



# **Enterprise Payment System (EPS) Pre-Release Notes**

## **Release 3.0**

**CHANGE 1.0**

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## 1.0 Introduction

The U.S. Postal Service is upgrading its payment architecture for enterprise and business customers. The new Enterprise Payment System (EPS) will replace the current product-centered payment with a centralized account management system that provides enhanced security features, centralized balance and account management, and a self-service customer experience.

EPS allows customers to pay for USPS products and services through an Enterprise Payment Account (EPA) that is funded as an Automated Clearing House (ACH) Debit or Trust account. With this release, the *PostalOne!*® System will be integrated with EPS to allow commercial customers the ability to use their EPS accounts to pay postage and fees. EPS will support Payment transactions and reports for commercial mailings submitted through the *PostalOne!* System, and support migration of local Trust and Centralized Account Processing System (CAPS) accounts to EPS. *PostalOne!*® services that are part of the USPS Package Platform are not part of this release. Package Platform services include eVS (Electronic Verification System), PRS (Parcel Return Service), Easy Returns, Scan-Based Payment, Click-N-Ship Business Pro, and Priority Mail Express.

## 2.0 Manage Products and Services

EPS will now support *PostalOne!*® Permits to pay for mailings. The user must have access to the EPS and be an Administrator or Payment Manager for the EPA in order to link a Permit to an EPA.

### 2.1 Permit Linkage

EPS business customers are able to link *PostalOne!*® Permits to their EPA. From the Account Management landing page, users will navigate to the “Products and Services” tab and select the “Manage Permits” link. A Permit is linked to a single EPA, although multiple Permits may be linked to the same EPA. The EPA Permit link is effective in near real-time; i.e., transactions and fees processed in the *PostalOne!*® System are directed to EPS immediately after the link is made. [B-124603 \(843-R\)](#)

#### 2.1.1 Permit Linkage Terms and Conditions

Selecting the “Manage Permits” link displays the Permit Linkage Terms and Conditions. Agreeing to the terms and conditions for linking Permits to an EPA will display the “Manage Permits” landing page. Users also have the option to cancel the process and return to the Account Management landing page or print the Terms and Conditions. [B-165482 \(880-R\)](#)

#### 2.1.2 Retrieve Permits

When the “Manage Permits” landing page is accessed, EPS retrieves all active Permits for each Customer Registration ID (CRID) that the user is enrolled in the Manage Mailing Account (MMA) service from the *PostalOne!*® System. [B-124608 \(847-R\)](#)

#### 2.1.3 Display Permits

The “Manage Permits” landing page displays available Permits based on MMA service authorized to view by the user. EPS displays the following Permit information: [B-124605 \(844-R\)](#), [B-124609 \(848-R\)](#), [B-141711 \(874-R\)](#), [B-163696 \(876-R\)](#), [B-165479 \(878-R\)](#), [B-165481 \(879-R\)](#), [B-165482 \(880-R\)](#)

- Permit
- Permit Type
- Finance Number
- Permit Status
- Business Location (CRID) associated with the Permit
- Company Name associated with the Permit
- EPS Account Nickname
- EPS Account Number

## 2.1.4 Display Permit Status

EPS will display the current Permit status from the *PostalOne!*® System for each Permit. The permit status is updated and displayed when the *PostalOne!* System notifies EPS of a status update. The following Permit statuses will display for Permits on the “Manage Permits” landing page. [B-171044 \(885-R\)](#), [B-166637 \(881-R\)](#)

- Active
- ADDPOS (Additional Postage)
- Cancel
- Denied
- Inactive
- Delete

## 2.1.5 Manage Linked Permits

EPS Administrators and Payment Managers have the ability to manage the Permits linked to EPAs. This occurs on the “Manage Permits” landing page. From the “Account Management” landing page, users will navigate to the “Products and Services” tab and select the “Manage Permits” link. Authorized users can link and unlink Permits to EPA. EPS users are only permitted to manage Permits for which they also have the MMA service. [B-124606 \(845-R\)](#)

## 2.1.6 Change Permit to Enterprise Payment Account Linkage

EPS Administrators and Payment Managers have the ability to change the EPA linked to a Permit. This occurs on the “Manage Permits” landing page. From the “Account Management” landing page, users will navigate to the “Products and Services” tab and select the “Manage Permits” link. Authorized users can change the EPA by selecting a different EPA from the authorized EPS Account Number list. [B-124613 \(849-R\)](#)

## 2.1.7 Verify Enterprise Payment Account

EPS will verify that EPAs are in good standing prior to allowing changes to the Permit linkage. When a user attempts to change Permit linkage to a different EPA or add a new Permit linkage, EPS will verify the following for the account that the user selects: [B-166887 \(882-R\)](#)

- The EPA status must be set to "Active"
- The EPA must have a verified Trust or ACH Debit payment method
- An EPA with a Trust as primary payment method must have a positive balance
- The EPA must not be flagged for fraud

## 2.1.8 Send Permit Linkage to the *PostalOne!*® System

When users link Permits to EPAs or change the EPA link to a Permit, EPS will send the updated Permit information to the *PostalOne!*® System. New transactions using the linked Permit are processed through EPS rather than CAPS or a Local Trust Permit balance. [B-124615 \(851-R\)](#)

## 2.1.9 Migrate Permit Balance

The unused balance of a CAPS Trust or Local Trust Permit will transfer to the EPA when the last Permit associated with the CAPS or Local Trust Permit balance is linked to an EPA. [B-181762 \(888-R\)](#)

## 3.0 Enterprise Payment Account Changes

### 3.1 Close Account

#### 3.1.1 Verify No Product Linkages

Customers are not allowed to close an EPA that is linked to Permits or other products and services. An error message displays instructing the customer to change the products and service linkage prior to closing the account. [B-124545 \(842-R\)](#), [B-139720 \(873-R\)](#)

#### 3.1.2 Automatic Inactive Account Closure

EPS automatically closes an EPA with no activity after 24 months. EPS features are disabled, and the status is set to "Inactive." [B-124562 \(839-R\)](#)

The following rules determine if an account is inactive:

- No active PO Box, Caller, or Reserve services open.
- No deposits within the past 3 months;
- No transfers or withdrawals within the past 3 months; and
- No purchases in 24 months.

#### 3.1.3 Automatically Closed EPS Account Error Message

If a customer accesses EPS after the EPA is inactive and they have no other active accounts, EPS will navigate them to the "Account Management Landing Page" displaying an error message: "*This account has been closed due to inactivity,*" preventing the user from opening a new account. When selecting the "Create a New EPS Account" option the error message "*You have inactive Enterprise Payment accounts and cannot create a new EPS account*" displays. [B-122783 \(840-R\)](#)

#### 3.1.4 Notification of Trust Balance

EPS closes payment accounts due to 24 months of inactivity and sends a notification to the EPS Administrator and Payment Manager of the EPA so that the customer can take the appropriate action to reduce the Trust balance to \$0. [B-124566 \(834-R\)](#)

- After 22 months of inactivity, an eMail notification with the subject "*USPS Enterprise Payment System: Account Closure Action Required*" is sent.
- These instructions are provided in the body of the message: "*Your Enterprise Payment Account ending in \*\*\*\*\*XXXX is due to close on (DATE) due to inactivity. There is a Trust Balance of (AMOUNT) remaining on your account. Please access the Enterprise Payment System to complete a Trust Transfer or Withdrawal prior to the account closure.*"

### 3.2 Enterprise Payment Reports

Reports have been added to support *PostalOne!*® commercial mailing transactions.

#### 3.2.1 *PostalOne!*® Products/Services Summary Report

EPS enhanced the Account Overview dashboard Products and Services Spending History Summary to include Permit Mailings Spending Summary. [B-124662 \(863-R\)](#)

- Users can select a date range
- Spending History displays the spending total for the selected date range for each Product and Service
- Spending History Graph gives a visual summary of each Product and Service Spending History

### 3.2.2 Permit Mailings Spending Summary

Selecting the “Permit Mailings” group from the “Account Overview Spending History” navigates the user to the “*PostalOne!*® Spending Summary.” [B-124663 \(864-R\)](#)

- User can select a date range.
- Spending Summary displays total for the selected date range by Mail Class (First-Class Mail, USPS Marketing Mail, Priority Mail, etc.).
- Spending Summary displays total spending of all Mail Classes.
- Graph displays spending summary for each Mail Class.
- Permit Mailing link navigates to next drill-down level.

### 3.2.3 *PostalOne!*® Permit Mailings - Mail Class Reports

From the “Permit Mailings Spending Summary,” users can select to drill-down to a specific Mail Class. This report displays detailed transaction information for the selected Mail Class. The total amount of transactions on the drill-down by Mail Class will match the total amount of transactions displayed on the “Permits Mailing Spending Summary” page. [B-179607 \(887-R\)](#)

- EPS Transaction Number
- Transaction Date/Time
- Transaction Type
- Permit Holder CRID
- Permit Number
- City/State of Permit
- ZIP Code of Verification
- Publication Number (Periodicals only)
- Customer Reference ID
- Job ID
- User License Code
- Class
- Number of Pieces
- Number of Copies (Periodicals only)
- eDoc Mailing Date
- EPS Account Number
- Transaction Amount
- Postage Statement Number

### 3.2.4 Mailing Details Report

The “*PostalOne!*® Mailing Details Report” is included as a Standard Report and can be accessed from the “Reports” Tab. The Mailing Details Report will include the following information: [B-179605 \(886-R\)](#)

- EPS Transaction Number
- Transaction Date/Time
- Transaction Type
- Permit Holder CRID

- Permit Number
- City/State of Permit
- ZIP Code of Verification
- Publication Number (Periodicals only)
- Customer Reference ID
- Job ID
- User License Code
- Class
- Number of Pieces
- Number of Copies (Periodicals only)
- eDoc Mailing Date
- EPS Account Number
- Transaction Amount
- Postage Statement Number

### 3.2.5 Postage Statement Details Report

Users can select to drill-down to the Postage Statement report from both the Mailing Details Report and from the Mail Class Report by selecting the postage statement. When a user drills down to an individual statement, the Postage Statement Details Report displays the following information: [B-124676 \(868-R\)](#), [B-124664 \(865-R\)](#)

- Postage statement section letter and name
- The total amount for each processing category within the section (ex: Processing Category: Letters; Total Amount: \$2,100.00)

### 3.2.6 Postage Statement Line Detail Report

Users can select to drill-down to the “Postage Statement Line Detail Report” from the “Postage Statement Details Report” by selecting the postage statement line. The “Postage Statement Line Detail Report” displays the following information: [B-124665 \(866-R\)](#)

- Postage statement line detail data
- Postage statement lines that make up the section (ex: Line A5, # of pieces 500, total amount \$1,000.00)

## 4.0 Payment Method

### 4.1 ACH Debit Backup

EPS Administrators and Payment Managers have the ability to establish an ACH Debit backup payment method for Enterprise Payment Trust Accounts, so that a backup payment method is available when there are insufficient funds in the Trust Account for the mailing. This occurs on the “Account Management Payment Method” page. [B-124589 \(832-R\)](#), [B-124591 \(833-R\)](#)

- User must be authorized to access the EPS
- User must have Administrator or Payment Manager role
- Display ACH Debit payment methods linked to the EPA
- Customer selects an ACH Debit payment method and assigns as backup
- Save and store ACH Debit Backup payment method
- Pending payment methods cannot have a backup
- Backup allowable when Trust is primary



### 4.1.1 ACH Debit Backup Message

When setting up an ACH Debit as a Backup payment method, a message will display on the "Payment Methods" page "The full transaction amount will be applied to the ACH Debit backup when there is not sufficient funds in the Trust account to cover the full transaction amount." [B-139709 \(872-R\)](#)

## 5.0 Transactions

### 5.1 PostalOne!® System

#### 5.1.1 PostalOne!® Purchase Transactions

EPS has been enhanced to receive and accept purchase transaction information from the *PostalOne!®* System for valid EPAs. [B-124675 \(867-R\)](#)

#### 5.1.2 PostalOne!® Refund Transactions

EPS has been enhanced to receive and accept refund information from the *PostalOne!®* System for valid EPS accounts. If Trust Payment Method is the primary payment method, the Trust balance increases by the refund transaction amount. If ACH Debit Payment Method is the primary payment method, the refund transaction amount credits against the daily aggregated amount. [B-124681 \(869-R\)](#), [B-181772 \(889-R\)](#)

#### 5.1.3 PostalOne!® Adjustment Transactions

EPS has been enhanced to receive and Enterprise Payment has been enhanced to receive and accept adjustments to a previous *PostalOne!®* transaction if the EPS account is a valid account. The adjustment will be applied to the current primary payment method at the time of the **adjustment** transaction. If the primary payment method is Trust at the time of the transaction the trust balance will be reduced by the adjustment transaction amount. If ACH Debit Payment Method is the primary payment method at the time of the transaction, the adjustment transaction amount is included in the daily aggregated amount. [B-164985 \(877-R\)](#)

#### 5.1.4 PostalOne!® Reversal Transactions

EPS has been enhanced to receive and accept reversal information from the *PostalOne!®* System for valid EPAs. If Trust Payment Method is the primary payment method, the Trust balance increases by the reversal transaction amount. If ACH Debit Payment Method is the primary payment method, the reversal transaction amount credits against the daily aggregated amount. Reversals of transactions that occurred prior to migration to EPS will not be allowed until a future release. [B-167696 \(883-R\)](#), [B-181773 \(890-R\)](#)

## 6.0 Document History

Date	Section	Version	Description