



# **Business Customer Gateway**

## **Release Notes 10.3**

**Version 1.0**

**September 16, 2015**

# Table of Contents

- 1. INTERNAL AND EXTERNAL CUSTOMERS..... 3**
- 1.1 Manage Mailing Activity (MMA)..... 3
- 1.1.1 Mailing Services/Shipping Services tab ..... 3
- 1.1.2 Default Favorite Services ..... 4
- 1.1.3 User Favorite Services ..... 5

# 1. Internal and External Customers

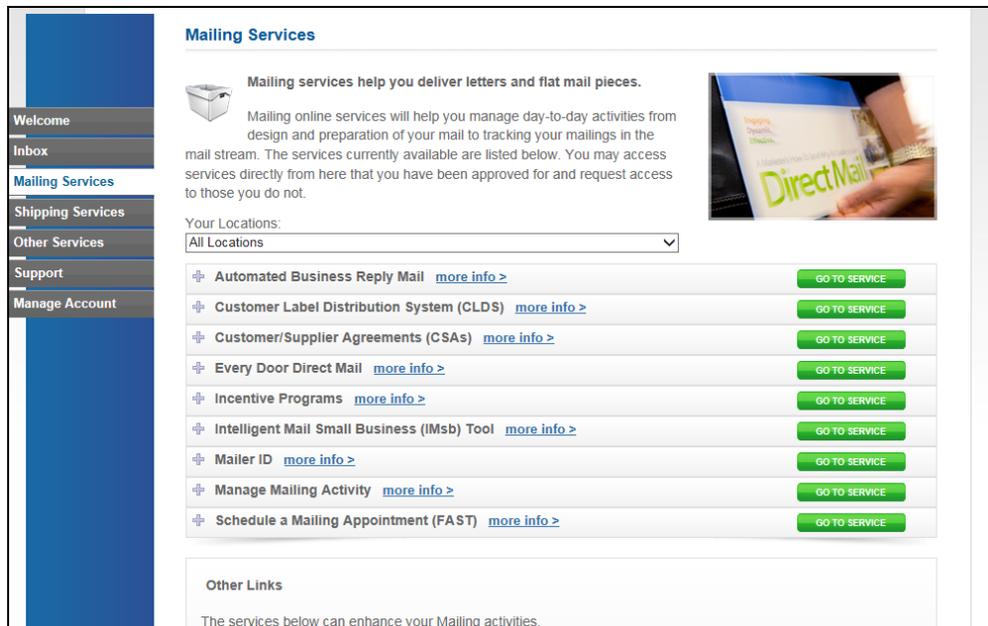
The Business Customer Gateway (BCG) will be deployed September 16, 2015. The following items are included in BCG Release 10.3 and are of interest to internal and external users of the system.

This release will not impact any of your mailing information, any of your permits, or any access assignments such as the Business Service Administrator (BSA). All of the existing reports within *PostalOne!* will still be available. No action is required by any BCG user once this change is made.

## 1.1 Manage Mailing Activity (MMA)

### 1.1.1 Mailing Services/Shipping Services tab

- Currently on Mailing Services and Shipping Services tabs MMA suite of links are rolled up and displayed as a single link “Manage Mailing Activity”.



- After the release instead of single “Manage Mailing Activity” link suite of MMA links will be displayed such as:
  - Balance & Fees
  - Dashboard
  - Electronic Data Exchange
  - Mailing Reports
  - Manage Permits
  - Postal Wizard

**Mailing Services**

Mailing services help you deliver letters and flat mail pieces.

Mailing online services will help you manage day-to-day activities from design and preparation of your mail to tracking your mailings in the mail stream. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.

Your Locations:  
All Locations

Automated Business Reply Mail <a href="#">more info &gt;</a>	GO TO SERVICE
Balance & Fees (PostalOne!) <a href="#">more info &gt;</a>	GO TO SERVICE
Customer Label Distribution System (CLDS) <a href="#">more info &gt;</a>	GET ACCESS
Customer/Supplier Agreements (CSAs) <a href="#">more info &gt;</a>	GET ACCESS
Dashboard (PostalOne!) <a href="#">more info &gt;</a>	GO TO SERVICE
Electronic Data Exchange (PostalOne!) <a href="#">more info &gt;</a>	GO TO SERVICE
Every Door Direct Mail <a href="#">more info &gt;</a>	GO TO SERVICE
Incentive Programs <a href="#">more info &gt;</a>	GO TO SERVICE
Intelligent Mail Small Business (IMsb) Tool <a href="#">more info &gt;</a>	GET ACCESS
Mailer ID <a href="#">more info &gt;</a>	GO TO SERVICE
Mailing Reports (PostalOne!) <a href="#">more info &gt;</a>	GO TO SERVICE
Manage Permits (PostalOne!) <a href="#">more info &gt;</a>	GO TO SERVICE
Postal Wizard (PostalOne!) <a href="#">more info &gt;</a>	GO TO SERVICE
Schedule a Mailing Appointment (FAST) <a href="#">more info &gt;</a>	GET ACCESS

### 1.1.2 Default Favorite Services

- Currently the Favorite Services defaults are:

- Mailer ID
- Manage Mailing Activity
- Online Enrollment

- After the release the Favorite Services will default to the following services:

- Dashboard
- Mailer ID
- Mailing Reports
- Online Enrollment
- Postal Wizard

### 1.1.3 User Favorite Services

- Currently for MMA suite user can select only “Manage Mailing Activity” link as favorite  
---- Manage Mailing Activity
- After the release instead of single “Manage Mailing Activity” link following suite of MMA links can be selected:
  - Balance & Fees
  - Dashboard
  - Electronic Data Exchange
  - Mailing Reports
  - Manage Permits
  - Postal Wizard
- For users who already have “Manage Mailing Activity” link saved as one of their favorites, “Manage Mailing Activity” link will be replaced by a “Dashboard” link.