



# Mailer ID number Application Process, step 1



USPS.COM | GATEWAY | HELP

## Business Customer Gateway Shipping and Mailing for Your Business

Welcome to the new Business Customer Gateway! The Business Customer Gateway gives you a single, unified landing point to access the Postal Service's online business offerings. These channels consist of the products that support Intelligent Mail Full Service Mailing. This includes PostalOne!, FAST (Facility Access and Shipment Tracking), CLDS (Customer Label Distribution System), and Mailer IDs (MID).



### Login

#### Existing Users

Please fill in the following information:

(\* Required case sensitive fields)

\*Username:

\* Password:

[I forgot my password](#)

[Sign In >](#)

#### New Users

Register now for USPS online services, and create a business user account.

[Sign Up >](#)

**New Users start here to create a Gateway account.**



### Design & Prepare

Intelligent Mail Services  
Mailer ID

### Mail & Transport

Centralized Account Processing System (CAPS)  
Customer Label Distribution System (CLDS)  
Customer/Supplier Agreements (CSAs)  
Electronic Data Exchange (PostalOne!)  
Schedule a Mailing Appointment (FAST)

### Track & Report

ADVANCE  
Delivery Confirmation  
Manage Mailing Activity  
Product Performance Reports  
Track & Confirm

### Customer Support

National Customer Support Center - RIBBS®  
Service Updates  
ePubwatch  
Business Service Network (BSN) eService  
Gateway Help Desk  
News & Information  
User Responsibility Agreement (PDF) (DOC)

<https://gateway.usps.com>



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# New User Sign-Up page, step 2



[HOME](#) | [SIGN IN](#)

## New User Sign Up

Please fill in the following information: (\* Required case-sensitive fields)

### Create a Password

\* Username

Minimum 8 characters. You may use an email address as your username.

\* Password

Minimum 8 characters, at least 1 uppercase, 1 lowercase, and 1 number

\* Re-enter Password

Minimum 8 characters, at least 1 uppercase, 1 lowercase, and 1 number

### Password Hint

In case you forget your password, we'll ask you the question below.

\* Question

\* Answer

\* Re-enter Answer

[Sign In >](#)

Already Registered?

[Continue >](#)

[Site Map](#) [Customer Service](#) [Forms](#) [Gov't Services](#) [Careers](#) [Privacy Policy](#) [Terms of Use](#) [Business Customer Gateway](#)

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FOIA



U.S. Adult & Senior  
Technology Training



Empowering America  
Through Literacy



# Profile Account (select “Business”) step 3

## Profile Account Type

Please select a personal or business account. A personal account is best for the everyday mailing needs of the individual consumer, like buying stamps online, printing postage-paid labels with Click-N-Ship®, and changing your address. A business account meets all of these needs and offers additional business capabilities like ordering postage-paid Business Reply Mail and providing customers with more robust tracking and reporting services.

Please choose the appropriate account type below.

Personal  Business

[Continue >](#)

[Site Map](#)

[Customer Service](#)

[Forms](#)

[Gov't Services](#)

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# Your Business Profile Info, step 4

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## Contact Information

Title

\* First Name

Middle Initial

\* Last Name

Suffix

## Company Information

\* Company Name

\* Country

\* Address 1

Address 2  Apt, floor, suite, etc.

\* City

\* State

\* ZIP Code™

\* Business Phone  Ext  10 digits required, no dashes or spaces

Business Fax Number  10 digits required, no dashes or spaces

\* Email

\* Re-enter Email

Source Code  Optional Field: Source Code only applies if provided by a USPS representative

We look forward to communicating with you about the USPS products or services you select.

Send me additional information about:

- Other USPS programs, products, or services
- Products or services of USPS partners that you may find of interest

[< Back](#)

[Continue >](#)

---



# Profile Summary Confirmation, step 5

## Company Profile Summary

Please review the company information below. If you need to edit this information, select Edit below.

### Company Account Information

Username: [taylor.s.koch@usps.com](mailto:taylor.s.koch@usps.com)  
First Name: JOHN  
Last Name: DOE

### Company Profile Information

Company Name: TEST COMPANY  
Address 1: PO BOX 90410  
City: SEATTLE  
State: WA  
ZIP Code™: 98109-9432  
Country: UNITED STATES  
Business Phone: 2063782615  
Email: [taylor.s.koch@usps.com](mailto:taylor.s.koch@usps.com)

### Communication Preferences

- Other USPS programs, products, or services
- Products or services of USPS partners that you may find of interest

**Click "Confirm"**

[< Edit](#)

[Continue >](#)





# Privacy Act Acknowledgement, step 6

## Privacy Act

Before signing up, you must read and accept the following Privacy Act. Acceptance means that you understand and consent to the terms.

The information you supply will be used to provide you online registration capability for Internet-based services, and to provide those services. Please be aware that this service is voluntary, but that requested information is required to provide the service. Collection of information for this service is authorized by 39 U.S.C. 401, 403, and 404. We do not disclose your personal information to anyone, except in accordance with the Privacy Act.

Authorized disclosures include limited circumstances such as the

**Agree  
and  
continue**

Do you agree to these terms?  Yes  No

Continue >



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# Select "Mailer ID" Service, step 7

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**Click once  
and screen  
will advance**



## Select a Business Service

The business capabilities shown on the Business Customer Gateway are grouped into "services." These services allow users to conduct business activities for their companies. Click the details link for more information on a service, and to apply for a business service simply select one of the service links from the list below.

Search parameters can be entered into the text box below for a customized search.

Locate service where  contains:

### Design & Prepare

- [Mailer ID](#) (details)

### Mail & Transport

- [Customer Label Distribution System \(CLDS\)](#) (details)
- [Customer/Supplier Agreements \(CSAs\)](#) (details)
- [Schedule a Mailing Appointment \(FAST\)](#) (details)
- [Transportation Location Service \(TLS\)](#) (details)

### Track & Report

- [Audit Mailing Activity \(PostalOne!\)](#) (details)
  - [Manage Electronic Return Activity \(PRS\)](#) (details)
  - [Manage Electronic Verification Activity \(eVS\)](#) (details)
  - [Manage Mailing Activity](#) (details)
  - [Verification Assessment Evaluator \(PostalOne!\)](#) (details)
-



# Select Location, step 8

## Select Business Locations

Each online Business Service must be associated with at least one business location. This enables users to access data for the business location with the capabilities of the service selected.

You have selected the following online Business Service:

### Service

Mailer ID [\(details\)](#)

When using this online service you will have the ability to be associated with one or more business locations from your user profile. If you would like to be associated with a business location that is not shown in the table below, please select the "New Business Location" link to add the business location to your profile.

After you have identified all of your business locations, you may attach them to the selected business service by selecting the checkbox next to each location. After checking the desired locations, select "Next".

**Check  
box**



### Existing Business Locations

[New Business Location](#)

	Business Name	CRID	Address	City	State / Province	ZIP / Postal Code
<input checked="" type="checkbox"/>	BMEU	6966532	415 1ST AVE N	SEATTLE	WA	98109-4503

[Cancel](#)

[Next >](#)

**Click**







# Add a Service, step 9



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[Profile](#) [Request Access](#) [Request Status](#)

## Add a Service

Review the information below and click **Confirm** to submit the request, or **Back** to return to the previous page.

### Service

Mailer ID [\(details\)](#)

### Business Locations

Business Name	CRID	Address	City	State / Province	ZIP / Postal Code
BMEU	6966532	415 1ST AVE N	SEATTLE	WA	98109-4503

[< Back](#)

[Cancel](#)

[Confirm](#)

Click "Confirm"





# BSA Agreement, step 10

## Business Service Administrator Approval

It is a requirement for this online Business Service that a Business Service Administrator (BSA) be in place to manage user access for this business location. Would you like to become the BSA and accept the responsibilities detailed below for this business location?

If you do not want to accept these responsibilities, your access request will be placed in a queue until another individual becomes the BSA.

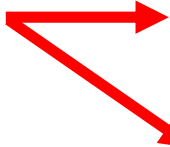
Please review the following Terms and Conditions:

CONTENTS

- Section 1 GENERAL
- Section 2 TRANSACTION TERMS
- Section 3 USPS OBLIGATIONS
- Section 4 PARTICIPANT OBLIGATIONS
- Section 5 PARTICIPANT LIABILITY
- Section 6 GENERAL TERMS AND CONDITIONS
- Section 7 PRIVACY ACT
- Section 8 USER RESPONSIBILITY STATEMENT
- Section 9 EXECUTION

This Agreement entered into between the United States Postal Service® ("Postal Service" or "USPS") and Participant describes the terms and conditions pertaining to the Participant's participation in and use of Postal Service computer systems as described and authorized by the USPS. These terms and conditions are subordinate to, and do not supersede, any provisions of the Domestic Mail Manual (DMM®) or any other regulations or rulings of the USPS applicable to mail presented pursuant to this Agreement or any other service agreement Participant has with the Postal Service.

Click two check boxes



I certify that I have read and understand the foregoing.

Please select which of the following companies for which you wish to become the BSA:

	Business Name	CRID	Address	City	State / Province	ZIP / Postal Code
<input checked="" type="checkbox"/>	BMEU	6966532	415 1ST AVE N	SEATTLE	WA	98109-4503

No Thanks

Print

Yes

Then Click "Yes"





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# BSA Access Granted, step 11

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## Business Service Administrator (BSA) Access Granted

You have been granted BSA privileges to the following services:

Business Name	CRID	Address	City	State / Province	ZIP / Postal Code
BMEU	0966532	415 1ST AVE N	SEATTLE	WA	98109-4503

[Continue](#)

Click "Continue"





# Return to Start Page, step 12

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Profile Request Access Request Status Request Inbox Manage User Access

### Business Customer Gateway

This is the navigation page to access the service options offered through the Business Customer Gateway. These options will assist you in the steps of your mailing, from design and prepare to transport and tracking.

When you select a service for which you do not have access, the system will give you the option to Add a Service.



### Your Account Settings

Welcome TAYLOR

#### Profile

- Profile
- Request Access
- Request Status

#### User Management

- Request Inbox
- Manage User Access

### Accounts

- Balance & Fees (PostalOne!)
- Manage Permits (PostalOne!)

### Design & Prepare

- Intelligent Mail Services
- Mailer ID

### Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- Electronic Data Exchange (PostalOne!)
- Postal Wizard (PostalOne!)
- Schedule a Mailing Appointment (FAST)

### Track & Report

- ADVANCE
- Audit Mailing Activity (PostalOne!)
- Dashboard (PostalOne!)
- Delivery Confirmation
- Mailing Reports (PostalOne!)
- Manage Electronic Return Activity (PRS)
- Manage Electronic Verification Activity (eVS)
- Product Performance Reports
- Track & Confirm
- Verification Assessment Evaluator (PostalOne!)

### Customer Support

- National Customer Support Center - RIBBS®
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information
- User Responsibility Agreement (PDF) (DOC)

You will be returned to the start page.

Re-select "Mailer ID"





# Welcome to Mailer ID, step 13

No Mailer IDs associated with CRID '6966532' were found.

## Welcome to the Mailer ID System

- [Address Book: Add Data Recipients](#)

### Mailer ID Search

Mailer ID  Business Location

Click "Request a MID" again.



### Mailer ID Summary

Mailer ID	Business Location	Data Distribution Profile
No Mailer ID found		



# Apply for 6 or 9-digit MID, step 14



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Hello, TAYLOR KOCH

No annual piece count found for CRID. Only one 9 digit MID can be available for issue unless a Customer Override is made by the Help Desk to allow more.  
Insufficient Volume for 6 digit MID.

## Apply For a Mailer ID

Select the type of MID you would like to request: 6 digit or 9 digit. You may apply for a maximum of 10 MIDs per site in one request. Please revisit this page if you would like to apply for more than 10 MIDs. Use the drop down menu to select either a 6 digit MID or a 9-digit MID.

### Please fill in the following information

MID Type / Company Name / Quantity

9 Digit - BMEU - 1 Available

Number of MIDs Requested

[< Cancel](#)

[Request MIDs >](#)

At drop-down box, select either 6 or 9 digit (most will select 9-digit)

Then enter "1"

Then click here

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# MID Option Details, step 15



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Hello, TAYLOR KOCH

## Mailer ID Program Option Details Apply For a Mailer ID

Select whether you wish to assign a specific Mailer ID number or have the system assign it, and indicate which programs will be used with this Mailer ID (at least one must be selected).

**Mailer ID Request #1**

Automatically generate this Mailer ID.

Please try to assign the Mailer ID I have requested below.

Add an Alias

Check the boxes for the program options you are selecting. Note: If you select one of these options you can not select a Package Product program option for this Mailer ID.

- CONFIRM
- Full / Basic Service
- Full Service ACS  
(Must select Full / Basic Service to receive Full Service ACS)
- One Code ACS  
(Submit Form 3573 to acs@usps.gov)
- One Code ACS with CONFIRM  
(Submit Form 3573 to acs@usps.gov)
- Traditional ACS  
Submit Form 3572 to acs@usps.gov. Traditional ACS is not available in conjunction with OneCode or Full Service ACS.

Select “automatically generate”

Select desired service, most commonly “Full/Basic

Then Scroll down to bottom of screen and click “Request MID’s”



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# Program Summary, Application Process Completed

## Program Options

The following Mailer IDs have been issued in response to your request.

New Mailer ID	
Mailer ID:	901049490
Program(s) selected:	Full / Basic Service

[Request More MIDs](#) [Return To Summary](#)

### CONFIRM

Thank you for applying for your new USPS Mailer ID (MID). Before you begin using your new MID must contact the CONFIRM support desk to complete your account profile, by calling 1-800-238- option #1.

#### Confirmation Services for Package Service Products and Extra Services

Thank you for applying for your new USPS Mailer ID (MID). Before you begin using your new MID must complete the Certification Process for Confirmation Services. The National Customer Support Center (NCSC) provides technical support for the certification process, should you have any questions regarding the process you may call a member of the Confirmation Service Certification Customer Support Team at (877) 264-9693 (Option 1). Please go to <http://ribbs.usps.gov/index.cfm?page=barcodecert> to obtain the Confirmation Services Certification Test Instructions to help you in mailing with Confirmation Services as quickly as possible.

#### Electronic Verification System (eVS) for Package Products

Thank you for applying for your new USPS Mailer ID (MID). Before you begin using your new MID must complete the eVS Certification Process. The National Customer Support Center (NCSC) provides technical support for the certification process, should you have any questions regarding the process you may call a member of the eVS Customer Support Team at (877) 264-9693 (Option 1) or email at [eVS@usps.gov](mailto:eVS@usps.gov). Please go to [http://ribbs.usps.gov/evs/documents/tech\\_guides/](http://ribbs.usps.gov/evs/documents/tech_guides/) to obtain the eVS Certification Test Instructions.

#### Full / Basic Service

Thank you for applying for your new USPS Mailer ID (MID). You are now able to use your new MID letters, flats and cards utilizing Full Service or Basic Service options. If you are selecting to use Full Service, please contact the ACS department at 1-877-640-0724 option #1.

#### One Code ACS

Thank you for applying for your new USPS Mailer ID (MID). Before you begin using your new MID must contact the One Code ACS support desk to complete your account profile, by calling 1-877-

**Your New MID number appears here.**

**Do not be misled by all the instructions on this page. Most mailers need not call the support desk phone numbers.**

**Only the instructions for your desired service will apply to you.**

**For most mailers, just the Full/Basic IMB instructions will apply.**

**Return Home or Log Out**