# Quick Step Guide to MID and/or CRID Acquisition

### **Overview**

The Postal Service has published the POSTNET<sup>™</sup> Barcode Discontinuation final rule that is the basis for discontinuing use of POSTNET barcodes. Beginning in January 2014, Intelligent Mail® barcodes (IMb<sup>™</sup>) will be required to be eligible for automation prices. A Mailer ID (MID) is required when constructing all IMbs, including IMbs for mailpieces, handling units, and containers.

#### What is a MID?

- A Mailer Identification number (MID) is a six-digit or nine-digit numeric code the USPS assigns to a Mail Owner or Mail Service Provider based on calendar-year mail volume, as verified by volume reported in *PostalOne!*.
  - Six-digit MIDs are assigned to Mail Owners or Mail Service Providers whose annual volume is greater than 10 million pieces.
  - Nine-digit MIDs are assigned to Mail Owners or Mail Service Providers whose annual volume is less than 10 million pieces. Mail Owners or Mail Service Providers may qualify for multiple nine-digit MIDs based on annual volume increments of one million pieces.

#### What is a CRID?

- A Customer Registration Identification number (CRID) is a USPS-generated numeric code of up to 15 digits that uniquely identifies a USPS customer at a location
  - Each MID is owned by a single CRID at any given time
  - Each mailing permit is owned by a single CRID at any given time

For Intelligent Mail Basic or Full-Service, the MID can be owned by the Mail Owner, Mail Service Provider, or any Stakeholder in the supply chain. The Mail Owner and Mail Service Provider are described as follows:

- *Mail Owner* the business entity, organization, or individual who makes business decisions regarding the mailpiece content, directly benefits from the mailing, and ultimately pays for the postage on the mailpiece directly or by way of a Mail Service Provider
- Mail Service Provider a business entity, organization, or individual acting on behalf of one or more Mail Owners by providing mailing services for which the Mail Owners compensate the Mail Service Provider. A business entity, organization, or individual whose services define it as a Mail Service Provider may also be considered a Mail Owner, but only for its own mail or the mail of its subsidiaries.

MIDs can also be used to send information to the Mail Owner or Mail Service Provider regarding Intelligent Mail Full-Service mailings. Participation in Intelligent Mail Full-Service requires that both the Mail Owner and Mail Service Provider be identified for all Full-Service mailpieces (other than MLOCR exceptions). Identification can be through a MID, CRID, or mailing permit, as assigned by USPS in accordance with its application processes.

This Quick Step Guide provides instructions to acquire nine-digit MIDs and/or CRIDs. Note that some of the options below can only be accessed by an online user that has been identified as a Mail Service Provider through the Business Customer Gateway (BCG). To determine the status of your primary business location, navigate to the "Manage Account" section on <a href="https://gateway.usps.com">https://gateway.usps.com</a>.

# Individual Request Methods

Request Method	Recommended User	Functionality	Instructions
New User Registration (BCG)	A new USPS business customer	<ul> <li>CRID is assigned</li> <li>MID is assigned</li> </ul>	<ol> <li>Log-in to BCG</li> <li>Click "Register for Free"</li> </ol>
Access "Mailer ID" service (BCG)	Existing BCG user who needs a new MID	MID is assigned	<ol> <li>Log-in to BCG</li> <li>Click "Mailing Services"</li> <li>Click "Mailer ID"</li> </ol>
MID/CRID Request Service (BCG)	For MSPs only, acting on behalf of themselves or their customers	<ul> <li>MID is assigned</li> <li>CRID is assigned</li> <li>MID &amp; CRID is assigned</li> </ul>	<ol> <li>Log-in to BCG</li> <li>Click "Manage Account"</li> <li>Click "Get MIDs/CRIDs"</li> </ol>

# **Bulk Request Methods**

Request Method	Recommended User	Functionality	Instructions
MID/CRID Request Service (BCG)	For MSPs only, acting on behalf of themselves or their customers	<ul><li>Multiple MIDs assigned</li><li>Multiple CRIDs assigned</li></ul>	<ol> <li>Log-in to BCG</li> <li>Click "Manage Account"</li> <li>Click "Get MIDs/CRIDs"</li> </ol>
Mail.XML Message	Mailer capable of generating and submitting Mail.XML messages	<ul> <li>Multiple MIDs assigned</li> <li>Multiple CRIDs assigned</li> </ul>	<ol> <li>Download Web Service Description Languages (WSDLs)</li> <li>Create Mail.XML messages</li> <li>Submit Mail.XML messages</li> </ol>

# Data Validation Methods

Request Method	Recommended User	Functionality	Instructions
Validate Customer Information	MSPs only	Validate CRIDs, MIDs, Permits, and FAST Scheduler IDs	<ol> <li>Log-in to BCG</li> <li>Click "Manage Account"</li> <li>Click "Customer Validation Tool"</li> </ol>
Mail.XML Message	Mailer capable of generating and submitting Mail.XML messages	<ul> <li>Validate MID assignments</li> <li>Validate CRID assignments</li> </ul>	<ol> <li>Download Web Service Description Languages (WSDLs)</li> <li>Create Mail.XML messages</li> <li>Submit Mail.XML messages</li> </ol>

## **MID & CRID Request Instructions**

#### New User Registration (via the Business Customer Gateway)

- This method can be used if you are the Mail Owner or a Mail Service Provider. However, a Mail Service Provider may not acquire a MID or CRID on behalf of a Mail Owner using this method. Mail Owners and Mail Service Providers may acquire one, nine-digit MID for every one million mailpieces in volume. With sufficient volume, a Mail Owner or Mail Service Provider may request a maximum of five, six-digit MIDs or 10, nine-digit MIDs in one request via the Mailer ID tool in the BCG. If the annual volume allows for more MIDs than these maximums allow, separate requests must be submitted.
- To obtain a MID and a CRID, a mailer can register as a user on the **Business Customer Gateway**.
  - Mailers may sign-up as a new user for a business account by navigating to <u>https://www.gateway.usps.com/</u>.
  - Mailer may also navigate to <u>https://www.usps.com/</u> and select the <u>Business Customer</u> <u>Gateway</u> link, located on the bottom right hand corner of the web page footer.

Ship Online Now >		••	Reading Hannah An An An
Popular Links Mailing & Shipping Prices > Passports > PO Boxes <sup>TM</sup> > File a Claim > Contact Us >	How Much Is a Stamp? First-Class™ Forever® 50.46 Postcard 50.33 Buy now 3	Village Post Office We've expanded access to our products & services > Village Post Office Doe hun, MO 63637 Kered Had Hatter	News & Information New England lighthouses shine their light on new stamps > USP S0 Named One of the Most Trusted U.S. Companies > 2013 Postal Holidays > Learn More in the USPS Newsroom >
LEGAL Privacy Policy > Terms of Use > FOIA > No FEAR Act EEO Data >	ON USPS.COM Government Services > Buy Stamps & Shop > Print & Label with Postage > Customer Service >	ON ABOUT.USPS.COM About USPS Home > Newsroom > USPS Service Alerts > Forms & Publications >	OTHER USPS SITES Rusiness Customer Gateway Postal Inspectors > Inspector General > Postal Explorer >

• Once on the Business Customer Gateway homepage, click on the New User Registration link.

Save time with automation, online crdering and online tools	
Password  Password  Forcet asssword?  Sign in  Not a registered USPS Business Customer  Ver?  Register for free	
Mailers       Shippers       Business         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       Manage your returns with Parcel Return Service, use the Electronic Verification System to save paperwork by paying postage with electronic manifests.       Sign up for USPS Promotions and Incentives, save money with Automation Discounts and unlock the power of your Mailer ID (MID).	

• The new user must then complete the Registration Form. To begin, the user establishes a new account, creating a username, password and providing two security questions.

Account type		
• Business		
Create a username & password		
* Indicates a required field		
Pick a Username	*Pick a Password	*Pick Two Security Questions
Usernames need 6 characters. You <i>can</i> use your email address. 👔	Passwords need 7 characters, including a letter and number. They are case-sensitive. They can include special characters, but not your username or more than two repeat characters in a row.	Please answer two secret questions. If you forget your password, you will be asked for this information to re-gain access to our site.
CHECK THIS NAME	Password	*Pick Your First Security Question
		Select
	Password Strength	Your Answer
	0% Too Short	Answers are not case-sensitive. (2)
	Re-Type Password	
		Re-Type Your Answer
		CONFIRM FIRST SECURITY ANSWER

• The new user must then provide their name, business information, phone number and a valid email address. *NOTE:* a user may enter a known CRID to gain access to that business location.

Enter Your Name Title Select *First Name M.I. *Last Name	Enter Your Company Identifier (CRID) If you know the company identifier (CRID) for your location, please enter the number here.	Enter Your Phone Number       *Type     *Phone ②     Ext.       US     ✓     ✓       Type     Fax
Suffix Select	CHECK THIS CRID Enter Your Address 3 *Country	*Enter Your Email Address ②
	UNITED STATES	*Re-Type Your Email Address
	*Street Address	Can we contact you? Get communications from USPS and our partners. From USPS From USPS Partners
	Apt/Suite/Other	<ul> <li>CODE CODE TO A La Carte de Service de Carte Code de Carte de Carte de Carte de Carte de Carte Carte de Carte de Cart</li></ul>
	*City *State *ZIP Code™	
	Select ~	

• After reviewing the Privacy Policy, the new user will click on "Create Account" and a confirmation email will be sent to the email address that they provided.



• Next, the new user is taken to the Terms and Conditions page. All users must agree to the terms and conditions to finish the creation of their account. Note that the CRID has been assigned for the business location (unique Company Name & Address combination).

			Hello, Mel Gateway	USPS.com Help	
POSTAL SERV	Business Custom	er Gateway			
	Register Your Account	Getting Started	You're	signed up!	
Wel	loome to the Rusiness Customer	Gateway			
VVer	rates a required field	Gateway			
You'v We'v	ve successfully registered your business e got you signed up as:	account, and you are almost ready to use the	Business Customer G	ateway.	
	Your Business Location: BCGTEST1234 475 LENFANT PLZ SW WASHINGTON, DC 20260-0004 UNITED STATES CRID 20 : 94545290				
٥	You will be given permission to u Prepare, track and monitor your n Manage Mailer IDs and Permits Simplify Full Service Mailing and ( Target Areas with Direct Mail Send and Manage Large Shipping Label Enroll for Shipping Services Generate Mail and Transaction H Stay On Top of USPS Promotions	se several <u>USPS Business Services</u> allow nallings Customer Returns nts s istory reports and Incentive Programs	ring you to do thing:	s like:	
	Terms and Conditions * If you are the first user to request a Administrator (BSA) of that servic who can and cannot use it at your t	service for your location, you will become the e; you will be able to manage that service for usiness location.	Business Service any future users, con	trolling	
	Continue	s and conditions of the Business Customer Gatew	vay.		

• It's important to note, that the first user at a business location will become the Business Service Administrator (BSA) for a USPS business application or "service", in charge of managing who can and who cannot use a service at a business location. This can be changed later, if someone else needs to be made BSA.

• On the Confirmation Page, the new user will automatically be enrolled to use popular business applications or "services". Service names are displayed as hyperlinks, which takes the user directly to the home page of that particular service. Clicking "Continue" completes the process and takes the new user to the BCG home page.

Register Your Account	Getting Started You're signed up!
You're signed up!	
You now have access to the services that and use it freely. Depending on your com regulated by the Business Service Admin	Let up with business services. I cover basic business functionality. Having access to a service means that you can see pany's needs, dirent employees may need access to different services. The access is istrator (ISSA) of each service.
Your Business Location: BCGTEST1234 475 LENRATI FLZ SW WASHINGTON, DC 20260-0004 UNITED STATES CRID (2): 94548290 (x00 LOCATED) (3)	Wre have automatically assigned you a Mailer ID (MID): 50004075 ±           Is this location a Mail Service Provider (MSP)? ±           Image: Ves
✓ You can begin using these business s SRVEC	ervices. Services with an asterisk (*) indicate you have become the BSA.
Customer/Supplier Agreements (CSAs) * - CSAs	define mail preparation requirements and acceptance times. 2
	allers can use an electronic manifest to document and pay postage. (2)
Electronic Verification Service (eVS) * - Package ma	
Electronic Verification Service (eVS) * - Package mi Every Door Direct Mail EDDM is designed to help you	u reach every home, every address, every time.
Electronic Verification Service (eVS) * - Package mi Every Door Direct Mail EDDM is designed to help you Incentive Programs * - Participate in promotions and in	u reach every home, every address, every time. Incentives for business mail. (2)
Electronic Verification Service (eVS)* - Package m Every Door Direct Mail EDDM is designed to help you Incentive Programs* - Participate in promotions and Intelligent Mail Small Business (IMsb) Tool - Produ	u reach every home, every address, every time. Incentives for business mail. ③ Die the BMb for your mailings.
Electronic Verification Service (eVS)* - Package m Every Door Direct Mail EDDM is designed to help you Incentive Programs* - Participate in promotions and i Intelligent Mail Small Business (IMab) Tool - Produ Mailer ID* - Request and manage Mailer IDa - ()	u reach every hene, every address, every time. Incentives for business mail. () uce the Bib for your malings.
Electronic Verification Service (eVS) * - Package m Every Door Direct Mall EDDI is designed to help you Incentive Programs * - Participate in promotions and i Intelligent Mail Small Business (IMsb) Tool - Prod. Maller D* - Request and manage Maler Do. (g) Manage Mailing Activity * - Manage your business m	u nash every hane, every address, every time. Incontres for business mail (1) uce the Mb for your makings.
Electronic Verification Service (eVS)* - Pockage m Every Dec Triest Mail 2010 is designed to help you incentive Programs - Partopate in promotions and intelligent Mail Small Business (MMA) Dool - Pool Malary D Repuset and manage Malar Da. Manage Mailing Activity - Manage your business m Online Enrollment - del stanted online to apply for e	u rash wavy hane, avary adforman, avary time. Incontress for business rank (1) uoo the MR for your makinge. allings, (1) points (1)
Electronic Verification Service (eVS)* - Pooluge m Every Deex Torest Mail 100 in designed to help you incentive Programs - Participate in promotion and Intelligent Mail Small Bossiess (MAA) Dool - Proc Mainer ID - Request and manage Maker Ds. @ Manage Maling Activity* - Manage your business in Online Enrollment* - Get stated online bapty fore Parced Refaunt Service (PAS) Venk states abulishin	ur nash every hone, every address, every time. Inorthes for bulances mail () uiçe the MD for your malings. allings. () () for terming merchanitive. ()
Electronic Verification Service (vf/3) - Relatage m Every Deer Vert Matt. 1000 in elegised to hely you Incentive Programs - Entricipate in promotions and Intelligent Matt Small Business (Utaba) Tool - Hood Malace ID - Drevent and manage Valider Don. (b) Manage Malling Activity - Valider and you have a valid Online Entrolliment - Get stants durine to apply for e Parcel Return Service (PTA) - Vivia Isane souldin Scan Based Payment (SB) - Scaning - retenue to	ur nash every hane, every afferes, every time. Incontres for business nat. () uce the MIs for your makings. allogs. () Boylot. () for iterating metuhanities. () Solution. ()
Electronic Verification Service (vf/s) - Abscape in Every Deer York Mall. (DDI Assegnet In Melyon Incentive Program - Anticipate in promotion and Intelligent Mall Small Susiness (Malls) Tool - Proof Malaret ID - Recycate and manage Maler CPA - () Manage Malling Activity - Hange your business Online Enrollment - Cot statistical onice to apply for e Praced Recurs Revice (RS) - Voik Nation scholar San Based Payment (SSP) - Scaning - revenue of Schedulo at Maling Appointment (FAST) - Colors	ur nash every home, every address, every time. Incontres for buildings rank () uipe the MD for your malings. allings. () for teaming merchanisties. () for teaming merchanisties. () solection. () la maling apportment. ()
Electronic Verification Service (vf/3) - Relatage me Every Deer Vers Mail: 100 th esemped to help you Increditive Programs - Entropet ne promotions and Intelligent Mail Small Business (Utaba) Tool - Prod Maine Barcelland Small Business (Utaba) Tool - Prod Maine Barcelland All States (Utaba) Tool - Prod Maine Barcelland Control - Cost starts orders to apoly for e Proced Return Service (PT3) - You's large southors Scan Based Payment (SRP) - Scaning - revenue of Schedule a Maining Appointment (FA317) - Schedul USP SPACelland patrement (SRP) - Schedule Justess San Based Payment (SRP) - Scaning - revenue of Schedule a Maining Appointment (FA317) - Schedule Justess Scan Based Payment (SRP) - Scaning - Interestor Schedule a Maining Appointment (FA317) - Schedule Justess Scan Based Payment (SRP) - Scan Based Paym	ur nash every home, every blow. I nonchres for bunness nat. () uco the MIs for your makings. allings. () golby. () for returning meruhandue. () biotection. () is a making apportent. () ( nasht been observed. ()

 When a new business account is created, a CRID is automatically assigned. Also, new business locations identified during registration are also automatically assigned a Mailer ID (MID). Also important to note, the MSP Indicator is displayed on the Confirmation Page under the new MID information. Only users who are the BSA of Manage Mailing Activity will be asked whether the business location is a Mail Service Provider.



### Access "Mailer ID" Service (via the Business Customer Gateway)

- Through this method, existing BCG users may access the Mailer ID system via the Business Customer Gateway to request additional MIDs.
- If you are already a registered Business Customer Gateway user, login to the <u>Business Customer</u> <u>Gateway</u> at <u>https://www.gateway.usps.com/</u>.



• On the Business Customer Gateway home page, if you are a new user, select the Mailing Services tab to sign up for MID services. Click and enroll in the Mailer ID from the list of available mailing services. The button will read "Get Access" or "Go to Service", depending on whether the user has access to the service.



Ð	Intelligent Mail Small Business (IMsb) Tool
	The Intelligent Mail Small Business (IMsb) Tool is an online tool which will allow mailers to produce the Intelligent Mail barcode (IMb) for mailings.
	Mailer ID GO TO SERVICE
	The Mailer Identifier (MID) is a field within the Intelligent Mail barcode that is used to identify mailers. The MID application allows mailers to request and manage MIDs.
	Mailing Reports (PostalOne!)
	The PostalOne! system provides immediate access to several detailed mailing reports, including pending postage statements, mail quality, electronic mail improvement, and more

• Once enrolled, users may set Mailer ID as once of their "Favorite Services" on the BCG landing page, allowing easier access for future use.



• In the Business Customer Gateway, click the "Mailer ID" link to access the "Mailer ID" tool. In the "Mailer ID" tool, press the "Request a MID" button to obtain a MID.

Home Request MID	MID Tools Export Data	
	Welcome to the Mailer ID System	
Mailer ID Search		
Business Location:	94538130 - HARDINTEST2A 76110	
Mailer ID:		
Customer Reference:		
	C MIDs owned by my business location(s)	
Display Options:	C MIDs delegated to my business location(s) for Data Distribution Management	
Display Options:	C MIDs whose Data Distribution Profile delegated to other CRIDs	
	All of the above	
	Search	

• Users are able to request additional MIDs based on the business location's historical mailing volume. Select the type of MID and indicate the quantity prior to clicking "Request MID".

Select the type of MID you would like to r Please revisit this page if you would like digit MID.	Apply For a Mailer ID equest: 6 digit or 9 digit. You may apply for a maximum of 10 MIDs per site in one request. to apply for more than 10 MIDs. Use the drop down menu to select either a 6 digit MID or a 9
Business Location:	94538130 - HARDINTEST2A 76110
Company Address:	1285 APOLLO DRIVE BELLVUE, WA 76110
Six Digits MID(s) in Use	0
Nine Digits MID(s) in Use	1
MID Type / Quantity Available	9 Digit - 1 Available
Number of MIDs Requested	
[	Cancel Request Mid

## Mail Service Provider MID/CRID Request Service (via the BCG)

- Through this method, Mail Service Providers can request one or more MIDs and/or CRIDs in a single request.
- Registered MSP users may login to the <u>Business Customer Gateway</u>.



• Click on the "Manage Account" tab on the BCG home page. Once there they may click on "Get MID/CRID" from the Mail Service Providers section.

UNITED STATES POSTAL SERVICE ®	Business Customer Gateway	
	Manage Profile         Manage Preferences         Manage Services         Manage Locations           Manage Profile         Manage Profil	
Welcome Inbox Mailing Services Shipping Services Other Services Support Manage Account	User: EDIT PROFILE SALLIE JOE IV barbara wheeler@usps.gov (918) 345-5382 More Business Location: TERMS AND CONDITIONS ICE CREAM SOCIAL 3 1271 AVENUE OF THE AMERICAS FL 8 NEW YORK, NY 10020-1302 UNITED STATES CRID (2): 10000108 MSP (2): YES Edit.MSP MID (2): YES Edit.MSP MID (2): View your Mailer IDS	Favorite Services
	Add a Business Location Does your business have more locations? Click here to add additional locations to your account.  Mail Service Providers Get MID/CRID Assignments for your Customers. Get MID/CRID Assignments for your Customers. Get MID/CRID Assignments for your Customers. Customer VALIDATION TOOL	-

• MSPs can choose to request just a CRID, a MID or a CRID and a MID simultaneously per request. Recent requests can be tracked on the right-side of the screen and will be stored for 30 days.



## Individual CRID Request

Click the Individual Request link under the CRID heading.

Select the type of request:	Select the type of look-up:
CRID	CRID Look-Up
<ul> <li>Users will provide a company name and address and the system will return a CRID</li> </ul>	Users will provide a CRID and the system will return the corresponding Company Name and Address
Individual Request > Bulk Request >	Individual Request > Bulk Request >
Mailer ID (MID)	MID Look-Up
<ul> <li>Users will provide a CRID and the system will provide the list of Mailer IDs associated with this CRID or will provide a new Mailer ID</li> </ul>	<ul> <li>Users will provide a Mailer ID and the system will return a corresponding CRID plus it's Company Name and Address</li> </ul>
Individual Request > Bulk Request >	Individual Request > Bulk Request >
CRID and MID	
<ul> <li>Users will provide a Company Name and Address, and the system will provide a CRID and a MID</li> </ul>	
Individual Request > Bulk Request >	

• Required data entry: company name and address. Note - company must have AMS valid address to qualify to have a CRID assigned

Provide a comp * indicates a requ	any name and address ar ired field	nd the system will return a (	CRID.
Company Name	e		
*Name			
Company Addr	ess 🕐		
*Country			
UNITED STATE	ES	-	
*Street Address			
Apt/Suite/Other	2		
*City			
*State	*ZIP C	ode™	
Select			
	Cancel	Continue	

# Request an Individual CRID

UNITED STATE POSTAL SERVIC

CRID	COMPANY	ADDR 1	ADDR 2	ADDR 3	CITY	STATE	URBAN	POSTAL CODE	COUNTRY
20170137	ABC Company	475 LENFANT PLZ SW			WASHINGTON	DC		20260-0912	UNITED STATES
			RTE						
Export optio			i su						
Export optio	ns: 📶 CSV   🗶 EX								
Export optio	ns: 📶 CSV   🗶 EX		Inn			ľm	Finished	Request A	Another CRID
Export optio	ns: 📶 COV   🗶 EX					ľm	Finished	Request /	Another CRID
Export optio	ns: 📶 CSV   🧸 EX	an <b>(a</b> xwe) <b>a</b> for <b>ju</b>				["m	Finished	Request A	Another CRID

## Individual MID Request

• Click the Individual Request link under the MID heading.



• If the "New Mailer ID" box is checked, a new 9-digit MID will be assigned. If the box is not checked, the system will return any existing MIDs assigned to the entered CRID.

Enter a CRID and th * indicates a required	e system will provide the list of Mailer IDs associated with this CRID. You can also request a new MID for this ield
For example, if you Main Street Anywhe that doesn't have a	enter CRID 111535987 you would see a return record of ABC Company 123 re DC 20260. We will let you know if you enter an invalid CRID or a CRID AlID.
*Enter MID Owner C	RID 2
Do you want us to	Issue a new Maller ID for this CRID?
CRID entered.	provide a new mailer lo for the
New Mailer ID	

Click the "Request" button to generate new MID or to retrieve existing MIDs. ٠

<i>■ Postal service</i> ® Business C	Lustomer Gateway
equest an Individual I	Vailer ID
MID Owner Company 👔	
New Mailer ID: 900007497	
ABC Company 475 LENFANT PLZ SW WASHINGTON DC 20260-0912 UNITED STATES Mailer IDs associated with CRID 20	0170137:
One item found.	
1	
MAILER ID (MID)	MID OWNER CRID
900007497	20170137
Export options: 🕢 CSV   🕱 Excel   🐼 XML   💈	PDF   🔂 RTF
	I'm Finished Request more MIDs

# Individual CRID & MID Request

Click the Individual Request link under the CRID and MID heading. •

Select the type of request:	Select the type of look-up:
<ul> <li>CRID</li> <li>Users will provide a company name and address and the system will return a CRID</li> <li>Individual Request &gt; Bulk Request &gt;</li> <li>Mailer ID (MID)</li> <li>Users will provide a CRID and the system will provide the list of Mailer IDs associated with this CRID or will provide a new Mailer ID</li> <li>Individual Request &gt; Bulk Request &gt;</li> </ul>	<ul> <li>CRID Look-Up</li> <li>Users will provide a CRID and the system will return the corresponding Company Name and Address</li> <li>Individual Request &gt; Bulk Request &gt;</li> <li>MID Look-Up</li> <li>Users will provide a Mailer ID and the system will return a corresponding CRID plus it's Company Name and Address</li> <li>Individual Request &gt; Bulk Request &gt;</li> </ul>
<ul> <li>CRID and MID</li> <li>Users will provide a Company Name and Address, and the system will provide a CRID and a MID</li> <li>Individual Request &gt; Bulk Request &gt;</li> </ul>	

• The "MID User CRID" field can be used to designate a customer you are using the new MID to identify.

<ul> <li>Provide a Company Name and Address, and the sys</li> <li>indicates a required field</li> </ul>	tem will provide a CRID and a MID.
When you enter a company name and address, we v even if the company already has a Mailer ID associat	vill return a new Mailer ID for the company, ted with the assigned CRID.
Company Name	Optional
*Name	Some mailers and shippers assign a particular Mailer ID to a particular client in a long-term relationship. If you do that, you are welcome to designate what the MID User CRID is for that cli company
Company Address (2)	company.
*Country	MID User CRID 🕐
UNITED STATES	
*Street Address	
Apt/Suite/Other	
*City	
*State *ZIP Code™	
Select 🗸	

• Click "Continue" to generate a new CRID and MID.

<b>UNITED STATES</b> POSTAL SERVICE ®	Business Customer Ga	teway
Request both a	a CRID and MID	
MID Owner Compa	ny 👔	
New Mailer ID: 900007	499	
XYZ Company 900 N STUART ST ARLINGTON VA 22203 UNITED STATES Mailer IDs associat	-4101 ed with CRID 20170138:	
One item found.		
		CRID
900007499		20170138
Export options: 🕢 CSV   🗴	🕻 Excel   🕢 XML   🔁 PDF   🔂 RTF	
		I'm Finished Request another CRID and MID

## Individual CRID Lookup

• Click the Individual Request link under the CRID Look-Up heading.



• Enter up to 10 CRIDs in a single request to retrieve each associated Company Name and Address.

Request an Individual C	RID Look-Up
Provide a CRID and the system w * indicates a required field	vill return the corresponding Company Name and Address.
For example, if you enter CRID 11 Main Street Anywhere DC 20260. that doesn't have a MID.	1535987 you would see a return record of ABC Company 1 We will let you know if you enter an invalid CRID or a CRID
*CRID 1	*CRID 6
*CRID 2	*CRID 7
*CRID 3	*CRID 8
*CRID 4	*CRID 9
*CRID 5	*CRID 10
	Cancel

D Lo	ok-Up								
CRID	COMPANY	ADDR 1	ADDR 2	ADDR 3	CITY	STATE	URBAN	POSTAL CODE	COUNTRY
20165360	GATEWAY NEWS	475 LENFANT PLZ SW # 3436			WASHINGTON	DC		20260-0004	UNITED STATE
20170137	ABC Company	475 LENFANT PLZ SW			WASHINGTON	DC		20260-0912	UNITED STATE
20170138	XYZ Company	900 N STUART ST			ARLINGTON	VA		22203-4101	UNITED STATE
Export optic	ons: 🕢 CSV   🗶 Exor	ai   🕢 XML   🔁 PDF   🔂 RTF							
						l'm Fii	nished	Look-Up r	nore CRIDs

# Individual MID Lookup

• Click the Individual Request link under the MID Look-Up heading.

Select the type of req	uest:	Select the type of look-up:
CRID  Users will provide a compa and the system will return a Individual Request > Bulk Mailer ID (MID)  Users will provide a CRID a provide the list of Mailer IDs CRID or will provide a new I Individual Request > Bulk I	any name and address a CRID Request > and the system will associated with this Mailer ID Request >	<ul> <li>CRID Look-Up</li> <li>Users will provide a CRID and the system will return the corresponding Company Name and Address</li> <li>Individual Request &gt; Bulk Request &gt;</li> <li>MID Look-Up</li> <li>Users will provide a Mailer ID and the system will return a corresponding CRID plus it's Company Name and Address</li> <li>Individual Request &gt; Bulk Request &gt;</li> </ul>
CRID and MID <ul> <li>Users will provide a Compa and the system will provide</li> </ul> Individual Request > Bulk f	any Name and Address, a CRID and a MID Request >	

• Enter up to 10 MIDs in a single request to retrieve each associated Company Name and Address.

Provide a Mailer ID and the syste	m will return a corresponding CRID plus it's Company Name and Addre
* indicates a required field	
Example: If you enter Mailer ID 90 and the company info would sho	)11600662 on the response page you will see CRID 11535987 w as ABC Company 123 Main Street Anytown DC, 20260.
If you enter a Mailer ID that has n not found" on the response page	ot been issued, you will see a message response of "Mailer ID
*MID 1	MID 6
MID 2	MID 7
MID 3	MID 8
MID 4	MID 9
MID 5	MID 10
	Cancel Request

uest	an In	dividual	Mailer ID							
	un in	annada	manor iB							
MID	CRID	COMPANY	ADDR 1	ADDR 2	ADDR 3	СІТҮ	STATE	URBAN	POSTAL CODE	COUNTRY
900007495	20170133	LOCAL MAILER 4	500 BRICKELL KEY DRIVE			MIAMI	FL		33131	UNITED STATE
900007496	20170134	LOCAL MAILER 5	900 W OLYMPIC BLVD			LOS ANGELES	CA		90015	UNITED STATE
900007497	20170137	ABC Company	475 LENFANT PLZ SW			WASHINGTON	DC		20260-0912	UNITED STATE
900007498	20170137	ABC Company	475 LENFANT PLZ SW			WASHINGTON	DC		20260-0912	UNITED STATE
900007 <mark>4</mark> 99	20170138	XYZ Company	900 N STUART ST			ARLINGTON	VA		22203-4101	UNITED STATE
900007500		MID Not Found								
Export option	ns: 🕢 CSV	Excel   🐼 XML								
						6	I'm Fini	ished	Lookun n	ore MIDs

## Bulk Requests

• Click the Bulk Request link under the CRID heading.

Select the type of request:	Select the type of look-up:
<ul> <li>CRID</li> <li>Users will provide a company name and address and the system will return a CRID</li> <li>Individual Request &gt; Bulk Request &gt;</li> <li>Mailer ID (MID)</li> <li>Users will provide a CRID and the system will provide the list of Mailer IDs associated with this CRID or will provide a new Mailer ID</li> <li>Individual Request &gt; Bulk Request &gt;</li> </ul>	CRID Look-Up <ul> <li>Users will provide a CRID and the system will return the corresponding Company Name and Address</li> <li>Individual Request &gt; Bulk Request &gt;</li> </ul> MID Look-Up <ul> <li>Users will provide a Mailer ID and the system will return a corresponding CRID plus it's Company Name and Address</li> <li>Individual Request &gt; Bulk Request &gt;</li> </ul>
CRID and MID  Users will provide a Company Name and Address, and the system will provide a CRID and a MID Individual Request > Bulk Request >	

- Bulk requests allow a file upload to retrieve CRIDs and/or MIDs for up to 100 customers at a time. **The Basic process** is to create a file in the correct file layout format for each type and upload the file.
  - o Please review the detailed instructions for each file layout

Select the Type	e of Bulk Upload:	Upload a File		Bulk Upload Request Questions?
CRID	Required Input and Format Company Name and Address ②	Enter Information * Indicates a required field		Please click the link for more information:
CRID Look-up	CRID number 3	*Choose your file	Browse	Estimated Time to Process 100 records 👻
MID	CRID (2)			
MID Look-up	MID Number 🕑	Cancel		
CRID and MID	Company Name and Address 👔			

<ul> <li>(csv) file type. Files that do not meet these requirements cannot be loaded and will be rejected.</li> <li>How to create a Comma Delimited (.csv) file in Excel 2010 using Windows 7</li> <li>Once you have entered the data and formatted each column correctly, you are ready to create the Comma Delimited (.csv) file. CSV files can be created using Microsoft Excel or other spreadsheet programs. Directions to create a .csv file are below.</li> <li>1. Click "Start] Control Panel [Clock, Language, and Region ] Region and Language" to open the "Region and Language" window.</li> <li>2. Click the "Additional Settings" button on the Formats tab to open the Customize Format window.</li> <li>3. Insert the pipe symbol "[] (without the quotes) in the List Separator field, and then click "Apply" to apply the settings. Do not click "OK" to avoid closing the Customize Format window.</li> <li>4. Save File as an Excel file (or original file type)</li> <li>5. Click "File" in the top navigation bar</li> <li>6. Select "Save as"</li> <li>7. Click to the drop-down menu in the "Save as Type" secton</li> <li>8. Select "CSV (Comma delimited) (".csv)" in the Save As Type box, type a name for the delimited file in the File Name field, select the destination folder, and then click "Apply" and "OK" to use the default list separator.</li> <li>10. Click "Apply" and then "OK" to close the "Region and Language" window.</li> <li>11. Import the file in USPS Ul using the instructions provided on the bulk upload screen.</li> <li>If the software program you use cannot create a CSV file, you can "Copy and Paste" your data into Microsoft Excel and follow the instructions above to create a CSV file. If you use this option, make sure to "Paste as Special Value", this ensures that formulas are not exported into the file.</li> </ul>		to the file import feature to request or lookup CRIDs and MIDs, the file must be formatted correctly and saved as a Comma Delimited
<ul> <li>How to create a Comma Delimited (.csv) file in Excel 2010 using Windows 7</li> <li>Once you have entered the data and formatted each column correctly, you are ready to create the Comma Delimited (.csv) file. CSV files can be created using Microsoft Excel or other spreadsheet programs. Directions to create a .csv file are below.</li> <li>1. Click "Start   Control Panel   Clock, Language, and Region   Region and Language" to open the "Region and Language" window.</li> <li>2. Click the "Additional Settings" button on the Formats tab to open the Customize Format window.</li> <li>3. Insert the pipe symbol "[] (without the quotes) in the List Separator field, and then click "Apply" to apply the settings. Do not click "OK" to avoid closing the Customize Format window.</li> <li>4. Save File as an Excel file (or original file type)</li> <li>5. Click TSave as"</li> <li>7. Click on the drop-down menu in the "Save as Type" section</li> <li>8. Select "CSV (Comma delimited) (".csv)" in the Save As Type box, type a name for the delimited file in the File Name field, select the destination folder, and then click "Apply" and "OK" to use the default list separator.</li> <li>10. Click no the drop-down menu in the "Region and Language" window.</li> <li>11. Import the file in USPS UI using the instructions provided on the bulk upload screen.</li> <li>14. the software program you use cannot create a CSV file, you can "Copy and Paste" your data into Microsoft Excel and follow the instructions above to create a CSV file. If you use this option, make sure to "Paste as Special Value", this ensures that formulas are not exported into the file.</li> </ul>	(.csv) file t	pe. Files that do not meet these requirements cannot be loaded and will be rejected.
<ul> <li>Once you have entered the data and formatted each column correctly, you are ready to create the Comma Delimited (.csv) file. CSV files can be created using Microsoft Excel or other spreadsheet programs. Directions to create a .csv file are below:</li> <li>1. Click "Start   Control Panel   Clock, Language, and Region   Region and Language" to open the "Region and Language" window.</li> <li>2. Click the "Additional Settings" button on the Formats tab to open the Customize Format window.</li> <li>3. Insert the pipe symbol "† (without the quotes) in the List Separator field, and then click "Apply" to apply the settings. Do not click "OK" to avoid closing the Customize Format window.</li> <li>4. Save File as an Excel file (or original file type)</li> <li>5. Click "File" in the top navigation bar</li> <li>6. Select "Save as"</li> <li>7. Click on the drop-down menu in the "Save as Type" section</li> <li>8. Select "CSV (Comma delimited) (".csv)" in the Save As Type box, type a name for the delimited file in the File Name field, select the destination folder, and then click "Apply" and "OK" to use the default list separator.</li> <li>10. Click "Apply" and then "OK" to close the "Region and Language" window.</li> <li>11. Import the file in USPS U using the instructions provided on the bulk upload screen.</li> <li>14 the software program you use cannot create a CSV file, you can "Copy and Paste" your data into Microsoft Excel and follow the instructions above to create a CSV file. If you use this option, make sure to "Paste as Special Value", this ensures that formulas are not exported into the file.</li> </ul>	How to cr	eate a Comma Delimited (.csv) file in Excel 2010 using Windows 7
<ol> <li>Click "Start   Control Panel   Clock, Language, and Region   Region and Language" to open the "Region and Language" window.</li> <li>Click the "Additional Settings" button on the Formats tab to open the Customize Format window.</li> <li>Insert the pipe symbol "[ (without the quotes) in the List Separator field, and then click "Apply" to apply the settings. Do not click "OK" to avoid closing the Customize Format window.</li> <li>Save File as an Excel file (or original file type)</li> <li>Click "File" in the top navigation bar</li> <li>Select "Save as"</li> <li>Click on the drop-down menu in the "Save as Type" section</li> <li>Select "CSV (Comma delimited) "(csv)" in the Save As Type box, type a name for the delimited file in the File Name field, select the destination folder, and then click "Apply" and "OK" to use the default list separator.</li> <li>Click to the Customize Format window, insert a comma in the List Separator field, and then click "Apply" and "OK" to use the default list separator.</li> <li>Click "Apply" and then USPS UI using the instructions provided on the bulk upload screen.</li> </ol>	Once you l created us	rave entered the data and formatted each column correctly, you are ready to create the Comma Delimited (.csv) file. CSV files can be ing Microsoft Excel or other spreadsheet programs. Directions to create a .csv file are below:
<ol> <li>Click the "Additional Settings" button on the Formats tab to open the Customize Format window.</li> <li>Insert the pipe symbol "T (without the quotes) in the List Separator field, and then click "Apply" to apply the settings. Do not click "OK" to avoid closing the Customize Format window.</li> <li>Save File as an Excel file (or original file type)</li> <li>Click "File" in the top navigation bar</li> <li>Select "Save as"</li> <li>Click to the drop-down menu in the "Save as Type" section</li> <li>Select "CSV (Comma delimited) (".csv)" in the Save As Type tox, type a name for the delimited file in the File Name field, select the destination folder, and then click "Apply" and "OK" to use the destination folder, and then click "Apply" and "OK" to use the default list separator.</li> <li>Click 'Apply" and then "OK" to close the "Region and Language" window.</li> <li>Import the file int USPS Ulusing the instructions provided on the bulk updad screen.</li> <li>If the software program you use cannot create a CSV file, you can "Copy and Paste" your data into Microsoft Excel and follow the instructions above to create a Comma Delimited (.csv) file using Notanad</li> </ol>	1. Clic	k "Start   Control Panel   Clock, Language, and Region   Region and Language" to open the "Region and Language" window.
<ul> <li>Customize Format window.</li> <li>Save File as an Excel file (or original file type)</li> <li>Cick "File" in the top navigation bar</li> <li>Select "Save as"</li> <li>Cick on the drop-down menu in the "Save as Type" section</li> <li>Select "CSV (Comma delineted) ("csv)" in the Save As Type box, type a name for the delinited file in the File Name field, select the destination folder, and then click the "Save" button to create the pipe delinited file.</li> <li>Switch to the "Customize Format window, insert a comma in the List Separator field, and then click "Apply" and "OK" to use the default list separator.</li> <li>Click "Apply" and then "OK" to close the "Region and Language" window.</li> <li>Import the file into USPS UI using the instructions provided on the bulk upload screen.</li> </ul>	2. Clic 3. Ins.	k the "Additional Settings" button on the Formats tab to open the Customize Format window.
<ul> <li>4. Save File as an Excel file (or original file type)</li> <li>5. Cick "File" in the top navigation bar</li> <li>6. Select "Save as"</li> <li>7. Cick on the drop-down menu in the "Save as Type" section</li> <li>8. Select "CSV (Comma delimited) ("csv)" in the Save As Type box, type a name for the delimited file in the File Name field, select the destination folder, and then cick the "Save" button to create the pipe delimited file.</li> <li>9. Switch to the Customize Format window, insert a comma in the List Separator field, and then cick "Apply" and "OK" to use the default list separator.</li> <li>10. Cick "Apply" and then "OK" to close the "Region and Language" window.</li> <li>11. Import the file into USPS UI using the instructions provided on the bulk upload screen.</li> </ul>	Cu	tomize Format window.
<ul> <li>a Select "Save as"</li> <li>Cick on the drop-down menu in the "Save as Type" section</li> <li>Select "Save as" ("csv)" in the Save As Type box, type a name for the delimited file in the File Name field, select the destination folder, and then click the "Save" button to create the pipe delimited file.</li> <li>Switch to the Customize Format window, insert a comma in the List Separator field, and then click "Apply" and "OK" to use the default list separator.</li> <li>Cick "Apply" and then "OK" to close the "Region and Language" window.</li> <li>Import the file into USPS UI using the instructions provided on the bulk upload screen.</li> </ul>	4. Sav 5. Clic	re File as an Excel file (or original file type) k File* in the ton navingting har
<ul> <li>7. Click on the drop-down menu in the "Save as Type" section</li> <li>8. Select "CSV (Comma delinited) (".csv)" in the Save As Type box, type a name for the delinited file in the File Name field, select the destination folder, and then click the "Save" button to create the pipe delinited file.</li> <li>9. Switch to the Customize Format window, insert a comma in the List Separator field, and then click "Apply" and "OK" to use the default list separator.</li> <li>10. Click "Apply" and then 'ToK' to close the "Region and Language" window.</li> <li>11. Import the file into USPS UI using the instructions provided on the bulk upload screen.</li> <li>11. Import the file into USPS UI use cannot create a CSV file, you can "Copy and Paste" your data into Microsoft Excel and follow the instructions above to create a CSV file. If you use this option, make sure to "Paste as Special Value", this ensures that formulas are not exported into the file.</li> </ul>	6. Sel	d'a na su de la della
<ul> <li>a. Speck CSV (continue demined) (CSV) in the save As type tox, type a name for the demined in the Pie Name hold, select the destination holder, and then click the "Save" button to create the type demined file.</li> <li>9. Switch to the Customize Format window, insert a comma in the List Separator field, and then click "Apply" and "OK" to use the default list separator.</li> <li>10. Click "Apply" and then "OK" to close the "Region and Language" window.</li> <li>11. Import the file into USPS UI using the instructions provided on the bulk upload screen.</li> <li>11. Import the file into USPS UI use cannot create a CSV file, you can "Copy and Paste" your data into Microsoft Excel and follow the instructions above to create a CSV file. If you use this option, make sure to "Paste as Special Value", this ensures that formulas are not exported into the file.</li> </ul>	7. Clic	k on the drop-down menu in the "Save as Type" section
<ol> <li>Switch to the Customize Format window, insert a comma in the List Separator field, and then click "Apply" and "OK" to use the default list separator.</li> <li>Click "Apply" and then "OK" to close the "Region and Language" window.</li> <li>In mort the file into USPS UI using the instructions provided on the bulk upload screen.</li> <li>fithe software program you use cannot create a CSV file, you can "Copy and Paste" your data into Microsoft Excel and follow the instructions above to create a CSV file. If you use this option, make sure to "Paste as Special Value", this ensures that formulas are not exported into the file.</li> </ol>	o. Sei clic	ed too (comma demined) ("cov) in the save As type dox, type a name for the demined me in the new name herd, select the destination robust, and then the "save" button to create the pipe delimited file.
<ol> <li>Click "Apply" and then "OK" to close the "Region and Language" window.</li> <li>Import the file into USPS UI using the instructions provided on the bulk upload screen.</li> <li>If the software program you use cannot create a CSV file, you can "Copy and Paste" your data into Microsoft Excel and follow the instructions above to create a CSV file. If you use this option, make sure to "Paste as Special Value", this ensures that formulas are not exported into the file.</li> </ol>	9. Sw	itch to the Customize Format window, insert a comma in the List Separator field, and then click "Apply" and "OK" to use the default list separator.
If the software program you use cannot create a CSV file, you can "Copy and Paste" your data into Microsoft Excel and follow the instructions above to create a CSV file. If you use this option, make sure to "Paste as Special Value", this ensures that formulas are not exported into the file.	10. Clic 11. Imp	K Appy and then "UK to close the "Region and Language" window. or the file into USPS U lusing the instructions provided on the built wolload screen.
How to create a Comma Delimited ( csu) file using Notonad	f the softw to create a	are program you use cannot create a CSV file, you can "Copy and Paste" your data into Microsoft Excel and follow the instructions above CSV file. If you use this option, make sure to "Paste as Special Value", this ensures that formulas are not exported into the file.
now to create a comma pennited (.csv) life using notepau	How to cr	eate a Comma Delimited (.csv) file using Notepad
One way to create or edit a CSV database is using a text editor such as Notepad. There are a few general rules in creating a CSV file. Directions to create a .csv file are below:	One way to create a .c	o create or edit a CSV database is using a text editor such as Notepad. There are a few general rules in creating a CSV file. Directions to sv file are below:
1. Open Notepad.	1. Op	en Notepad.
<ol> <li>Add a record for each item with the fields separated by a single pipe symbol ("[").</li> <li>End each record with a single into heak.</li> </ol>	2. Ad	a record for each item with the fields separated by a single pipe symbol ("["]).
<ol> <li>Click on the drop-down menu in the "Save as Type" section</li> </ol>	4. Clic	k on the drop-down menu in the "Save as Type" section
<ol><li>Select "All Files (*,*)" in the Save As Type box, type a name for the delimited file in the File Name field, select the destination folder, and then click the "Save"</li></ol>	5. Sel	ect "AI Files (*.*)" in the Save As Type box, type a name for the delimited file in the File Name field, select the destination folder, and then click the "Save"
hutten to strate the size delinited file	6. Imp	or the file into USPS UI using the instructions provided on the bulk upload screen.
button to create the pipe delimited file. 6. Import the file into USPS UI using the instructions provided on the bulk upload screen.	Common	Mistakes:
button to create the pipe delimited file. 6. Import the file into USPS UI using the instructions provided on the bulk upload screen. Common Mistakes:	• Mis	sing fields within records. If you want to leave a field empty, remember to include the pipe symbol (""), or the remaining fields will be off by one column.
<ul> <li>button to create the pipe delimited file.</li> <li>6. Import the file into USPS UI using the instructions provided on the bulk upload screen.</li> <li>Common Mistakes:</li> <li>Missing fields within records. If you want to leave a field empty, remember to include the pipe symbol (""), or the remaining fields will be off by one column.</li> </ul>	• Ext	a line breaks at the end of the file. After the last field in the last record, you will want to add a single line break and save the file. Make sure there are no
button to create the pipe delimited file. 6. Import the file into USPS UI using the instructions provided on the bulk upload screen. Common Mistakes: • Missing fields within records, If you want to leave a field empty, remember to include the pipe symbol (""), or the remaining fields will be off by one column. • Extra line breaks at the end of the file. After the last field in the last record, you will want to add a single line break and save the file. Make sure there are no		
<ol> <li>Open Notepad.</li> <li>Add a record for each item with the fields separated by a single pipe symbol ("").</li> <li>End each record with a single line break.</li> <li>Click on the drop-down menu in the "Save as Type" section</li> <li>Select "All Flies (**)" in the Save As Type box, tone a name for the delimited file in the File Name field, select the destination folder, and then click the "Save"</li> </ol>	1. Op 2. Ad 3. End 4. Clic 5. Sel but 6. Imp	en Notepad. Ja record for each item with the fields separated by a single pipe symbol ("["). leach record with a single line break. k on the drop-down menu in the "Save as Type" section sct "All Flies (":)" in the Save As Type box, type a name for the delimited file in the File Name field, select the destination folder, and then click the "Save" on to create the pipe delimited file. ort to reflet the pipe delimited file. States: Wistakes:
4. Click on the drop-down menu in the "Save as Type" section 5. Select "Jul Files (**)" in the Save As Type how how a name for the delimited file in the File Name field select the destination folder, and then click the "Save"	4. Clic 5. Sel	k on the drop-down menu in the "Save as Type" section act" All Files (**)" in the Save As Type hox Yune a name for the delimited file in the File Name field, select the destination folder and then click the "Save"
<ol> <li>Select "All Files (*,*)" in the Save As Type box, type a name for the delimited file in the File Name field, select the destination folder, and then click the "Save"</li> </ol>	5. Sel	ed "All Files (*.5)" in the Save As Type box, type a name for the delimited file in the File Name field, select the destination folder, and then click the "Save" to a second the nine delimited file.
	but	ion to create the pipe delimited file.
button to create the pipe delimited file.	6. Imp	ort the file into USPS UI using the instructions provided on the bulk upload screen.
button to create the pipe delimited file. 6. Import the file into USPS UI using the instructions provided on the bulk upload screen.		
button to create the pipe delimited file. 6. Import the file into USPS UI using the instructions provided on the bulk upload screen.	common	Mistakes:
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button to create the pipe delimited file. 6. Import the file into USPS UI using the instructions provided on the bulk upload screen.		
button to create the pipe delimited file. 6. Import the file into USPS UI using the instructions provided on the bulk upload screen. Common Mistakes:	• Mie	sing falde within records. If you want to leave a fald ampty, remember to include the nine symbol (1991) or the remaining falde will be off by one column
button to create the pipe delimited file. 6. Import the file into USPS UI using the instructions provided on the bulk upload screen.	• Mis	sing fields within records. If you want to leave a field empty, remember to include the pipe symbol (""), or the remaining fields will be off by one column.
button to create the pipe delimited file. 6. Import the file into USPS UI using the instructions provided on the bulk upload screen.	• Mis	sing fields within records. If you want to leave a field empty, remember to include the pipe symbol ("\"), or the remaining fields will be off by one column.
button to create the pipe delimited file. 6. Import the file into USPS UI using the instructions provided on the bulk upload screen. common Mistakes:	• Ext	and never warm records. If you want to leave a read einderingly, remember to include in epipersymptor (), or the remaining redis Will be of they offic column. a line breaks at the end of the file. After the last field in the last record, you will want to add a single line break and save the file. Make sure there are no
<ul> <li>button to create the pipe delimited file.</li> <li>6. Import the file into USPS UI using the instructions provided on the bulk upload screen.</li> <li>200mmon Mistakes:</li> <li>Missing fields within records. If you want to leave a field empty, remember to include the pipe symbol (""), or the remaining fields will be off by one column.</li> <li>Evita line breaks at the end of the file. After the last field in the last record, you will want to add a single line break and eave the file. Make sure there are no</li> </ul>		a me or value at the one of the fine. More that here in the last record, you will want to add a single line broad and stre did life. Make suite the did all the fine.
<ul> <li>button to create the pipe delimited file.</li> <li>6. Import the file into USPS UI using the instructions provided on the bulk upload screen.</li> <li>common Mistakes:</li> <li>Missing fields within records. If you want to leave a field empty, remember to include the pipe symbol (""), or the remaining fields will be off by one column.</li> <li>Extra line breaks at the end of the file. After the last field in the last record, you will want to add a single line break and save the file. Make sure there are no</li> </ul>		itional line broaks at the and of the file

							onton				
N	CRID Reques	t									
File Format	Sequence Number	Company Name	Addr 1	Addr 2	Addr 3	City	s	ate	Urban Code	Postal Code	Country
	digits	50 characters maximum	50 characters maximum	50 characters maximum	50 characters maximum	50 character maximur	2 charac ers U.S. ac m charact Inter	ers max for dress 50 er max for lational	20 characters maximum	5-9 max for US addresses 50 max for International	Must be valid USP Country
	Number used to reconcile input to output data	Required	Required		International addresses only	Required	d Requir add	ed for US esses	Puerto Rico addresses only	Required for US addresses	Required
validations	fields will be val output screen s The USPS desires All addresses will t addresses must h Valid USPS Countr The Postal Service	idated to mee so the field ca to ensure tha be validated a ave a valid Sta <u>y List Val</u> has reserved	et USPS standau in be fixed and th at all domestic a and if they do not ate Code. A com <u>vid U.S. State Lis</u> 17 CRIDs for its	rds. If any field he record re-p Iddresses refi t pass USPS ' Iplete list of va <u>I</u> internal usag	d of the record f processed. lect valid mailir validation that r alid USPS cour ge. We call thes	ans validations record will r ntries and U se placehol	tion, the record s and use the f not be process U.S. states are Ider CRIDs. Th	will not be p 'ostal Servic ed. Address available: ose CRIDs :	rocessed. An e e standard abb es must have v are: 5155279, 5	rror message will b reviations and our 2 ralid Country codes 5155323, 5155336,	e provided IIP+4 form and U.S. 5155360,
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# • Bulk CRID request file layout:

RID REQUES	I CRIL	LOOK-UP	MIDR	EQUEST	MIDLOOK	-UP CRID ANL	MID REQUE	:51	
RID Reques	t		2		<i>v.</i>				0
Sequence Number	Company Name	Addr 1	Addr 2	Addr 3	City	State	Urban Code	Postal Code	Country
digits	50 characters maximum	50 characters maximum	50 characters maximum	50 characters maximum	50 characters maximum	2 characters max for U.S. address 50 character max for International	20 characters maximum	5-9 max for US addresses 50 max for International	Must be a valid USPS Country
Number used to reconcile input to output data	Required	Required		International addresses	Required	Required for US addresses	Puerto Rico addresses	Required for US addresses	Required

• Bulk CRID look-up file layout:

RID REC	UESI	CRIDL	OOK-UP	MID REQUEST	MID LOOK-OP	CRID AND	MID REQUEST		
RID Loo	ok-Up								
s	equence Nur	nber		CRID					
	digits			digits					
Number us	ed to reconcile data.	input to ou	tput	Required					
e output so	reen so the	field can b	e fixed and the	e record re-processed	these sleepholdes ODI			0 545500	0 545500
e output so le Postal S 98487, 58 formation : ample of h	reen so the ervice has re 07691, and a associated w how your form	field can b eserved 7 3148017.1 rith these ( natted file	e fixed and the CRIDs for its i If you enter an CRIDs will be will look in Mid	internal usage. We cal y placeholder CRIDs, : provided. crosoft Excel:	these placeholder CRI an error message will ap	os. Those CRIDs a pear on the results	re: 5155279, 515532 page for that CRID a	3, 515533 and none o	6, 515536 of the
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e output so ne Postal S 98487, 58 formation a cample of I	ereen so the ervice has re 07691, and associated w now your form Workbook V A15 B	field can b eserved 7 3148017.1 ith these of natted file /iews	e fixed and thin CRIDs for its i If you enter an CRIDs will be will look in Mic	e record re-processed internal usage. We call y placeholder CRIDs, provided. crosoft Excel: Show	these placeholder CRI an error message will ap Zoom	os. Those CRIDs a pear on the results	re: 5155279, 515532 page for that CRID a	3, 515533 and none o Win	6, 515536 of the ndow
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• Bulk MID request file layout:

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digits		digits	dig	gits	"y" or "n	-								
Number used to recor to output data	ncile input a.	Required	Opti	ional	Flag to reques MID or no	st new ot.								
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• Bulk MID look-up file layout:

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• Bulk CRID & MID request file layout:

CRID and M	D Reques	st											
Sequence Number	Company Name	Addr 1	Addr 2	Addr 3	City		State	Ur	ban Code	Postal C	ode	Country	
digits	50 characters maximum	50 characters maximum	50 characters maximum	50 characters maximum	50 characters maximum	2 s	2 characters max U.S. address 50 character max fo International	for c r r	20 haracters naximum	5-9 max fo addresse max fo Internatio	or US is 50 or onal	Must be a valid USPS Country	d
Number used to reconcile input to output data	Required	Required		International addresses only	Required		Required for US addresses	Pi	uerto Rico ddresses only	Required f address	or US es	Required	L.
II fields will be v ne output screen he USPS desirn I addresses wi ddresses must alid USPS Cour ne Postal Servi-	alidated to me so the field c es to ensure th Il be validated have a valid S <u>htry List</u> Vi ce has reserved	eet USPS star can be fixed ar nat all domest and if they do state Code. A alid U.S. State ad 7 CRIDs fo	ndards. If any nd the record tic addresses not pass US complete list <u>e List</u> r its internal	field of the reco re-processed. Is reflect valid m SPS validation the of valid USPS (	ord fails valid ailing locatio nat record w countries an	dation ons a ill not d U.S bolde	n, the record wil and use the Pos t be processed. S. states are ava er CRIDs. Those	tal Sen Addre: ailable:	processe vice standa sses must	d. An error r Ird abbrevia have valid (	messag itions an Country	e will be pro d our ZIP+4 codes and I	ovid I for U.S.
II fields will be to be output screet he USPS desir. II addresses wid ddresses must alid USPS count he Postal Servi 198487, 58076 xample of how	alidated to me a so the field c as to ensure the li be validated have a validated have a validated have a validated have a validated voi formatted vour formatted	eet USPS star an be fixed ar and if they do state Code. A alid <u>U.S. State</u> ed 7 CRIDs fo 117.	ndards. If any nd the record tic addresses not pass US complete list <u>a List</u> r its internal n n Microsoft E	field of the rec re-processed. s reflect valid m SPS validation t of valid USPS of usage. We call xcel:	ord fails valid ailing locatid nat record w countries an these placel	dation ons a ill not d U.S holde	n, the record wil and use the Pos t be processed S. states are ava er CRIDs. Thos	I not be tal Sen Addre: ailable: e CRID	processer vice standa sses must s are: 5155	d. An error r Ird abbrevia have valid ( 5279, 5155)	messag tions an Country 323, 515	e will be pro d our ZIP+4 codes and I 55336, 5155 Window	ovid L for U.S
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- Below are two views of how your files may in a pipe delimited .csv file. If you have difficulty creating a file, please download the sample file, change your regional settings to enable pipe delimits, add your own data and save. Then you can upload the file.
  - NOTE all fields must be pipe delimited, regardless if there is data in that field. For example, Address Line 3 must be taken into account with two pipes, even if blank

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## Bulk Acquisition and Verification via Mail.XML

- Through this method, Mail Service Providers can acquire nine-digit MIDs and/or CRIDs on behalf of Mail Owners. Mail Service Providers may request between one and 20 nine-digit MIDs and/or CRIDs per message. In order to use this method, Mail Service Providers will need software to generate the electronic Mail.XML message.
- Nine-digit MIDs and CRIDs are acquired through the use of the USPSCRIDCreateValidateRequest and USPSMIDCreateValidateRequest Mail.XML messages. The Mail Service Provider must first acquire a CRID in order to acquire a nine-digit MID for that business location.
- The Mail.XML message specifications can be found at https://ribbs.usps.gov/intelligentmail\_schedule2013/releases/July2013/techspecs.cfm.

## USPSCRIDCreateValidateRequest Message

This message is sent by USPS to customer with a CRID number and/or Company Name & Address.

#### **Prerequisites**

- Mailer requests the creation of one or more CRIDs using USPSCRIDCreateValidateRequest Message.
- Mailer passes the required information per CRID requested.
- The *PostalOne!* system provides feedback to the mailer using USPSCRIDCreateValidateResponse Message.

#### If successful:

- Response is returned to mailer
- Response will indicate whether the included CRID is new or existing
- There will always be exactly one CRID returned for a given CRID requested

#### If not successful:

- Response is returned to mailer:
- Response will indicate the problem per CRID requested

#### Business Rules

- The USPSCRIDCreateValidateResponse message returns one of the two messages block
  - o In ACCEPT block
    - Returns all of the data blocks/elements that were sent in the USPSCRIDCreateValidateRequest message AND
    - CRID number AND
    - OPTIONAL return info block that contains return code and return description to communicate the issues
  - o In REJECT block
    - Returns all of the data blocks/elements that were sent in the USPSCRIDCreateValidateRequest message AND
    - REQUIRED return info block that contains return code and return description to communicate the issue

## USPSMIDCreateValidateRequest Message

The purpose of this message is to send a request to create or validate one or more Mailer IDs.

#### Prerequisites

- Mailer requests the creation of one or more MIDs.
- Mailer passes in the following information at a minimum per MID requested (information must be repeated for each MID requested):
  - o CRID
  - o ApplyingForSelf
- The *PostalOne!* system will provide feedback to the mailer using USPSMIDCreateValidateResponse Message

#### If successful:

- Response is returned to mailer
- Response will include per MID requested:
  - One 9-digit MID if newly created
  - One or more MIDs if existing

#### If not successful:

- Response is returned to mailer:
- Response will indicate the problem per MID requested

#### **Business Rules**

- For each USPSMIDCreateValidateRequest message, the customer needs to provide the information for all of the required blocks.
  - o Submitting Party
  - o Submitting Software
  - SubmitterTrackingID

# **Data Validation Instructions**

## Customer Validation Tool

Registered Mail Service Providers have the ability to conduct queries of customer identifiers to validate the data of their Mail Owners. Current data queries include:

- o CRID Lookup
- o MID Lookup
- o Permit Lookup
- FAST Scheduler ID Lookup
- Registered MSP users may login to the <u>Business Customer Gateway</u>.

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See full list o	f Mailing Services	See full list of Shipping Services	See full list o	Business Services

• Click on the "Manage Account" tab on the BCG home page. Once there they may click on "Customer Validation Tool" from the Mail Service Providers section.

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ping Services er Services port age Account	Home Business Location:       TERMS AND CONDITIONS         HARDINTEST2       12313 MAIN ST         BOWIE, MD 20715       UNITED STATES         CRID 1: 10081361       MSP         MID 1: YES Edit MSP         MID 1: Yiew your Mailer IDS	MAILING REPORTS ONLINE ENROLLMENT POSTAL WIZARD EDIT FAVORITES
	Add a Business Location (ADD A LOCATION) Does your business have more locations? Click here to add additional locations to your account.	
	Mail Service Providers Get MID/CRID Assignments for your Customers. GET MIDS/CRIDS Validate your Client Business Information. CUSTOMER VALIDATION TOOL	

# CRID Lookup

• Select "CRID" from the dropdown.

Customer Valid	ation Tool				
This tool is intende To begin, select a ( CRID	d to provide Mail Service ustomer identifier from	Providers with a way the dropdown below.	to validate Mail Owner	information.	
* indicates a required	field.				
Enter a CRID to reti	ieve the associated busir	ness address.			
Search					

• Enter a CRID to retrieve the associated business address.

Customer Validation T						
This tool is intended to prov To begin, select a customer	This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.					
CRID						
* indicates a required field.						
CRID: 10002456	*					
Enter a CRID to retrieve the	associated business address.					
Search Reset						
CRID Search Results						
CRID	10002456					
Comment Names						
Company Name:	ABC COMPANY					
Urbanization Code:						
Address Line 1:	1222 S THOMAS ST					
Address Line 2:						
Address Line 3:						
City:	ARLINGTON					
State/Province:	VA					
ZIP:	22204-3665					
Country:	UNITED STATES					

• NOTE – currently, the Customer Validation Tool will not return any data on customers that are designated as a Mail Service Provider, as shown below:

his tool is intended to pr o begin, select a custom	ovide Mail Service Providers with a way to validate Mail Owner information. er identifier from the dropdown below.	
indicates a required field.		
CRID: 10081361		
nter a CRID to retrieve th	e associated business address.	
Search Reset		
RID Search Results		
matching record was fo ith a business location t	und but cannot be displayed because it is associated that has the MSP designation in Customer Registration.	

# MID Lookup

• Select "MID" from the dropdown.

Customer Validation To	ol		
This tool is intended to provi To begin, select a customer	le Mail Service Providers with a way Jentifier from the dropdown below.	to validate Mail Owner informa	ition.
* indicates a required field.			
Enter a MID to retrieve the as	sociated CRID and business address tr	nat owns the MID.	

• Enter a MID to retrieve the associated CRID & business address.

Customer Validation T						
This tool is intended to prov To begin, select a customer MID	This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below. MID					
* indicates a required field. MID: 000004339 Enter a MID to retrieve the a	* indicates a required field. MID: 900004339 * Enter a MID to retrieve the associated CRID and business address that owns the MID.					
Search Reset	Search Reset MID Search Results					
MID:	900004339					
MID Owner CRID:	94545539					
Company Name:	ABC COMPANY					
Urbanization Code:						
Address Line 1:	16 Valley park					
Address Line 2:						
Address Line 3:						
City:	Ballwin					
State/Province:	ME					
ZIP:	63021					
Country:	UNITED STATES					

• NOTE – currently, the Customer Validation Tool will not return any data on customers that are designated as a Mail Service Provider, as shown below:

Customer Validation	Tool		
This tool is intended to pr To begin, select a custom	vide Mail Service Providers with a v r identifier from the dropdown belo	vay to validate Mail Owner information w.	
MID			
* indicates a required field.			
MID: 900000239	38		
Enter a MID to retrieve the	associated CRID and business addres	ss that owns the MID.	
Search Reset			
MID Search Results			
A matching record was fo with a business location t	nd but cannot be displayed becaus Iat has the MSP designation in Cust	e it is associated tomer Registration.	

# Permit Lookup

• Select "Permit Information" from the dropdown.

Customer Validation Tool				
This tool is intended to provide M. To begin, select a customer identi Permit Information	ail Service Providers with a wa fier from the dropdown below.	y to validate Mail Owr	ner information.	
* indicates a required field. Permit Number:	*			
Permit Type: -Select One- 💌 * City where Permit is Held:			- 36 -	
State where Permit is Held: Enter a Permit to retrieve the association	Select One- 💌 *	nd business address.		
Search Reset				

• Enter the identifying permit information to retrieve the CRID, Company Name, & Address of the business location that owns the permit.

Customer Validation T	ool					
This tool is intended to pro To begin, select a customer Permit Information	This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.					
* indicates a required field. Permit Number: 1 Permit Type: Pl	* indicates a required field.  Permit Number: 1 *  Permit Type: PI *					
City where Permit is Held State where Permit is He Enter a Permit to retrieve the	City where Permit is Held:       Roanoke       *         State where Permit is Held:       VA       *         Enter a Permit to retrieve the associated Account Number, CRID, and business address.					
Search Reset						
Permit Information Search	h Results					
Permit Information Search	h Results 590532					
Permit Information Search Account Number: Permit Number: Permit Type:	590532 1 PI					
Permit Information Searce Account Number: Permit Number: Permit Type: CRID:	590532 1 PI 4430796					
Permit Information Searce Account Number: Permit Number: Permit Type: CRID: Company Name:	590532 1 PI 4430796 AUTOMATED MAILING SYSTEMS					
Permit Information Searce Account Number: Permit Number: Permit Type: CRID: Company Name: Urbanization Code:	590532 1 PI 4430796 AUTOMATED MAILING SYSTEMS					
Permit Information Searce Account Number: Permit Number: Permit Type: CRID: Company Name: Urbanization Code: Address Line 1:	590532 1 PI 4430796 AUTOMATED MAILING SYSTEMS 475 LENFANT PLZ SW					
Permit Information Searce Account Number: Permit Number: Permit Type: CRID: Company Name: Urbanization Code: Address Line 1: Address Line 2:	590532 1 PI 4430796 AUTOMATED MAILING SYSTEMS 475 LENFANT PLZ SW Ste 3					
Permit Information Searce Account Number: Permit Number: Permit Type: CRID: Company Name: Urbanization Code: Address Line 1: Address Line 2: Address Line 3:	590532 1 PI 4430796 AUTOMATED MAILING SYSTEMS 475 LENFANT PLZ SW Ste 3					

• NOTE – currently, the Customer Validation Tool will not return any data on customers that are designated as a Mail Service Provider, as shown below:

Customer Validation Tool
This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below. Permit Information 💌
* indicates a required field. Permit Number: 1234 * Permit Type: PI * City where Permit is Held: WASHINGTON *
State where Permit is Held:       DC       *         Enter a Permit to retrieve the associated Account Number, CRID, and business address.         Search       Reset
Permit Information Search Results A matching record was found but cannot be displayed because it is associated with a business location that has the MSP designation in Customer Registration.

# FAST Scheduler ID Lookup

• Select "Scheduler ID" from the dropdown.

Customer Validat	ion Tool				
This tool is intended To begin, select a cus	o provide Mail Servi tomer identifier fron ]	e Providers with a w the dropdown belov	ay to validate Mail Own v.	er information.	
* indicates a required fi	ald.	ite			
Enter a FAST Schedule	r ID to retrieve the a	ssociated CRID and bu	siness address.		

• Enter a FAST Scheduler ID to retrieve the associated CRID and business address:

Customer Validation T								
This tool is intended to pro To begin, select a customer Scheduler ID	This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below. Scheduler ID							
* indicates a required field. Scheduler ID: 90040000 Enter a FAST Scheduler ID to Search Reset	* indicates a required field.          Scheduler ID:       900400000001       *         Enter a FAST Scheduler ID to retrieve the associated CRID and business address.							
Scheduler ID Search Resu	ults							
Scheduler ID:	90040000001							
CRID:	CRID: 10083763							
Company Name:	Company Name: HARDIN & SONS							
Urbanization Code:								
Address Line 1:	4414 BOARDWALK AVE							
Address Line 2:	Address Line 2:							
Address Line 3:								
City:	City: LOS ANGELES							
State/Province:	State/Province: CA							
ZIP:	90040							
Country:	UNITED STATES							

 NOTE – currently, the Customer Validation Tool will not return any data on customers that are designated as a Mail Service Provider, as shown below:

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below. Scheduler ID  * indicates a required field. Scheduler ID: 207150000003 * Enter a FAST Scheduler ID to retrieve the associated CRID and business address. Search Reset Scheduler ID Search Results A matching record was found but cannot be displayed because it is associated with a business location that has the MSP designation in Customer Registration.	Customer Va	lidation Tool				
<ul> <li>* indicates a required field.</li> <li>Scheduler ID: 2071 50000003 *</li> <li>Enter a FAST Scheduler ID to retrieve the associated CRID and business address.</li> <li>Search Reset</li> <li>Scheduler ID Search Results</li> <li>A matching record was found but cannot be displayed because it is associated with a business location that has the MSP designation in Customer Registration.</li> </ul>	This tool is inten To begin, select	ded to provide Mail Servic a customer identifier from	e Providers with a wa the dropdown below	ay to validate Mail Owner info r.	ormation.	
Enter a FAST Scheduler ID to retrieve the associated CRID and business address.  Search Reset Scheduler ID Search Results A matching record was found but cannot be displayed because it is associated with a business location that has the MSP designation in Customer Registration.	* indicates a requir	red field.	*			
Scheduler ID Search Results A matching record was found but cannot be displayed because it is associated with a business location that has the MSP designation in Customer Registration.	Enter a FAST Sch	eduler ID to retrieve the as	sociated CRID and bus	siness address.		
with a business location that has the MSP designation in Customer Registration.	Scheduler ID Se	earch Results	e displayed because	it is associated		
	with a business l	location that has the MSP	designation in Custo	mer Registration.		

## **Additional Information**

For more information concerning this application process, CRIDs and MIDs, please refer to the "<u>User</u> <u>Access to Electronic Mailing Information and Reports Guide</u>" ("User Guide"), and related documents published on the USPS <u>RIBBS</u> website (<u>https://ribbs.usps.gov</u>), which can be found under "Intelligent Mail Services" under "<u>Guides & Specs</u>" and "<u>Mailer ID</u>".