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**UNITED STATES POSTAL SERVICE®** Business Customer Gateway

**Sign In**

Username  
carolm78

Password  
\*\*\*\*\*

[Forgot password?](#)

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Need an account?

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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](mailto:PostalOne@usps.gov) and ask for a re-set.

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Hello, Carol Gateway USPS.com Help Logout

**UNITED STATES POSTAL SERVICE®** Business Customer Gateway

Welcome

**Welcome, Carol**

**Need help getting started with Full-Service Intelligent Mail®?**

[LEARN MORE](#)

**The Business Customer Gateway is your central hub for managing your USPS activity for your Business.**

Within this site, you will find Business Service tools that you will need to monitor, track, and manage your mailing and shipping activities. You can access these Business Services using the tabs on the left. When you know which services are useful to your business, you can add them as your favorite services using the panel on your right.

**Favorite Services**

AUDIT MAILING ACTIVITY

DASHBOARD

EVERY DOOR DIRECT MAIL

INCENTIVE PROGRAMS

MAILER ID

MAILING REPORTS

POSTAL WIZARD

[EDIT FAVORITES](#)

**Messages**

If you are a Mail Service Provider at any of your locations, you can now indicate yourself as such from the [Manage Locations](#) tab by clicking the Edit button.

You have 2 pending service requests. You may review them [here](#).

**Get Started with the NEW Business Customer Gateway**

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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)

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**UNITED STATES POSTAL SERVICE®** HOME | HELP | CUSTOMER CARE | SIGN OUT

**Manage Mailing Activity**

- > Home
- > Summary
- > Balance and Fees
- > Postal Wizard
- > Electronic Data Exchange
- > Mailing Reports
- > Dashboard
- > Manage Permits
- > IMsb Tool
- e-VS Customer**
  - > e-VS Monthly Account and Sampling Summary
  - > eVS/PRS Dashboard
  - > Manifest Search
  - > Mailer ID Report
  - > Third Party Billing Reports
  - > Dispute Queue
  - > eVS Alerts
  - > Print and Deliver Return Label Service
- PRS Customer**
  - > PRS Monthly Account and Sampling Summary
  - > Manifest Search
  - > eVS/PRS Dashboard
  - > Mailer ID Report
  - > Print and Deliver Return Label Service
- SBP Customer (SBP)**
  - > SBP Monthly Account and Sampling Summary

Home > Postal Wizard

### Postal Wizard

Allows you to complete, print, save, and submit common forms used in the business mailing process.

**Complete a Mailing Form**

Online Form	Description
3541	Postage Statement — Periodicals Legacy View
3541	Postage Statement — Periodicals - Combined
3600 FCM	Postage Statement — First-Class Mail
3600 PM	Postage Statement — Priority Mail
3600 PM	Postage Statement — Priority Mail Legacy View
3602	Postage Statement — USPS Marketing Mail
3605	Postage Statement — Bound Printed Matter
3605	Postage Statement — Parcel Select
3605	Postage Statement — Media Mail or Library Mail
3700-A	Postage Statement — Part A - First Class Mail International
3700-B	Postage Statement — Part B - First Class Package International Service
3700-C	Postage Statement — Part C - International Surface Air Lift
3700-D	Postage Statement — Part D - International Priority Airmail
3700-E	Postage Statement — Part E - Priority Mail International - Transmits Customs Data
3700-F	Postage Statement — Part F - Priority Mail International - Regional Rate Box - Transmits Customs Data
3700-G	Postage Statement — Part G - Priority Mail Express International - Transmits Customs Data
3700-H	Postage Statement — Part H - Global Express Guaranteed - Transmits Customs Data
3700-P	Postage Statement — Part P - Commercial ePacket
3700-Q	Postage Statement — Part Q - Global Direct

[View Pending Postage Statements Report](#)

**Saved Forms**

[View forms I have submitted](#)

[View incomplete forms I have started](#)

**Complete Customer Service Form**

Online Form	Description
3526	Statement of Ownership, Management, and Circulation
3623	Request for Confirmation of Authorization or Pending Application to Mail at Nonprofit USPS Marketing Mail Rates
3624	Application to Mail at Nonprofit USPS Marketing Mail Rates
6015	Nonprofit Database Change Request
3533	Application for Refund of Fees, Products and Withdrawals of Customer Accounts

**Complete a Periodicals Payment**

[Consolidated Payment Request](#)

Choose a mailing form. I usually use 3602.

## USPS Marketing Mail » Account

Enter Account Information

1

Account Information

2

Mailing Details




3

Rates

4

Summary

When do you plan to submit your mailing?



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Enter a fictitious mailing date

## USPS Marketing Mail » Account

### Enter Account Information



When do you plan to submit your mailing?

02/05/2018


Are you submitting this mailing for yourself or on behalf of another company?

Another Company

### Please select your Account Information

Display 10 records

Search:



Select	CRID	Account #	Finance #	Permit #	Permit Type	Company Name	City	State
<input checked="" type="radio"/>	2435379		247820	83725	GH	FIVE MAPLES	PUTNEY	VT
<input type="radio"/>	2435379	11450	506216	1	PI	FIVE MAPLES	PUTNEY	VT
<input type="radio"/>	2435379	1459741	506216	1	MT	FIVE MAPLES	PUTNEY	VT
<input type="radio"/>	2435379	1942006	506216	1	PC	FIVE MAPLES	PUTNEY	VT

Showing 1 to 4 of 4 entries

< 1 >

Select ☒

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

Enter Account Information

1 Account Information 2 Mailing Details 3 Rates 4 Summary

When do you plan to submit your mailing?

02/09/2018

Are you submitting this mailing for yourself or on behalf of another company?

Myself Another Company

Great! Which account are you using to pay for the mailing?  
(This should match the permit on the mail piece)

My Account Mail Owner's Account

[A Third Party is paying for the mail](#)

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Choose 'Mail Owners Account'

Carols Time - Google Sh... X Contemporary Folk Radi... X USPS PostalOne! X Google Apps for five... X My LastPass Vault X Uline: Customer Exists X Pandora X

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## Enter Account Information

- 1 Account Information
- 2 Mailing Details
- 3 Rates
- 4 Summary

When do you plan to submit your mailing?

02/05/2018

Are you submitting this mailing for yourself or on behalf of another company?

Myself Another Company

Great! Which account are you using to pay for the mailing?  
(This should match the permit on the mail piece)

My Account Mail Owner's Account

[A Third Party is paying for the mail](#)

Mail Owner Account Search	
CRID	<input type="text"/>
Account Number	<input type="text"/>
BMEU City	SPRINGFIELD
BMEU State	MASSACHUSETTS
Permit Number	<input type="text"/>
Permit Type	-- Select --
Company Name	<input type="text"/>

Search

Minimum Search Requirements
Search by CRID.
Search by Account Number.
Search by Company Name.
Search by Permit Number and BMEU City and State.
Search by Permit Type and BMEU City and State.

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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.

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### Enter Account Information

1 Account Information 2 Mailing Details 3 Rates 4 Summary

When do you plan to submit your mailing?

02/05/2018

Are you submitting this mailing for yourself or on behalf of another company?

Myself Another Company

Great! Which account are you using to pay for the mailing?  
(This should match the permit on the mail piece)

My Account Mail Owner's Account

[A Third Party is paying for the mail](#)

Mail Owner Account Search	
CRID	
Account Number	
BMEU City	
BMEU State	-- Select --
Permit Number	
Permit Type	-- Select --
Company Name	Middlesex Hospital

Search

Minimum Search Requirements
Search by CRID.
Search by Account Number.
Search by Company Name.
Search by Permit Number and BMEU City and State.
Search by Permit Type and BMEU City and State.

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



USPS Marketing Mail » Account

Enter Account Information

1 Account Information 2 Mailing Details 3 Rates 4 Summary

When do you plan to submit your mailing?

02/05/2018

Are you submitting this mailing for yourself or on behalf of another company?

Myself Another Company

Great! Which account are you using to pay for the mailing?  
(This should match the permit on the mail piece)

My Account Mail Owner's Account

[A Third Party is paying for the mail](#)

Please select the Mail Owner/Account Holder Account

Display 10 records Search:

Select	CRID	Account #	Finance #	Permit #	Permit Type	Company Name	City	State
<input type="radio"/>	13092331		088704	81836	GH	MIDDLESEX HOSPITAL	WESTBROOK	CT
<input type="radio"/>	13329633		088704	81860	GH	MIDDLESEX HOSPITAL	MIDDLETOWN	CT

Showing 1 to 2 of 2 entries

« 1 »

← Previous Select

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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.

Another example for 'EOS' is below.

Enter Account Information

1 Account Information 2 Mailing Details 3 Rates 4 Summary

When do you plan to submit your mailing?

02/05/2018

Are you submitting this mailing for yourself or on behalf of another company?

Myself Another Company

Great! Which account are you using to pay for the mailing?  
(This should match the permit on the mail piece)

My Account Mail Owner's Account

[A Third Party is paying for the mail](#)

Please select the Mail Owner/Account Holder Account

Display 10 records Search:

Select	CRID	Account #	Finance #	Permit #	Permit Type	Company Name	City	State
<input type="radio"/>	13473488		055440	82685	GH	EOS EYECARE OPTOMETRIC GROUP	SANTA ROSA	CA
<input type="radio"/>	7075627		484145	81218	GH	EOS HEALTH	HOUSTON	TX
<input type="radio"/>	11633166	36126	482270	3133	PI	EOS	COPPELL	TX
<input type="radio"/>	11633166	2541554	482270	726	PC	EOS	COPPELL	TX
<input type="radio"/>	13007061		410732	81111	GH	EOS THERAPEUTIC RIDING CENTER, INC	BLOOMSBURG	PA
<input type="radio"/>	12674600	1605816	036364	1333	PI	EOS PUBLISHING, LLC	SCOTTSDALE	AZ
<input type="radio"/>	9252785		247786	81312	GH	EOS FOUNDATION	HARWICHPORT	MA

Showing 1 to 7 of 7 entries

Previous Select

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 do you plan to submit your mailing?

02/05/2018

Are you submitting this mailing for yourself or on behalf of another company?

Myself Another Company

Great! Which account are you using to pay for the mailing?  
(This should match the permit on the mail piece)

My Account Mail Owner's Account

[A Third Party is paying for the mail](#)

Please select the Mail Owner/Account Holder Account

Display 10 records Search:

Select	CRID	Account #	Finance #	Permit #	Permit Type	Company Name	City	State
<input type="radio"/>	4187073	911247	417920	1061	PC	ARCHAEOLOGICAL CONSERVANCY	ALBUQUERQUE	NM
<input type="radio"/>	2665623		506216	80200	GH	ARCHAEOLOGICAL INSTITUTE OF AMERICA TOURS	WALPOLE	NH
<input type="radio"/>	3100545	1206466	244029	33	PI	ARCHAEOLOGICAL INSTITUTE OF AMERICA	BOSTON	MA
<input type="radio"/>	6459387	1685663	112910	389	PI	ARCHAEOLOGICAL INSTITUTE OF AMERICA	BOSTON	MA
<input type="radio"/>	4187073		381666	93631	GH	ARCHAEOLOGICAL CONSERVANCY	ALBUQUERQUE	NM
<input type="radio"/>	6459387		243655	81170	GH	ARCHAEOLOGICAL INSTITUTE OF AMERICA	BOSTON	MA
<input type="radio"/>	3262088	1133487	384907	157	PI	ARCHAEOLOGICAL SOCIETY OF OHIO, THE	CANAL WINCHESTER	OH
<input type="radio"/>	6459387		415248	80041	GH	ARCHAEOLOGICAL INSTITUTE OF AMERICA	BOSTON	MA
<input type="radio"/>	6771838		414408	80794	GH	ARCHAEOLOGICAL INSTITUTE OF AMERICA TOURS	WALPOLE	NH
<input type="radio"/>	14132819		484145	82348	GH	ARCHAEOLOGICAL INSTITUTE OF AMERICA HOUSTON SOCIET	HOUSTON	TX

Showing 1 to 10 of 17 entries

Previous Select

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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



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**Messages**

If you are a Mail Service Provider at any of your locations, you can now indicate yourself as such from the [Manage Locations](#) tab by clicking the Edit button.

You have 2 pending service requests. You may review them [here](#).

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Welcome page for the BCG  
Select the Manage Account button

The screenshot shows the USPS Business Customer Gateway interface. The top navigation bar includes the USPS logo and the text "Business Customer Gateway". Below this, a secondary navigation bar contains links for "Manage Profile", "Manage Preferences", "Manage Services", "Manage Locations", and "Manage Users". The "Manage Profile" section is active, displaying user information for Carol L. Martin, including her email and phone number. It also shows her home business location and provides options to add more locations or manage mail service providers. A green arrow points to the "Manage Account" link in the left sidebar, and two green arrows point to the "GET MIDS/CRIDS" and "CUSTOMER VALIDATION TOOL" buttons.

Two choices:


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

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Back to Business Customer Gateway

 **Business Customer Gateway**

## Requests for MIDs and CRIDs

**Select the type of request:**

**CRID**

- Users will provide a company name and address and the system will return a CRID

**Individual Request >** **Bulk Request >**

**Mailer ID (MID)**

- 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

**Individual Request >** **Bulk Request >**

**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 >**

**Business Customer Gateway**

**Select the type of look-up:**

**CRID Look-Up**

- Users will provide a CRID and the system will return the corresponding Company Name and Address

**Individual Request >** **Bulk Request >**

**MID Look-Up**

- Users will provide a Mailer ID and the system will return a corresponding CRID plus it's Company Name and Address

**Individual Request >** **Bulk Request >**

**Your Latest Requests** ?

If you choose Get MIDS/CRIDS this is the landing page.

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

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## Request an Individual CRID

### Request a CRID by...

Please enter the company address so USPS can find the best deliverable option for you.



Address



ZIP Code™

### Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

#### Enter Your Address

\* Indicates a required field

\*Country

\*Company Name

\*Street Address

Apt/Suite/Other

\*City

\*State

ZIP Code™

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



Meet Google Drive - Onl X Google Sheets - create a X Contemporary Folk Radi X USPS.com - CRID Requ X Google Apps for fivemap X


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## Request an Individual CRID

### Request a CRID by...

Please enter the company address so USPS can find the best deliverable option for you.



Address



ZIP Code™

### Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

#### Enter Your Address

\* Indicates a required field

\*Country  
UNITED STATES ▼

\*Company Name  
Five Maples

\*Street Address  
78 River Road South

Apt/Suite/Other

\*City  
Putney

\*State  
VT - Vermont ▼

ZIP Code™  
05346

Here's an example using Five Maples information

Request an Individual CRID

Request a CRID by...

Please enter the company address so USPS can find the best deliverable option for you.

Address ZIP Code™

Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

**Congratulations!**

The address you've provided has been verified as a valid delivery address.

Five Maples  
78 RIVER RD S STE 1  
PUTNEY VT 05346-9204

Change This Address

Continue

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

USPS.COM

## Request an Individual CRID

[More Info](#)

Copy Excel CSV PDF Print

Show 10 entries Search:

CRID	Company	Addr 1	Addr 2	Addr 3	City	State	Urban	Postal Code	Country	Message
5428354	FIVE MAPLES	78 RIVER RD S STE 1			PUTNEY	VT		05346-9204	UNITED STATES	success

Showing 1 to 1 of 1 entries Previous 1 Next

[Request another CRID](#) [I'm Finished](#)

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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.

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

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

Choose Postal Wizard button

