

Intelligent Mail® for Small Business (IMsb) Tool



To take advantage of Full-Service and Intelligent Mail barcode benefits, talk to your Software Vendor or Mail Service Provider (MSP). Several Software Vendors have developed solutions for you. To find a list of Software Vendors who have participated in the voluntary USPS Full-Service and eDoc certification process, go to RIBBS at: <https://ribbs.usps.gov/index.cfm?page=electronicdoc>

WHAT IS THE IMsb TOOL?

The Intelligent Mail for Small Business (IMsb) tool is a Full-Service mailing solution specifically designed for small business mailers who wish to prepare their own mailings. This online tool helps small business mailers prepare Full-Service mailings with intelligent Mail barcodes and tray labels.

As a small business mailer, this tool will allow you to qualify for automation Full-Service discount on mailings that are:

- Maximum mailing size of **fewer than 10,000** pieces for mail entered at a BMEU.
- Maximum yearly volume of **fewer less than 250,000** pieces.

BENEFITS

- ✓ Create Full-Service Automation Presorted mailings with unique Intelligent Mail barcodes on your mail pieces and trays labels including **5 digit/3 digit pricing** if applicable.
- ✓ Electronic postage statement and qualification reports submitted automatically.
- ✓ IMsb cleanses the address list ensuring all addresses are valid and identifies duplicate addresses

HOW IMsb WORKS

No special software or installation is required. Users simply access the application via the Business Customer Gateway (BCG). <https://gateway.usps.com/eAdmin/view/signin>

- Access the IMsb online tool from the **Mailing Services** menu in the BCG.



Intelligent Mail Small Business (IMsb) Tool

The Intelligent Mail Small Business (IMsb) Tool is an online tool which will allow mailers to produce barcode (IMb) for mailings.

- Upload your address list
- The tool will validate the addresses on the list are valid delivery points
- **The tool will automatically presort the mailing according to your list thus providing full presort discounts such as 3 / 5 digit automation pricing and the SCF discount if applicable.**
- Print your addresses with an Intelligent Mail barcode on labels, envelopes, or insert pages and unique tray labels
- Submit your postage statement electronically
- Bring your mailing and confirmation page to your local acceptance unit

FULL-SERVICE BENEFITS

✓ Reduce Costs

- Receive automation price discounts
- Eliminate permit fees
- Use the same permit at any location

✓ Accurate Delivery

- Address Correction on Full-Service pieces

✓ Monitor Service

- Start-the-Clock on Mail Entry
- Visibility and tracking

ADDITIONAL RESOURCES

- Registration (via the Business Customer Gateway):

<https://gateway.usps.com/eAdmin/view/signin>

- **PostalOne! Help Desk** at 800-522-

9085 or postalone@usps.gov