Quick Step Guide to MID and/or CRID Acquisition

Overview

The Postal Service has published the POSTNET™ Barcode Discontinuation final rule that is the basis for discontinuing use of POSTNET barcodes. Beginning in January 2014, Intelligent Mail® barcodes (IMb™) will be required to be eligible for automation prices. A Mailer ID (MID) is required when constructing all IMbs, including IMbs for mailpieces, handling units, and containers.

What is a MID?

- A Mailer Identification number (MID) is a six-digit or nine-digit numeric code the USPS assigns to a Mail Owner or Mail Service Provider based on calendar-year mail volume, as verified by volume reported in PostalOne!
  - Six-digit MIDs are assigned to Mail Owners or Mail Service Providers whose annual volume is greater than 10 million pieces.
  - Nine-digit MIDs are assigned to Mail Owners or Mail Service Providers whose annual volume is less than 10 million pieces. Mail Owners or Mail Service Providers may qualify for multiple nine-digit MIDs based on annual volume increments of one million pieces.

What is a CRID?

- A Customer Registration Identification number (CRID) is a USPS-generated numeric code of up to 15 digits that uniquely identifies a USPS customer at a location
  - Each MID is owned by a single CRID at any given time
  - Each mailing permit is owned by a single CRID at any given time

For Intelligent Mail Basic or Full-Service, the MID can be owned by the Mail Owner, Mail Service Provider, or any Stakeholder in the supply chain. The Mail Owner and Mail Service Provider are described as follows:

- Mail Owner – the business entity, organization, or individual who makes business decisions regarding the mailpiece content, directly benefits from the mailing, and ultimately pays for the postage on the mailpiece directly or by way of a Mail Service Provider
- Mail Service Provider – a business entity, organization, or individual acting on behalf of one or more Mail Owners by providing mailing services for which the Mail Owners compensate the Mail Service Provider. A business entity, organization, or individual whose services define it as a Mail Service Provider may also be considered a Mail Owner, but only for its own mail or the mail of its subsidiaries.

MIDs can also be used to send information to the Mail Owner or Mail Service Provider regarding Intelligent Mail Full-Service mailings. Participation in Intelligent Mail Full-Service requires that both the Mail Owner and Mail Service Provider be identified for all Full-Service mailpieces (other than MLOCR exceptions). Identification can be through a MID, CRID, or mailing permit, as assigned by USPS in accordance with its application processes.

This Quick Step Guide provides instructions to acquire nine-digit MIDs and/or CRIDs. Note that some of the options below can only be accessed by an online user that has been identified as a Mail Service Provider through the Business Customer Gateway (BCG). To determine the status of your primary business location, navigate to the “Manage Account” section on https://gateway.usps.com.
## Individual Request Methods

<table>
<thead>
<tr>
<th>Request Method</th>
<th>Recommended User</th>
<th>Functionality</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| New User Registration (BCG)         | A new USPS business customer                              | • CRID is assigned               | 1. Log-in to BCG  
2. Click “Register for Free”                                                   |
| Access “Mailer ID” service (BCG)    | Existing BCG user who needs a new MID                     | • MID is assigned                | 1. Log-in to BCG  
2. Click “Mailing Services”  
3. Click “Mailer ID”                                                               |
| MID/CRID Request Service (BCG)      | For MSPs only, acting on behalf of themselves or their customers | • MID is assigned  
• CRID is assigned  
• MID & CRID is assigned | 1. Log-in to BCG  
2. Click “Manage Account”  
3. Click “Get MIDs/CRIDs”                                                           |

## Bulk Request Methods

<table>
<thead>
<tr>
<th>Request Method</th>
<th>Recommended User</th>
<th>Functionality</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| MID/CRID Request Service (BCG)      | For MSPs only, acting on behalf of themselves or their customers | • Multiple MIDs assigned  
• Multiple CRIDs assigned | 1. Log-in to BCG  
2. Click “Manage Account”  
3. Click “Get MIDs/CRIDs”                                                               |
| Mail.XML Message                    | Mailer capable of generating and submitting Mail.XML messages | • Multiple MIDs assigned  
• Multiple CRIDs assigned | 1. Download Web Service Description Languages (WSDLs)  
2. Create Mail.XML messages  
3. Submit Mail.XML messages |

## Data Validation Methods

<table>
<thead>
<tr>
<th>Request Method</th>
<th>Recommended User</th>
<th>Functionality</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| Validate Customer Information       | MSPs only                                                  | Validate CRIDs, MIDs, Permits, and FAST Scheduler IDs | 1. Log-in to BCG  
2. Click “Manage Account”  
3. Click “Customer Validation Tool” |
| Mail.XML Message                    | Mailer capable of generating and submitting Mail.XML messages | • Validate MID assignments  
• Validate CRID assignments | 1. Download Web Service Description Languages (WSDLs)  
2. Create Mail.XML messages  
3. Submit Mail.XML messages |
MID & CRID Request Instructions

New User Registration (via the Business Customer Gateway)

- This method can be used if you are the Mail Owner or a Mail Service Provider. However, a Mail Service Provider may not acquire a MID or CRID on behalf of a Mail Owner using this method. Mail Owners and Mail Service Providers may acquire one, nine-digit MID for every one million mailpieces in volume. With sufficient volume, a Mail Owner or Mail Service Provider may request a maximum of five, six-digit MIDs or 10, nine-digit MIDs in one request via the Mailer ID tool in the BCG. If the annual volume allows for more MIDs than these maximums allow, separate requests must be submitted.

- To obtain a MID and a CRID, a mailer can register as a user on the Business Customer Gateway.
  - Mailers may sign-up as a new user for a business account by navigating to [https://www.gateway.usps.com/](https://www.gateway.usps.com/).
  - Mailer may also navigate to [https://www.usps.com/](https://www.usps.com/) and select the Business Customer Gateway link, located on the bottom right hand corner of the web page footer.

- Once on the Business Customer Gateway homepage, click on the New User Registration link.
The new user must then complete the Registration Form. To begin, the user establishes a new account, creating a username, password and providing two security questions.

![Create Your USPS.com Business Account](image)

The new user must then provide their name, business information, phone number and a valid email address. *NOTE: a user may enter a known CRID to gain access to that business location.*

![Registration Form](image)
• After reviewing the Privacy Policy, the new user will click on “Create Account” and a confirmation email will be sent to the email address that they provided.

![Create Account](image)

• Next, the new user is taken to the Terms and Conditions page. All users must agree to the terms and conditions to finish the creation of their account. Note that the CRID has been assigned for the business location (unique Company Name & Address combination).

![Terms and Conditions](image)

• It’s important to note, that the first user at a business location will become the Business Service Administrator (BSA) for a USPS business application or “service”, in charge of managing who can and who cannot use a service at a business location. This can be changed later, if someone else needs to be made BSA.
• On the Confirmation Page, the new user will automatically be enrolled to use popular business applications or “services”. Service names are displayed as hyperlinks, which takes the user directly to the home page of that particular service. Clicking “Continue” completes the process and takes the new user to the BCG home page.

• When a new business account is created, a CRID is automatically assigned. Also, new business locations identified during registration are also automatically assigned a Mailer ID (MID). Also important to note, the MSP Indicator is displayed on the Confirmation Page under the new MID information. Only users who are the BSA of Manage Mailing Activity will be asked whether the business location is a Mail Service Provider.
Access “Mailer ID” Service (via the Business Customer Gateway)

- Through this method, existing BCG users may access the Mailer ID system via the Business Customer Gateway to request additional MIDs.

- If you are already a registered Business Customer Gateway user, login to the Business Customer Gateway at https://www.gateway.usps.com/.

- On the Business Customer Gateway home page, if you are a new user, select the Mailing Services tab to sign up for MID services. Click and enroll in the Mailer ID from the list of available mailing services. The button will read “Get Access” or “Go to Service”, depending on whether the user has access to the service.
Once enrolled, users may set Mailer ID as one of their “Favorite Services” on the BCG landing page, allowing easier access for future use.
- In the Business Customer Gateway, click the "Mailer ID" link to access the "Mailer ID" tool. In the "Mailer ID" tool, press the "Request a MID" button to obtain a MID.

- Users are able to request additional MIDs based on the business location's historical mailing volume. Select the type of MID and indicate the quantity prior to clicking "Request MID".
Mail Service Provider MID/CRID Request Service (via the BCG)

- Through this method, Mail Service Providers can request one or more MIDs and/or CRIDs in a single request.
- Registered MSP users may login to the Business Customer Gateway.

Click on the “Manage Account” tab on the BCG home page. Once there they may click on “Get MID/CRID” from the Mail Service Providers section.
- MSPs can choose to request just a CRID, a MID or a CRID and a MID simultaneously per request. Recent requests can be tracked on the right-side of the screen and will be stored for 30 days.

**Individual CRID Request**

- Click the Individual Request link under the CRID heading.
- Required data entry: company name and address. Note - company must have AMS valid address to qualify to have a CRID assigned
Individual MID Request

- Click the Individual Request link under the MID heading.

- If the “New Mailer ID” box is checked, a new 9-digit MID will be assigned. If the box is not checked, the system will return any existing MIDs assigned to the entered CRID.
- Click the “Request” button to generate new MID or to retrieve existing MIDs.

**Individual CRID & MID Request**

- Click the Individual Request link under the CRID and MID heading.
- The “MID User CRID” field can be used to designate a customer you are using the new MID to identify.

- Click “Continue” to generate a new CRID and MID.
Individual CRID Lookup

- Click the Individual Request link under the CRID Look-Up heading.

- Enter up to 10 CRIDs in a single request to retrieve each associated Company Name and Address.
Individual MID Lookup

- Click the Individual Request link under the MID Look-Up heading.
- Enter up to 10 MIDs in a single request to retrieve each associated Company Name and Address.
**Bulk Requests**

- Click the Bulk Request link under the CRID heading.

- 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.
Requests for MID\'s and CRID\'s Instructions

When using the file import feature to request or backup CRIDs and MID\'s, the file must be formatted correctly and saved as a Comma Delimited (csv) file type. Files that do not meet these requirements cannot be loaded and will be rejected.

How to create a Comma 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 Comma 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) Clock, Language, and Region (Region and Language) to open the "Region and Language" window.
2. Click the "Additional Settings" button on the Formatted text to open the Customization Format window.
3. Insert the phone number (without the quotes) in the List Separator field, and then click "Apply" to apply the settings. Do not click "OK" to avoid closing the Customization Format window.
4. Save file as an Excel file (.csv 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 file.
9. Switch to the Customization Format window, insert a comma in the List Separator field, and then click "Apply" and "OK" to use the default list separator.
10. Click "Apply" and then "OK" to close the "Region and Language" window.
11. Import the file into USPS using the instructions provided on the bulk upload screen.

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 choose this option, make sure to "Paste as Special Values", this ensures that formulas are not imported into the file.

How to create a Comma 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 you would like to delimit by a single space 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 file.
6. Import the file into USPS using the instructions provided on the bulk upload screen.

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 filled 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.

CRID Request

<table>
<thead>
<tr>
<th>Sequence Number</th>
<th>Company Name</th>
<th>Addr 1</th>
<th>Addr 2</th>
<th>Addr 3</th>
<th>City</th>
<th>State</th>
<th>Urban Code</th>
<th>Postal Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>digits</td>
<td>58 characters maximum</td>
<td>58 characters maximum</td>
<td>58 characters maximum</td>
<td>50 characters maximum</td>
<td>2 characters max for U.S. addresses</td>
<td>20 characters max for International</td>
<td>5-9 max for U.S. addresses</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Number used to reconcile import to output data</td>
<td>Required</td>
<td>International addresses only</td>
<td>Required</td>
<td>Required for U.S. addresses</td>
<td>Required for U.S. addresses</td>
<td>Required</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Validation:

MIDs will be validated to meet USPS\'s standards. If any field of the record falls validation, the record will not be processed. An error message will be provided on the output screen so the file can be fixed and the record re-processed.

The USPS\'s desire 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 County codes and U.S. states must have a valid State Code. A complete list of valid USPS\'s countries and U.S. states are available.

Valid USPS\'s Country List: Valid U.S. State List

The Post Office has received 7 CRIDs for its internal usage. We call these placeholder CRIDs. These CRIDs are: 5105279, 5105323, 5105336, 5105346, 5105367, 5105389, and 5140177.

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

<table>
<thead>
<tr>
<th>Workbook Views</th>
<th>Show</th>
<th>Zoom</th>
<th>Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>A17</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Bulk CRID request file layout:

![Bulk CRID request file layout](image1)

- Bulk CRID look-up file layout:

![Bulk CRID look-up file layout](image2)
- Bulk MID request file layout:

![Bulk MID request file layout](image1)

- Bulk MID look-up file layout:

![Bulk MID look-up file layout](image2)
• Bulk CRID & MID request file layout:

Below are two views of how your files may in 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.

○ NOTE – all fields must be pipe delimited, regardless if there is data in that field. For example, Address Line 3 must be taken into account with two pipes, even if blank.

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

Example of how your formatted file will look in Notepad:

Download a sample CRID Request file
• A process bar will appear as we process your file upload requests. Users can wait until the process is complete or come back later. We’ll post it for you and you can retrieve the request for up to 7 days after you submit your file.

• After you upload your file, you will get a result page. All results can be exported in multiple formats. Data exports occur page by page.
Bulk Acquisition and Verification via Mail.XML

- Through this method, Mail Service Providers can acquire nine-digit MIDs and/or CRIDs on behalf of Mail Owners. Mail Service Providers may request between one and 20 nine-digit MIDs and/or CRIDs per message. In order to use this method, Mail Service Providers will need software to generate the electronic Mail.XML message.

- Nine-digit MIDs and CRIDs are acquired through the use of the USPSCRIDCreateValidateRequest and USPSMIDCreateValidateRequest Mail.XML messages. The Mail Service Provider must first acquire a CRID in order to acquire a nine-digit MID for that business location.

- The Mail.XML message specifications can be found at https://ribbs.usps.gov/intelligentmail_schedule2013/releases/July2013/techspecs.cfm.

**USPSCRIDCreateValidateRequest Message**

This message is sent by USPS to customer with a CRID number and/or Company Name & Address.

**Prerequisites**

- Mailer requests the creation of one or more CRIDs using USPSCRIDCreateValidateRequest Message.
- Mailer passes the required information per CRID requested.
- The PostalOne! system provides feedback to the mailer using USPSCRIDCreateValidateResponse Message.

**If successful:**

- Response is returned to mailer
- Response will indicate whether the included CRID is new or existing
- There will always be exactly one CRID returned for a given CRID requested

**If not successful:**

- Response is returned to mailer:
- Response will indicate the problem per CRID requested

**Business Rules**

- The USPSCRIDCreateValidateResponse message returns one of the two messages block
  - In ACCEPT block
    - Returns all of the data blocks/elements that were sent in the USPSCRIDCreateValidateRequest message AND
    - CRID number AND
    - OPTIONAL return info block that contains return code and return description to communicate the issues
  - In REJECT block
    - Returns all of the data blocks/elements that were sent in the USPSCRIDCreateValidateRequest message AND
    - REQUIRED return info block that contains return code and return description to communicate the issue
USPSMIDCreateValidateRequest Message

The purpose of this message is to send a request to create or validate one or more Mailer IDs.

Prerequisites

- Mailer requests the creation of one or more MIDs.
- Mailer passes in the following information at a minimum per MID requested (information must be repeated for each MID requested):
  - CRID
  - ApplyingForSelf
- The PostalOne! system will provide feedback to the mailer using USPSMIDCreateValidateResponse Message

If successful:

- Response is returned to mailer
- Response will include per MID requested:
  - One 9-digit MID if newly created
  - One or more MIDs if existing

If not successful:

- Response is returned to mailer:
- Response will indicate the problem per MID requested

Business Rules

- For each USPSMIDCreateValidateRequest message, the customer needs to provide the information for all of the required blocks.
  - Submitting Party
  - Submitting Software
  - SubmitterTrackingID
Data Validation Instructions

Customer Validation Tool

Registered Mail Service Providers have the ability to conduct queries of customer identifiers to validate the data of their Mail Owners. Current data queries include:

- CRID Lookup
- MID Lookup
- Permit Lookup
- FAST Scheduler ID Lookup

- Registered MSP users may login to the Business Customer Gateway.
• Click on the “Manage Account” tab on the BCG home page. Once there they may click on “Customer Validation Tool” from the Mail Service Providers section.

**CRID Lookup**

• Select “CRID” from the dropdown.

![Customer Validation Tool](image)
- Enter a CRID to retrieve the associated business address.

- NOTE – currently, the Customer Validation Tool will not return any data on customers that are designated as a Mail Service Provider, as shown below:

![Customer Validation Tool Image]
**MID Lookup**

- Select “MID” from the dropdown.

- Enter a MID to retrieve the associated CRID & business address.

![Customer Validation Tool](image)

**MID Search Results**

- MID: 000004330
- MID Owner CRID: 04545339
- Company Name: ABC COMPANY
- Urbanization Code: 
- Address Line 1: 18 Valley Park
- Address Line 2: 
- Address Line 3: 
- City: Ballwin
- State/Province: MO
- ZIP: 63021
- Country: UNITED STATES
- NOTE – currently, the Customer Validation Tool will not return any data on customers that are designated as a Mail Service Provider, as shown below:

![Customer Validation Tool Diagram]

**Permit Lookup**

- Select “Permit Information” from the dropdown.

![Customer Validation Tool Diagram]
• Enter the identifying permit information to retrieve the CRID, Company Name, & Address of the business location that owns the permit.

![Customer Validation Tool]

• NOTE – currently, the Customer Validation Tool will not return any data on customers that are designated as a Mail Service Provider, as shown below:

![Customer Validation Tool (NOTE)]
FAST Scheduler ID Lookup

- Select “Scheduler ID” from the dropdown.

- Enter a FAST Scheduler ID to retrieve the associated CRID and business address:
• NOTE – currently, the Customer Validation Tool will not return any data on customers that are designated as a Mail Service Provider, as shown below:

![Customer Validation Tool](image)

Additional Information

For more information concerning this application process, CRIDs and MIDs, please refer to the “User Access to Electronic Mailing Information and Reports Guide” (“User Guide”), and related documents published on the USPS RIBBS website (https://ribbs.usps.gov), which can be found under “Intelligent Mail Services” under “Guides & Specs” and “Mailer ID”.