



# **Business Customer Gateway Mail Service Provider (MSP) Training**

August 2013

### Mail Service Provider (MSP) Indicator

- Accounts with MSP designations may receive expanded functionality
  - MID / CRID requests for customers
    - Look-up individual CRIDs or MIDs (up to 10 at a time)
    - Bulk look-up of CRIDs or MIDs via csv
    - Assign a CRID and/or a MID
    - Bulk assignment of CRIDs and/or MIDs via csv
    - Results are exportable via csv, excel, XML, PDF, and RTF
  - Customer Validation Tool
    - CRID look-up
      - Single look-up
      - Returns company name and address
    - MID look-up
      - Single look-up
      - Returns company name and address, CRID
    - Permit look-up
      - Single look-up
      - Returns company name and address, CRID, Account Number
    - Scheduler ID look-up
      - Single look-up
      - Returns company name and address, CRID

## Agenda

- ➔ **BCG MSP Indicator & Edit MSP Functionality**
  - Customer Validation Tool
  - Individual CRID/MID Requests
  - Individual CRID/MID Lookup
  - Bulk CRID/MID Requests
  - Bulk CRID/MID Look-ups

## Confirmation Page: CRIDs, MIDs and MSP Indicator

The screenshot shows the USPS Business Customer Gateway confirmation page. The page title is "Confirmation Page: CRIDs, MIDs and MSP Indicator". The page content includes a progress bar with "Getting Started" and "You're signed up!". A green checkmark indicates "Congratulations, your account is set up with business services." Below this, the "Your Business Location" is listed as BCGTEST1234, 475 LENFANT PLZ SW, WASHINGTON, DC 20260-0004, UNITED STATES. The CRID is 94545290. A Mailer ID (MID) of 900004055 is assigned. A question asks "Is this location a Mail Service Provider (MSP)?" with a "Yes" checkbox. A "Continue" button is highlighted with a red box.

**When a new business account is created, a CRID is automatically assigned**

**During registration, new business locations will automatically be assigned a Mailer ID**

**We have automatically assigned you a Mailer ID (MID): 900004055**

**Is this location a Mail Service Provider (MSP)?**  
 Yes

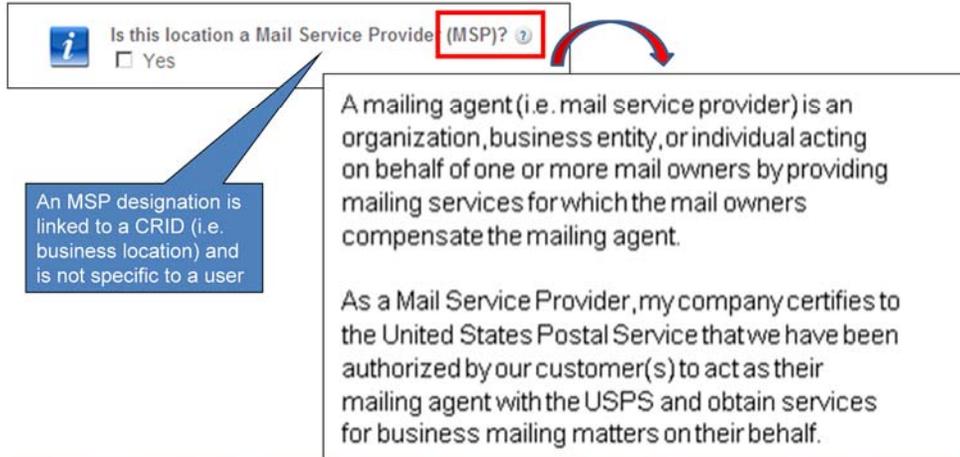
**The MSP Indicator is displayed on the Confirmation Page under the MID information. Only users who are the BSA of Manage Mailing Activity will be asked this question.**

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The MSP indicator only shows up for the BSA of MMA. If someone else at that CRID has already said "yes" to the MSP question, the question will not show up at all. Once someone sets the indicator to "yes", it can only be changed by calling the help desk.

## Mail Service Provider (MSP) Pop-up Message

- Upon rolling over the question mark displayed next to the word “MSP”, users will see a pop-up which provides more details about the role of the Mail Service Provider



The screenshot shows a form with the text "Is this location a Mail Service Provider (MSP)?" and a "Yes" checkbox. A red box highlights the "(MSP)?" text, and a red arrow points to a pop-up message box. A blue callout box points to the "(MSP)?" text.

Is this location a Mail Service Provider (MSP)?  Yes

An MSP designation is linked to a CRID (i.e. business location) and is not specific to a user

A mailing agent (i.e. mail service provider) is an organization, business entity, or individual acting on behalf of one or more mail owners by providing mailing services for which the mail owners compensate the mailing agent.

As a Mail Service Provider, my company certifies to the United States Postal Service that we have been authorized by our customer(s) to act as their mailing agent with the USPS and obtain services for business mailing matters on their behalf.

## Manage Account – Manage Profile: MSP Box

The screenshot displays the 'Manage Profile' interface. The main content area includes:

- User:** ALI TESTER, bcgcatesting@gmail.com, (202) 268-0000. Includes an 'EDIT PROFILE' button.
- Home Business Location:** ALI'S TEST BUSINESS, 2069 MAIN STREET, NEW YORK, NY 20202, UNITED STATES. Includes a 'TERMS AND CONDITIONS' button.
- CRID:** 94645331
- MID:** View your Mailer IDs
- Add a Business Location:** Includes an 'ADD A LOCATION' button and a note: 'Does your business have more locations? Click here to add additional locations to your account.'
- Mail Service Providers:** (Highlighted with a red box) Includes 'Get MID/CRID Assignments for your Customers.' with a 'GET MIDS/CRIDS' button, and 'Validate your Client Business Information.' with a 'CUSTOMER VALIDATION TOOL' button.
- Favorite Services:** Includes buttons for DASHBOARD, MAILER ID, MAILING REPORTS, ONLINE ENROLLMENT, and POSTAL VIZARD.

Callout text:

- A "Mail Service Providers" panel will be displayed under "Add a Business Location" for users who are an MSP and have access to Manage Mailing Activity.
- For MSPs that do **not** have access to Manage Mailing Activity (MMA), a similar box will appear, but *without* the Customer Validation Tool.

This panel will only be displayed for users who are Mail Service Providers.

MSPs who have access to the MMA service will see the exact panel shown here.

MSPs that do **not** have access to MMA will see the panel but it will not display the Customer Validation Tool button.

At this time only the BSA is able to access the Get MIDs/CRIDs feature.

## Manage Account: Manage Locations

- All users will see a “Manage Locations” tab under the Manage Account section
- This page allows you to view and edit all relevant information (including MSP status) about your business locations as well as add a new location

The screenshot shows the 'Manage Locations' tab selected in the top navigation bar. A sidebar on the left contains menu items: Inbox, Mailing Services, Shipping Services, Other Services, Support, and Manage Account. The main content area features a search bar and a table of business locations. A blue callout box points to the first row of the table, indicating it is the home location. Another blue callout box points to the 'EDIT' button for the second row, noting that only the BSA of MMA can update MSP designation and location information.

BUSINESS NAME & ADDRESS	CITY	STATE/PROVINCE & ZIP/POSTAL CODE	CRID	MSP	
DELMAR SERVICES 4800 DELMAR BLVD STE 810	ST. LOUIS	MO 63108	20515980	No	EDIT
DELMAR REALTY 4130 MANCHESTER AVE.	ST. LOUIS	MO 63110	20515485	No	EDIT

**Note: You must be the BSA to edit any location other than the Home location**

## Edit MSP Status – Home Business Location

BUSINESS NAME & ADDRESS	CITY	STATE/PROVINCE & ZIP/POSTAL CODE	CRID	MSP	
SIT TEST 500 LOCATION 1 200 MAIN STREET	ARLINGTON	VA 22203	20170588	No	<b>EDIT</b>
SIT TEST 500 LOCATION 2 300 MAIN STREET	NEW YORK	NY 10150	20170589	No	EDIT

### Home Profile Business Location

#### Edit Business Profile

Please let us what you'll be changing so we can update your information correctly.

##### Personal Information

PERSONAL	CURRENT INFO	SELECT AN ENTRY TO MAKE A CHANGE
Contact Information	All Texas 202069000 logofteetr@gmail.com	Change Contact Info
Change Password	*****	Change Password
I work for a new company		Register for a new Account

##### Business Information

BUSINESS	CURRENT INFO	SELECT AN ENTRY TO MAKE A CHANGE
Company Moving	200 main street Arlington VA 22203 UNITED STATES	Company Is Moving
Company Name Change	SIT TEST 500 LOCATION 1 CRID: 20170588	Change Company Name
Home Business Location	SIT TEST 500 LOCATION 1 200 main street Arlington VA 22203 UNITED STATES	Change Home Location
Remove Business Locations	You have no eligible locations that can be removed	Remove Affiliation
Mail Service Provider (MSP)	No	Mail Service Provider

- Clicking the “Edit” button for your home business location will direct you to the Edit Business Profile page, where you are able to change and update your profile business location information

BSAs of Manage Mailing Activity have the option of editing the MSP status

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You must be the BSA to edit any location other than the Home location

As the BSA of MMA, you will also have the option to edit MSP status for secondary locations.

## Edit MSP Status – Secondary Business Location

BUSINESS NAME & ADDRESS	CITY	STATE/PROVINCE & ZIP/POSTAL CODE	CRID	MSP	
SIT TEST 500 LOCATION 1 200 MAIN STREET	ARLINGTON	VA 22203	20170588	No	EDIT
SIT TEST 500 LOCATION 2 300 MAIN STREET	NEW YORK	NY 10150	20170589	No	EDIT

- Clicking the “Edit” button will direct you to the Edit Affiliated Business Locations page, where you are able to change and update only the selected business location information

### Affiliated Business Location

Business Customer Gateway

Edit Affiliated Business Locations

Company Name

\*Name  
SIT TEST 500 LOCATION 2

Company Address (\*)

\*Country  
UNITED STATES

\*Street Address  
300 MAIN STREET

\*ZIP Code™  
10150

Change this location's MSP designation  
Change this location's MSP designation?  
MSP designation

Cancel Continue

BSAs of Manage Mailing Activity have the option of editing the MSP status for secondary locations from the Edit Business Profile page

You must be the BSA to edit any location other than the Home location

As the BSA of MMA, you will also have the option to edit MSP status for secondary locations.

## Edit MSP Status – View All Affiliated Locations

- Locations for which you are the BSA of MMA will display in the top table and the MSP status is editable from “NO” to “YES”

### Change the MSP status on a Business Location (CRID)

Review the information below and make changes if you need to change your MSP status on any locations that you manage. If you see that the box is checked and you want to uncheck it (change MSP designation to No), please contact the help desk at (800) 522-9085 and they will do it for you.

You are the BSA of Manage Mailing Activities for the following locations. You are authorized to change the MSP designation for these locations.

All Yes | Reset

MSP	CRID	Company	Street	City	State	Postal	Country
<input checked="" type="checkbox"/>	20170588	SIT TEST 500 LOCATION 1	200 main street	arlington	VA	22203	UNITED STATES
<input type="checkbox"/>	20170589	SIT TEST 500 LOCATION 2	300 MAIN STREET	NEW YORK	NY	10150	UNITED STATES

You are not the BSA of Manage Mailing Activities for the following locations. You are not authorized to change the MSP designation for these locations.

Admin	MSP	CRID	Company	Street	City	State	Postal	Country
	<input checked="" type="checkbox"/>	20170816	ALI'S COMPANY	123 MAIN STREET	NEW YORK	NY	10022	UNITED STATES

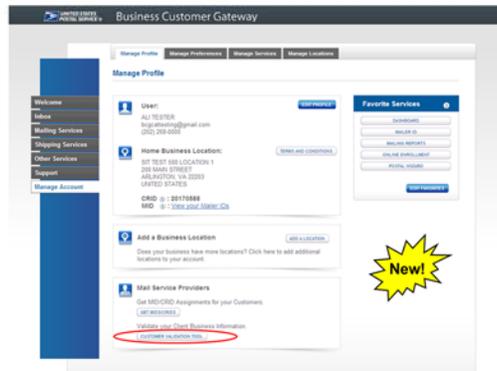
If you have access to services at additional locations but are not the BSA of MMA, those locations will appear here. However, you will not be able to edit the MSP status because you are not the BSA of MMA.

## Agenda

- BCG MSP Indicator & Edit MSP Functionality
- ➔ **Customer Validation Tool**
- Individual CRID/MID Requests
- Individual CRID/MID Lookup
- Bulk CRID/MID Requests
- Bulk CRID/MID Look-ups

## MSP Customer Validation Tool

- The Customer Validation Tool has been created to allow Mail Service Providers (MSPs) to query information pertaining to customers they provide service to.
  - The link on the Manage Profile Page will be entitled “Customer Validation Tool”, and will only be present when the user has enrolled for the Manage Mailing Activity business service at a location (CRID) designated as an MSP
  - The tool allows for validation of a single identifier of customer information



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Further enhancements made to the BCG also provide more support for Mail Service Providers (or M-S-Ps). An external interface, the “Crosswalk” query functionality was created, which allows MSPs (M-S-Ps) to search for and gather information pertaining to their customers. MSPs (M-S-Ps) will be able to access the query by clicking on the new “Customer Validation Tool” link that will be present on the Manage Profile page on the BCG (B-C-G); however, its important to note that the link itself will only appear on the screen when the user has enrolled for the Manage Mailing Activity business service (from the BCG business services available), have at least 1 business location designated as an MSP (M-S-P), which also must have the Manage Mail Activity (or M-M-A) access at that specific location.

## Customer Validation Tool

- Mail Service Providers will utilize the Customer Validation Tool to look-up and validate information on Mail Owners

The screenshot shows the USPS Business Customer Gateway interface. At the top, there is a navigation bar with "Gateway", "USPS.com", "Help", and "Logout" links. Below this is the "Business Customer Gateway" header. The main content area is titled "Customer Validation Tool". A text box explains the tool's purpose: "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." Below the text is a dropdown menu with the following options: "-Select One-", "-Select One-", "CRID", "MID", "Permit Information", and "Scheduler ID".

On the main page of the Customer Validation Tool a drop-down box allows the MSP to look Mail Owner information by the following customer identifiers:

**CRID**  
**MID**  
**Permit ID**  
**Scheduler ID**

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Mail Service Providers may begin their search on the Customer Validation Tool by selecting one of the “Search by” options on the drop-down box. Mail Owner information by the following customer identifiers: CRID, MID, Permit Information/ID, and Scheduler ID.

## Customer Validation Tool Search by CRID

The left screenshot shows the 'Customer Validation Tool' interface with a search form. A red arrow points to the 'Search' button. The right screenshot shows the search results for CRID 4430796, including company name and address.

CRID Search Results

CRID:	4430796
Company Name:	AUTOMATED MAILING SYSTEMS
Urbanization Code:	
Address Line 1:	473 LEVINTY PLZ SW
Address Line 2:	Ste 3
Address Line 3:	
City:	WASHINGTON
State/Province:	DC
ZIP:	20260-0004
Country:	UNITED STATES

Returns company name & address information for a CRID.

MSPs may search by CRIDs, by entering the CRID ID into the CRID search field, and will receive Search Results on the Tool screen gathered from Customer Registration.

If the user decides to search by CRID, they simply enter the CRID # into the CRID search field, after they've selected CRID in the drop-down box. After entering the number, they must hit the "Search" button.

The system will query information from Customer Registration and provide the results. The CRID Search Results will appear at the bottom of the page, with information including the Company Name and business addresses that are associated with the CRID ID entered. Thus, the M-S-P may validate whether the CRID is attached to the appropriate business and business location.

## Customer Validation Tool Search by MID

The image shows two screenshots of the Business Customer Gateway interface. The left screenshot shows the search form with a red arrow pointing to the MID input field. The right screenshot shows the search results for MID 900003775, which are enclosed in a red box. A text box below the screenshots explains that the results return company name, address, and CRID information.

**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.

MID:

Enter a MID to retrieve the associated CRID and business address that owns the MID.

**MID Search Results**

MID:	900003775
MID Owner CRID:	64544928
Company Name:	GATEWAY NEWS
Urbanization Code:	
Address Line 1:	473 LENOX PLZ SW
Address Line 2:	
Address Line 3:	
City:	WASHINGTON
State/Province:	DC
ZIP:	20000
Country:	UNITED STATES

Returns company name & address, and CRID information for a MID.

User's may also search by MID. After they enter in the MID number and click the Search button, the MID Search Results appear at the bottom of the screen with the associated company information. However, unlike the CRID Search Results, the MID results not only include the Company Name and business address, but also the MID Owner CRID #.

## Customer Validation Tool search by Permit Info

**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: [ ]

Permit Type: [ ]

City where Permit is Held: [ ]

State where Permit is Held: [ ]

Enter a Permit to retrieve the associated Account Number, CRID, and business address.

[ Search ] [ Reset ]

**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: [ ]

Permit Type: [ ]

City where Permit is Held: [ ]

State where Permit is Held: [ ]

Enter a Permit to retrieve the associated Account Number, CRID, and business address.

[ Search ] [ Reset ]

Permit Information Search Results

Account Number:	190332
Permit Number:	1
Permit Type:	PI
CRID:	4430796
Company Name:	AUTOMATED MAILING SYSTEMS
Urbanization Code:	
Address Line 1:	475 LEVIANT PL2 SW
Address Line 2:	Ste 3
Address Line 3:	
City:	WASHINGTON
State/Province:	DC
ZIP:	20260-0004
Country:	UNITED STATES

Returns company name & address, Account #, and CRID information for a permit.

In order for MSPs to search by Permit Information, they must input the **Permit Number, Permit Type, City where Permit is Held**, as well as **State where Permit is Held**.

However, if the Mail Service Provider elects to search by Permit Information, there are a few more steps involved before they can hit the Search button. They not only must provide the Permit Number, but also the Permit Type, the City Where Permit is Held, as well as the State Where Permit is Held.

Once this information has been entered and the M-S-P has hit the Search button, the Permit Information Search Results will be generated at the bottom of the screen. The Search Result will include the Account Number, the Permit Number, Permit Type, CRID #, Company Name and Business Address associated with the Permit Information, allowing the M-S-P to validate that information.

# Customer Validation Tool search by Scheduler ID

The image shows two overlapping screenshots of the USPS Business Customer Gateway. The left screenshot shows the search interface with a Scheduler ID dropdown menu and a text input field containing '031768336001'. A red arrow points from this input field to the right screenshot. The right screenshot shows the search results for the Scheduler ID '031768336001', which are displayed in a table format. A red box highlights the search results table.

Business Customer Gateway

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.

Scheduler ID: [dropdown]

\* indicates a required field.

Scheduler ID: 031768336001

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

Search Reset

Customer ID Search Results

Scheduler ID:	031768336001
CRID:	1157004
Company Name:	A SPEEDWAY DELIVERY
Urbanization Code:	
Address Line 1:	10245 SW 93TH LN
Address Line 2:	
Address Line 3:	
City:	MIAMI
State/Province:	FL
ZIP:	33196-4923
Country:	UNITED STATES

Returns company name & address and CRID information for a FAST Scheduler ID.

The same process applies if the user elects to search by the Scheduler ID. However the Scheduler ID Search Results will also list the CRID # associated to that business location.

## Agenda

- BCG MSP Indicator & Edit MSP Functionality
- Customer Validation Tool

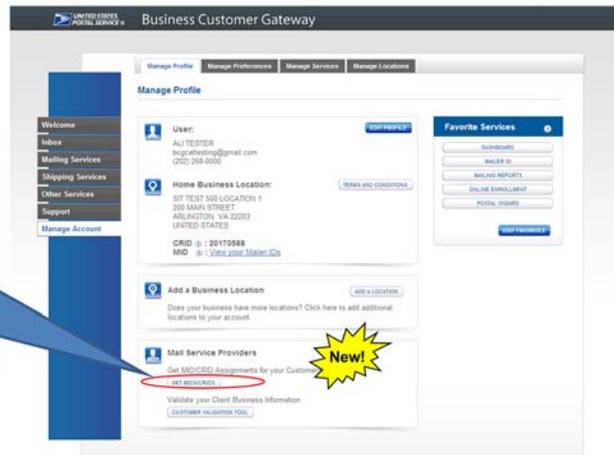
### **Individual CRID/MID Requests**

- Individual CRID/MID Lookup
- Bulk CRID/MID Requests
- Bulk CRID/MID Look-ups

## MSP MID/CRID Requests

- A new tool from the Business Customer Gateway (BCG) has been created to allow Mail Service Providers (MSPs) to:
  1. Obtain individual or bulk MIDs and/or CRIDs on behalf of their clients and
  2. Validate MID or CRID information provided by a client

The link on the Manage Profile Page is entitled "GET MIDS/CRID", and will only be present when the user has a business location (CRID) designated as an MSP on their account



## MID/CRID Requests – Main Page

### 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

Request individual or bulk CRIDs, MIDs or both on behalf of a client

#### 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 its Company Name and Address

[Individual Request](#) [Bulk Request](#)

Validate customer information by CRID or MID

History of the five most recent requests by type are maintained for 7 days

#### Your Latest Requests

##### CRID

Jul 11 12:04:05 20130711120405-36  
Jul 11 12:00:06 20130711120006-35  
Jul 10 07:48:53 20130710074853-22  
Jul 10 07:42:35 20130710074235-21

##### CRID Look-up

Jul 12 07:45:44 20130712074544-47  
Jul 12 07:33:27 20130712073327-46  
Jul 12 07:31:03 20130712073103-45  
Jul 12 07:24:00 20130712072400-44  
Jul 11 10:28:47 20130711102847-33

##### MID

Jul 11 01:21:41 20130711012141-42  
Jul 10 07:48:06 20130710074806-24  
Jul 10 07:47:39 20130710074739-23

##### MID Look-up

Jul 11 01:17:40 20130711011740-41  
Jul 11 01:15:34 20130711011534-40  
Jul 11 01:15:12 20130711011512-39  
Jul 11 12:19:19 20130711121919-38  
Jul 10 08:00:27 20130710080027-30

##### CRID and MID

Jul 11 12:16:13 20130711121613-37  
Jul 10 07:53:02 20130710075302-28  
Jul 10 07:49:56 20130710074956-25

Here you can choose to make a request for MIDs and CRIDs or you can look up MIDs and CRIDs

- In the subsequent pages, we'll first review all the individual options and then turn to the Bulk Request options

# MID/CRID Requests

## Your Latest Requests

### CRID

Jul 12 12:59:27 20130712125927-54  
Jul 11 12:04:05 20130711120405-36  
Jul 11 12:00:06 20130711120006-35  
Jul 10 07:46:53 20130710074653-22  
Jul 10 07:42:35 20130710074235-21

### CRID Look-up

Jul 12 12:58:28 20130712125828-53  
Jul 12 12:53:35 20130712125335-48  
Jul 12 07:45:44 20130712074544-47  
Jul 12 07:33:27 20130712073327-46  
Jul 12 07:31:03 20130712073103-45

### MID

Jul 12 12:57:14 20130712125714-52  
Jul 12 12:54:15 20130712125415-49  
Jul 11 01:21:41 20130711012141-42  
Jul 10 07:48:06 20130710074806-24  
Jul 10 07:47:39 20130710074739-23

### MID Look-up

Jul 12 12:54:49 20130712125449-50  
Jul 11 01:17:40 20130711011740-41  
Jul 11 01:15:34 20130711011534-40  
Jul 11 01:15:12 20130711011512-39  
Jul 11 12:19:19 20130711121919-38

### CRID and MID

Jul 12 12:56:17 20130712125617-51  
Jul 11 12:16:13 20130711121613-37  
Jul 10 07:53:02 20130710075302-26  
Jul 10 07:49:56 20130710074956-25

- We store your results for 7 days
- We will send you a reminder message telling you when we will be deleting your files

From: USPostalService@usps.com Sent: Fri 7/12/2013 9:00 AM  
To: Wheeler, Barbara - Washington, DC - Contractor  
Cc:  
Subject: Your United States Postal Service Online Account

In the past 7 days, you have used the MID-CRID upload process. The results of your file uploads are posted on the Business Customer Gateway. We save the results for 7 days. On Tuesday, July 16, 2013 we will be deleting those result files. If you haven't done so already, please save these reports for your records by visiting <https://reg.usps.com/cridMidRequests?app=EadminAPP&appURI=https://gateway.usps.com/bcg/login.htm>.

The following reports will be deleted:

- Report Type: ADD COMPANY, Number of Reports: 15
- Report Type: ADD CRID MID, Number of Reports: 2
- Report Type: ADD MID, Number of Reports: 3
- Report Type: CRID LOOKUP, Number of Reports: 1
- Report Type: MID LOOKUP, Number of Reports: 2

# Request an Individual CRID

**Select the type of request:**

- CRID**
  - Users will provide a company name and address and the system will return a CRID
- Individual Request** (circled in red)
- Bulk Request**

**Mailer ID (MID)**

- Users will provide a CRID and provide the list of Mailer IDs and the system will provide a new MID

**CRID and MID**

- Users will provide a Company name and address and the system will provide a CRID and MID

[Business Customer Gateway](#)

**Note: Company must have AMS valid address to qualify to have a CRID assigned**

### Request an Individual CRID

Provide a company name and address and the system will return a CRID.

\* indicates a required field

**Company Name**  
\*Name

**Company Address**  
\*Country  
UNITED STATES  
\*Street Address

App/Date/CRID

\*City

\*State  
Select

### Request an Individual CRID

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

Export options: CSV | Excel | XML | PDF | RTF

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

All requests have multiple export options: CSV, Excel, XML, PDF, and RTF

# Request an Individual MID

**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 MID for this CRID
- CRID and 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 MID for this CRID

**Request an Individual Mailer ID**

Enter a CRID and the system will provide the list of Mailer IDs associated with this CRID. You can also request a new MID for this CRID. \* indicates a required field

For example, if you enter CRID 111535987 you would see a return record of ABC Company 123 Main Street Anywhere DC 20260. We will let you know if you enter an invalid CRID or a CRID that doesn't have a MID.

\*Enter MID Owner CRID

Do you want us to issue a new Mailer ID for this CRID?  
Checking this box will provide a new Mailer ID for the CRID entered.

New Mailer ID

**Request an Individual Mailer ID**

MID Owner Company

New Mailer ID: 900007497

ABC Company  
475 LEINFANT PLZ SW  
WASHINGTON DC 20260-0912  
UNITED STATES

Mailer IDs associated with CRID 20170137

One Item Found	1
MAILER ID (MID)	MID OWNER CRID
900007497	20170137

Report options: CSV, Excel, HTML, PDF, XPS

Fin Finished | Request more MIDs

**Business Customer G**

**Request**

**Request**

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

If MIDs exist for the CRID entered they will be displayed after the new MID assigned which appears first in the table, if requested.

## Request an Individual MID and CRID

**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 that CRID or will provide a new Mailer ID

[Individual Request](#) [Bulk Request](#)

**CRID and MID**

- Users will provide a Company Name and the system will provide a CRID and a MID

[Individual Request](#) [Bulk Request](#)

[Business Customer Gateway](#)

**Request both a CRID and MID**

Provide a Company Name and Address, and the system will provide a CRID and a MID.  
\* indicates a required field

When you enter a company name and address, we will return a new Mailer ID for the company, even if the company already has a Mailer ID associated with the assigned CRID.

**Company Name**

\*Name

**Company Address**

\*Country

\*Street Address

Apt/Suite/Other

\*City

\*State  \*ZIP Code

**Optional**

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 client company.

MID User CRID

**MID Owner Company**

New Mailer ID: 90007498

ABC Company  
475 LENIPANT PLZ SW  
WASHINGTON DC 20260-0912  
UNITED STATES

**Mailer IDs associated with CRID 20170137:**

MID	CRID
90007498	20170137
90007497	20170137

2 found, displaying all items

Export options: [CSV](#) [Excel](#) [HTML](#) [PDF](#) [RTF](#)

If the optional field (the MID User CRID field) is not populated, this information will not appear. If the optional field is populated, the MID User information will display

MID User Company

A MID User CRID is the user of the MID rather than the owner of the MID. For example, the MID may be issued to a mail service provider or consolidator. The Mailer Owner CRID would reflect that MSP. The MSP, in turn, may have assigned the MID to be used solely by a single client customer of theirs. In that case, the MSP would enter the CRID of the client company in the MID User CRID field.

## Agenda

- BCG MSP Indicator & Edit MSP Functionality
- Customer Validation Tool
- Individual CRID/MID Requests
- ➔ **Individual CRID/MID Lookup**
- Bulk CRID/MID Requests
- Bulk CRID/MID Look-ups

## MID/CRID Requests – Main Page

### 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

Request individual or bulk  
CRIDs, MIDs or both on  
behalf of a client

#### 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 its Company Name and Address

[Individual Request](#) [Bulk Request](#)

Validate customer  
information by CRID or MID

#### Your Latest Requests

##### CRID

Jul 11 12:04:05 20130711120405-36  
Jul 11 12:00:06 20130711120006-35  
Jul 10 07:48:53 20130710074853-22  
Jul 10 07:42:35 20130710074235-21

##### CRID Look-up

Jul 12 07:45:44 20130712074544-47  
Jul 12 07:33:27 20130712073327-46  
Jul 12 07:31:03 20130712073103-45  
Jul 12 07:24:00 20130712072400-44  
Jul 11 10:28:47 20130711102847-33

##### MID

Jul 11 01:21:41 20130711012141-42  
Jul 10 07:48:06 20130710074806-24  
Jul 10 07:47:39 20130710074739-23

##### MID Look-up

Jul 11 01:17:40 20130711011740-41  
Jul 11 01:15:34 20130711011534-40  
Jul 11 01:15:12 20130711011512-39  
Jul 11 12:19:19 20130711121919-38  
Jul 10 08:00:27 20130710080027-30

##### CRID and MID

Jul 11 12:16:13 20130711121613-37  
Jul 10 07:53:02 20130710075302-28  
Jul 10 07:49:56 20130710074956-25

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Here you can choose to make a request for MIDs and CRIDs or you can look up MIDs and CRIDs

- In the subsequent pages, we'll first review all the individual options and then turn to the Bulk Request options

# Individual CRID Look-Up

## CRID Look-Up

### Request an Individual CRID Look-Up

Provide a CRID and the system will return the corresponding Company Name and Address.  
\*Indicates a required field

For example, if you enter CRID 111535987 you would see a return record of ABC Company 123 Main Street Anywhere DC 20250. We will let you know if you enter an invalid CRID or a CRID that doesn't have a MD.

*CRID 1	<input type="text"/>	*CRID 6	<input type="text"/>
*CRID 2	<input type="text"/>	*CRID 7	<input type="text"/>
*CRID 3	<input type="text"/>	*CRID 8	<input type="text"/>
*CRID 4	<input type="text"/>	*CRID 9	<input type="text"/>
*CRID 5	<input type="text"/>		
*CRID 10	<input type="text"/>		

- You may enter up to 10 CRIDs to lookup at a time



## CRID Look-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 STATES
20170137	ABC Company	475 LENFANT PLZ SW			WASHINGTON	DC		20260-0912	UNITED STATES
20170138	XYZ Company	900 N STUART ST			ARLINGTON	VA		22203-4101	UNITED STATES

Export options: [CSV](#) | [Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

I'm Finished

Look-Up more CRIDs

# Individual MID Look-Up

## Request an Individual MID Look-Up

Provide a Mailer ID and the system will return a corresponding CRID plus its Company Name and Address  
\* indicates a required field

Example: If you enter Mailer ID 9011600662 on the response page you will see CRID 11535987 and the company info would show as ABC Company 123 Main Street Anytown DC, 20260.

If you enter a Mailer ID that has not been issued, you will see a message response of 'Mailer ID not found' on the response page.

MID 1

MID 2

MID 3

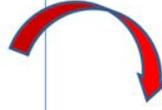
MID 4

MID 5

MID 6

MID 7

- You may enter up to 10 MID's to lookup at a time



## Request an Individual Mailer ID

MID	CRID	COMPANY	ADDR 1	ADDR 2	ADDR 3	CITY	STATE	URBAN	POSTAL CODE	COUNTRY
900007495	20170133	LOCAL MAILER 4	500 BRICKELL KEY DRIVE			MIAMI	FL		33131	UNITED STATES
900007496	20170134	LOCAL MAILER 5	900 W OLYMPIC BLVD			LOS ANGELES	CA		90015	UNITED STATES
900007497	20170137	ABC Company	475 LENFANT PLZ SW			WASHINGTON	DC		20260-0912	UNITED STATES
900007498	20170137	ABC Company	475 LENFANT PLZ SW			WASHINGTON	DC		20260-0912	UNITED STATES
900007499	20170138	XYZ Company	900 N STUART ST			ARLINGTON	VA		22203-4101	UNITED STATES
900007500		MID Not Found								

Export options: CSV | Excel | XML | PDF | RTF

I'm Finished

Lookup more MID's

## Agenda

- BCG MSP Indicator & Edit MSP Functionality
- Customer Validation Tool
- Individual CRID/MID Requests
- Individual CRID/MID Lookup
- ➔ **Bulk CRID/MID Requests**
- Bulk CRID/MID Look-ups

# Bulk MID/CRID Requests

- 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.

Please review the detailed instructions for each file layout

## 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](#)

## Bulk Upload Requests

### Select the Type of Bulk Upload:

Type	Required Input and Format
<input type="radio"/> CRID	Company Name and Address <a href="#">⌵</a>
<input type="radio"/> CRID Look-up	CRID number <a href="#">⌵</a>
<input type="radio"/> MID	CRID <a href="#">⌵</a>
<input type="radio"/> MID Look-up	MID Number <a href="#">⌵</a>
<input checked="" type="radio"/> CRID and MID	Company Name and Address <a href="#">⌵</a>

### Upload a File

Enter Information  
\* Indicates a required field

\*Choose your file

[Browse...](#)

[Cancel](#) [Upload](#)

### Bulk Upload Request Questions?

Please click the link for more information:  
[⌵ Detailed instructions and file layouts](#)

Connection	Time
256 K (DSL)	5 mins, 27 secs
640 K (DSL/Cable)	2 mins, 11 secs
768 K (DSL/Cable)	1 min, 49 secs
T1, DS-1	54 secs
T3, DS-3	30 secs

\*Note: these calculations assume a "perfect" connection at the stated speed. Actual performance will vary due to retries, latency, transmission protocol requirements, and other concurrent traffic.

# Bulk Requests: Detailed Instructions

## Requests for MID's and CRID's Instructions

• A pipe delimited (“|”) CSV file is required when uploading files for bulk requests

• Instructions are provided on how to create the necessary file type

When using the file import feature to request or lookup CRIDs and MID's, the file must be formatted correctly and saved as a Pipe Delimited (.csv) file type. Files that do not meet these requirements cannot be loaded and will be rejected. The file format specifies a pipe delimited format so that commas can be included in either a company name or address.

### • How to create a Pipe Delimited (.csv) file in Excel 2010 using Windows 7

How to create a Pipe Delimited (.csv) file in Excel 2010 using Windows 7  
Once you have entered the data and formatted each column correctly, you are ready to create the Pipe Delimited (.csv) file. CSV files can be created using Microsoft Excel or other spreadsheet programs. Directions to create a .csv file are below:

1. Click "Start" Control Panel, Date, Language, and Region "Region and Language" to open the "Region and Language" window.
2. Click the "Additional Settings" button on the Format tab to open the Customize Format window.
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.
4. Save File as an Excel file (or original file type).
5. Click "File" in the top navigation bar.
6. Select "Save as".
7. Click on the drop-down menu in the "Save as" type section.
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 the "Save" button to create the pipe delimited file.
9. Import the file into USPS by using the instructions provided on the bulk upload screen.

In order to change the default List Separator back to a comma follow these steps:

1. Switch back to the Customize Format window of the window was closed please follow steps 1 & 2 from above, insert a comma in the List Separator field, and then click "Apply" and "OK" to use the default list separator.
2. Click "Apply" and then "OK" to close the "Region and Language" window.

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 imported into the file.

### • How to create a Pipe Delimited (.csv) file using Notepad

How to create a Pipe 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:

1. Open Notepad.
2. Add a record for each item with the fields separated by a single pipe symbol (|).
3. End each record with a single line break.
4. Click on the drop-down menu in the "Save as" type section.
5. 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" button to create the pipe delimited file.
6. Import the file into USPS by using the instructions provided on the bulk upload screen.

### • Common Mistakes

#### 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 additional line breaks at the end of the file.

# Bulk CRID Request

CRID REQUEST   CRID LOOK-UP   MID REQUEST   MID LOOK-UP   CRID AND MID REQUEST

## CRID Request

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 only	Required	Required for US addresses	Puerto Rico addresses only	Required for US addresses	Required

### Validation:

All fields will be validated to meet USPS standards. If any field of the record fails validation, the record will not be processed. An error message will be provided on the output screen so the field can be fixed and the record re-processed.

The USPS desires to ensure that all domestic addresses reflect valid mailing locations and use the Postal Service standard abbreviations and our ZIP+4 format. All addresses will be validated and if they do not pass USPS validation that record will not be processed. Addresses must have valid Country codes and U.S. addresses must have a valid State Code. A complete list of valid USPS countries and U.S. states are available.

[Valid USPS Country List](#)   [Valid U.S. State List](#)

The Postal Service has reserved 7 CRIDs for its internal usage. We call these placeholder CRIDs. Those CRIDs are: 5155279, 5155323, 5155336, 5155360, 5198487, 5807691, and 8148017.

### Example of how your formatted file will look in Microsoft Excel:

	A	B	C	D	E	F	G	H	I	J	K	L
1	1	ABC Company 123	Main Street Anywhere	Suite 222		Washington	DC			20260 840 UNITED STATES		
2	2	ABC Company 1234	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES		
3	3	ABC Company 1232	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES		
4	4	ABC Company 123345	Main Street Anywhere	Apt B		Washington	DC			20260 840 UNITED STATES		
5	5	ABC Company 1231	150 Calle A			San Juan	PR	Urb Las Gladiolas		00926 840 UNITED STATES		
6	6	ABC Company 1239	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES		
7	7	ABC Company 123712	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES		
8	8	ABC Company 1234	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES		
9	9	ABC Company 1236	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES		
10	10	ABC Company 123521	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES		

File Format

Validations

File layout examples

# Bulk CRID Request

Below is the file layout for making a bulk CRID Request:

CRID REQUEST	CRID LOOK-UP	MID REQUEST	MID LOOK-UP	CRID AND MID REQUEST					
<b>CRID Request</b>									
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 only	Required	Required for US addresses	Puerto Rico addresses only	Required for US addresses	Required

- The CRID request format requires 10 fields or columns in the layout. All 10 columns are mandatory columns, although some of the content in those columns may be blank.
- All fields or columns must be represented in the file that you upload on-line.
- Address line 3 is only filled in for international addresses and otherwise will be blank
- Urbanization Code is only filled in for addresses in Puerto Rico and otherwise will be blank
- There should be no column headers included in the file. File should only contain data values.

## Bulk CRID Request

**Below is the text from the instructions page on the validations we apply to content of your file:**

**Validation:**

All fields will be validated to meet USPS standards. If any field of the record fails validation, the record will not be processed. An error message will be provided on the output screen so the field can be fixed and the record re-processed.

The USPS desires to ensure that all domestic addresses reflect valid mailing locations and use the Postal Service standard abbreviations and our ZIP+4 format. All addresses will be validated and if they do not pass USPS validation that record will not be processed. Addresses must have valid Country codes and U.S. addresses must have a valid State Code. A complete list of valid USPS countries and U.S. states are available:

[Valid USPS Country List](#) [Valid U.S. State List](#)

The Postal Service has reserved 7 CRIDs for its internal usage. We call these placeholder CRIDs. Those CRIDs are: 5155279, 5155323, 5155336, 5155360, 5198487, 5807691, and 8148017.

Examples of the pop-up for Country and State:

Valid USPS Country List		Valid State List	
UNITED STATES	840 UNITED STATES	Alabama	AL
AFGHANISTAN	004 AFGHANISTAN	Alaska	AK
ALAND ISLAND	248 ALAND ISLAND	American Samoa	AS
ALBANIA	008 ALBANIA	Arizona	AZ
ALGERIA	012 ALGERIA	Arkansas	AR
AMERICAN SAMOA	016 AMERICAN SAMOA	California	CA
ANDORRA	020 ANDORRA	Colorado	CO
ANGOLA	024 ANGOLA	Connecticut	CT
ANGUILLA	660 ANGUILLA	Delaware	DE

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Domestic addresses are required to be AMS valid addresses.

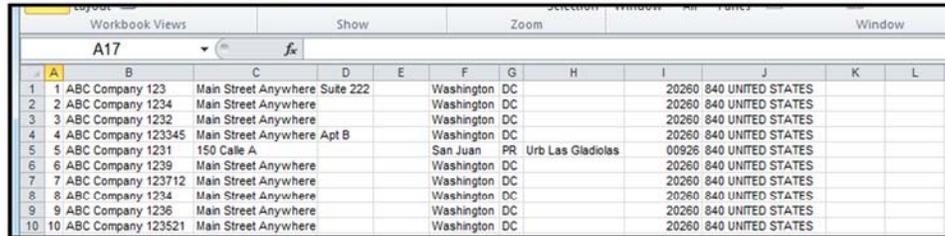
There are pop-up entries for making the entries for country and state. Please note that to designate a domestic US address, the entry in the country field must read 840 UNITED STATES.

We will not return data on placeholder CRIDs. Those are reserved for internal USPS usage.

# Bulk CRID Request

Below are two views of how your files may look like once you've created 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.

Example of how your formatted file will look in Microsoft Excel:



	A	B	C	D	E	F	G	H	I	J	K	L
1		ABC Company 123	Main Street Anywhere	Suite 222		Washington	DC		20260	840	UNITED STATES	
2		ABC Company 1234	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES	
3		ABC Company 1232	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES	
4		ABC Company 123345	Main Street Anywhere	Apt B		Washington	DC		20260	840	UNITED STATES	
5		ABC Company 1231	150 Calle A			San Juan	PR	Urb Las Gladiolas	00926	840	UNITED STATES	
6		ABC Company 1239	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES	
7		ABC Company 123712	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES	
8		ABC Company 1234	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES	
9		ABC Company 1236	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES	
10		ABC Company 123521	Main Street Anywhere			Washington	DC		20260	840	UNITED STATES	

Example of how your formatted file will look in Notepad:



```
sample-crid-request.csv - Notepad
File Edit Format View Help
1|ABC Company 123|Main Street Anywhere|Suite 222|Washington|DC||20260|840 UNITED STATES
2|ABC Company 1234|Main Street Anywhere||Washington|DC||20260|840 UNITED STATES
3|ABC Company 1232|Main Street Anywhere||Washington|DC||20260|840 UNITED STATES
4|ABC Company 123345|Main Street Anywhere|Apt B|Washington|DC||20260|840 UNITED STATES
5|ABC Company 1231|150 Calle A||San Juan|PR|Urb Las Gladiolas|00926|840 UNITED STATES
6|ABC Company 1239|Main Street Anywhere||Washington|DC||20260|840 UNITED STATES
7|ABC Company 123712|Main Street Anywhere||Washington|DC||20260|840 UNITED STATES
8|ABC Company 1234|Main Street Anywhere||Washington|DC||20260|840 UNITED STATES
9|ABC Company 1236|Main Street Anywhere||Washington|DC||20260|840 UNITED STATES
10|ABC Company 123521|Main Street Anywhere||Washington|DC||20260|840 UNITED STATES
```

[Download a sample CRID Request file](#)

## Bulk CRID Request – Results Screen

You may retrieve requests for up to 7 days after you submit your file.  
The bulk request results display as shown below:

### Bulk CRID Request

More Info

5 found, displaying all items  
1

CRID	COMPANY	ADDR 1	ADDR 2	ADDR 3	CITY	STATE	URBAN	POSTAL CODE	COUNTRY	
20170710	TEST LOCATION 1	PO BOX 121			NEW YORK	NY		10150-0121	UNITED STATES	OK
20170711	TEST LOCATION 2	PO BOX 122			NEW YORK	NY		10150-0122	UNITED STATES	OK
20170712	TEST LOCATION 3	PO BOX 123			NEW YORK	NY		10151	UNITED STATES	OK
20170713	TEST LOCATION 4	PO BOX 124			NEW YORK	NY		10150-0124	UNITED STATES	OK
20170714	TEST LOCATION 5	PO BOX 125			NEW YORK	NY		10150-0125	UNITED STATES	OK

Export options: CSV | Excel | XML | PDF | RTF

I'm Finished Request more CRIDs

### Tips:

- The first column shows the CRID that was assigned to this company.
- The last column provides a status – whether a CRID was assigned or not and if not, what error occurred.
- If the record encountered an error, you will need to re-submit that record after you correct it, in order to get a CRID assigned.

# Bulk MID Request

There are 4 columns in this file format and 3 of the fields require content.

CRID REQUEST    CRID LOOK-UP    MID REQUEST    MID LOOK-UP    CRID AND MID REQUEST

**MID Request**

Sequence Number	MID Owner CRID	MID User CRID	Request New
digits	digits	digits	"y" or "n"
Number used to reconcile input to output data.	Required	Optional	Flag to request new MD or not.

**Validation:**  
 All fields will be validated to meet USPS standards. If any field of the record fails validation, the record will not be processed. An error message will be provided on the output screen so the field can be fixed and the record re-processed.  
 The Postal Service has reserved 7 CRIDs for its internal usage. We call these placeholder CRIDs. Those CRIDs are: 5155279, 5155323, 5155336, 5155360, 5198487, 5807691, and 8148017.

Example of how your formatted file will look in Microsoft Excel:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	1	3094005	23405	n											
2	2	5005620		y											
3	3	123456	212054	n											
4	4	152400	854121	n											
5	5	21223	51451	y											
6	6	20522030		n											
7	7	10411017		n											
8	8	61707		y											
9	9	51194	12451	y											
10	10	29154	12451	y											

Example of how your formatted file will look in Notepad:

# Bulk MID Request – Results Screen

## Bulk MID Request

[More Info](#)

14 found, displaying all items

MID	CRID	MID OWNER COMPANY	MID USER COMPANY
<input checked="" type="checkbox"/> 90004350	4433904	SUNLIGHT 16428 GRANDE VISTA DR DERWOOD MD 20855-1914 UNITED STATES	Ritz Carlton Coconut Grove 3300 SW 27TH AVE COCONUT GROVE FL 33133-5305 UNITED STATES
<input checked="" type="checkbox"/> 90004351	4430082	ACCENTURE 8093 FARROUNDS PKWY SAN ANTONIO TX 78238-4540 UNITED STATES	MARriott HOTELS SAN JUAN 1309 AVE ASHFORD SAN JUAN PR 00907 123 UNITED STATES
<input checked="" type="checkbox"/> 90004352	1000081	Udorne Corner 87 W END DR FARMONT WV 26554-3549 UNITED STATES	MARriott HOTELS SAN JUAN 1309 AVE ASHFORD SAN JUAN PR 00907 123 UNITED STATES
<input checked="" type="checkbox"/> 90004353	94545338	PLACEHOLDER CRD 1 475 LENFANT PLZ SW RM 2645 WASHINGTON DC 20260-0004 UNITED STATES	SUNLIGHT 16428 GRANDE VISTA DR DERWOOD MD 20855-1914 UNITED STATES
90004054	4433904	SUNLIGHT 16428 GRANDE VISTA DR DERWOOD MD 20855-1914 UNITED STATES	Ritz Carlton Coconut Grove 3300 SW 27TH AVE COCONUT GROVE FL 33133-5305 UNITED STATES
90004223	4433904	SUNLIGHT 16428 GRANDE VISTA DR DERWOOD MD 20855-1914 UNITED STATES	Ritz Carlton Coconut Grove 3300 SW 27TH AVE COCONUT GROVE FL 33133-5305 UNITED STATES
90004315	4433904	SUNLIGHT 16428 GRANDE VISTA DR DERWOOD MD 20855-1914 UNITED STATES	Ritz Carlton Coconut Grove 3300 SW 27TH AVE COCONUT GROVE FL 33133-5305 UNITED STATES
		SUNLIGHT	Ritz Carlton Coconut Grove

# Bulk CRID and MID Request

CRID REQUEST    CRID LOOK-UP    MID REQUEST    MID LOOK-UP    CRID AND MID REQUEST

## CRID and MID Request

Sequence Number	Company Name	Addr 1	Addr 2	Addr 3	City	State	Urban Code	Postal Code	Country	MID User CRID
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	digits
Number used to reconcile input to output data	Required	Required		International addresses only	Required	Required for US addresses	Puerto Rico addresses only	Required for US addresses	Required	Valid MID User CRID

### Validation:

All fields will be validated to meet USPS standards. If any field of the record fails validation, the record will not be processed. An error message will be provided on the output screen so the field can be fixed and the record re-processed.

The USPS desires to ensure that all domestic addresses reflect valid mailing locations and use the Postal Service standard abbreviations and our ZIP+4 format. All addresses will be validated and if they do not pass USPS validation that record will not be processed. Addresses must have valid Country codes and U.S. addresses must have a valid State Code. A complete list of valid USPS countries and U.S. states are available:

[Valid USPS Country List](#)    [Valid U.S. State List](#)

The Postal Service has reserved 7 CRIDs for its internal usage. We call these placeholder CRIDs. Those CRIDs are: 5155279, 5155323, 5155336, 5155360, 5198487, 5807691, and 8148017.

Example of how your formatted file will look in Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	1	ABC Company 123	Main Street Anywhere	Suite 222		Washington	DC			20260 840 UNITED STATES	23405		
2	2	ABC Company 1234	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES			
3	3	ABC Company 1232	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES	212054		
4	4	ABC Company 123345	Main Street Anywhere	Apt B		Washington	DC			20260 840 UNITED STATES	854121		
5	5	ABC Company 1231	150 Calle A			San Juan	PR	Urb Las Gladiolas		00926 840 UNITED STATES	51451		
6	6	ABC Company 1239	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES			
7	7	ABC Company 123712	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES			
8	8	ABC Company 1234	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES			
9	9	ABC Company 1236	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES	12451		
10	10	ABC Company 123521	Main Street Anywhere			Washington	DC			20260 840 UNITED STATES	12451		

# Bulk CRID and MID Request

## Bulk CRID & MID Request

Assigned MID and CRID

Indicator showing assigned successfully or error received

1 - 20 of 102  
[First Prev] 1, 2, 3, 4, 5, 6 [Next Last]

MID	CRID	MID OWNER COMPANY	MID USER COMPANY
900004354	508991	Marvin F. Peer & Company 12700 HILLCREST RD STE 125 DALLAS TX 75230-2009 UNITED STATES	SUNLIGHT 16428 GRANDE VISTA DR DERWOOD MD 20855-1914 UNITED STATES
900004357	343483	Jenkinson's South, Inc. 500 BOARDWALK POINT PLEASANT BEACH NJ 08742-3286 UNITED STATES	SUNLIGHT 16428 GRANDE VISTA DR DERWOOD MD 20855-1914 UNITED STATES
900004359	9454573	AMAZON - TRANSPORTATION FOR MERCHANTS PO BOX 81226 SEATTLE WA 98108-1300 UNITED STATES	SUNLIGHT 16428 GRANDE VISTA DR DERWOOD MD 20855-1914 UNITED STATES
900004360	9454574	SEYFARTH SHAW LLP 975 F STREET, NW WASHINGTON DC 20004-1454 UNITED STATES	SUNLIGHT 16428 GRANDE VISTA DR DERWOOD MD 20855-1914 UNITED STATES
900004361	3782339	MAL CLNIC 1420 NW GILMAN BLVD STE 2 SEASOON WA 98027-8333 UNITED STATES	SUNLIGHT 16428 GRANDE VISTA DR DERWOOD MD 20855-1914 UNITED STATES
900004362	9454575	Star City Games 5728 WILLIAMSON RD ROANOKE VA 24012-1240 UNITED STATES	SUNLIGHT 16428 GRANDE VISTA DR DERWOOD MD 20855-1914 UNITED STATES
900004363	9454576	Iowa City VA Health Care System (152) 601 HIGHWAY 6 W IOWA CITY IA 52246-2209 UNITED STATES	SUNLIGHT 16428 GRANDE VISTA DR DERWOOD MD 20855-1914 UNITED STATES
900004364	9454577	HEALTH ALERT 39 RYAN CT STE 100 MADISON CT 06401-1000 UNITED STATES	SUNLIGHT 16428 GRANDE VISTA DR DERWOOD MD 20855-1914 UNITED STATES

More Info >

## Agenda

- BCG MSP Indicator & Edit MSP Functionality
- Customer Validation Tool
- Individual CRID/MID Requests
- Individual CRID/MID Lookup
- Bulk CRID/MID Requests

 **Bulk CRID/MID Look-ups**

# Bulk Look-Up Requests

## 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 its Company Name and Address

[Individual Request](#) [Bulk Request](#)

**Your Latest Requests**

# Bulk CRID Look-Up

The CRID look up request file format has 2 fields or columns as shown below:

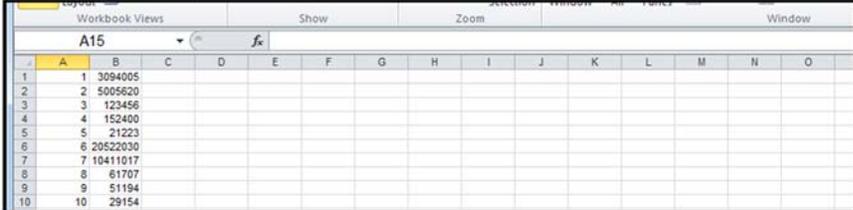
CRID REQUEST    CRID LOOK-UP    MID REQUEST    MID LOOK-UP    CRID AND MID REQUEST

**CRID Look-Up**

Sequence Number	CRID
digits	digits
Number used to reconcile input to output data.	Required

**Validation:**  
All fields will be validated to meet USPS standards. If any field of the record fails validation, the record will not be processed. An error message will be provided on the output screen so the field can be fixed and the record re-processed.  
The Postal Service has reserved 7 CRIDs for its internal usage. We call these placeholder CRIDs. Those CRIDs are: 5155279, 5155323, 5155336, 5155360, 5198487, 5807691, and 8148017. If you enter any placeholder CRIDs, an error message will appear on the results page for that CRID and none of the information associated with these CRIDs will be provided.

Example of how your formatted file will look in Microsoft Excel:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	1	3094005													
2	2	5005620													
3	3	123456													
4	4	152400													
5	5	21223													
6	6	20522030													
7	7	10411017													
8	8	61707													
9	9	51194													
10	10	29154													

## Bulk CRID Look-Up Response

If you provide the list of CRIDs, the response will provide a list of company names and addresses associated with each CRID

**Bulk CRID Look-Up**

More info

8 found, displaying all items

CRID	COMPANY	ADDR 1	ADDR 2	ADDR 3	CITY	STATE	URBAN	POSTAL CODE	COUNTRY	
4430002	ACCENTURE	8093 FARGROUNDS PKWY			SAN ANTONIO	TX		78238- 4540	UNITED STATES	✓
4433904	SUNLIGHT	16428 GRANDE VISTA DR			DERWOOD	MD		20855- 1914	UNITED STATES	✓
5155279										✗
5155360										✗
5007691										✗
8148017										✗
9454536	MARRIOTT HOTELS SAN JUAN	1309 AVE ASHFORD			SAN JUAN	PR	123	00907	UNITED STATES	✓
9454537	LONDON MARRIOTT HOTEL REGENTS PARK	128 KING HENRY'S ROAD			LONDON	ENGLAND		NW3 3ST	GREAT BRITAIN AND NORTHERN IRELAND	✓

Export options: CSV | Excel | XML | PDF | RTF

I'm Finished    Look Up more CRIDs

All results can be exported in multiple formats.  
Data exports occur page by page

# Bulk MID Look-Up

There are 2 fields or columns required in this file format.

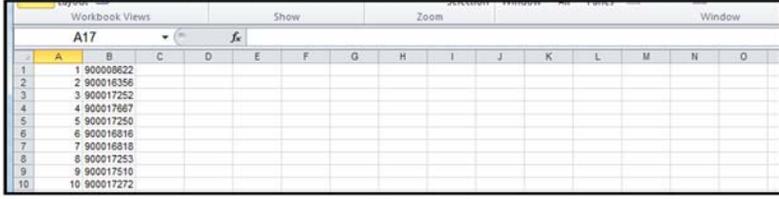
CRID REQUEST   CRID LOOK-UP   MID REQUEST   MID LOOK-UP   CRID AND MID REQUEST

**MID Look-Up**

Sequence Number	MID
digits	digits
Number used to reconcile input to output data.	Required

**Validation:**  
All fields will be validated to meet USPS standards. If any field of the record fails validation, the record will not be processed. An error message will be provided on the output screen so the field can be fixed and the record re-processed.  
The Postal Service has reserved 7 CRIDs for its internal usage. We call these placeholder CRIDs. Those CRIDs are: 5155279, 5155323, 5155336, 5155360, 5198487, 5807691, and 8148017. If you enter a MID that is tied to one these CRIDs, an error message will appear on the results page for that MID and none of the MIDs associated with these CRIDs will be provided.

Example of how your formatted file will look in Microsoft Excel:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	1	900008622													
2	2	900016356													
3	3	900017252													
4	4	900017687													
5	5	900017250													
6	6	900016816													
7	7	900016818													
8	8	900017253													
9	9	900017510													
10	10	900017272													

Example of how your formatted file will look in NotePad:

# Bulk MID Look-Up Results

## Bulk MID Look-up Request

Indicator showing MID assigned successfully or error encountered with corresponding error message

3 found, displaying all items

More Info >

MID	CRID	COMPANY	ADDR 1	ADDR 2	ADDR 3	CITY	STATE	URBAN	POSTAL CODE	COUNTRY	
900004482											⊖
900004481											⊖
900004224	94545440	THE RITZ-CARLTON GEORGETOWN, WASHINGTON D.C.	3100 SOUTH ST NW # W			WASHINGTON	DC		20007- 4418	UNITED STATES	⊕

Export options: [CSV](#) | [Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

## Additional Resources

- *PostalOne!* Help Desk
  - **Phone:** 1-800-522-9085
  - **Email:** Postalone@usps.gov
- CRID/MID Acquisition Quick Step Guide
  - [https://ribbs.usps.gov/intelligentmail\\_mail\\_id\\_app/documents/tech\\_guides/MIDCRIDAcquisitionQuickStep.pdf](https://ribbs.usps.gov/intelligentmail_mail_id_app/documents/tech_guides/MIDCRIDAcquisitionQuickStep.pdf)
- BCG Training Deck
  - Important Links → 2<sup>nd</sup> from the top
    - <https://ribbs.usps.gov/index.cfm?page=intellmailgateway>