR # 1, ARLINGTON, VA 22205




Next Permit Fee: **\$290** Due 10/28/2023

[Balance and Fees](#)



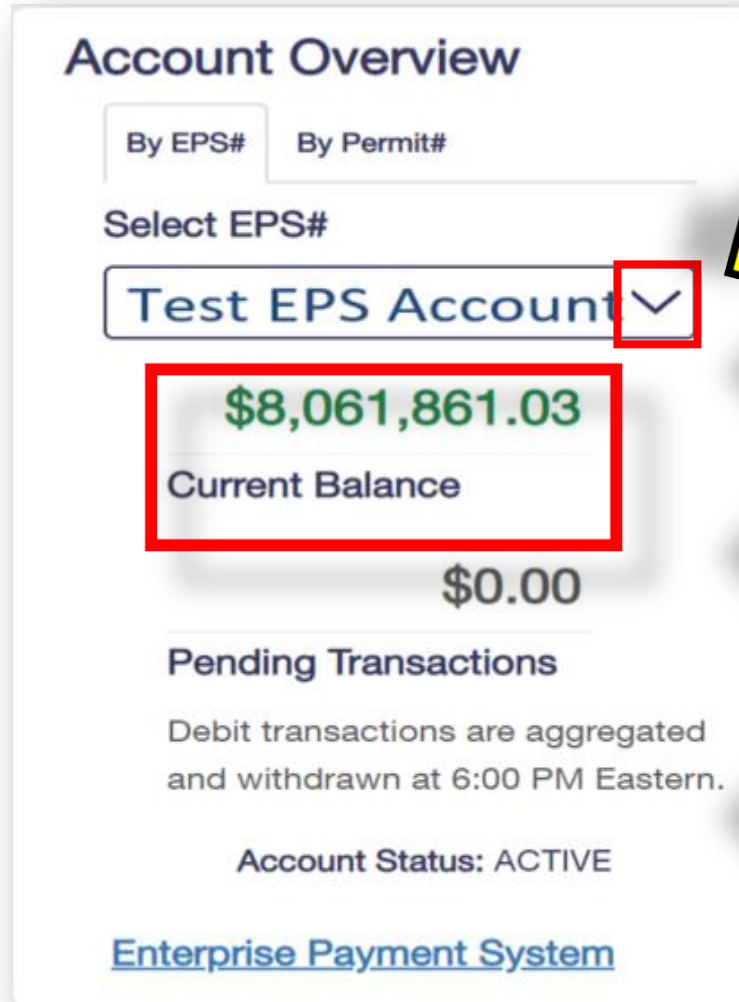
Allows the user to select the business name and CRID they wish to view



Displays the next time a permit fee is due and the associated amount and the Balance and Fees link

Enterprise Payment Account Overview

Note: to view this widget you must have Manage Mailing Activity (MMA) and at least a Subscriber role in EPS access for the EPS account.



Account Overview

By EPS# By Permit#

Select EPS#

Test EPS Account ✓

\$8,061,861.03
Current Balance

\$0.00

Pending Transactions

Debit transactions are aggregated and withdrawn at 6:00 PM Eastern.

Account Status: ACTIVE

[Enterprise Payment System](#)

Allows user to select an EPS account they wish to view.

Current Balance shows the amount for a trust account.

Pending Transactions displays the amount to be charged to an ACH debit account.

Account Status: Active or Pending

User can access the EPS from:

- EPS the widget link.
- Additional Services.
- **Favorites Services** widget.

Mailer Scorecard

eDoc Submitter Mail Preparer Mail Owner

Program Status

! Full Service ⓘ ! Move/Update ⓘ
! Seamless ⓘ eInduction ⓘ

Top Errors

! Seamless - Nesting/Sortation	2.87%
! Full Service - Bar. Uniq. Piece	2.95%
! Move/Update - COA	2.87%
Full Service - Bar. Uniq. Handling Unit	0.95%

[Mailer Scorecard](#)

Yellow arrows point to the tabs: eDoc Submitter, Mail Preparer, Mail Owner.

Tabs allow the letters and flats mailer to choose their view of the scorecard widget

Yellow arrows point to the exclamation marks in the Program Status section.

Exclamation marks appear when an indicator within that service is over an error threshold

Yellow arrows point to the error percentages in the Top Errors section.

Displays indicators that are over threshold followed by those that have the highest error percentage

Yellow arrow points to the Mailer Scorecard link at the bottom of the widget.

Link to the Mailer Scorecard. Can also be accessed through Mailing Services → Mailing Reports

Favorite Services

Favorite Services [Edit](#)

- Customer Label Distribution >
- CSAs >
- eVS >
- Every Door Direct Mail >
- Incentive Programs >
- Manage Permits >
- PFS Local >
- Printer Directory >
- Scan Based Payment >
- FAST >

BUSINESS CUSTOMER GATEWAY Home Hello Olga!

Mailing Services Shipping Services Additional Services Alerts Pending Requests **Manage Account** USPS.com Help

Manage Favorites Manage Profile / Manage Favorites / Manage Services / Manage Locations / Manage Users

Edit Favorite Services

The Favorite Services panel allows you to quickly access your most often used services from most pages in the Business Customer Gateway.

The services below are currently approved and may be added to your Favorite Services panel. You may select up to ten (10) services to be included in your panel.

To Add Favorite Services:

1. Check the services you want to add or remove from your panel
2. Click the Save button to update the panel

Select Up To 10 Favorites Services:

<input type="checkbox"/> Audit Mailing Activity (PostalOne!)	<input type="checkbox"/> Manage Permits (PostalOne!)
<input type="checkbox"/> Balance & Fees (PostalOne!)	<input checked="" type="checkbox"/> MyMSSC Portal
<input type="checkbox"/> Click-N-Ship Business Pro™	<input checked="" type="checkbox"/> Online Enrollment
<input type="checkbox"/> Customer Label Distribution System (CLDS)	<input type="checkbox"/> Parcel Data Exchange (PDX)
<input type="checkbox"/> Customer/Supplier Agreements (CSAs)	<input type="checkbox"/> Parcel Return Service (PRS)
<input checked="" type="checkbox"/> Dashboard (PostalOne!)	<input type="checkbox"/> Parcel Return Service (PRS) Authorization Letter
<input type="checkbox"/> Electronic Data Exchange (PostalOne!)	<input type="checkbox"/> Pickup On Demand (PUOD)
<input type="checkbox"/> Electronic Verification System (eVS)	<input checked="" type="checkbox"/> Postal Wizard (PostalOne!)
<input checked="" type="checkbox"/> Enterprise Payment System	<input type="checkbox"/> Premium Forwarding Service Commercial™
<input type="checkbox"/> Enterprise PO Boxes Online	<input type="checkbox"/> Premium Forwarding Service Local™
<input type="checkbox"/> Every Door Direct Mail	<input type="checkbox"/> Printer Directory
<input type="checkbox"/> Incentive Programs	<input type="checkbox"/> Scan Based Payment (SBP)
<input checked="" type="checkbox"/> Informed Visibility	<input type="checkbox"/> Schedule a Mailing Appointment (FAST)
<input checked="" type="checkbox"/> Intelligent Mail Small Business (IMsb) Tool	<input type="checkbox"/> USPS Mail Analytics
<input type="checkbox"/> Mail Transport Equipment Ordering System (MTEOR)	<input type="checkbox"/> USPS Package Intercept
<input checked="" type="checkbox"/> Mailer ID	<input type="checkbox"/> USPS Ship Account Management (formerly PPC)
<input type="checkbox"/> Mailing Promotions Portal	<input type="checkbox"/> USPS Ship Reports (formerly PPC)
<input checked="" type="checkbox"/> Mailing Reports (PostalOne!)	<input type="checkbox"/> Verification Assessment Evaluator (PostalOne!)

Favorite Services [Edit](#)

- Dashboard >
- EPS >
- IV >
- IMsb >
- Mailer ID >
- Mailing Reports >
- MyMSSC Portal >
- Online Enrollment >
- Postal Wizard >

Allows the user to select up to 10 of their favorite services by clicking on the edit button

Recent Mailings Widget

Statements are displayed according to a filterable status and date

Recent Mailings

Job ID	Mail Class	Mailing Date	Mailing Group ID	Status	Post Office Of Mailing	Postage	Postage Statement ID	Statement Status	Submission Date
CT12127Z	FC	05/30/20	67583360	Finalized	105000	\$44.18	124621267	FIN	06/02/20
CT12127Z	FC	05/30/20	67583360	Finalized	105000	\$35.34	124621266	FIN	06/02/20

[+ Show More](#)

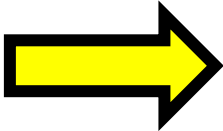
This widget displays can be expanded to display up to the users ten most recent letter and flat mailings

[All Mailings](#)

The recent mailings widget displays up to 10 of your recent letters and flats mailings, for which submitted by eDoc, from the *Postalone!* dashboard. To view this widget, user must have MMA access.

Commonly used services

- ✓ Automated Business Reply Mail Tool
- ✓ Balance and Fees
- ✓ CLDS
- ✓ Dashboard *PostalOne!*
- ✓ EDDM
- ✓ Incentive Programs
- ✓ Informed Visibility
- ✓ IMsb Tool
- ✓ Mailer ID
- ✓ Mailing Reports
- ✓ Manage Permits
- ✓ MyMSSC Portal
- ✓ Postal Wizard
- ✓ FAST



Mailing Services

Mailing services help you deliver letters and flat mail pieces. Mailing online services will help you manage day-to-day activities from design and preparation of your mail to tracking your mailings in the mail stream. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.



Automated Business Reply Mail more info >	Go to Service
Balance & Fees (PostalOne!) more info >	Go to Service
Customer Label Distribution System (CLDS) more info >	Go to Service
Customer/Supplier Agreements (CSAs) more info >	Go to Service
Dashboard (PostalOne!) more info >	Go to Service
Electronic Data Exchange (PostalOne!) more info >	Go to Service
Every Door Direct Mail more info >	Go to Service
Incentive Programs more info >	Go to Service
Informed Visibility more info >	Go to Service
Intelligent Mail Small Business (IMsb) Tool more info >	Go to Service
Mailer ID more info >	Go to Service
Mailing Promotions Portal more info >	Go to Service
Mailing Reports (PostalOne!) more info >	Go to Service
Manage Permits (PostalOne!) more info >	Go to Service
MyMSSC Portal more info >	Go to Service
Picture Permit Indicia more info >	Get Access
Postal Wizard (PostalOne!) more info >	Go to Service
Printer Directory more info >	Go to Service
Schedule a Mailing Appointment (FAST) more info >	Go to Service
Share Mail more info >	Get Access

Update to IMBG Tray Labels

 **BUSINESS CUSTOMER GATEWAY**

Home Hello

Mailing Services Shipping Services Additional Services Alerts Pending Requests Manage Account USPS.com Help

Mailing Services


 Mailing services help you deliver letters and flat mail pieces.

Mailing online services will help you manage day-to-day activities from design and preparation of your mail to tracking your mailings in the mail stream. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.



Your Locations:

All Locations

 Automated Business Reply Mail more info >	Go to Service
 Balance & Fees (PostalOne!) more info >	Go to Service
 Commercial Mail Discounts more info >	Go to Service
 Incentive Programs more info >	Go to Service
 Informed Visibility more info >	Go to Service
 Intelligent Mail Barcode Generator (IMBG) more info >	Go to Service

Balance and Fees

- Set low balance alerts for non-EPS permits
- Set up auto fee renewal
- Set up fee renewal notice

Manage Permits

- Lists associated Business Locations/CRID
- View all permits, status, and PO of permit finance number linked to selected Business Location/CRID

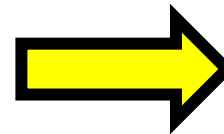
Transactions and BRM Invoice Detail

- Search date range 125 days or less
- Transactions only appear for 1 year/ 1 month after transaction date.
- BRM search up to 365 days for one permit

The screenshot shows the USPS Mailing Reports web interface. On the left is a navigation sidebar with the following sections: **Manage Mailing Activity** (containing Home, Summary, Balance and Fees, Postal Wizard, Electronic Data Exchange, Mailing Reports, Dashboard, Manage Permits, and IMsb Tool), **e-VS Customer** (containing e-VS Monthly Account and Sampling Summary, eVS/PRS Dashboard, Manifest Search, Mailer ID Report, Third Party Billing Reports, Dispute Queue, and eVS Alerts), and **PRS Customer** (containing Print and Deliver Return Label Service). The main content area is titled 'Mailing Reports' and lists various reports under three categories: **Full Service** (including Data Distribution/Informed Visibility Dashboard, Full Service Seamless Acceptance Failure Jobs, Mailing Summary Report, Mail Quality Reports, Mailer Scorecard, View Historical Permit Transactions, Carbon Accounting Statement, Tech Credit Report, QBRM Verification Assessment Report, QBRM Additional Postage Due Report, PPI Monthly Summary Report, and Seamless Acceptance Incentive Report), **eVS/PRS Reports** (including Carbon Accounting Statement, Manifest Confirmation Report, Manifest Error Report, Postage Statement Summary, and Sampling Reports), and **Other Reports** (including View Transactions, Pending Postage Statements, Induction Activity Report (eInduction), Electronic Verification Activity (EVS), Parcel Return Service (PRS), BRM Invoice Detail Report, Customer MRS Detail Report, Customer MRS Summary Report, eInduction Quick Status Report, Mail Entry Additional Postage Assessment Report, and IMpb Compliance Report). Several report titles are highlighted with red boxes in the original image.

Commonly used services

- ✓ Click-N-Ship® Business Pro
- ✓ Dashboard *PostalOne!*®
- ✓ eVS®
- ✓ Incentive Programs
- ✓ Mailer ID
- ✓ Mailing Reports
- ✓ Manage Permits
- ✓ Online Enrollment
- ✓ Postal Wizard®
- ✓ Premium Forwarding Service (PFS) - Commercial
- ✓ USPS Package Intercept
- ✓ USPS Ship Account Management (formerly PPC)

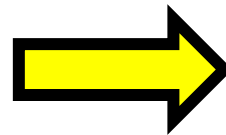


+	Balance & Fees (PostalOne!) more info >	Go to Service
+	Click-N-Ship Business Pro™ more info >	Go to Service
+	Dashboard (PostalOne!) more info >	Go to Service
+	Electronic Data Exchange (PostalOne!) more info >	Go to Service
+	Electronic Verification System (eVS) more info >	Go to Service
+	Incentive Programs more info >	Go to Service
+	Mailer ID more info >	Go to Service
+	Mailing Reports (PostalOne!) more info >	Go to Service
+	Manage APIs more info >	Get Access
+	Manage Permits (PostalOne!) more info >	Go to Service
+	Official Mail Shipping Labels more info >	Get Access
+	Online Enrollment more info >	Go to Service
+	Parcel Data Exchange (PDX) more info >	Go to Service
+	Parcel Return Service (PRS) more info >	Go to Service
+	Parcel Return Service (PRS) Authorization Letter more info >	Go to Service
+	Postal Wizard (PostalOne!) more info >	Go to Service
+	Premium Forwarding Service Commercial™ more info >	Go to Service
+	Premium Forwarding Service Local™ more info >	Go to Service
+	PS Form 3801 more info >	Get Access
+	Scan Based Payment (SBP) more info >	Go to Service
+	USPS Package Intercept more info >	Go to Service
+	USPS Ship Account Management (formerly PPC) more info >	Go to Service
+	USPS Ship Disputes and Refund Requests more info >	Get Access

[Mailing Services](#)[Shipping Services](#)[Additional Services](#)[Alerts](#)[Pending Requests](#)[Manage Account](#)[USPS.com](#)[Help](#)

Commonly used services

- ✓ Enterprise Payment System
- ✓ Enterprise PO (ePOBOL)
- ✓ Informed Delivery® Campaign Portal
- ✓ Intelligent Mail® Services
- ✓ Mail Transport Equipment Ordering System (MTEOR)
- ✓ Pickup On Demand
- ✓ StampsNow Commercial Postal Store



Approved Shipper more info >	Go to Service
Audit Mailing Activity (PostalOne!) more info >	Go to Service
Bulk Indemnity Claims more info >	Get Access
Business Service Network (BSN) eService more info >	Get Access
Contract Postal Unit Commercial Postal Store more info >	Get Access
Enterprise Payment System more info >	Go to Service
Enterprise PO Boxes Online more info >	Go to Service
Informed Delivery® Mailer Campaign Portal more info >	Get Access
Informed Delivery® Shipper Campaign Portal more info >	Get Access
Intelligent Mail Services more info >	Go to Service
Mail Transport Equipment Ordering System (MTEOR) more info >	Go to Service
NSA Rate Access in Informed Visibility more info >	Get Access
Pickup On Demand (PUOD) more info >	Go to Service
Retail Business Partners more info >	Go to Service
Service Refunds more info >	Go to Service
StampsNow Commercial Postal Store more info >	Get Access
USPS Tracking™ more info >	Go to Service
Verification Assessment Evaluator (PostalOne!) more info >	Go to Service

Manage Profile

- Allows the user to change their account details, such as contact information.

Manage Favorites

- Edit the ten shortcuts that are visible on the home page.

Manage Services

- View current services and request access to services.

Manage Location

- Displays all relevant information about the locations currently set up in the account.

Manage Users

- Allow BSA and BSA delegates to approve/edit user access.

Manage Profile
Manage Favorites
Manage Services
Manage Locations
Manage Users

Log Out

1. User Details – Edit

- Contact info
- Change password
- Update business address
- Change BCG home location
- Remove business locations

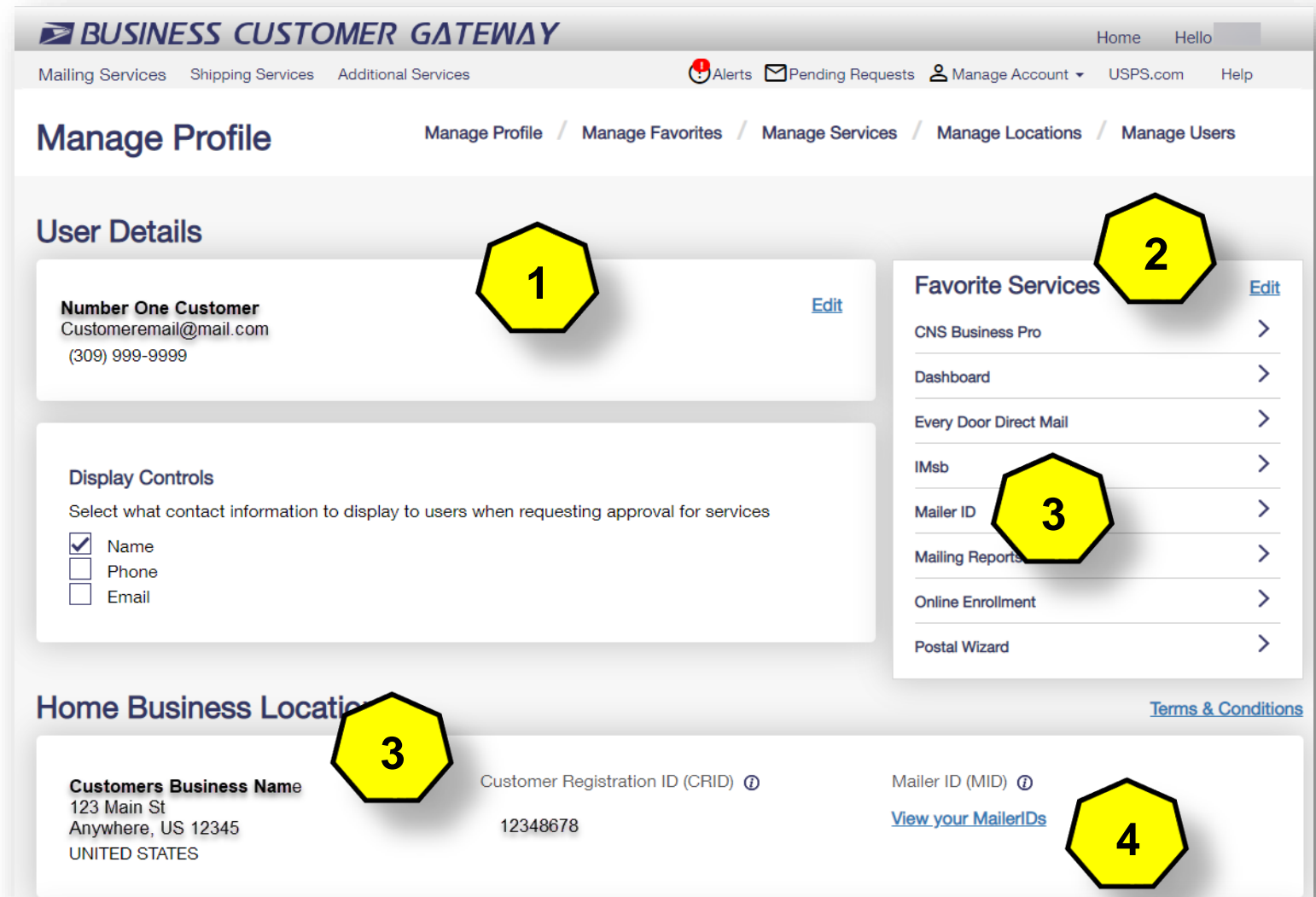
2. Favorites Services – Edit (10)

3. Home Business Location

- View Mailer IDs
- Add Business Location

4. Mail Service Providers

- Get MID/CRIDs
- Customer Validation Tool

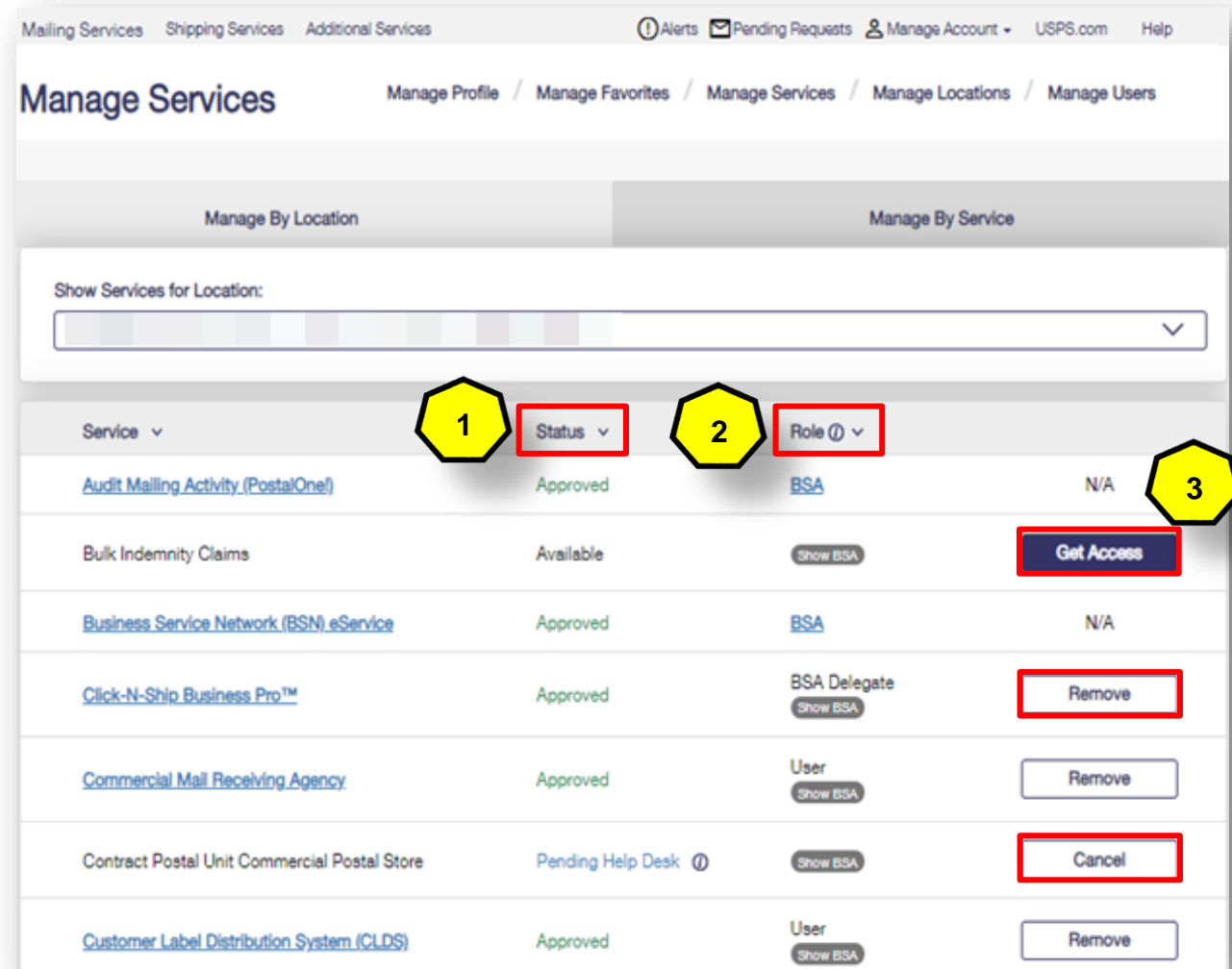


The screenshot shows the 'Manage Profile' page in the BUSINESS CUSTOMER GATEWAY. The page is divided into several sections, each with a numbered callout:

- 1**: User Details section, showing 'Number One Customer' with contact information and an 'Edit' link.
- 2**: Favorite Services section, listing services like 'CNS Business Pro', 'Dashboard', 'Every Door Direct Mail', 'IMsb', 'Mailer ID', 'Mailing Reports', 'Online Enrollment', and 'Postal Wizard', each with an 'Edit' link.
- 3**: Display Controls section, with a heading 'Display Controls' and a sub-heading 'Select what contact information to display to users when requesting approval for services'. It includes checkboxes for 'Name' (checked), 'Phone', and 'Email'.
- 3**: Home Business Location section, showing 'Customers Business Name' (123 Main St, Anywhere, US 12345, UNITED STATES) and 'Customer Registration ID (GRID)' (12348678).
- 4**: Mailer ID (MID) section, showing 'Mailer ID (MID)' and a link to 'View your MailerIDs'.

Manage Services by Location or Service

1. View the status of each service
2. View your role
 - a. [BSA](#) – You are the BSA
 - b. [Show BSA](#) – Not You or No BSA available (click on Show BSA to see the current BSA of service if available)
3. Get Access/Remove/Cancel – to request access, to remove, or to cancel your access

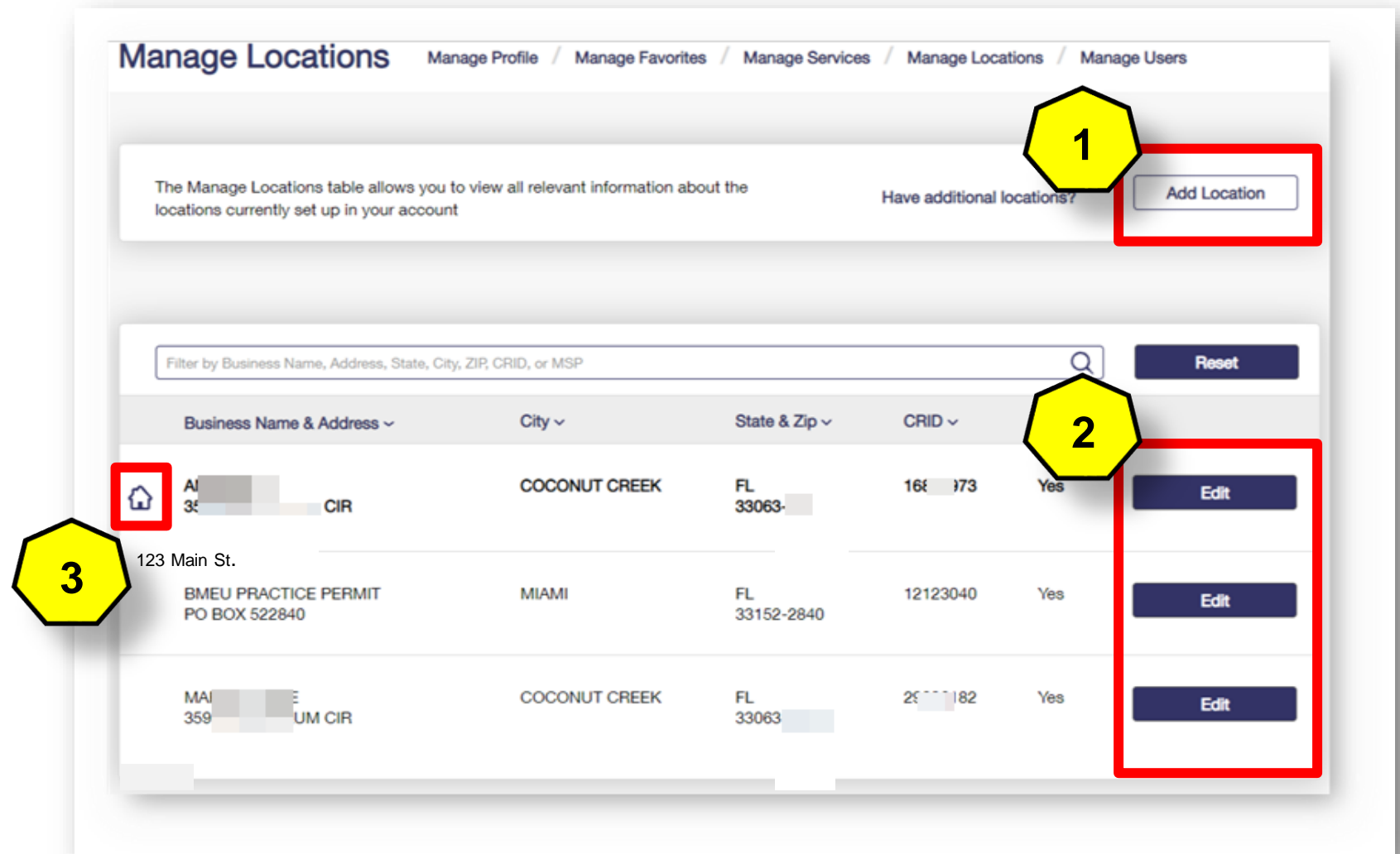


The screenshot shows the 'Manage Services' page with a table of services. Annotations include yellow hexagons numbered 1, 2, and 3, and red boxes highlighting specific elements.

Service	Status	Role	Action
Audit Mailing Activity (PostalOne!)	Approved	BSA	N/A
Bulk Indemnity Claims	Available	Show BSA	Get Access
Business Service Network (BSN) eService	Approved	BSA	N/A
Click-N-Ship Business Pro™	Approved	BSA Delegate Show BSA	Remove
Commercial Mail Receiving Agency	Approved	User Show BSA	Remove
Contract Postal Unit Commercial Postal Store	Pending Help Desk ⓘ	Show BSA	Cancel
Customer Label Distribution System (CLDS)	Approved	User Show BSA	Remove

Manage Locations

1. Allows additional business locations to be added to the BCG
2. The BSA can also edit a business affiliation address or MSP designation
3. The BSA can also Edit the BCG Home Location



The screenshot shows the 'Manage Locations' page with the following elements:

- 1**: A yellow octagon pointing to the 'Add Location' button in the top right corner.
- 2**: A yellow octagon pointing to the 'Edit' buttons in the right column of the table.
- 3**: A yellow octagon pointing to a home icon in a red box on the left side of the first table row.

The table contains the following data:

Business Name & Address	City	State & Zip	CRID	MSP	Action
AI [redacted] CIR 123 Main St.	COCONUT CREEK	FL 33063	16 [redacted] 973	Yes	Edit
BMEU PRACTICE PERMIT PO BOX 522840	MIAMI	FL 33152-2840	12123040	Yes	Edit
MAI [redacted] E 359 [redacted] UM CIR	COCONUT CREEK	FL 33063	2 [redacted] 182	Yes	Edit

Control Access to Your Services

Use this page to control who can or cannot access the services for which you are the Business Service Administrator (BSA). To find a specific user, service, or location, use the filters to narrow down the list.

To Revoke and Archive Records:
If you are a Business Service Administrator or Delegate you can revoke your Users' access to services and archive these records. Archived records will not be displayed under Manage Users for the BSA or Delegates.

[Revoke and Archive Users](#)

Filter by Location: ?
ALL

Filter by Service: ?
ALL Show only Pending requests ?

Filter by User: ? Filter by Access Level: ?
ALL ALL **Reset All Filters**

Manage User Access

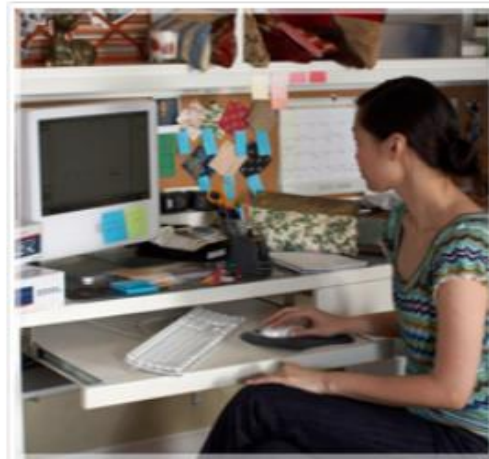
Business Name & Location	User	Service	Access Level ?
Nick Altrock 333 W 35 th St Chicago IL 60616 CRID: 94818336	Nick	Package Platform Reports	No Access ?

Access: provides user with access to the service for that business location
BSA Delegate allows user to approve/deny requests for that service & location on your behalf
No Access: denies user access to the service for that location
Requested: will default to this when the user has requested access and the BSA has not acted on yet

No Access ?
Access
BSA Delegate
No Access
Requested

Support

Need help? You've got questions, we've got answers. Below you can find the information to support your mailing and shipping needs.

[BCG Navigation Guide](#)[Need to manage BSA assignments?](#)

Online Support

Send us an email at:

mssc@usps.gov

[Get Started with Full-Service](#)

[Learn more about the BCG](#)

[Postal Explorer](#)

[USPS News & Information](#)

[USPS Tracking™](#)

[USPS.com](#)

[Vendor list for Full Service Software](#)



Live Support

For general information, call us at (877) 672-0007.

Mon-Fri: 7:00 A.M. to 7:00 P.M. (CT)

Sat/Sun/Holidays: Closed

[Additional Support Contact Information](#)



BCG Service Information

Browse through our shipping and mailing services articles which will assist you with your questions.

[Electronic Verification System \(eVS\)](#)

[Enterprise Payment System](#)

[Every Door Direct Mail \(EDDM\)](#)

[IV® - Mail Tracking & Reporting](#)

[Incentives & Promotions](#)

[Streamlined Publication](#)

