



Full-Service CRIDs and MIDs

Module 2

November 26, 2013

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Welcome to the “Full-Service CRIDs and MIDs” training.

Agenda

- Review of Full-Service Requirements and terms
- What is a Customer Registration ID (CRID)?
- What is a Mailer ID (MID)?
- Uses of CRIDs and MIDs
- How to obtain CRIDs and MIDs
 - Tools for Mail Owners and Mail Preparers
 - New User Registration
 - Obtaining additional MIDs
 - Validating CRID and MID information
 - Tools for Mail Preparers
 - Obtaining single and bulk CRIDs and MIDs on behalf of customers
 - Validating customer information

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Today we want to talk about the importance of Customer Registration IDs, known as CRIDs, and Mailer IDs, known as MIDs within the context of Full-Service. This training is designed to help you obtain a better understanding of CRIDs and MIDs, how CRIDs and MIDs help support the Full-Service requirements and how mailers may obtain them. We will begin by briefly reviewing the requirements of Full-Service and discuss some common terms and definitions associated with Full-Service, CRIDs and MIDs. Then we will look in more detail at the definition of a CRID and a MID and talk about some examples of each. We will discuss how CRIDs and MIDs are used in Full-Service and finally, we will talk about how mailers may obtain CRIDs and MIDs using online tools designed by the Postal Service for Mail Owners and Mail Preparers.

Full-Service Intelligent Mail

- The following categories are eligible for a per piece Full-Service discount
 - **First-Class Mail® postcards, letters and flats**
 - **Standard Mail® letters and flats**
 - **Periodicals letters and flats**
 - **Bound Printed Matter flats**
 - **Standard Mail Basic Carrier Route (CR) flats**
 - **Standard Mail High Density CR flats**
 - **Standard Mail High Density Plus CR flats**
 - **Periodicals CR flats**
- *Not Eligible (even with an IMb)*
 - **Standard Mail Saturation CR flats**
 - **Bound Printed Matter CR flats or DDU-entered flats**
 - **Business Reply Mail (BRM), QBRM, CRM or PRM**

Introduction

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Mailers who receive automation prices can qualify for an additional per piece discount on their mail by doing Full-Service.

The following classes of mail are eligible for Full-Service:

- First-Class Mail cards, letters and flats
- Standard Mail letters and flats
- Periodicals letters and flats
- Bound Printed Matter flats
- Standard Mail Basic Carrier Route flats
- Standard Mail High-Density Carrier Route flats
- Standard Mail High Density Plus Carrier Route flats
- Periodicals Carrier Route flats (all levels)

The following are not eligible for Full-Service, even when the pieces are barcoded with an Intelligent Mail barcode:

- Standard Mail Saturation Carrier Route flats
- Bound Printed Matter Carrier Route flats or Destination Delivery Unit (DDU)-entered flats
- Business Reply Mail (BRM), Qualified Business Reply Mail (QBRM), Courtesy Reply Mail (CRM), or Permit Reply Mail (PRM)

Please note that although QBRM and PRM do not qualify for Full-Service, both are still required to have an Intelligent Mail barcode.

Full-Service Terms and Definitions		
Term	Definition	Uses
Electronic Documentation (eDoc)	<ul style="list-style-type: none"> Electronic mailing information that replaces the use of hardcopy postage statements and supporting documentation (e.g. the qualification report) with electronic submission 	<ul style="list-style-type: none"> eDoc is a requirement for Full-Service
Permit	<ul style="list-style-type: none"> Payment Account that is issued by the Postal Service authorizing you to mail at commercial rates. 	<ul style="list-style-type: none"> Used to pay postage for commercial accounts Can be used to identify a Mail Owner within eDoc
Mail Owner	<ul style="list-style-type: none"> The Mail Owner is the business entity, organization, or individual who makes business decisions regarding the mailpiece content, directly benefits from the mailing, and ultimately pays for postage on the mailpiece directly or by way of a mailing agent. 	<ul style="list-style-type: none"> Identifies Mail Owner within eDoc using a CRID, MID or permit
Mail Preparer	<ul style="list-style-type: none"> The Mail Preparer is 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 mailing agent. <i>Mail Preparers include, but are not limited to: Printer, letter shop, address list provider/manager, mailing agent, postage payment provider, mailing logistics provider, mailing tracking provider, ad agency, and mailing information manager.</i> 	<ul style="list-style-type: none"> Identifies Mail Preparer within eDoc using a CRID or MID
eDoc Submitter	<ul style="list-style-type: none"> The party that submits the electronic documentation (eDoc). The eDoc Submitter must identify themselves within the eDoc. 	<ul style="list-style-type: none"> Identifies themselves within eDoc using a CRID

Introduction

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Let's talk about some common terms and definitions that are used within Full-Service and are related to CRIDs and MIDs. Full-Service terms include Electronic Documentation (eDoc), permit, Mail Owner, Mail Preparer and eDoc submitter.

As you remember, Electronic documentation (or eDoc) is electronic mailing information that replaces the use of hardcopy postage statements and supporting documentation (e.g. the qualification report) with electronic submission. eDoc is a requirement for Full-Service.

A permit is a payment account that is issued by the Postal Service authorizing you to mail at commercial rates. It is used to pay postage for commercial accounts. A permit number can be used to identify a Mail Owner within eDoc.

A Mail Owner is the business entity, organization, or individual who makes business decisions regarding the mailpiece content, directly benefits from the mailing, and ultimately pays for postage on the mailpiece directly or by way of a mailing agent. The Mail Owner must be identified within the eDoc and may identify themselves using a CRID, MID or permit.

A Mail Preparer is 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 mailing agent. Mail Preparers include, but are not limited to: Printer, letter shop, address list provider/manager; mailing agent, postage payment provider, mailing logistics provider, mailing tracking provider, ad agency, and mailing information manager. The Mail Preparer must be identified within the eDoc and may identify themselves using a CRID or a MID.

Finally, the eDoc submitter is the party that submits the electronic documentation (eDoc). This may be the Mail Owner if they are submitting their own mail or the eDoc submitter may be the Mail Preparer if

they have prepared and submitted the mail on behalf of the Mail Owner. The eDoc Submitter must identify themselves within the eDoc using their CRID.

Now let's talk in more detail about the definition of a CRID.

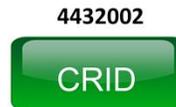
What is a Customer Registration ID (CRID)?

- A unique ID number issued by USPS to identify a customer's physical business location (address)
 - There should only be one CRID for each business location



ABC Company
555 Main St.
Chantilly, VA 20152

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The Customer Registration (or CRID) is a unique ID number issued by USPS to identify a customer's physical business location (address). There should only be one CRID for each unique physical address (i.e. business location). In the example shown of the ABC Company, they have a business location at 555 Main St., Chantilly, VA 20152. A CRID would be associated with this address.

CRIDs are one way to identify Mail Preparers and Mail Owners within eDoc and to determine to whom mailing information and reports should be distributed. We will talk more about this in a few minutes. CRIDs are also used to identify the party that submits the eDoc, known as the eDoc submitter.

Examples - What is a CRID?

ABC Company has one business location and has only one CRID assigned

ABC Company



4432002

CRID

555 Main St.
Chantilly, VA 20152

XYZ Company has multiple business locations. A CRID is assigned to each location

XYZ Company



4417012

CRID

2485 Staff Rd.
Medford, OR 97504



4439712

CRID

730 Brock Cir.
York, PA 17404



4469221

CRID

734 79th Ave.
Miami, FL 33109

As we spoke about in the preceding slide, ABC company has one physical business location in Chantilly, VA and therefore they have one CRID. Remember, there should only be one CRID for each physical business location. Now let's look at another example with the XYZ Company. XYZ Company has multiple locations with business locations in Medford, OR, York, PA and Miami, FL. Notice that there is a CRID assigned to each physical business location. So, in the case of XYZ Company, they have multiple CRIDs, one for each physical business location.

What is a Mailer ID (MID)?

- A six- or nine-digit number issued by USPS to identify a Mail Owner or Mail Preparer
 - Six- or nine-digit number assigned based on annual mail volume



- A MID is used:
 - In Intelligent Mail (IMb) barcodes
 - To identify a Mail Preparer or Mail Owner within eDoc
 - To determine to whom mailing information and reports should be distributed
- When the Postal Service issues a MID, it is always associated with a business location (CRID) so that the Postal Service knows to whom the MID is associated
- A single MID may be associated with a business location (CRID) or multiple MIDs may be associated with a business location

MID

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A Mailer ID (or MID) is a six- or nine-digit number issued by USPS to a Mail Owner or Mail Preparer based on their annual mailing volume. MIDs are assigned based on calendar-year mail volume, as verified by volume reported in *PostalOne!*. Six-digit MIDs are assigned to Mail Owners or Mail Preparers whose annual volume is greater than 10 million pieces. Six-digit Mailer IDs begin with a 0-8. Nine-digit MIDs are assigned to Mail Owners or Mail Preparers whose annual volume is less than 10 million pieces. 9-digit Mailer IDs begin with a 9. Mail Owners or Mail Preparers may qualify for multiple nine-digit MIDs based on annual volume increments of one million pieces.

A MID has several purposes and is used in Intelligent Mail (IMb) barcodes in the physical mailing, to identify Mail Preparers and Mail Owners within eDoc and also to determine to whom mailing information and reports should be distributed.

When the Postal Service issues a MID, it is always associated with a business location (CRID) so that the Postal Service knows to whom the MID is associated. A single MID may be associated with a business location (CRID) or multiple MIDs may be associated with a business location. A MID can be used across company business locations.

Examples – How are MIDs associated with CRIDs?

ABC Company has one business location and has one MID associated with their CRID

ABC Company



4432002

CRID

555 Main St.
Chantilly, VA 20152

MID

958997123

XYZ Company has multiple business locations and has multiple MIDs associated with the Medford, OR CRID and a single MID associated with the York, PA CRID

XYZ Company



4417012

CRID

2485 Staff Rd.
Medford, OR 97504

MID

958974724

MID

975124354



4439712

CRID

730 Brock Cir.
York, PA 17404

MID

977741321

MID

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Now let's look at some examples illustrating the CRID and MID relationship. In the case of ABC company we see that a single MID may be associated with a business location (CRID). In the case of XYZ Company, multiple MIDs are associated with a business location (CRID). XYZ Company has two MIDs associated with the Medford, OR CRID. Let's talk about why some mailers may require multiple MIDs.

Some customers will require more than one Mailer ID to maintain barcode uniqueness on the physical mailpiece barcode. For example, a Mail Owner uses two different Mail Preparers to prepare and submit their mailings. The Mail Owner may obtain 2 MIDs which will be used by the two different Mail Preparers for multiple mailings. Two different and distinct MIDs are used to uniquely identify each vendor on the mailing. For this reason, existing customers may want to obtain one or more MIDs.

Remember that a MID can be used across company business locations.

How are CRIDs and MIDs Used?

Purpose	CRID	MID
Used to identify eDoc Submitter	√	
Used to identify Mail Preparers and Mail Owners in eDoc	√	√
Used to determine to whom mailing information and reports should be distributed	√	√
Used in Intelligent Mail barcodes (IMb)		√
Used to identify a data distribution profile for Full-Service feedback		√

Uses of CRIDS and MIDs

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Now that we've talked about the definitions of CRIDs and MIDs and understand their relationship to each other, let's review how they are used. In the following slides, we will look at each of these purposes individually but will talk about each one high-level now.

Let's first look at how CRIDs are used. Remember that a CRID is a unique ID number issued by USPS to identify a customer's physical business location (address). Electronic documentation (or eDoc) is electronic mailing information that replaces the use of hardcopy postage statements and supporting documentation (e.g. the qualification report) with electronic submission. Remember that eDoc is a requirement for Full-Service.

CRIDs are used to identify identify eDoc Submitters, Mail Preparers and Mail Owners within eDoc. We will talk about how that identification is done within eDoc in a few moments. CRIDs are also used to determine to whom mailing information and reports should be distributed.

Now let's look at how MIDs are used. Remember that a Mailer ID (or MID) is a six- or nine-digit number issued by USPS to a Mail Owner or Mail Preparer. It can be used to identify Mail Owners and Mail Preparers within eDoc, to determine to whom mailing information and reports should be distributed. MIDs also have an additional unique purpose, they are used within the IMb barcode on mailings. Finally, they are also used

to identify a data distribution profile for Full-Service feedback.

Let's first look at how CRIDs are used to identify eDoc submitters and how CRIDs and MIDs are used to identify Mail Preparers and Mail Owners within eDoc.

CRIDs and MIDs Used for Identification within eDoc

- eDoc submitter is identified by the CRID
- Mail Preparers and Mail Owners must be identified within the eDoc
 - This identification is called BY/FOR



Exception: If a Mail Preparer mails for multiple Mail Owners and some have fewer than 5,000 pieces per mailing, those Mail Owners do not need to be identified within eDoc to claim the Full-Service discount but will need to be included if the Mail Owner wishes to receive Full-Service Feedback such as address correction.

As you know, eDoc requires the identification of the eDoc Submitter, the Mail Preparer and the Mail Owner for Full-Service compliance. The identification of the Mail Preparer and Mail Owner is called By/For, where the mail is prepared BY the Mail Preparer and mail is prepared FOR the Mail Owner. Your software product will likely populate these fields for you once you have defined these fields in the profile setup.

For Full-Service, notice that the Mail Preparer can be identified by their CRID or MID. The Mail Owner may be identified by their CRID, MID or Permit. Again, both parties must be identified within eDoc.

The Mail Owner and the Mail Preparer may be the same party or they may be different parties. For example, when a Mail Owner prepares and submits their own mailing, the Mail Preparer and Mail Owner would be the same. If the Mail Owner chooses to use a Mail Preparer to prepare and submit their mailing, the parties would be different within eDoc. In this case, the Mail Preparer could populate all of the information within eDoc on behalf of their client without the need for client involvement. The Mail Preparer would simply need to have the CRID, MID or permit of their client to accurately populate the Mail Owner information.

Please note that if a Mail Preparer mails for multiple Mail Owners and some have fewer than 5,000 pieces per mailing, those Mail Owners do not need to be identified within eDoc to claim the Full-Service discount but will need to be included if the Mail Owner wishes to receive Full-Service Feedback such as address correction. Address correction is part of the information

available with Full-Service. Let's briefly look at an overview of the full-service reports offered and then talk in more detail about how distribution of reports is determined within eDoc.

By/For fields in eDoc

Mail.dat and Mail.XML are used to submit electronic documentation (eDoc). The Postal Service uses the Mail.dat/Mail.XML Mail Owner fields to:

- **Identify Mail Owners for Full-Service compliance (By/For)**
 - For Mail.dat and Mail.XML submissions, USPS uses the Mail Owner MID, Mail Owner CRID, or the Mail Owner Permit to determine if the Mail Owner is identified in the eDoc
- **Validate nonprofit rate eligibility**
 - Today, for Mail.dat & Mail.XML submissions USPS validates Mail Owner Permit or the paying Permit for valid nonprofit authorization
- **Display Mail Owners on Postage Statements**
 - Only displays information if Mail Owner permit field is populated in Mail.dat & Mail.XML submissions

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As you know, Mail.dat and Mail.XML are used to submit electronic documentation (eDoc). The electronic documentation (eDoc) of the mailing information submitted to the Postal Service via Mail.dat or Mail.XML allows for the identification of the Mail Owner at various levels.

PostalOne! will do the following:

- Determine whether a Mail Owner MID, Mail Owner CRID, or Mail Owner Permit has been identified in the eDoc for Mail Owners that exceed 5,000 pieces in a single mailing.
- Validate that the permit holder or mail owner is eligible to claim nonprofit rates.
- Use the Mail Owner Permit to determine the Company Name, Address, & CRID that is displayed on a postage statement.

Full-Service Reports Overview

- **Start-the-Clock** - The time that USPS has taken possession of the mail and the starting point at which the mail will be measured against the appropriate service standards. Mailers can use Start-the-Clock to anticipate when their mail will be delivered
- **Container, Tray and Bundle Scans**– Provides mailers with scan events received when a container, tray or bundle is being handled by USPS. Mailers can use visibility data to anticipate when their mail will be delivered or if issues were encountered during processing
- **ACS**
 - **Change of Address (COA)** - This data can be used to determine when a mailpiece has been sent to an invalid address Change of Address (COA) detail records provide new and old address information so a mailer can update their mailing list
 - **Nixie** - This data can be used to determine when a mailpiece has been sent to an invalid address
- **IMb Tracing** - Provides near real-time tracking information about First-Class Mail®, Periodicals, and Standard Mail letters and flats. Mailers can use IMb Tracing to provide them notice of where their mail is and when it will be delivered.

Uses of CRIDS and MIDs

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As we stated previously, CRIDs and MIDs are used to determine to whom mailing information and reports should be distributed. Before we look at that in more detail, let's talk high-level about the type of Full-Service reports that are available. Today we will just focus on four of them. More detailed information on the Full-Service reports is presented in the Full-Service feedback training. Once we understand the types of reports available, we will look at how the distribution of reports is accomplished within eDoc.

Start-the-Clock – This data reports the time that USPS has taken possession of the mail and the starting point at which the mail will be measured against the appropriate service standards. Mailers can use Start-the-Clock to anticipate when their mail will be delivered.

Container, Tray and Bundle Scan Reports This data provides mailers with scan events received when a container, tray or bundle is being handled by USPS. Mailers can use visibility data to anticipate when their mail will be delivered or if issues were encountered during processing.

ACS – Change of Address - This data can be used to determine when a mailpiece has been sent to an invalid address Change of Address (COA) detail records provide new and old address information so a mailer can update their mailing list.

Nixie- This data can be used to determine when a mailpiece has been sent to an invalid

address.

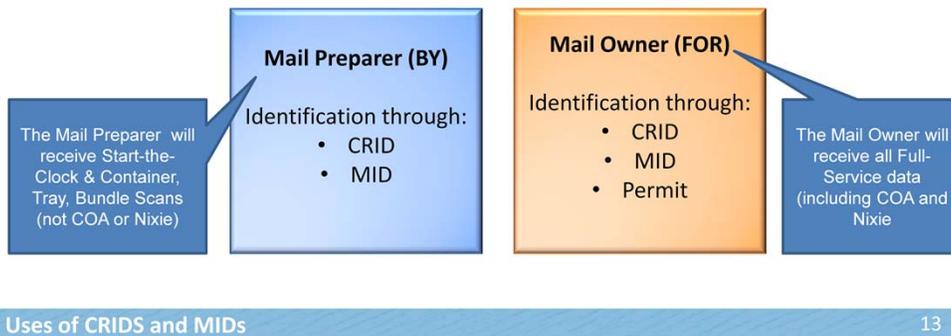
IMb Tracing - Provides near real-time tracking information about First-Class Mail®, Periodicals, and Standard Mail letters and flats. Mailers can use IMb Tracing to provide them notice of where their mail is and when it will be delivered.

Now let's talk about how distribution of Full-Service reports is determined within eDoc.

CRIDs and MIDs Used to distribute Full-Service data

The identification of the Mail Preparer and Mail Owner within eDoc directs to whom Full-Service data is distributed

- When the Mail Preparer is populated within eDoc, the Mail Preparer will receive information on when USPS took possession of their mail (Start-the-Clock) and on scanning events (Container, Tray, Bundle scans). They will not receive address correction information (COA or Nixie)
- When the Mail Owner is populated within the eDoc, the Mail Owner will receive all Full-Service Feedback (including COA and Nixie)



Another important reason the Mail Preparer and Mail Owner needs to be populated within eDoc is because it determines who will receive Full-Service data. When the Mail Preparer is populated within eDoc (the BY), the Mail Preparer will automatically receive information on when USPS took possession of their mail, known as Start-the-Clock. They will also receive information on Container, Tray and Bundle scans. The Mail Preparer will not automatically receive address correction information like COA or Nixie. If this is desired, a data distribution profile would need to be set up to send this information to the Mail Preparer. We will talk more about this shortly.

When the Mail Owner is populated within the eDoc (the FOR), the Mail Owner will automatically receive all Full-Service Feedback, including COA and Nixie. The Mail Owner may be identified by CRID, Permit or MID.

As you can see, in order to receive the appropriate data, it is essential that the proper parties be identified within eDoc through the BY/FOR relationship since this impacts how mailing data is distributed.

Note that BY/FOR data is also used for determining volume for various incentive programs offered by the Postal Service.

Now let's talk about the unique function of the MID and how it is used in the Intelligent Mail barcode.

Mailer IDs Used in Intelligent Mail Barcodes

Full-Service barcodes for mailpieces, handling units and containers all contain a Mailer ID (MID).



Intelligent Mail Barcode for Mailpieces



Intelligent Mail Barcode on Handling Units



Intelligent Mail Barcode for Containers

Uses of CRIDS and MIDs

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Full-Service barcodes for mailpieces, handling units and containers all contain a Mailer ID (MID). This ID is assigned by the Postal Service for use in barcodes. As we have discussed, a mailer may have one MID or they may have multiple MIDs. The MID used within the Intelligent Mail barcode may be that of the Mail Owner or the Mail Preparer. For example, a Mail Owner that prepares and submits their own mail would use their own MID. However, a Mail Owner may wish to delegate all the details of their mailing, including the preparation, submission and data of their mail, to a Mail Preparer. In this case, the Mail Preparer would use their own MID within the Intelligent Mail barcode on the mailing. In summary, the MID of the Mail Owner or the MID of their Mail Preparer, may be used within the barcode. Either one is acceptable and is a decision made by the Mail Owner or their Mail Preparer. This decision is based on how the Mail Owner or Mail Preparer wants to track their mail and the extent to which a Mail Owner wants to be involved in tracking and receiving information on their mailing.

The MID used within the barcode is not related to how the Mail Preparer and the Mail Owner are identified within eDoc. Remember, within eDoc the Mail Preparer can be identified by CRID or MID. The Mail Owner may be identified by CRID, MID or permit.

Mailer IDs Used to Identify Data Distribution Profiles

Hello, Monica Wright

Home Request MID MID Tools Export Data

Mailer ID (MID) Data Recipient Profile

MID: 905585240 Site: DELMAR REALTY
4130 MANCHESTER AVE
ST. LOUIS, MO 63110-3531

CRID: 2051648

Delegate the management of this Mailer ID Data Recipient Profile to the business listed below. Delegation enables the Mailer ID Data Recipient Profile for this Mailer ID to match that of the business listed below.

Delegatee: 376033493 - LOPEZ SERVICES
376033493 - LOPEZ SERVICES
909777015 - Integrated Business Mailers

Save Profile Clear Form Remove Profile Return

FULL-SERVICE ACS

Select an existing data recipient from your previously selected recipients or add a new recipient.

No data dissemination needed : Do not create a profile for this data.

Mailing Preparer : Send this data to the preparer of the mailing as identified below.
Allow the following recipient to receive my data based on information contained in electronic file submissions.
Recipient: 376033493 - LOPEZ SERVICES

Mailer ID (MID) Holder: Send this data to the holder of the Mailer ID on the mailpiece.
(The MID on the piece receives data and the MID creating the profile must be the owner of the piece.)

Other: Always use the business information below to route my data:
Recipient: 376033493 - LOPEZ SERVICES

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As we discussed, Full-Service data is distributed according to the identification provided in the BY/FOR of the eDoc. Remember that by default the Mail Preparer identified within eDoc receives Start-the-Clock feedback and Visibility feedback but not ACS data. In some cases, Mail Owners may wish to delegate data, such as ACS, to the Mail Preparer or they may wish to provide data to an additional 3rd party. This is done through the data distribution profile.

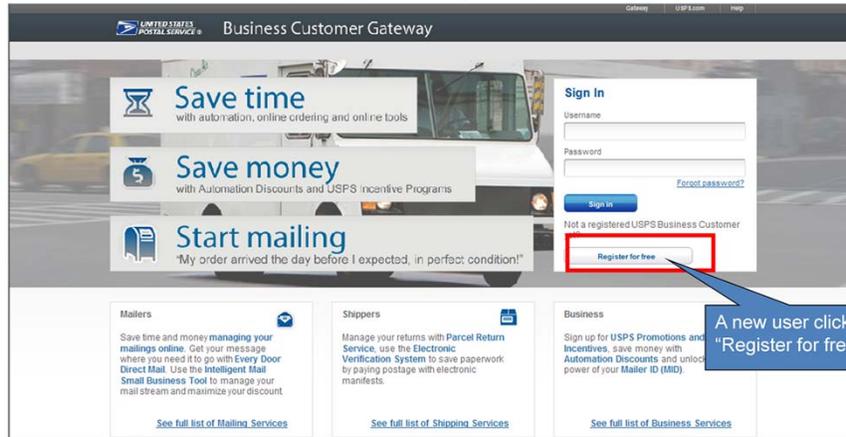
MID delegation enables a MID owner the ability to delegate the management of their data distribution profile to another party. There are five data distribution profiles which include Full-Service ACS, IMb Tracing, Full-Service Start-the-Clock/Container Visibility, Bundle Visibility and Tray Visibility. Each profile grants authorization for a 3rd party to receive the identified feedback data for a Mailer ID.

Data Distribution profiles may be set up on the Business Customer Gateway (BCG) under the Mailer ID service. In order to utilize Data Distribution profiles, the Mail Owner or Mail Preparer **must** be identified by their MID within the eDoc. If they are identified by anything other than the MID, the data distribution profile will not be considered.

How do I obtain a CRID or MID?

New users can obtain a CRID and MID through the Business Customer Gateway (BCG), which provides a single entry point for Postal Service® online business services

<https://gateway.usps.com>



Tools for Mail Owners and Mail Preparers

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Now that we've talked about the purpose of CRIDs and MIDs, let's turn our attention to how we would obtain them.

The Business Customer Gateway provides a single entry point for Postal Service® online business services. Users can access multiple services essential to full-service including requesting and managing Mailer IDs. New users can obtain a CRID and MID through the Business Customer Gateway (BCG). Access to multiple services is provided through a user name and password.

When users register for a new account, a CRID and MID are automatically assigned. To register for a new account, navigate to the Business Customer Gateway by typing in gateway.usps.com. Click on "Register for Free" on the BCG home page.

New User Account Registration Page

Account type
Business

Create a username & password
Indicates a required field

Think a Username
Usernames need 8 characters. You can use your email address.

Think a Password
Passwords need 7 characters, including a letter and number. They are case-sensitive. They can include special characters, but not your username or more than one space character in a row.

Think Two Security Questions
Please answer the second question. If you forget your password, you will be asked for the information to regain access to our site.

Think Your First Security Question

Think Your Final Security Question

Click to toggle

Password Strength
100% Top Secret

Re-Type Password

Your Answer
jones@acme.com

Re-Type Your Answer

Click to toggle

Next, we need your name and contact info
Indicates a required field

Enter Your Name
Title

Enter Your Company Identifier (CRID)
If you enter the company identifier (CRID) for your business, please enter the full 9-digit CRID.

Enter Your Phone Number
Type Phone

Country
US

Area Code
US

City
US

State
US

Zip
US

Enter Your Address
Country

Enter Your Email Address
Country

Can we contact you?
Select how you prefer to be contacted.

From USPS

From USPS Partners

State

ZIP Code

Please read our privacy policy.

Create Account

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To establish a new account, create a user name, password and two security questions. Enter your name, company name and address, phone number and email address. This information will be used to create a CRID for you upon completion of registration.

After reviewing the Privacy Policy, click on “Create Account” and a confirmation email will be sent to the email address you provided.

Confirmation Page: CRIDs and MIDs

The screenshot shows the USPS Business Customer Gateway confirmation page. The page title is "Confirmation Page: CRIDs and MIDs". The page content includes a navigation bar with "Home", "Mail", "Gateway", "USPS.com", "Help", and "Logout". Below the navigation bar, there are three tabs: "Your Account", "Getting Started", and "You're signed up!". The main content area displays a confirmation message: "Congratulations, your account is set up with business services." Below this, it shows the assigned business location: "Your Business Location: BCGTEST1234, 475 LENFANT PLZ SW, WASHINGTON, DC 20260-0004, UNITED STATES". The assigned CRID is "CRID : 94545290" and the assigned Mailer ID (MID) is "We have automatically assigned you a Mailer ID (MID): 900004055". There is a checkbox labeled "Is this location a Mail Service Provider (MSP)?" with the "Yes" option selected. A "Continue" button is at the bottom. Callouts explain that a CRID is automatically assigned when a new business account is created, and a 9-digit Mailer ID is assigned during registration. The checkbox for MSP designation is noted to provide additional functionality available to Mail Service Providers.

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

During registration, new business locations will automatically be assigned a 9-digit Mailer

Your Business Location:
 BCGTEST1234
 475 LENFANT PLZ SW
 WASHINGTON, DC 20260-0004
 UNITED STATES
 CRID : 94545290
 ADD A LOCATION

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

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

Designates the CRID as a Mail Service Provider (MSP) and provides additional functionality available to MSPs

Continue

Tools for Mail Owners and Mail Preparers 18

Once you have completed the registration process, a confirmation page appears. You can see a CRID and a 9-digit MID have been assigned to the new account. Remember that a CRID is a unique ID number issued by USPS to identify a customer's physical business location (address). When you entered your company name and address during the registration process, this was used to create the CRID. A MID is a six- or nine-digit number issued by USPS to a Mail Owner or Mail Service Provider. You can see the MID has also been automatically assigned during the registration process.

Below the MID that was automatically assigned, you will notice that there is a checkbox to mark if this location is a Mail Service Provider (MSP). This designation provides additional functionality available to Mail Preparers that we will review later in the presentation including requesting CRIDs and MIDs on behalf of clients and validating customer CRIDs and MIDs. By clicking this box and selecting "Continue", the CRID on this account would be designated as a MSP and additional functionality available to only MSPs, such as obtaining CRIDs and MIDs on behalf of clients, would be accessible. We will talk about this functionality later in the presentation.

As an Existing Customer, how do I obtain an additional MID?

Click on "Request a MID"

Select the business location, type of MID and the quantity of MID(s) requested

Customers can obtain additional MID(s) through the BCG "Mailer ID" portal, which can be accessed one of three ways:

- Mailing Services menu
- Shipping Services menu
- Click on the "Mailer ID" button within the Favorite Services panel

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Now that we have reviewed how a new account obtains a CRID and MID let's look at how an existing customer can also obtain additional MID(s). For physical mailpiece barcodes, some customers will require more than one Mailer ID to maintain barcode uniqueness. You remember the example we provided previously where a Mail Owner may obtain 2 MID(s) which will be used by two different Mail Preparers for multiple mailings. Two different and distinct MID(s) are used to uniquely identify each vendor.

For this reason, existing customers may want to obtain one or more MID(s) in addition to the MID that was automatically assigned.

Let's look at how we might obtain additional MID(s) within the Welcome page on the BCG. To obtain multiple MID(s), users may click on the Mailer ID service under Mailing, Shipping or Other Services on the left sidebar navigation. Alternatively, under the Favorite Services panel on the right hand side of the screen, users can click on the Mailer ID option.

Once they have accessed the Mailer ID service, the screenshot in the middle appears. Click on, "Request a MID" and the final screenshot appears. Select the Business Location for which you are requesting the MID, the MID type (whether a 6- or 9-digit MID) and the number of MID(s) requested. The type of MID(s) that are available to you appear under "MID Type" look up button according to the mailing volume recorded within *PostalOne!*. MID(s) are assigned based on calendar-year mail volume, as verified by volume reported in *PostalOne!*. Remember that six-digit MID(s) are assigned to Mail Owners or Mail Preparers whose annual volume is greater than

10 million pieces. Nine-digit MIDs are assigned to Mail Owners or Mail Preparers whose annual volume is less than 10 million pieces. Once the appropriate information has been populated, the system will display the additional MID(s) requested.

Now let's see how Mail Owners and Mail Preparers can validate their CRID and MID information within the BCG.

Validating CRID and MID Information

Mail Owners and Mail Preparers can view the CRID and MID information associated with their home business location by accessing their profile information under “Manage Account”.

The screenshot displays the 'Manage Account' page in the UPS Business Customer Gateway. The left sidebar contains a navigation menu with 'Manage Account' highlighted in red. The main content area shows the 'Manage Profile' section. Under the 'Home Business Location' header, the 'CRID' and 'MID' fields are highlighted with a red box. Below this, the 'Add a Business Location' button is also highlighted with a red box. A red arrow points from the 'Manage Account' link in the sidebar to the 'Home Business Location' section.

To view the CRID and MID information associated with your account, click on “Manage Account”. The CRID and MID information appears under the Home Business location.

Tools for Mail Owners and Mail Preparers

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Mail Owners and Mail Preparers can validate their CRID and MID information by accessing their profile information under “Manage Account”. The CRID and MID information associated with the home business location appears under the Home Business location header. The home business location is simply the business address with which the user initially registered. If the user only has one CRID associated with their account, it would appear here.

Notice from this screen that a user is also able to add a business location, thereby requesting additional CRIDs by clicking on “Add a Business Location”. If you have multiple business locations, you may add them here.

Now let’s talk about how a user can validate information if they have multiple CRIDs already associated with their account.

Validating CRID and MID Information

If a user has multiple locations (CRIDs) associated with their account, after clicking on “Manage Account”, they can view this information under the “Manage Locations” tab.

Manage Profile Manage Preferences Manage Services **Manage Locations** Manage Users

Manage Locations

Manage locations on your account.

The Manage Locations table allows you to view all relevant information about the locations currently set up in your account.

Need to add another location to your account?
[ADD LOCATION](#)

Search by: [RESET](#)

BUSINESS NAME & ADDRESS	CITY	STATE/PROVINCE	ZIP/POSTAL CODE	CRID	MSP	
HARDINTEST2 12313 MAIN ST	BOWIE	MD	20715	10081361	Yes	EDIT
DHL EXPRESS 1200 S PINE ISLAND RD	PLANTATION	FL	33082-1111	3110784	Yes	EDIT
HARDIN & SONS 4414 BOARDWALK AVE	LOS ANGELES	CA	90040	10083763	No	EDIT
HARDINTEST2A 1285 APOLLO DRIVE	BELLVUE	WA	70110	94538130	No	EDIT
HARDINTEST2 - LOCATION 2 2 MAIN ST	ALEXANDRIA	VA	20202	94538288	No	EDIT

If you are a user associated with more than one location (CRID), you would see all of the associated locations here and be able to validate the information. After clicking on “Manage Account”, you can view this information under the “Manage Locations” tab.

Mail Preparer MID/CRID Requests

Functionality within the Business Customer Gateway (BCG) has been created to allow Mail Preparers to obtain individual or bulk CRIDs and/or MIDs on behalf of their clients

The screenshot shows the 'Business Customer Gateway' interface. The main content area is titled 'Manage Profile' and displays user information for 'ALY TESTER' (alytester@gmail.com, 2020 200-0000). It lists 'Home Business Location' as 'SIT TEST 600 LOCATION 1' at '200 MAIN STREET, ARLINGTON, VA 22203, UNITED STATES'. Below this, it shows 'CRID ID: 20170508' and 'MID ID: View your Mailer IDs'. A 'Mail Service Providers' section has a checkbox for 'Designate as Mail Service Provider for your Customers' which is checked. A callout points to the 'Manage Account' menu item on the left sidebar, stating: 'To obtain CRIDs and MIDs on behalf of a client, click on "Manage Account". Under the Mail Service Provider header, click on "GET MIDS/CRIDS"'. Another callout points to the 'EDIT PROFILE' button, stating: 'Established users may select "Edit Profile" to designate a CRID as a MSP'. A third callout points to the checked checkbox, stating: 'This functionality is only available when the CRID is designated as a MSP'. The footer of the slide contains 'Tools for Mail Preparers' on the left and the number '22' on the right.

Now we will talk about some tools specifically designed for Mail Preparers. Mail Preparers can obtain individual or bulk CRIDs and/or MIDs on behalf of their clients. A Mail Preparer may need to obtain multiple CRIDs or multiple MIDs on behalf of their clients in order to correctly identify them as the Mail Owner with eDoc and ensure Full-Service data is distributed properly. Remember that a Mail Owner may be identified within eDoc by their CRID, MID or permit.

To obtain individual or bulk CRIDs and/or MIDs within the BCG, click on "Manage Account". Then under the Mail Service Provider header, click on "Get MIDs/CRIDs." Remember that this checkbox indicating that the CRID was a MSP appeared when a new user first registered on the BCG. If an established user needs to designate a CRID as a MSP, they can edit their profile under the Manage Account menu option on the left and select "Edit Profile". There is then an option to designate a CRID as a MSP.

MID/CRID Requests – Main Page

On the left hand side of the page, Mail Preparers can request individual or bulk CRIDs, MIDs or both on behalf of a client.

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

CRID

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 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 07:49:58 20130710074958-25

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Notice on the left hand side of the page the user can select to request individual or bulk CRIDs, individual or bulk MIDs or individual or bulk CRIDs and MIDs on behalf of a client. To obtain a CRID, users will provide a company name and address and the system will return a CRID. To obtain a MID, users will provide a CRID and the system will provide a new Mailer ID. To obtain a CRID and MID, users will provide a company name and address and the system will provide a CRID and MID. Now let's look at each one of these options in more detail starting with requesting an individual CRID.

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

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 > 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

Individual Request > Bulk Request >

CRID and MID

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

Individual Request > Bulk Request >

[Business Customer Gateway](#)

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

*Street Address

Apt/Suite/Co

*City

*State

Request an Individual CRID

CRID	COMPANY	ADDR 1	ADDR 2	ADDR 3	CITY	STATE	URBAN	POSTAL CODE	COUNTRY
20170137	ABC Company	475 LENFAIT PLZ SW			WASHINGTON	DC		20260-0912	UNITED STATES

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

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

Under the CRID header, click on "Individual Request"

Enter the company name and a valid AMS address

The CRID will be assigned

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

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Let's say that a Mail Preparer wants to obtain a CRID for a new client they have. To request an individual CRID on behalf of a client, under the CRID section, click on "Individual Request." Provide the company name and address information in the appropriate fields. Remember the company address information is what will be associated with the CRID. The assigned CRID will appear on the summary screen.

All requests have multiple export options and can be exported to CSV, Excel, XML, PDF, and RTF. Now let's look at requesting an individual MID.

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 provide the list of Mailer IDs associated with this CRID or will provide a new CRID

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

CRID and MID

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

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

[Business Customer G](#)

Under the MID header, click on "Individual Request". Click on the "New Mail ID" checkbox. The MID will be assigned.

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
Checking this box will provide a new Mailer ID CRID entered.

New Mailer ID

If box is checked, a new 9-digit Mailer ID will be assigned.

Request an Individual Mailer ID

MID Owner Company

New Mailer ID: 900007497

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

Mailer IDs associated with CRID 20170137:

MAILER ID (MID)	MID OWNER CRID
900007497	20170137

The new MID appears in the first column of the table

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

Let's say that a Mail Preparer wants to uniquely track a certain mailing they are doing on behalf of a client so they want to request a new MID on behalf of this client. To request an individual MID on behalf of a client, under the Mailer ID section, click on "Individual Request." Provide the CRID of the Mail Owner and check the box entitled "New Mailer ID" if a new 9-digit Mailer ID is desired. The new MID will appear in the first row.

All requests have multiple export options including CSV, Excel, XML, PDF, and RTF. Now let's talk about how to request both an individual CRID and MID.

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 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 Mailer ID

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

[Business Customer Gateway](#)

Under the CRID and MID header, click on "Individual Request"

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™

[Cancel](#) [Continue](#)

Enter the company name and a valid AMS address

Request both a CRID and MID

MID Owner Company

New Mailer ID: 900000913

XYZ Company
475 LEVIANT PLZ SW
WASHINGTON DC 20020-0004
UNITED STATES

Mailer IDs associated with CRID 94546745:

ID	CRID
900000913	Initial

[File Fresh](#) [Request another CRID and MID](#)

The CRID and MID will be assigned

Let's say a Mail Preparer wants to request both a CRID and MID on behalf of a client in order to identify the Mail Owner within eDoc and to uniquely track a certain mailing they are doing on behalf of a client. To request an individual CRID and MID on behalf of a client, under the CRID and MID section, click on "Individual Request." Provide the company name and address information in the appropriate fields. The new MID and CRID will appear in the first row.

Again, all requests have multiple export options including CSV, Excel, XML, PDF, and RTF. Now let's talk about bulk requests.

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

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
<input type="radio"/> CRID Look-up	CRID number
<input type="radio"/> MID	CRID
<input type="radio"/> MID Look-up	MID Number
<input checked="" type="radio"/> CRID and MID	Company Name and Address

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.

You will notice that the bulk request for CRIDs, MIDs and CRIDs and MIDs is located right next to the individual request. These requests essentially all function in the same way so let's just describe the process high-level and use the Bulk CRID request as an example. In the Bulk request process, mailers will create a file that match the specifications provided from the Postal Service. They will upload the file within the Business Customer Gateway and receive the requested bulk information, a CRID, MID or both.

On the top right screen, once you have selected the appropriate Bulk Request, in our case the Bulk Request under the CRID header, the bottom screen appears. Select the type of bulk upload you desire, again in our case we would select CRID. Browse to the correct location of the file that you have created using the correct file format. Then click on the upload button. The system will then provide the requested CRIDs.

If you are not familiar with the file requirements or need additional information, detailed instructions for each layout can be found by clicking the link entitled, "Detailed instruction and layouts." We will look at the required file layout in the next slide.

Bulk Requests: Detailed Instructions

- A pipe delimited (“|”) CSV file is required when uploading files for bulk requests
 - Every field must be accounted for even if the value is null
- Instructions are provided on how to create the necessary file type

Requests for MIDs and CRIDs Instructions

When using the file import feature to request or lookup CRIDs and MIDs, 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 > Clock, 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 Customized 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 Customized 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 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 Customized Format window (if 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 save 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 exported 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 using the instructions provided on the bulk upload screen.

Common Mistakes

- Common Mistakes:
- Having 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.

A pipe delimited (“|”) CSV file is required when uploading files for bulk requests. It is important to note that every field must be accounted for within the file even if the value is null. Detailed instructions are provided on how to create the necessary file type including how to create a pipe delimited CSV file in Excel 2010 using Windows 7, how to create a pipe delimited CSV file using Notepad and information on common mistakes. As you scroll down the page, which will be shown on the next screen, you will see a sample of each file type required whether for CRID, MID or both. Let’s look at the screen on the next page.

Bulk Request – Specifications for CRID Request

File specifications and examples are provided for each type of bulk 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, 5807991, and 6149017.

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

The tabs located at the top of the screen provide the specifications for the file format. Notice that there are file specifications under the respective tab for CRIDs, MIDs and CRIDs and MIDs requests. Here we are showing an example of the CRID request file specifications.

The required file format is found towards the top of the screen. It provides the specifications for the file including the required fields and required characters for each field. The file specifications for a bulk CRID request include sequence number, company name, address, city, state, urban code, postal code and country. The specifications tell you whether each field is required and the required characters.

The middle section of the screen includes important information about validations. All fields within the file are validated to meet USPS standards. If any fields within the file fails validation, an error message will be provided on the output screen, allowing the user to fix the file and reprocess the records.

The bottom section of the screen provides an example of the actual file layout according to the specifications outlined in the file format requirements.

Once the file has been created to specifications, it can be uploaded.

Let's look at the file specifications for the MID Request and then for the CRID MID Request.

Bulk Request – Specifications for MID Request

File specifications and examples are provided for each type of bulk request.

File Format

Sequence Number	MID Owner CRID	MID User CRID	Request New
1-9	1-9	1-9	'Y' or 'N'
Number used to reprocess input in output data.	Required	Optional	Flag to indicate New MID or not.

Validations

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 file 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: 1155279, 1155333, 1155336, 1155380, 1195647, 1827691, and 9148017.

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	3094055	21405	n											
2	2	5005620		y											
3	3	123456	212054	n											
4	4	152400	854121	n											
5	5	21223	51451	y											
6	6	2052000		n											
7	7	10411017		n											
8	8	61707		y											
9	9	51194	12451	y											
10	10	29154	12451	y											

File layout examples

```
sample-mid-request.csv - Notepad
File Edit Format View Help
1|3094055|21405|n
2|5005620|y
3|123456|212054|n
4|152400|854121|n
5|21223|51451|y
6|2052000|n
7|10411017|n
8|61707|y
9|51194|12451|y
10|29154|12451|y
```

Here is an example of the MID request file specifications.

Similar to the screen we just reviewed for the CRID request, the required file format is found towards the top of the screen. It provides the specifications for the file including the required fields and required characters for each field. The file specifications for the MID request include sequence number, MID Owner CRID, MID User CRID and Request New which is a flag indicating whether it's a request for a new MID or not. The specifications tell you whether each field is required and the required characters.

The middle section of the screen includes important information about validations. All fields within the file are validated to meet USPS standards. If any fields within the file fails validation, an error message will be provided on the output screen, allowing the user to fix the file and reprocess the records.

The bottom section of the screen provides an example of the actual file layout according to the specifications outlined in the file format requirements.

Once the file has been created to specifications, it can be uploaded.

Bulk Request – Specifications for CRID and MID Request

File specifications and examples are provided for each type of bulk request.

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

CRID and MID Request

Required Character	Company Name	Address	City	State	Urban Code	Postal Code	Country	Required Character
1	2345	12345	12345	12345	12345	12345	12345	12345

File Format

Validations

File layout examples

Validations

Example of how your spreadsheet 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	152 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

Example of how your spreadsheet file will look in Notepad

```

1|ABC company 123|Main Street Anywhere|Suite 222||Washington|DC|20260|840|UNITED STATES|23405
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|212054
4|ABC company 123345|Main Street Anywhere|Apt B||Washington|DC|20260|840|UNITED STATES|854121
5|ABC company 1231|152 Calle A||San Juan|PR|URB Las Gladiolas|00926|840|UNITED STATES|51451
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|12451
10|ABC company 123521|Main Street Anywhere||Washington|DC|20260|840|UNITED STATES|12451
    
```

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Here is an example of the CRID and MID request file specifications.

As you now know, the required file format is found towards the top of the screen. It provides the specifications for the file including the required fields and required characters for each field. The file specifications for the CRID and MID request include sequence number, Company Name, Address, City, State, Urban Code, Postal Code and Country.

The middle section of the screen includes important information about validations. All fields within the file are validated to meet USPS standards. If any fields within the file fails validation, an error message will be provided on the output screen, allowing the user to fix the file and reprocess the records.

The bottom section of the screen provides an example of the actual file layout according to the specifications outlined in the file format requirements.

Once a CRID, MID or CRID and MID request has been made and the file has been uploaded and validated, the results are displayed. Let's look at an example of the CRID Request results.

Bulk CRID Request Example – Results Screen

The bulk request results display as shown below:

Bulk CRID Request

5 found, displaying all items

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	✓
20170711	TEST LOCATION 2	PO BOX 122			NEW YORK	NY		10150-0122	UNITED STATES	✓
20170712	TEST LOCATION 3	PO BOX 123			NEW YORK	NY		10151	UNITED STATES	✓
20170713	TEST LOCATION 4	PO BOX 124			NEW YORK	NY		10150-0124	UNITED STATES	✓
20170714	TEST LOCATION 5	PO BOX 125			NEW YORK	NY		10150-0125	UNITED STATES	✓

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

I'm Finished Request more CRIDs

Indicator showing assigned successfully or error received

Tips:

- The first column shows the new CRIDs that were assigned to this company.
- The last column provides a status – whether a CRID was assigned or not and if not, what error occurred.
- Records that encountered an error will need to be resubmitted after the error has been corrected in order to get a CRID assigned.

The bulk request results display on the output screen, as shown. This screen is showing the results for a Bulk CRID request. Notice that the first column shows the new CRIDs that were assigned. The last column provides a status on whether a CRID was assigned or not. If a CRID was not assigned due to an error in the file, the error that occurred would show in the field. Records that encountered an error will need to be resubmitted after the error has been corrected in order to get a CRID assigned.

Now that we've talked about how to obtain individual and bulk CRIDs and MIDs on behalf of a client, let's talk about how Mail Preparers can validate information provided to them by their customer.

Customer Validation Tool

Mail Preparers may validate Mail Owner Information by providing the Mail Owner CRID, MID, Permit ID or Scheduler ID

The screenshot shows the 'Customer Validation Tool' page within the USPS Business Customer Gateway. The page includes a header with the USPS logo and navigation links (Gateway, USPS.com, Help, Logout). Below the header, there is a section titled 'Customer Validation Tool' with a blue background. The main content area contains a paragraph explaining 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 this text is a dropdown menu with the following options: '-Select One-', '-Select One-', 'CRID', 'MID', 'Permit Information', and 'Scheduler ID'. The 'CRID' option is currently selected.

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

CRID
MID
Permit ID
Scheduler ID

*Non-profit validation will be available in January 2014

Mail Preparers may begin their search on the Customer Validation Tool by selecting one of the "Search by" options on the drop-down box. Mail Preparers may validate Mail Owner Information by providing the Mail Owner CRID, MID, Permit ID or Scheduler ID. For the purposes of this training, we will focus on how to search by CRID, MID and Permit ID since these are the most common options used by mailers.

Customer Validation Tool Search by CRID

Searching by CRID will display information on the company name and business addresses associated with the CRID

Mail Preparers may search by CRID, by entering the CRID into the search field.

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

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If the user decides to search by CRID, they simply select “CRID” in the drop-down box and enter the CRID into the search field. After entering the number, they must hit the “Search” button.

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 entered. Thus, the Mail Preparer may validate whether the CRID is attached to the appropriate business name and location.

Customer Validation Tool Search by MID

Searching by MID will display information on the company name, business address and CRID information associated with the MID

The screenshot shows the Business Customer Gateway interface. The left pane displays the 'Customer Validation Tool' search form. The right pane shows the search results for MID 900003775, which are highlighted with a red box. The results include the MID, MID Owner CRID, Company Name, Urbanization Code, Address Lines, City, State/Province, ZIP, and Country.

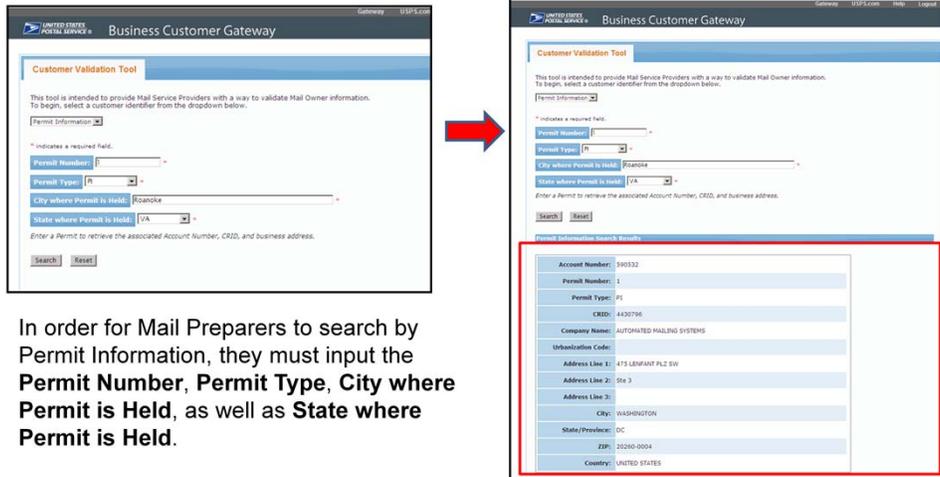
MID Search Results	
MID:	900003775
MID Owner CRID:	94544326
Company Name:	GATEWAY NEWS
Urbanization Code:	
Address Line 1:	475 LEVIANT PLZ SW
Address Line 2:	
Address Line 3:	
City:	WASHINGTON
State/Province:	DC
ZIP:	20260
Country:	UNITED STATES

Mail Preparers may search by MID, by entering the MID into the MID search field.

Users may also search by MID. After entering in the MID number and clicking the Search button, the MID Search Results appear at the bottom of the screen with the associated company information. Note that the MID results not only include the company name and business address, but also the CRID information associated with the MID.

Customer Validation Tool search by Permit Info

Searching by permit will display information on the account number, permit number, permit type, CRID, company name and business address



The image shows two screenshots of the Business Customer Gateway (BCG) Customer Validation Tool. The left screenshot shows the search criteria form with fields for Permit Number, Permit Type, City where Permit is Held, and State where Permit is Held. A red arrow points to the right screenshot, which shows the search results for a permit. The results are displayed in a table with the following information:

Account Number:	160532
Permit Number:	1
Permit Type:	PI
CRID:	4430796
Company Name:	AUTOMATED MAILING SYSTEMS
Urbanization Code:	
Address Line 1:	475 LEMAYNT PLZ SW
Address Line 2:	Six 3
Address Line 3:	
City:	WASHINGTON
State/Province:	DC
ZIP:	20260-0004
Country:	UNITED STATES

In order for Mail Preparers 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**.

In order to search by permit information, several fields are required. Mail Preparers must provide the Permit Number, the Permit Type, the City Where the Permit is Held, as well as the State where the Permit is Held.

Once this information has been entered and the Mail Preparer has hit the Search button, the Permit Information Search Results will be generated at the bottom of the screen. The search results will include the account number, the permit number, permit type, CRID #, company name and business address associated with the permit information.

Within the BCG, there is also functionality to look-up information in bulk. Let's review that now.

Bulk Look-Up Requests of CRIDs and MIDs

A bulk look-up request can also be made to validate customer CRID or MID information

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 >](#)

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 >

[Business Customer Gateway](#)

Within the BCG, a Mail Preparer can also do bulk look-up requests in order to validate the CRID or MID of their client. The functionality is very similar to a bulk request of a CRID or MID. Users can provide a CRID and the system will provide the corresponding company name and address or users can provide a MID and the system will provide the corresponding company name, address and CRID.

Simply click on the desired selection. Now let's look at the file format.

Bulk Look-Up Requests of CRIDs and MIDs

Users may provide multiple CRIDs or MIDs within a spreadsheet format

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													

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As you can see, the CRID and MID Look-ups both function in a similar manner to the bulk request functionality. Notice the tabs at the top of the screen entitled, “CRID Look-up” and “MID Look-up”. Under the respective tabs a standard of the required file format is provided including the required fields and required characters. Similar to the individual look-up process, a validation is conducted to ensure that all fields meet USPS standards. Finally, towards the bottom of the page, there is an example of the file format.

Users may provide multiple CRIDs or MIDs within the respective spreadsheet format. Once the file is formatted to specifications, it can be uploaded.

Bulk CRID and MID Look-Up Response

The results display the names and addresses for the respective CRIDs or MIDs provided.

The image shows two overlapping screenshots of a web application interface. The top screenshot is titled "Bulk CRID Look-Up" and displays a table with 5 columns: CRID, COMPANY, ADDR 1, ADDR 2, ADDR 3, CITY, STATE, URBAN, POSTAL CODE, and COUNTRY. It shows results for CRID 4430082 (ACCENTURE) and CRID 4430084 (SUNLIGHT). The bottom screenshot is titled "Bulk MID Look-up Request" and displays a table with 10 columns: MID, CRID, COMPANY, ADDR 1, ADDR 2, ADDR 3, CITY, STATE, URBAN, POSTAL CODE, and COUNTRY. It shows results for MID 900004482 and MID 900004481, with the latter showing company details for THE RITZ-CARLTON.

CRID	COMPANY	ADDR 1	ADDR 2	ADDR 3	CITY	STATE	URBAN	POSTAL CODE	COUNTRY
4430082	ACCENTURE	3900 FARGROUNDS POWY			SAN ANTONIO	TX		78205- 4540	UNITED STATES
4430084	SUNLIGHT	16428 GRANDE VISTA DR			DERWOOD	MD		20855- 1914	UNITED STATES

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.	3150 SOUTH ST NW # W			WASHINGTON	DC	20007- 4418	UNITED STATES	

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The results display the company names and business addresses for the respective CRIDs or MIDs provided. Similar to the individual search, searching by CRID will display information on the company name and business addresses associated with the CRID. Searching by MID will display information on the company name, business address and CRID information associated with the MID.

Similar to the other functionality, all results can be exported in multiple formats.

Summary

- Review of Full-Service Requirements and terms
- What is a Customer Registration ID (CRID)?
- What is a Mailer ID (MID)?
- Uses of CRIDs and MIDs
- How to obtain CRIDs and MIDs
 - Tools for Mail Owners and Mail Preparers
 - New User Registration
 - Obtaining additional MIDs
 - Validating CRID and MID information
 - Tools for Mail Preparers
 - Obtaining single and bulk CRIDs and MIDs on behalf of customers
 - Validating customer information

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We have covered a lot of material today and I hope that it has been beneficial in helping you to understand CRIDs and MIDs and how they support Full-Service. We reviewed Full-Service requirements and terms, we talked in detail about the definition of CRIDs and MIDs and how they are used. We looked at functionality within the BCG to obtain CRIDs and MIDs and reviewed the tools designed for Mail Owners and Mail Preparers to support them in obtaining CRIDs and MIDs and validating information.

The Postal Service is offering several webinars to assist customers in migrating to Full-Service.

Upcoming Webinars

The United States Postal Service is offering a series of webinars designed to assist Mail Owners and Mail Preparers in moving to Full-Service. The webinars will be offered thru January 2014. Webinar information is posted on the RIBBS website at : <https://ribbs.usps.gov/index.cfm?page=intellmailpresentations>

Topic	Dates	Description
<i>Full-Service Open Line Calls</i>	<ul style="list-style-type: none"> • Wednesdays 2:00 pm EDT 	USPS representatives will be online to answer any questions related to Full-Service Intelligent Mail. Phone in at (866) 966-6305 or log on at http://meetingplace4.usps.gov/join.asp?0602495
<i>Getting Started with Full-Service</i>	<ul style="list-style-type: none"> • December 3, 2013, 1:30 EDT • January 7, 2014, 1:30 pm EDT 	To assist customers in transitioning to Full-Service Intelligent Mail, this course provides an overview of Full-Service. Topics include the requirements for Full-Service Intelligent Mail; the technologies available to submit mailing information electronically; software solutions available to help make the transition; tips on how to sign up, get an account, and acquire a Mailer ID, and the benefits of Full-Service.
<i>Full-Service MIDs and CRIDs</i>	<ul style="list-style-type: none"> • December 10, 2013, 1:30 pm EDT • January 9, 2014, 1:30 pm EDT 	This webinar will focus on Customer Registration IDs (CRIDs) and Mailer IDs (MIDs) as they are used in Full-Service. Topics include the multiple ways for Mail Owners and Mail Preparers to obtain MIDs and CRIDs and how MIDs and CRIDs are used in the Intelligent Mail barcode, in electronic mailing information and for receipt of Full-Service data.
<i>The Business Customer Gateway</i>	<ul style="list-style-type: none"> • December 12, 2013, 1:30 pm EDT • January 14, 2014, 1:30 pm EDT 	The Business Customer Gateway provides a single entry point for USPS online business services. This webinar will highlight those features of the newly designed Business Customer Gateway that are especially useful to Full-Service mailers. These features include a new simplified registration process, the ability to request MIDS, links to submit electronic documentation, and access to reports providing feedback on mailings.
<i>Full-Service Feedback</i>	<ul style="list-style-type: none"> • December 10, 2013, 1:30 pm EDT • January 31, 2014, 1:30 pm EST 	Full-Service Feedback is available to all mailers preparing and presenting Full-Service mail. The Postal Service conducts in-depth analysis of Full-Service electronic documentation data and presents the results through reports such as the Mailer Scorecard. Learn how to use these reports to measure the quality of your Full-Service mailings.

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The United States Postal Service is offering a series of webinars designed to assist Mail Owners and Mail Preparers in moving to Full-Service. The webinars will be offered through January 2014. A few of the dates are listed here. Webinar information is posted on the RIBBS website at the address shown here: **[Note to Presenter: Do not read web address aloud]** <https://ribbs.usps.gov/index.cfm?page=intellmailpresentations>

A Full-Service Open-Line call is scheduled for every Wednesday from 2:00 PM to 3:00 PM Eastern. USPS representatives will be online to answer any questions related to Full-Service Intelligent Mail. Phone in at (866) 966-6305 or log on at the web address shown here: **[Note to Presenter: Do not read web address aloud]** <http://meetingplace4.usps.gov/join.asp?0602495>

The first webinar in the series is on Getting Started with Full-Service. To assist customers in transitioning to Full-Service Intelligent Mail, this course provides an overview of Full-Service. Topics include the requirements for Full-Service Intelligent Mail; the technologies available to submit mailing information electronically; software solutions available to help make the transition; tips on how to sign up, get an account, and acquire a Mailer ID; and the benefits of Full-Service.

The next webinar in the series is titled Full-Service MIDs and CRIDs. This webinar will focus on Customer Registration IDs (CRIDs) and Mailer IDs (MIDs) as they are used in Full-Service. Topics include the multiple ways for Mail Owners and Mail Preparers to obtain MIDs and CRIDs and how MIDs and CRIDs are used in the Intelligent Mail barcode, in electronic mailing information and for receipt of Full-Service data.

A third webinar is on The Business Customer Gateway, which provides a single entry point for USPS online business services. This webinar will highlight those features of the newly designed Business Customer Gateway that are especially useful to Full-Service mailers. These features include a new simplified registration process, the ability to request MIDS, links to submit electronic documentation, and access to reports providing feedback on mailings.

The final webinar in this series deals with Full-Service Feedback, which is available to all mailers preparing and presenting Full-Service mail. The Postal Service conducts in-depth analysis of Full-Service electronic documentation data and presents the results through reports such as the Mailer Scorecard. Learn how to use these reports to measure the quality of your Full-Service mailings.

Q & A



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We will now have a Question and Answer session.