

United States Postal Service®

INDUSTRYALERT

September 20, 2024

Business Customer Training Series – Automated Certificate of Mailing

The Postal Service has added two sessions to the bi-weekly webinars on **Automated Certificate of Mailing**. Effective January 2024, customers sending more than 50 pieces through the BMEU now have the option for the automated method of Certificate of Mailing. We will provide a training session on this process and the benefits it provides to our mailers.

The automated solution provides customers an alternative to traditional hardcopy forms. We encourage customers to adopt this automated solution, as it will reduce the administrative time for handling Certificate of Mailing, enhance security, and increase visibility throughout the mailing process. There is no impact to the Retail channel.

The automated forms for extra services were implemented to be used as an alternative to the hardcopy forms detailed here:

- 3606-D (Bulk Certificate of Mailing)
- 3665 (Certificate of Mailing)
- 3877 (Firm Book for Accountable Mail)

The Postal Service will continue hosting bi-weekly webinars on utilizing the Business Customer Gateway (BCG) for electronic documentation (eDoc) and postage statement submission

Upcoming webinars:

- | | |
|-----------------------|----------------------------------------------------------|
| • September 24 | Automated Certificate of Mailing |
| • October 8 | Automated Certificate of Mailing |
| • October 22 | Business Customer Gateway (BCG)Postal Wizard (PW) |

Join us for the next session – Automated Certificate of Mailing on Tuesday, September 24, 2024, at 1:00 PM EST.

Meeting URL:

<https://usps.zoomgov.com/j/1603767418?pwd=TTFONWNVMXQ2UW1wcUVCCeEt5WFILZz09>

Meeting ID: 160 376 7418

Password: 996767

- If requested, enter your name and email address.
- Enter meeting password: 996767

- **Join Audio by the options below:**
 - Call using Internet Audio
 - Dial: 1-855-860-4313, 1-678-317-3330 or 1-952-229-5070 & follow prompts

Note: Meeting links and presentations are also posted on PostalPro™ and can be found at [Mailing Services | PostalPro \(usps.com\)](#)

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