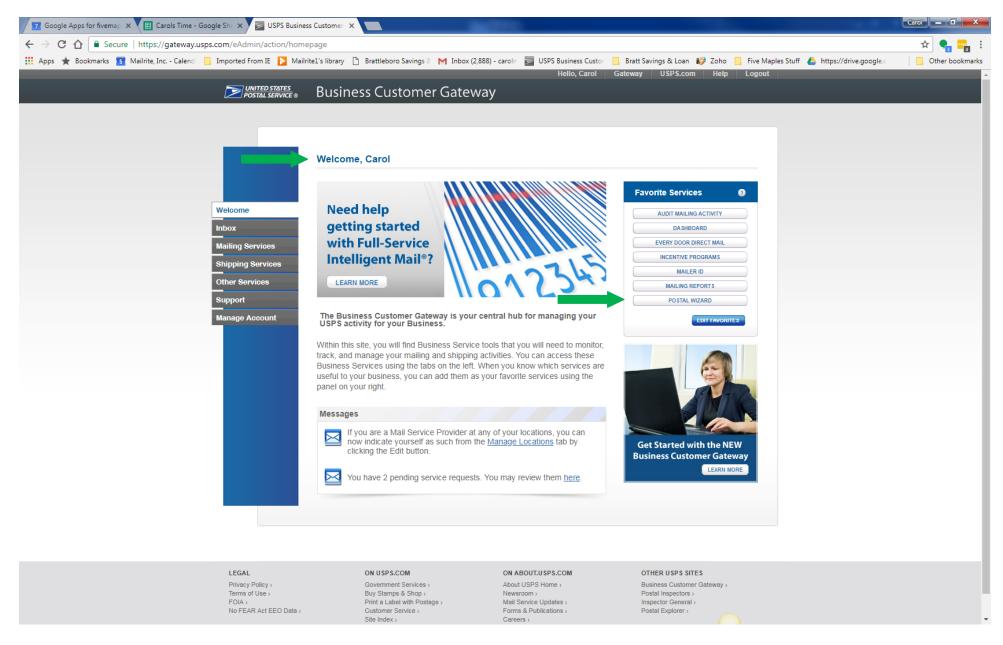


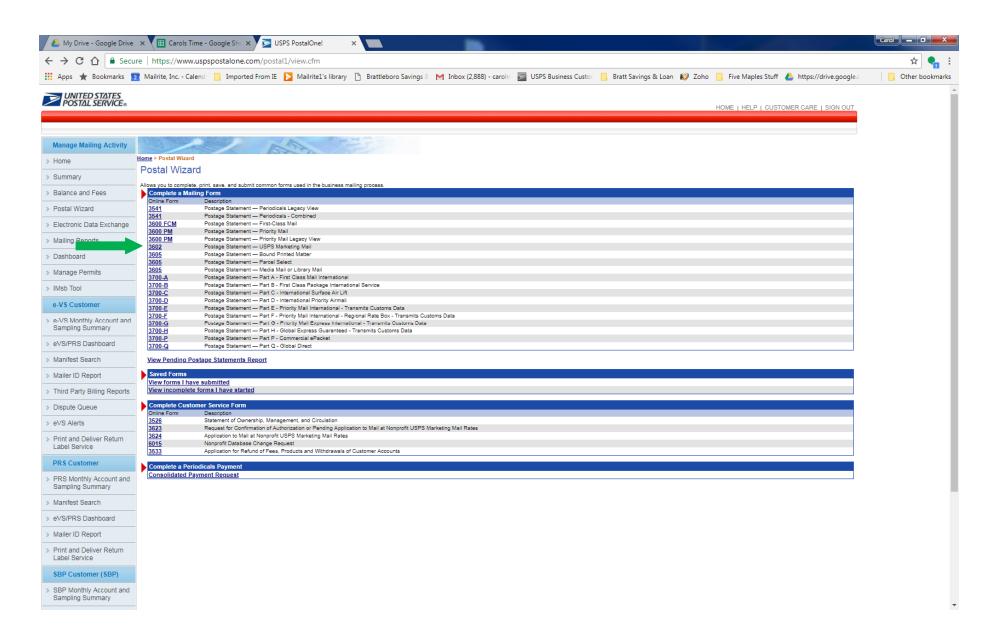
Log into the BCG - gateway.usps.com

Note: Your account will be locked for 24hrs if you fail to login after 3 attempts. If this happens and you can't wait 24 hrs for you account auto re-set, call the Postal One help desk at 800-522-9085 or email PostalOne@usps.gov and ask for a re-set.

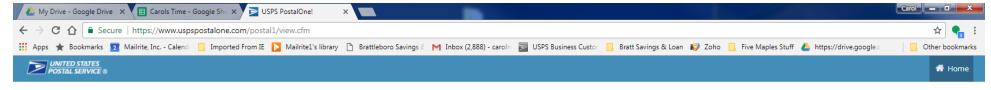


First, let's use the Postal Wizard's search functionality to try to find an existing CRID or MID for our client.

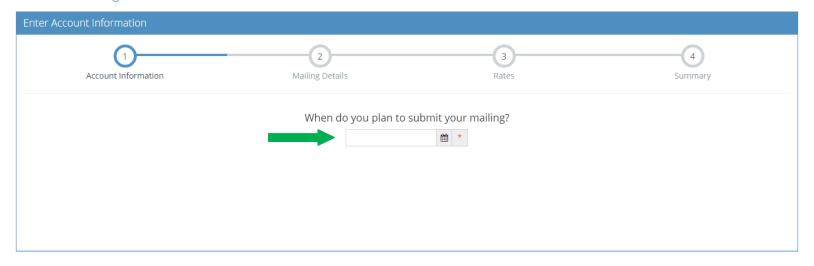
This is the tool a person could use to process a mailing through the USPS without using a Mail Service Provider (MSP)



Choose a mailing form. I usually use 3602.

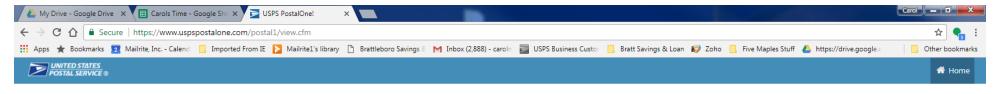


USPS Marketing Mail » Account

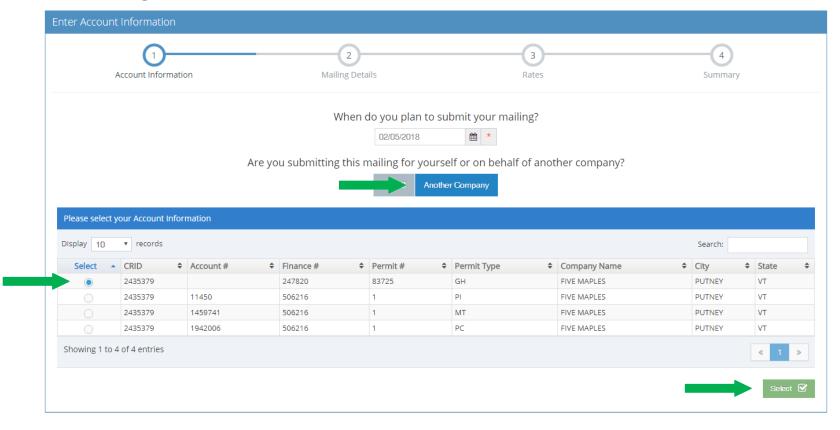


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Enter a fictitious mailing date



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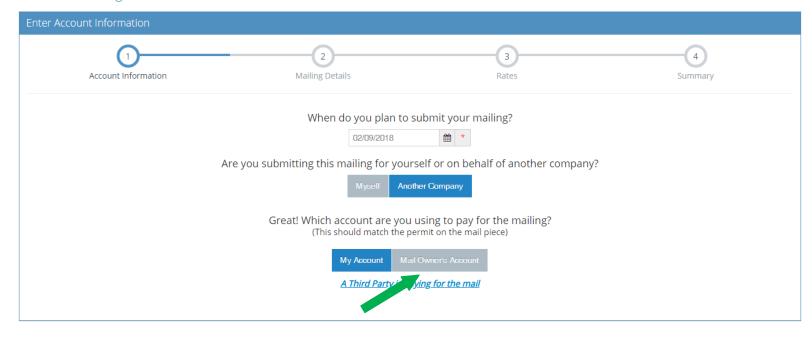


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Select 'Another Company'
I'm not sure why but the Five Maples CRIDS will populate the table.
I usually select the top row. Click 'select'

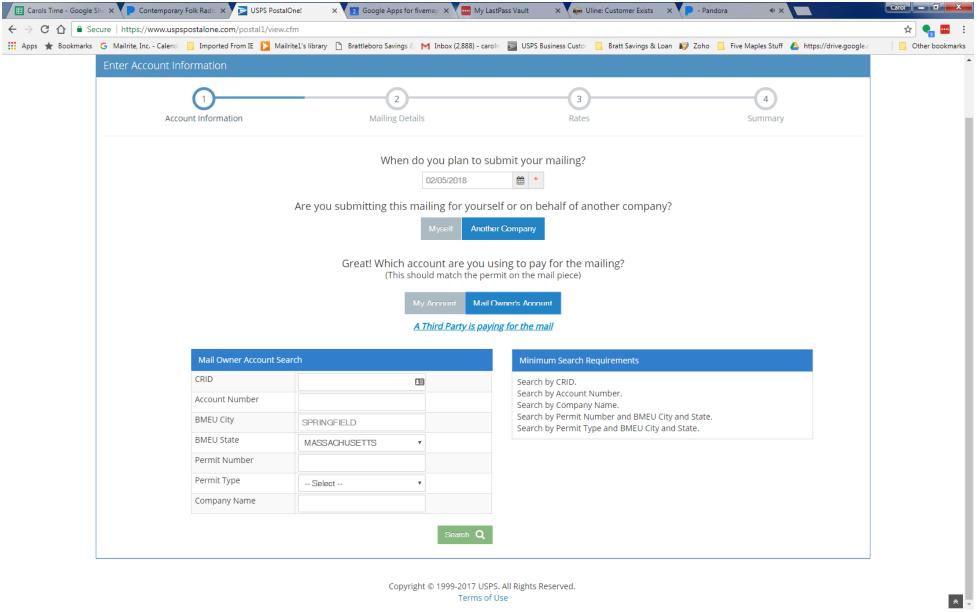


USPS Marketing Mail » Account



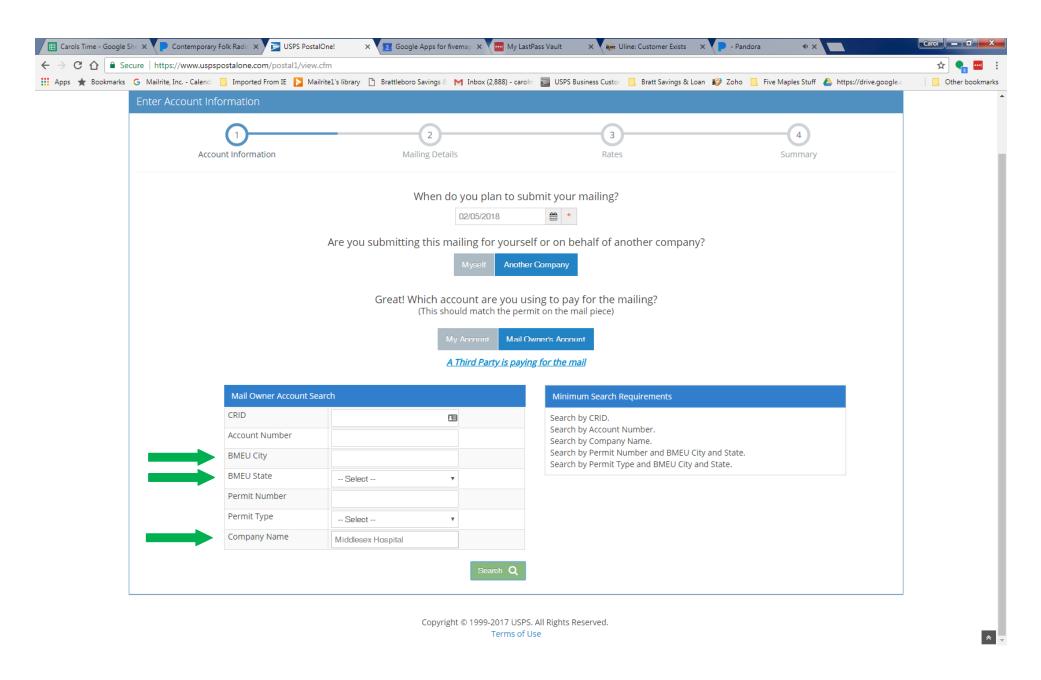
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Choose 'Mail Owners Account'

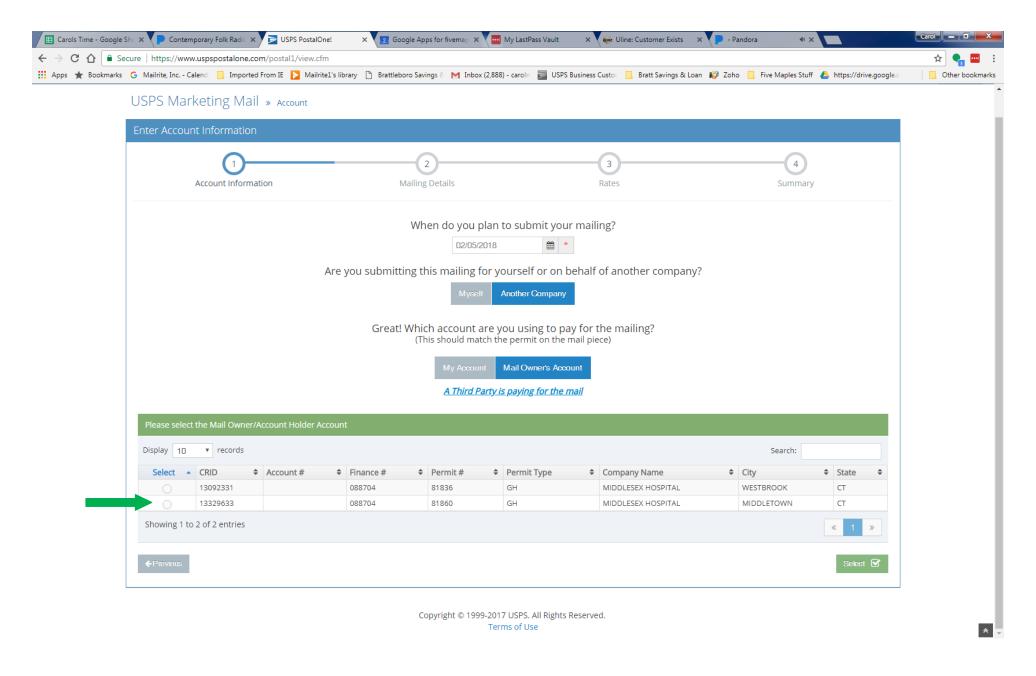


Use the 'search' feature within Postal Wizard to try to find the CRID of our client.

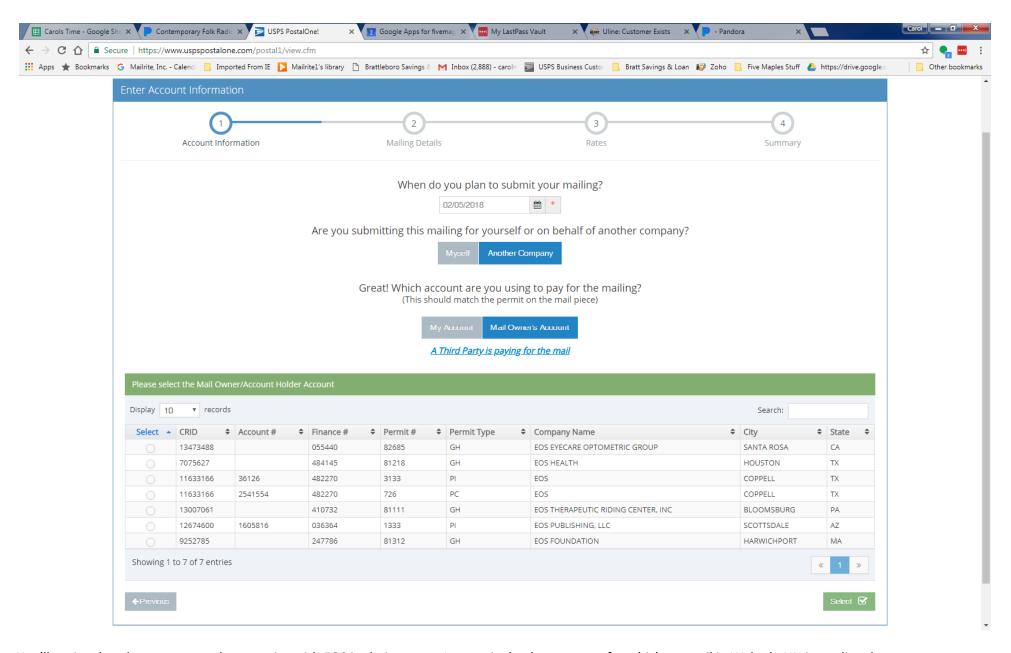
The broadest search will be if you only populate the company name so remove any entries that are pre-populated and enter the company name.



In the example above I removed the BMEU City and State Then entered Middlesex Hospital



Middlesex Hospital is recognized and returns two CRIDs. Since the return address on our mail piece is in Middletown CT, it's likely that this Return to the landing page and use the 'lookup' feature to confirm whether or not the CRID is linked to the clients Non Profit Authorization.

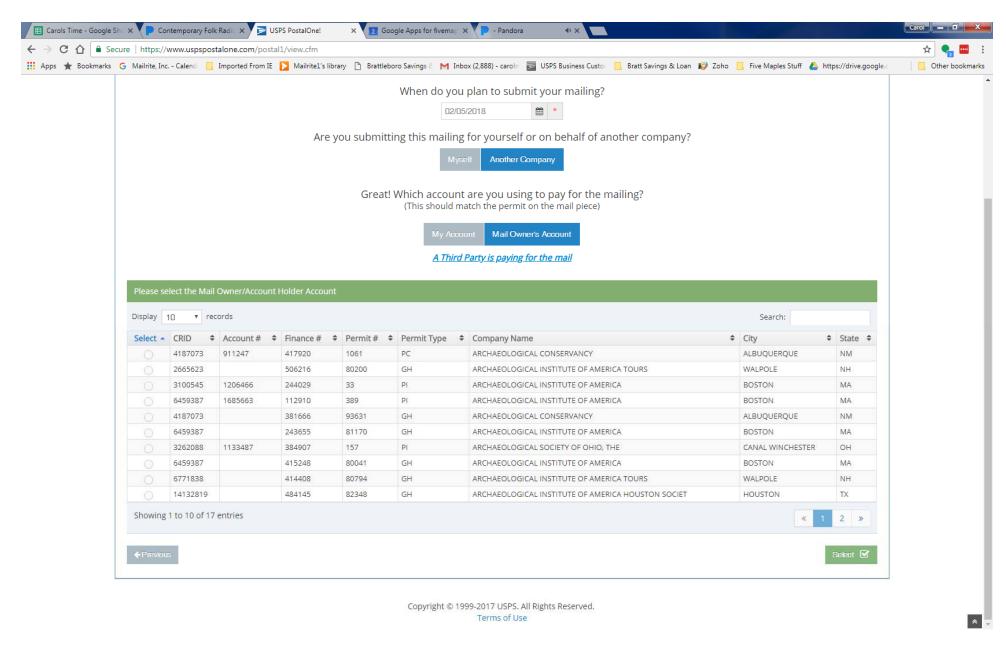


You'll notice that there are several companies with EOS in their name. Interestingly, the company for which we mail in Walpole NH is not listed.

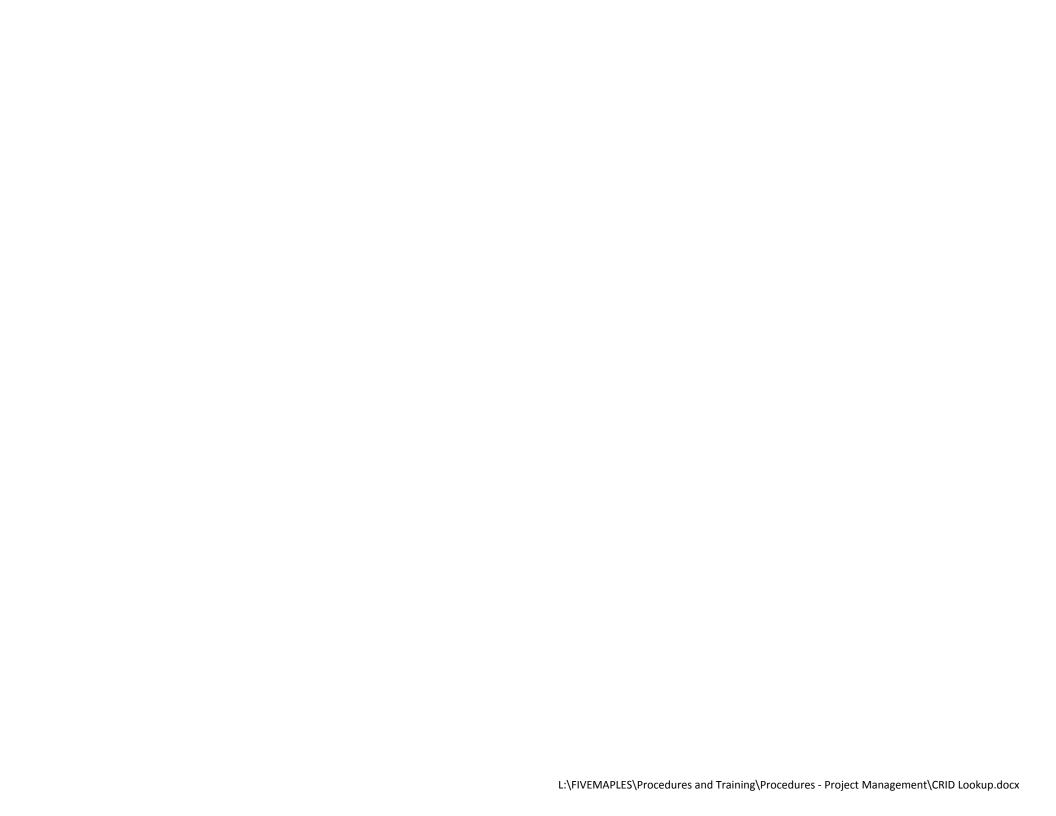
That could mean that there is no record in the USPS system for this company but usually our clients have all mailed before.

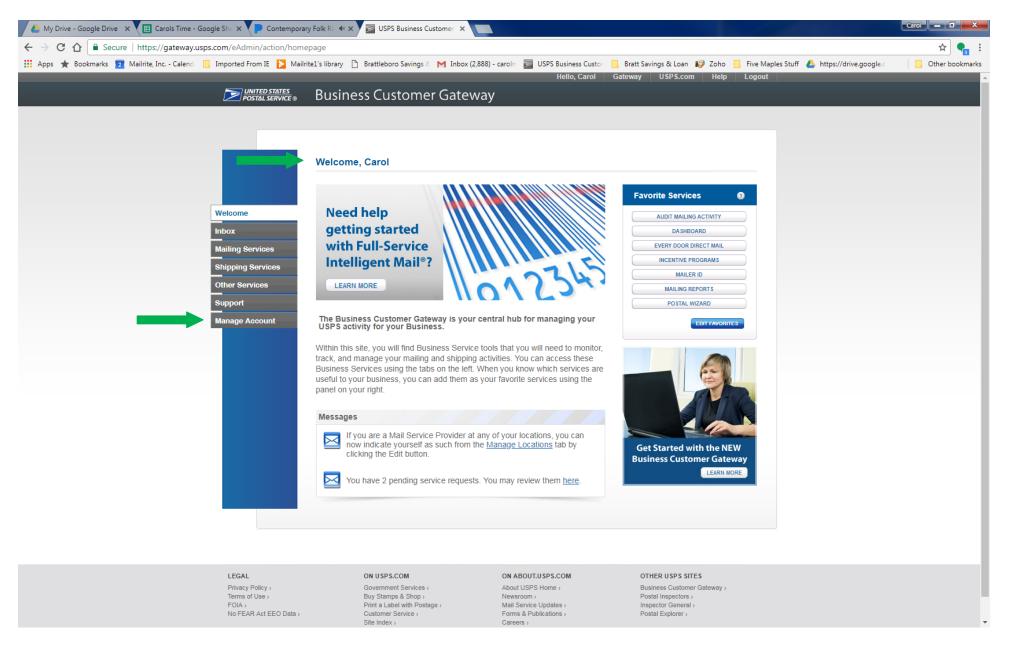
Most likely is that the company name isn't correct.

Although we know the mail owner as 'EOS' the return address on the mail piece is Archaeological Institute of America Tours, or Carleton College, Etc. This can make 'searching' more challenging. So, be creative when searching.

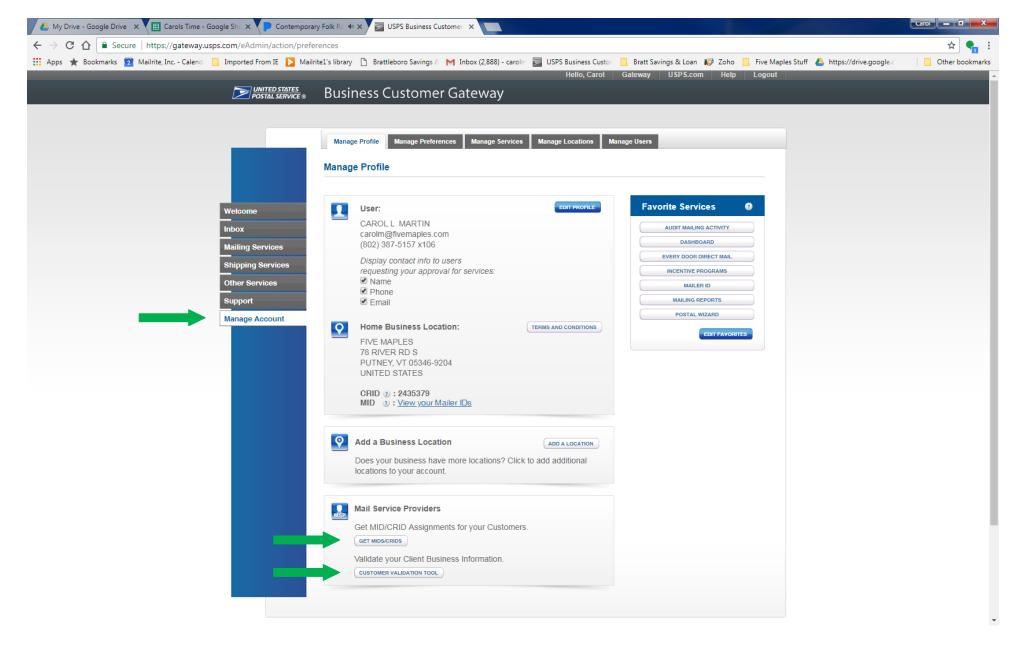


When you've got what you need, use the Home button in the top right to close the form. Then use the Home button in the top left to go back to the BCG landing page



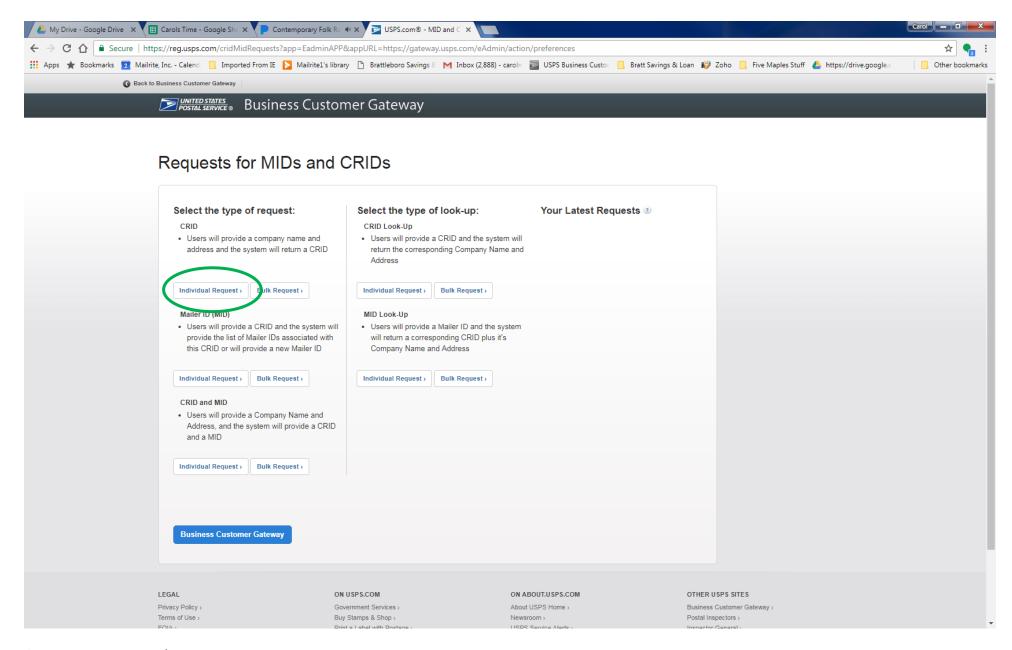


Welcome page for the BCG Select the Manage Account button



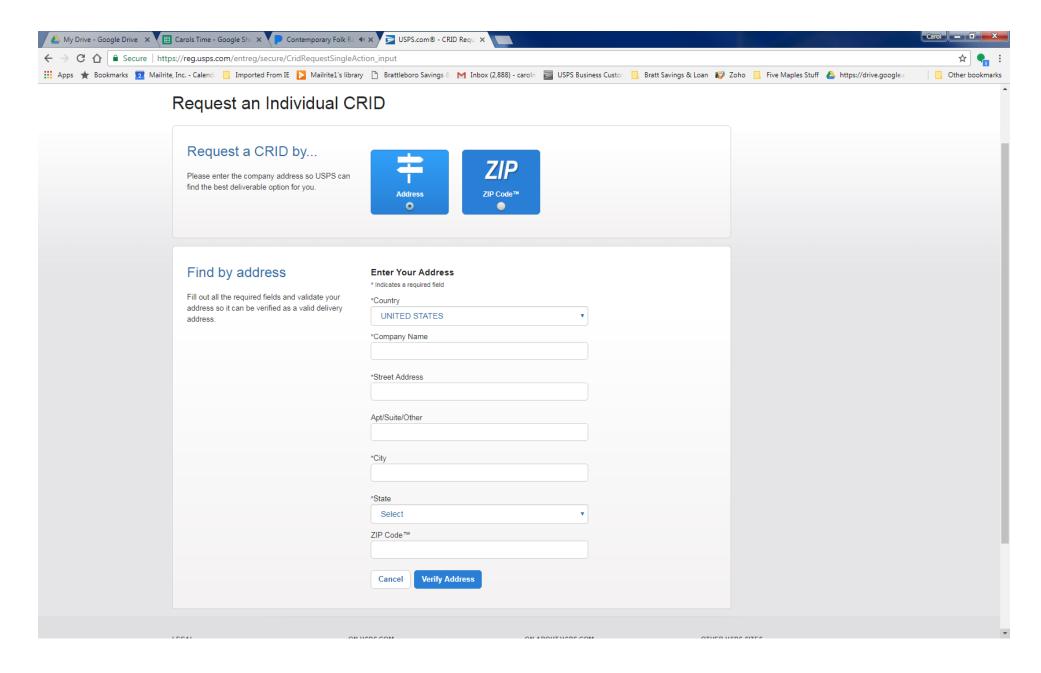
Two choices:

- a. Get MIDS/CRIDS use this if you don't already know the CRID or MID
- b. Validate your Client Business Information use this if you already know the CRID or MID

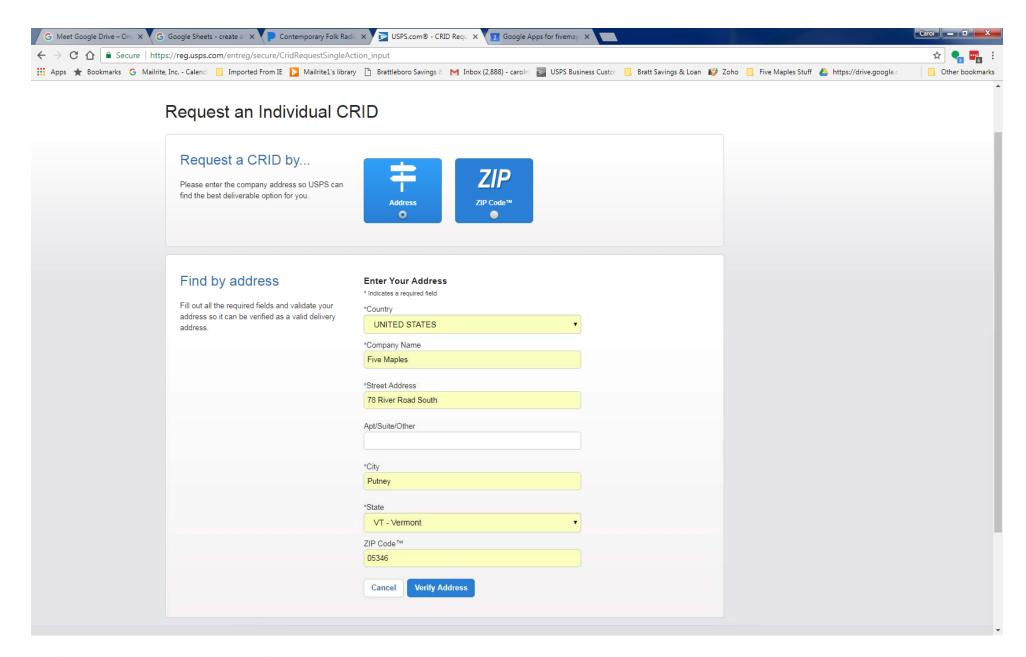


If you choose $\operatorname{Get}\nolimits$ MIDS/CRIDS this is the landing page.

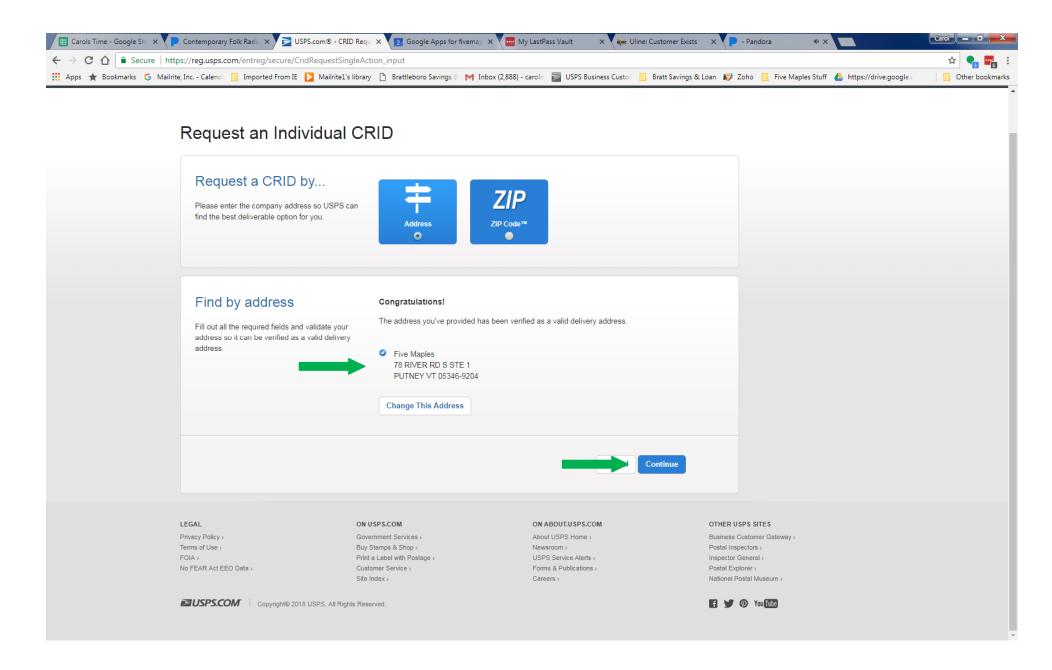
To find a CRID or ASSIGN a new one, choose CRID, Individual Request



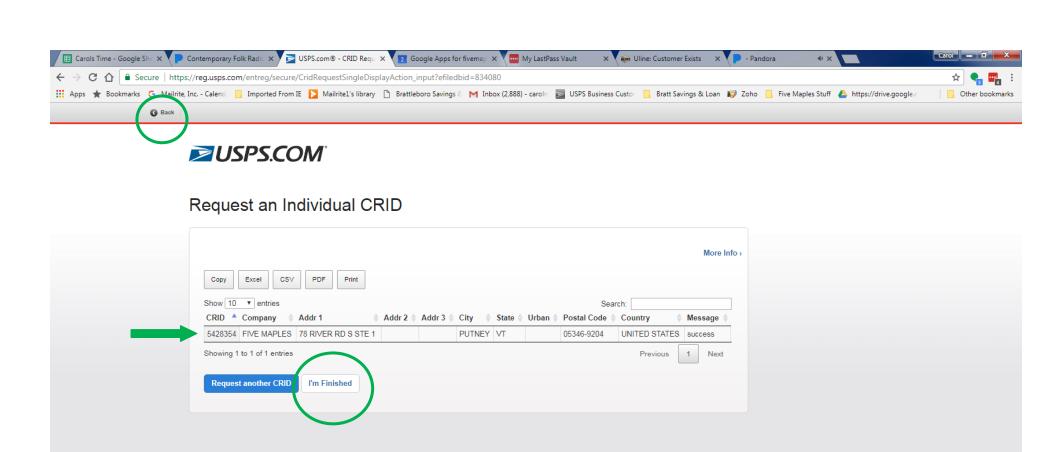
Ideally you'll want to use the return address on the mail piece for the info on this page.



Here's an example using Five Maples information



First, the address information will be 'validated' against the USPS database. When the address is validated, choose 'continue'





ON ABOUT.USPS.COM

If a CRID already exists for the company / address it will appear in the table as above.

If a new CRID is created you are congratulated and the new CRID appears.

LEGAL

Note: If the CRID is for a Non Profit client, it is not linked to the NP Authorization at this point.

ON USPS.COM

To expand your search, use the back button to go to the BCG landing page.

Choose Postal Wizard button

OTHER USPS SITES

