

**The Program Registration Pre-
Production Environment:**
Online Enrollment for Shipping Programs

Introduction and Background

- Online Enrollment via BCG
- Accessing the Pre-Prod Environment
- Enrollment Setup
- Enrollment Tasks
- Specialty Tabs and Tasks

Purpose



- The Program Registration Preproduction (“Pre-Prod”) Environment is a mirror/replica of the Production version of the Program Registration system, a web-based portal that provides the capability for customers to register for services.
- Pre-prod includes an external application for the customers, and an internal application for Help Desk users.
 - The Program Registration system provides an avenue for mailers and mail service providers (MSPs) to register and manage Online Enrollment services and Incentive Programs, while the internal portion Program Registration serves as the user interface for the Help Desk.
 - The Help Desk interacts with mailers during registration by approving certain tasks throughout the enrollment process.
- Program Registration interfaces with different systems to send and receive permit and customer information during and after enrollment.

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The Program Registration Preproduction (“Pre-Prod”) Environment is a mirror/replica of the upcoming Production version of the Program Registration system, a web-based portal that provides the capability for customers to register for services, which includes an external application for the customers, and an internal application for Help Desk users. This training focuses on the external Program Registration application in the Preproduction environment.

The Program Registration system provides an avenue for mailers and mail service providers (MSPs) to register and manage Shipping Services and Incentive Programs, while the internal portion Program Registration serves as the user interface for the Help Desk. The Help Desk interacts with mailers during registration by approving certain tasks throughout the enrollment process. Program Registration interfaces with different systems to send and receive permit and customer information during and after enrollment. These interfaces may behave differently in the Pre-Prod environment, and this training identifies those differences for users.

Intended Audience



- This training is intended for online Program Registration application users who have Production access and who would like to execute tests containing their data.
 - In Pre-Prod, users utilize their production information to evaluate new items, features, or programs before they are rolled out in the next release (usually about five to six weeks).
 - Pre-Prod is strictly a testing environment for users to conduct their own “what-if” scenarios without compromising or changing their real-world data in Production.
 - While this environment allows users to test pre-production features, Pre-Prod will not allow users to conduct shipping activities.
- This presentation outlines the following:
 - How to access the Pre-Prod environment from Production (and how to return to Production)
 - Data setup for testing in Pre-Prod
 - How one-click enrollment programs operate in Pre-Production (eVS[®] and Click-N-Ship Business Pro[™])
 - How interfaces interact in Pre-Prod

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This guide outlines the following:

How to access the Pre-Prod environment from Production (and how to return to Production)

Data setup for testing in Pre-Prod

How one-click enrollment programs operates in Pre-Production (eVS[®] and Click-N-Ship Business Pro[™])

How interfaces interact in Pre-Prod

Key Terminology



Term	Description
Business Customer Gateway (BCG)	A Web portal for USPS® business services http://gateway.usps.com
Customer Registration ID (CRID)	A unique ID for a company name and location combination. The CRID is automatically assigned when you select a Business Account
Business Service Administrator (BSA)	An individual that can approve or deny a user's access to participate in services on behalf of a company. The first person to request access to a service from your company will be prompted to become the BSA. In order to gain access to the service someone must assume the BSA role

System Interactions



Systems that Program Registration interacts with in Production, and how those interactions will be affected in the Pre-Prod environment:

Pre-Prod Interfaces	
MID Tool	Production: MID Tool generates MID data. Program Registration pulls this data. Pre-Prod: Pre-Prod pulls MID information generated from the MID Tool in Production. New MIDs cannot be requested in Pre-Prod.
Customer Registration	Production: CRID data is generated in Production. Program Registration pulls this data. Pre-Prod: Pre-Prod pulls existing CRID data from the Customer Registration Production environment. New CRIDs are not generated in Pre-Prod.
PostalOne!	Production: Program Registration retrieves payment information from PostalOne! as well as sends customer data to different modules such as eVS and SBP. Pre-Prod: In Pre-Prod, <i>PostalOne!</i> (including eVS and SBP) have their own Pre-Prod environment. This means in Pre-Prod, the following activities still occur: <ul style="list-style-type: none"> • PostalOne – Permits are still created • eVS – Data is still sent to eVS from Program Registration • SBP – Data is still sent to SBP from Program Registration
PTR	Production: Any time a customer enrolls or updates their profile in Program Reg, a message is sent to PTR with all the relevant customer information. Program Registration – Shipping is the system of record for all PTR customer information. Pre-Prod: In the Pre-Prod environment, data will not be sent to PTR.
PASS	Production: Program Registration sends the PASS system all customers who have enrolled in eVS and SBP. PASS uses this information to determine which MIDs they need to sample. Pre-Prod: In Pre-Prod, this information will not be sent.
WebTools	Production: Data is sent to WebTools to support the Click-N-Ship Business Pro™ program. Pre-Prod: Data will not be sent to WebTools from Pre-Prod.
ACH	Production: This system generates a CAPS account for customers. Pre-Prod: ACH does not have its own Pre-Prod environment, so CAPS accounts cannot be generated electronically in Pre-Prod.

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Customer Registration must interface with other systems in order for customers to complete a variety of tasks. In Pre-Prod, some of these tasks will not be available to customers because they will either require interaction with a system that does not have its own Pre-Prod environment, or the task will generate new data that is not in Program Registration Production and should therefore not be sent back to that other system's Production environment.

The data that a customer creates in Production will be transferred to the Pre-Prod environment. However, that data, and the type of data, will not always be the same. For instance, data such as the customer's MID/CRID data created in Production will also be seen in Pre-Prod, but the enrollment data will not be the same in both environments. In this example, the customer would have to enroll in the same program in both environments. The table shown here describes the systems Customer Registration interacts with in Production, and how those systems will be affected in the Pre-Prod environment. These differences determine how the customer will be limited in executing some tasks in Pre-Prod that are available in Production

Shipping Programs Available via Online Enrollment



eVS®

Electronic Verification System: allows parcel mailers to document and pay postage by transmitting electronic manifest files to the eVS database, which is part of *PostalOne!*

PRS

Parcel Return Service: provides businesses a convenient, economical solution for returning merchandise. Offers discount pricing when the returns are picked up in bulk at an RDU or RSCF

PMEM

Priority Mail Express Manifesting System: allows mailers to send USPS an electronic file documenting postage and special service fees for all pieces in a PME mailing

Shipping Programs Available via Online Enrollment



CNS BPro*

Click-N-Ship Business Pro™: downloadable software that allows small and medium business mailers to generate shipping labels with Intelligent Mail Package Barcodes and securely pay for postage via electronic manifest files*

SBP

Scan Based Payment: records data from delivery, acceptance and other scanning events, and uses this data to debit the permit holder's account

BPOD

Bulk Proof of Delivery: provides mailers the opportunity to receive proof of delivery (delivery record) information in bulk. Participation is limited to mailers who use a Mailer ID in their labels or in an electronic file

[Background](#)

* CNS Bpro cannot be accessed via Online Enrollment. It is accessed through the Shipping Services tab on the BCG Homepage (for Production only)

Shipping Programs Available via Online Enrollment



Tracking Only

The Tracking Only Service is a program that provides tracking information through Confirmation Services for mailers who are not certified customers of eVS®, PRS, or PMEM programs.

Shipping Partner

Shipping Partners create a file of event data captured at their facilities and transmit the file to the Postal Service. This event information will then be available to customers on the Track & Confirm Web site, through the USPS mobile application, or through the Track/Confirm API.

Shipping Programs Available via Online Enrollment



PC Postage

The PC Postage option is an express method for obtaining a Mailer ID for Commercial Plus Pricing (CPP) discounts or to obtain event tracking information through an FTP account. FTP accounts require the submission of Postal Form 1357-S.

Transition to IMpb

The Transition to Intelligent Mail package barcode (IMpb) program allows mailers currently using the legacy Shipping Service File formats (1.3 or 1.4) to transition their existing MIDs to the new file format of 1.6 in order to be eligible for IMpb. Certification is required for the transitioned MIDs*.

*See **Publication 199: Intelligent Mail Package Barcode (IMpb) Implementation Guide for: Confirmation Services and Electronic Verification System (eVS®) Mailers** for certification details.

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Online Enrollment via BCG



- Accessing and enrolling in the Pre-Production Environment for Online Enrollment requires a Business Customer Gateway (BCG) account.
- If you are a BCG customer, you can use your existing username and password to login.
 1. Navigate to the BCG: <https://gateway.usps.com>
 2. Enter your user name and password in the fields provided and "Sign in". You will be directed to the Welcome page.
- If you are not a BCG customer, you can access any of the following resources for guidance on setting up an account:
 1. Online Enrollment Pre-Production Environment User Guide ([PDF](#))
 2. Business Customer Gateway Presentation ([PPT](#))

A screenshot of the "Sign In" form for the Business Customer Gateway. It includes fields for "Username" and "Password", a "Sign in" button, a "Forgot password?" link, and a "Register for free" button for non-registered users.

Sign In

Username

Password

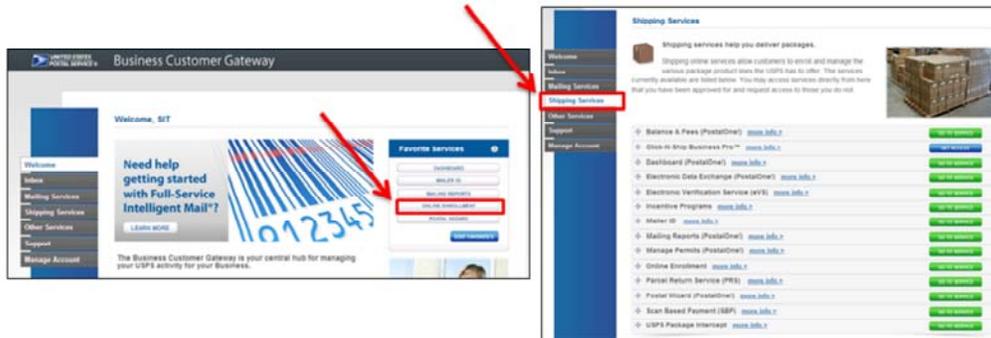
[Forgot password?](#)

Not a registered USPS Business Customer?

Online Enrollment via BCG



- Log into the Production BCG, and navigate to "Online Enrollment" via the button in the Favorite Services panel or from the Shipping Services menu on the left



Online Enrollment via the BCG

Online Enrollment via BCG



If you do not have access to Online Enrollment, click on 'Get Access'.

- If you are the first person to request access to a certain service, you will become the BSA for that service.

Balance & Fees (PostalOne!) more info >	GO TO SERVICE
Click-N-Ship Business Pro™ more info >	GO TO SERVICE
Dashboard (PostalOne!) more info >	GO TO SERVICE
Electronic Data Exchange (PostalOne!) more info >	GO TO SERVICE
Electronic Verification Service (eVS) more info >	GO TO SERVICE
Incentive Programs more info >	GO TO SERVICE
Mailer ID more info >	GO TO SERVICE
Mailing Reports (PostalOne!) more info >	GO TO SERVICE
Manage Permits (PostalOne!) more info >	GO TO SERVICE
Online Enrollment more info >	GET ACCESS
Parcel Return Service (PRS) more info >	GO TO SERVICE
Postal Wizard (PostalOne!) more info >	GO TO SERVICE
Premium Forwarding Service - Commercial more info >	GO TO SERVICE
Scan Based Payment (SBP) more info >	GO TO SERVICE
USPS Package Intercept more info >	GO TO SERVICE



If you are not the BSA, your access to Online Enrollment must be approved by the BSA for Mailer ID and Manage Mailing Activity at the business location you specified. Until approval is granted, your screen will show a Pending External status.

Pending Access Statuses



There are two types of pending statuses users may see (represented in the Mailing, Shipping, and Other Services tabs with orange color). They are:

Pending BSA

- **Pending BSA**
 - Indicates that the BSA for that service must approve your request before you receive access.

Pending External BSA

- **Pending External BSA**
 - The service requested (e.g. Online Enrollment) is contingent upon another service (Mailer ID and Manage Mailing Activity) and therefore requires permission from the contingent service's BSA.
 - MMA Activity includes the following subservices:
 - Dashboard
 - Balance and Fees
 - Electronic Data Exchange
 - Mailing Reports
 - Manage Reports
 - Postal Wizard

The Role of the Business Services Administrator (BSA) in Granting Access



- There must be an Online Enrollment BSA for each location in order to complete enrollment.
 - This approval must be provided for each of your company's locations.
- It is generally recommended that you become the BSA if no BSA exists for a service and location combination.
 - If you opt not to assume the BSA role, you will have to wait until the forthcoming Online Enrollment BSA approves your request.
 - If after 25 days the BSA role is not filled, your request will automatically be purged without notification.
- If user requesting BSA access to Online Enrollment is not BSA for Manage Mailing Activity and Mailer ID, then the BSA for Manage Mailing Activity and Mailer ID must approve requests to become the BSA for Online Enrollment.
 - This approval must be provided for each of your company's locations.

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How to Access Preproduction



- Select a program to enroll in from the Program drop-down field. If you select a program with one-click shipping enrollment (eVS[®]), you will be automatically enrolled and directed to the One-Click Confirmation page for that program.
- If you select any other program from the drop-down, you will begin the manual enrollment process for the next step, which is to fill out the “My Profile” survey. When you complete the survey, you will then be directed to the Program Enrollment page (shown in the next slide).
- If you do not know which program to enroll in, you can select the “I don’t know” button. You will then be directed to the Program Enrollment page.

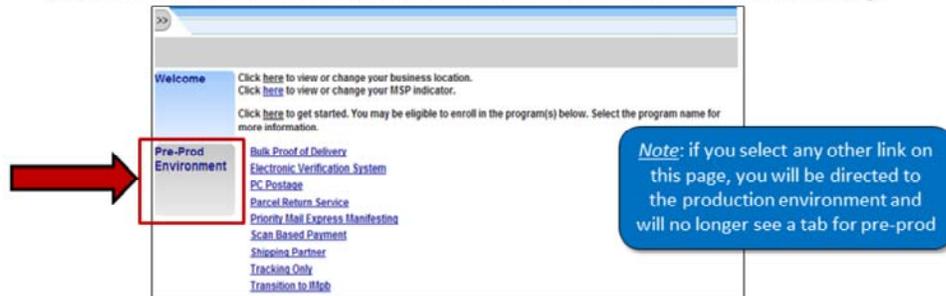
How to Access Preproduction



- Once you have access to Incentive Programs, click on Go To Service



- The screenshot below shows the Program Enrollment page
- The second tab on this page takes you to the Pre-Production environment
 - If the user selects the Pre-Prod tab, the user will be directed to the Pre-Prod Access Page



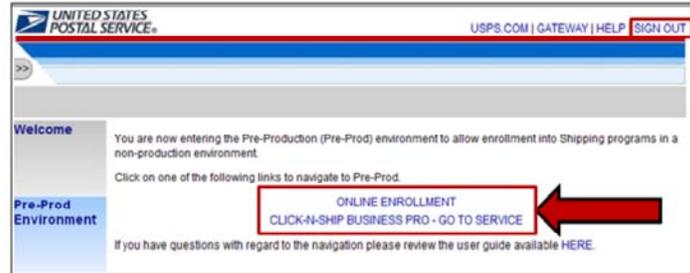
IMPORTANT NOTE: the Pre-prod tab will not be visible until the upcoming *PostalOne!* Price Change release. In the meantime, to access Pre-prod please copy and paste the below URL into the web browser where you have logged into the BCG:
<https://programregistration-preprod.usps.com/?requestPage=PROGREGSHIPPING>

Accessing Pre-prod

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Additional comment on the note in blue box – if you click one of the other links and are directed to production, you will have to navigate back to the Program Enrollment page in order to access Pre-prod again

How to Access Preproduction



- This page informs you that you are entering the Pre-Prod environment
 - You may choose either link to continue to the Online Enrollment or the One-Click CNS BPro enrollment pages in the Pre-Prod environment
 - From this point forward, you will be in the Pre-Prod environment which is indicated by the yellow “Preproduction for Mailers” banner prominently displayed across the screen
- Once in Pre-Prod, you will no longer see the Pre-Prod tab on the left side of the screen
- You may leave the Pre-Prod environment anytime by clicking the “Sign Out” link at the very top right of the page. You will then be directed to the BCG login screen

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The Pre-Prod Enrollment Home Page



The Enrollment Home Page is always displayed upon clicking the "Online Enrollment" link from the BCG except for the one-click feature, when it is an option

The screenshot shows the Pre-Prod Enrollment Home Page with several callouts:

- Change Business Locations:** A callout points to a link that says "Click here to view or change your business location." The text explains: "This link directs you to the Change Business Locations page, where the user is able to switch between CRIDs."
- MSP Indicator:** A callout points to a link that says "Click here to get started. You may be eligible to enroll in the program(s) below." The text explains: "You are unable to change your MSP indicator in Pre-Prod. Therefore, this option is not available."
- My Profile Survey:** A callout points to a link that says "Click here to view or change your business location." The text explains: "This link directs you to the My Profile Survey. Once the survey is complete, the link is no longer displayed. However, the survey can be accessed again by clicking the double arrow tab on the upper left hand side of the screen"
- Program List:** A callout points to a list of programs including Bulk Proof of Delivery, Electronic Verification System, PC Postage, Parcel Return Service, Priority Mail Express Manifesting, Scan Based Payment, Shipping Partner, Tracking Only, and Transition to IMpb. The text explains: "Upon first entering Online Enrollment, the full list of programs is displayed, with each program name linking the user to a summary of the program. Once the My Profile Survey is complete, the programs that are available based on survey answers are displayed"

Production Page

Pre-Production Page

Enrollment Setup

Preproduction Enrollment



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You are in the Preproduction Environment for Mailers

Select the applicable program and mailer type below to begin enrollment.

Program: -- Select a Program -- [I don't know](#)

- Select a Program--
- Bulk Proof of Delivery (BPOD)
- Electronic Verification System (eVS)
- PC Postage (PC)
- Parcel Return Service (PRS)
- Priority Mail Express Manifesting (PMEM)
- Scan Based Payment (SBP)
- Shipping Partner
- Tracking Only
- Transition to IMpb

- If you have program enrollment data in Production, you will be directed to this page the first time you access Pre-Prod
 - You will not encounter this screen after your initial session in Pre-Prod
 - This page operates the same way it does in Production
- If you select a new Program from the Program drop-down field, you will be directed to the Pre-Prod “My Profile” survey in order to begin enrollment (see next slide)

One-Click Enrollment



- The one-click functionality was created for programs to automate some of the enrollment process in order to make it more streamlined (currently limited to CNS BPro and eVS)
 - For eVS, the Additional Contact Information is completed with information taken from your primary contact information, and a MID is automatically requested on your behalf
- Once you are enrolled in either eVS or CNS BPro in Pre-Prod, you will see this confirmation page
- After confirming or choosing to edit the defaulted program settings, you will be redirected to the Program Summary page

Enrollment Setup

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Now you're in the Electronic Verification System for Business

Congratulations, you are now enrolled in Electronic Verification System (eVS).

As part of your enrollment in the program, you are able to take advantage of many service options offered by USPS.

The table below will provide you with more information.

Your Profile

Customer type	• Other
Mail type	• Domestic Packages
Domestic mail classes	• First-Class Mail • Priority Mail
Priority Mail Open & Delivered (PMOD)	• No
Services	• Delivery Confirmation • Signature Confirmation
Bulk Proof of Delivery (BPOD) service	• No
Payment method	• Payment Invoices
eVS	• No

[Edit Profile](#)

Certification Questionnaire

Electronic file transmission	• No
Transmission method	• Local Services
Barcode label generation method	• Printing Your Own Labels
Software version	• No
File format	• Electronic File Version 1.0
Tracking and/or postage information method	• Internal ID
Shipping label status file format	• Report Format
Tracking events file for mail pieces	• No
Using electronic manifest option	• No
Package sorted file	• No
Recreational sorted file	• No
Firm Deliveries sorted file	• No
Compressed email printing and sorted file	• No - GZIP
Business unit	• No
Mail preparation option	• Label
Commerce address (APO/FPO/DPO) or US territory shipping	• Commerce Printing - Commerce Data for Priority Mail

[Edit Questionnaire](#)

Change Business Locations Page



The screenshot shows the USPS 'Change Business Locations' page. At the top, there is a header with the USPS logo and navigation links: 'USPS.COM | GATEWAY | HELP | SIGN OUT'. Below the header, a yellow banner reads 'You are in the Preproduction Environment for Mailers'. The main content area is titled 'Choose Location' and contains the following text: 'Your available locations are displayed below. To change locations, select the radio button next to the **Change Location** button. Programs for which you are enrolled in or eligible to enroll in will be displayed upon selection. Your current home business location CRID: 80004846'. Below this text is a table with four columns: CRID, Company, Address, and Enrollment Status. The table contains one row with the following data: CRID: 80004846, Company: Company A, Address: 99 ProgReg Street Seattle, WA 4846, Enrollment Status: Not Started. A radio button is located to the left of the first row. A 'Change Location' button is located to the right of the table. Three blue callout boxes provide additional information: one on the left points to the table and says 'The table displays the CRID, Company Name, Address, and Enrollment Status'; one on the right points to the 'Enrollment Status' column and says 'The Enrollment Status displays "In Progress" if you've started enrollment for that location, or "Not Started" if you have not accessed enrollment for that location'; and one at the bottom points to the radio button and says 'Each location has a radio button allowing the user to select which location they would like to use'.

CRID	Company	Address	Enrollment Status
<input checked="" type="radio"/> 80004846	Company A	99 ProgReg Street Seattle, WA 4846	Not Started

- Allows you to switch your primary business location to a different business location
- All locations for which you are the BSA and have added the requisite services in the BCG will appear in the table
 - Separate enrollment processes are completed for each location
- Location information is pulled from Customer Registration

Change Business Locations Page

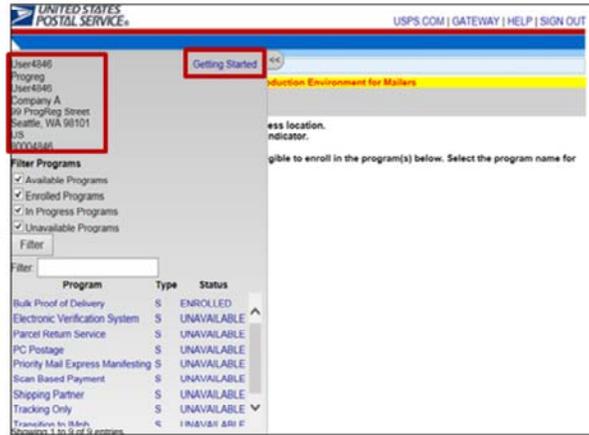


- The Pre-Prod Customer Information Panel contains high-level information about your user profile and displays a dynamic list of programs that can be filtered by program enrollment status
- The Left Panel is hidden by default when the Landing Page of Online Enrollment is initially accessed. To display it, click the tab located on the upper left corner of the screen, which can be identified by the '>>' symbol
- Clicking on this icon expands the panel to reveal the view on the next slide

Customer Information Panel



- **Getting Started/My Profile link:** Before completing the My Profile Survey, the 'Getting Started' link appears in the top right of the panel. The Getting Started link will navigate you to the first unanswered question, if any are left unanswered. If all questions are answered, the link will navigate you to the last question of the survey. Once the My Profile Survey has been completed, the link text changes to 'My Profile'. This link opens the My Profile Survey. The My Profile link will not display for CNS BPro customers.



- **User Information:** User information is displayed at the top of the Left Panel. This information includes your username, full name, company name, full address of the main location associated to your profile, the primary business location for this location, and the Process Start Date.

[Enrollment Setup](#)

My Profile Survey



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You are in the Preproduction Environment for Mailers

My Profile Survey

Customer Type
(Incomplete)

1. What type of customer are you?

Other

Vendor

PC Postage Only

Save & Close Save & Continue

- Prior to starting the enrollment process in any shipping program, you must complete the My Profile Survey to determine program eligibility
 - Until the survey is complete, you will be directed to the first unanswered question of the survey when logging into Program Registration (if one-click is bypassed)
- When the My Profile Survey is initially opened, it only displays two question tabs for the questions that apply to all users and are independent of previous answers
 - These tabs are Customer Type and Mail Category
 - Remaining tabs will only display based on your answers to preceding questions

My Profile Survey



- For the first question, identify your customer type and select the “Save & Continue” button. Subsequent questions will ask you to identify the following:
 - Mail Category
 - Mailing Type
 - Desired Services
 - Payment Type
- Can be completed in pieces but will continue to have a status of “Incomplete” until all required questions are answered
- Ability to edit survey responses as long as the change does not affect your currently enrolled program(s), with the exception of the Tracking Only program.
 - You can add additional programs even when already enrolled in Tracking (enrollment status for Tracking Only will remain “Enrolled”).
- Once survey is completed, you will be directed to Pre-Prod’s Program Enrollment Home page

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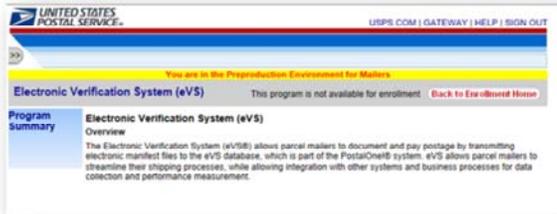


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Program Summary Tab



- Provides description of the program
- Does not display a “Begin Enrollment” button until the My Profile survey is complete and a shipping service is selected
- Hub of enrollment process once enrollment is initiated
 - Displays required enrollment tasks and their statuses



Enrollment Tasks

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Additional Contact Information Tab



- Displays the required and optional contact information sections you can provide to USPS
- You are able to change this information after enrollment is complete

The screenshot shows the USPS Bulk Proof of Delivery (BPOD) enrollment form. The form is titled "Bulk Proof of Delivery (BPOD)" and includes a navigation bar with "USPS.COM | GATEWAY | HELP | SIGN OUT". A yellow banner indicates "You are in the Preproduction Environment for Mailers". The form is divided into several sections:

- Program Summary:** Shows the current status of various sections: "Additional Contact Information" (Complete), "BPOD Agreement" (Complete), "Certification Questionnaire" (Complete), "Manage Shipping Locations" (Complete), and "Certification Text Kit" (Complete).
- Alternative Primary Contact Information (Optional):** Fields include Country (UNITED STATES), Name, Address 1, Address 2, City, State (Please Select a State), ZIP/Postal Code, Phone Number, Ext., Email, and Fax Number.
- Technical Contact Information (Required):** Fields include Country* (UNITED STATES), Name* (Bpod Manual), Address 1* (400 Bpod Boulevard), Address 2, City* (Honolulu), State* (HAWAII), ZIP/Postal Code* (90754), Phone Number* ((808)234-5555), Ext., Email* (bpod@email.com), and Fax Number.

Required fields are marked with an asterisk (*). A "Save" button is located at the bottom right of the form.

Enrollment Tasks

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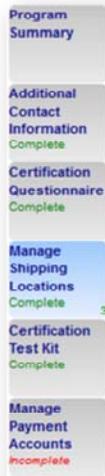
Certification Questionnaire Tab



- Collects information regarding file transmissions between you and USPS, generation of barcoded labels, reporting, transmitted file formats, and other user preferences
- Each question displayed must be answered
- Unable to modify responses once enrollment is complete

The screenshot shows the USPS Certification Questionnaire interface. The left sidebar contains a list of tabs: BPOD Agreement, Certification Questionnaire (highlighted with a red box and a red arrow), Shipping Locations, Certification Test Kit, Labels, Software Vendor, File Format, Receive File, Error Warning File, Tracking File, and US Manifested File. The main content area displays the 'Certification Questionnaire' form with a question: '1. Will you be shipping to an overseas address (APO/FPO/DPO) or US territories?' and radio button options for 'Yes' and 'No'. At the bottom of the form are 'Save & Close' and 'Save & Continue' buttons.

Manage Shipping Locations Tab



- Allows you to search for specific shipping locations, register new locations in Customer Registration, and add locations to the shipping program
 - Once a location is successfully added, it cannot be removed
- Must have at least one MID certified for the task to be marked complete
 - In the case that certification is not applicable (i.e. if the user is mailing with Shipping Assistant), the task will be marked as “Complete” when a MID has been requested for at least one shipping location

Manage Shipping Locations Tab: Production



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Electronic Verification System (eVS) [Unenroll](#) [Back to Enrollment Home](#)

Program Summary Below are your current locations configured for Electronic Verification System (eVS). If you would like a new Mailer ID, choose the location below and click the "Request New MID" button.

Filter Locations: [Filter](#) [Request New MID](#)

Show All Per Page: 20

Showing 1 - 5 of 5

<input type="checkbox"/>	CRID	Company	Address	MID	6-digit MID	Certifications
<input type="checkbox"/>	20172930	COMPANY EV	N MICHIGAN AVE	900012107	-	2 of 2 Complete
<input type="checkbox"/>	20172926	COMPANY BPO	Shahu Place	900012263	-	1 of 1 Complete
<input type="checkbox"/>				900013908	-	0 of 1 Complete
<input type="checkbox"/>				900012253	-	1 of 1 Complete
<input type="checkbox"/>				900013909	-	0 of 1 Complete

Export options: CSV | Excel | XML | PDF

Certification Test Kit [Link MID to Program](#)

To add an existing MID to your Electronic Verification System (eVS) profile, select it below and click the "Link MID to Program" button. If you do not see one of your existing MIDs below, it may not be eligible for this program. Click the "Request New MID" button to obtain a new, eligible MID.

Showing 0 - 0 of 0

<input type="checkbox"/>	CRID	Company	MID	Program Name
Nothing found to display.				

Looking for a location that is not displayed above? Click the "Add Locations" button. [Add Locations](#)

Ability to filter by Address, MID User CRID, MID User Company, MID, or 6-digit MID

Ability to request new MID

Shows number of certification types that have been completed

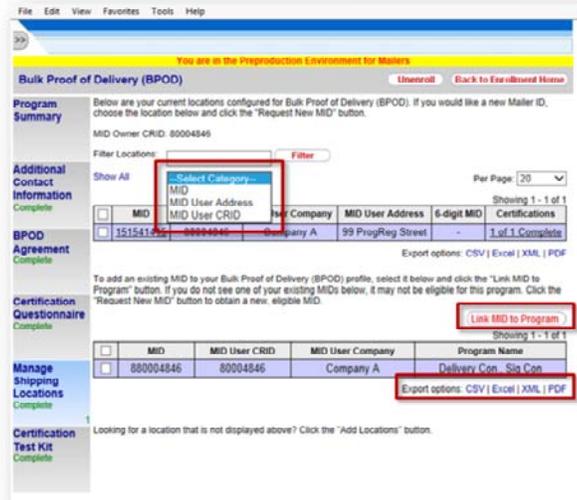
Bottom table displays MIDs available to import to the program. Select "Link MID to Program" to import this MID

Manage Shipping Locations Tab: Preproduction



In the preproduction environment, you are able to perform the following tasks on the Manage Shipping Locations screen:

- Filter on existing MIDs
- Link MIDs to a program
 - When copying data from production into pre-prod, any MIDs that were associated with a program will become unlinked
 - MIDs from production will be displayed in the lower table – you must select the MID then click the “Link MID to Program” button to re-link
- Export data in one of four formats (CSV, Excel, XML, PDF)



Enrollment Tasks

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Users cannot request a new MID in pre-prod. You will only be able to enroll MIDs that you already own in production.

Manage Shipping Locations Tab: Preproduction



You will not be able to execute some tasks on the Manage Shipping Locations page in the preproduction environment

Manage Shipping Locations

MID	MID User CRID	MID User Company	MID User Address	6-digit MID	Certifications	
<input type="checkbox"/>	151541415	80004846	Company A	99 ProgReg Street	-	1 of 1 Complete

- Limited functionality since pre-prod does not have access to MID tool
- “Request New MID” and “Add Locations” buttons will not be displayed
- To complete these tasks, logout of Pre-Prod and navigate to the production environment

Enrollment Tasks

Manage Certifications



- Accessed via the link in the “Certifications” column on the Manage Shipping Locations or Manage Clients page

Additional Contact Information	MID	MID User CRID	MID User Company	MID User Address	6-digit MID	Certifications
<input type="checkbox"/>	151541415	80004846	Company A	99 ProgReg Street	-	1 of 1 Complete

- Allows you to maintain certification profiles for a given Shipping Services program
- Ability to view certification process and update File and Label Certification statuses
- At least one certification type (if certification is applicable) must be fully certified for the Overall Certification task to be marked as Complete

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Bulk Proof of Delivery (BPOD) [Unenroll](#) [Back to Enrollment Home](#)

Program Summary: Manage Certifications
CRID 94548719, MID 901015785

Certification Type	Label Cert.	File Cert.	Overall Cert Status
02 - Tracking	Complete	Complete	Complete

Export options: CSV | Excel | XML | PDF

*The information below is Read-Only. For changes, please contact the USPS Help Desk at 1 (877) 264-9693.

Technical Contact Information
Name: Bpod Poc
Address 1: 897 Bpod Way
Address 2:

Note: the screens shown here are from the production environment; however, the Manage Certifications functionality works the same way in preproduction

[Enrollment Tasks](#)

Note: these screens are production screens, but the Manage Certifications functionality works exactly the same way in the preproduction environment

Manage Certifications



- Table displays the following: Certification Type, Label Certification, File Certification, Overall Certification Status, Label/File Certification dropdowns

Electronic Verification System (eVS) [Back to Enrollment Home](#)

Program Summary: Manage Certifications
CRID 94550429, MID 901016055

Showing 1 - 1 of 1

	Certification Type	Label Cert.	File Cert.	Overall Cert Status
<input checked="" type="checkbox"/>	01 - Tracking and Postage	Pending	Pending	Pending

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

*The information below is Read-Only. For changes, please contact the USPS Help Desk at 1 (877) 264-9693.

Technical Contact Information
Name: Peter Parker
Address 1: 123
Address 2:

Enrollment Tasks

File and Label Certifications



- When is File Certification required?
 - When you answer “Yes” to “Will you be sending an electronic file to USPS?” of the Certification Questionnaire

- When is Label Certification required?
 - When you answer “Yes” to “Will you be sending an electronic file to USPS?” of the Certification Questionnaire, **or**
 - When you answer “No” to “Will you be sending an electronic file to USPS?” and “Printing your own labels” to “How will you be generating your bar-coded labels for packages?” of the Certification Questionnaire

- If you select “Yes” to “Will you be using Click N Ship Business Pro®?” on the My Profile Survey, no Certification tasks are required

Certification Approval Process



- If **APPROVED**, you will see a status of “Complete” on the Manage Shipping Locations page and the counter on the tab will increase by 1
- If **REJECTED**, you will see a status of “Rejected” on the Manage Shipping Locations page
- Able to resubmit by selecting “Re-submitted” from the drop down menus

Program Summary
Additional Contact Information Complete
Manage Shipping Locations Complete

You are in the Preproduction Environment for Mailers

Tracking Only [Back to Enrollment Home](#)

Program Summary **Manage Certifications**
MID User CRID 20173323, MID 900012869, MID Owner CRID 20173323

Certification Type	Label Cert.	File Cert.	Overall Cert Status
02 - Tracking	Rejected	Rejected	Pending

Export options: CSV | Excel | XML | PDF

Save

*The information below is Read-Only. For changes, please contact the USPS Help Desk at 1 (877) 264-9693.

Enrollment Tasks

Keep in mind this functionality is not active in preproduction.

Manage Payment Accounts Tab



- Ability to link a permit, USPS Corporate Account (USPSCA), or Federal Agency Account to the program
 - Type of payment account depends on the selected program or service
- Available for eVS, PRS, PMEM, and SBP
- Not available for Tracking Only enrollment

Manage Payment Accounts Tab: Production



- Production functionality: ability to create a Permit and create a CAPS account

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Electronic Verification System (eVS)

[Back to Enrollment Home](#)

Program Summary
Both a permit and CAPS (Centralized Account Payment System) account are required for participation in the Electronic Verification System (eVS). Packages shipped under this program will bear a permit imprint indicia to indicate that postage has been paid. A permit is required to use this type of postage evidencing. Permit imprints require a one-time application fee to setup this indicia.

Additional Contact Information
Payment for postage will be deducted at the time of mailing from your CAPS account. CAPS provides business mailers a centralized, convenient, and cost-effective way to pay for USPS products and services. We provide two account options - Prepaid (Trust) and ACH Debit. [?](#)

[Link](#) [Unlink](#)

Show All --Select Category-- Per Page 20

Filter Permits: [Filter](#)

CRID	Permit Account Number	Permit Type	Permit Number	Permit ZIP	Status
Nothing found to display.					

Showing 0 - 0 of 0

To create a new permit, select the permit type (if applicable) and select the "Get Permit" button.

[Get Permit](#)

To open a new CAPS account to use for this program, select a Permit from the table above and the option below that describes the CAPS account you want to use for this program.

I have a CAPS account number I would like to use for this program:

[OK](#)

I need a new CAPS account.

Select the type of CAPS account you would like to set up:

ACH Debit

Prepaid (Trust)

[Get CAPS Account](#)

Enrollment Tasks

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For this program customers only get one permit and it is automatically requested for them

Manage Payment Accounts Tab: Preproduction: PRS, eVS, SBP



- You are able to create a permit in Pre-Prod but are not able to create a CAPS account
- Below is an example of what a Pre-Prod Manage Payment Accounts page looks like for PRS

Ability to link or unlink permits to the program

Ability to filter by CAPS Account, Permit Type, or CRID Status

Will be either "Linked" or "Not Linked"

Note:
Functionality shown on this screen also applies to eVS and SBP

CRID	Permit Account Number	Permit Type	Permit Number	Permit ZIP	Status
507135	5423413419	PI	914103	63659	Linked

Enrollment Tasks

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Pre-Prod Manage Payment Accounts screens: because the interface we use to create permits for eVS and SBP also have their own Pre-Prod environments, a user can execute these tasks in Program Registration's Pre-Prod environment. However, a user will not be able to create a CAPS account in Pre-Prod. ACH is the system which generates CAPS accounts, and it does not have its own Pre-Prod environment, so CAPS accounts creation will not be available in Pre-Prod.

Permits can't be unlinked after enrollment but can be linked

Manage Payment Accounts Tab: Preproduction: PMEM



- PMEM uses USPSCA Accounts and/or Federal Agency Accounts rather than permit numbers
- Filters: Account Number, Account Type, or Status

Note: when a payment account is added for PMEM, the status will be "Pending" until the Help Desk approves or rejects it

The screenshot shows the PMEM Preproduction Environment interface. It includes a search bar for "Enter USPS Corporate or Federal Agency Account(s)", a "Filter Accounts" section with a "Filter" button, and a table of accounts. A callout box points to the table, stating: "Table displays Account Number, Account Type (USPSCA or Federal Agency), and the link status (Pending, Approved, or Rejected)".

Account	Account Number	Status	Type
200	Status	Pending	USPS Corporate Account
100100		Approved	USPS Corporate Account

Showing 1 - 2 of 2

Account Number	Status	Type
200200	Pending	USPS Corporate Account
100100	Approved	USPS Corporate Account

Enrollment Tasks

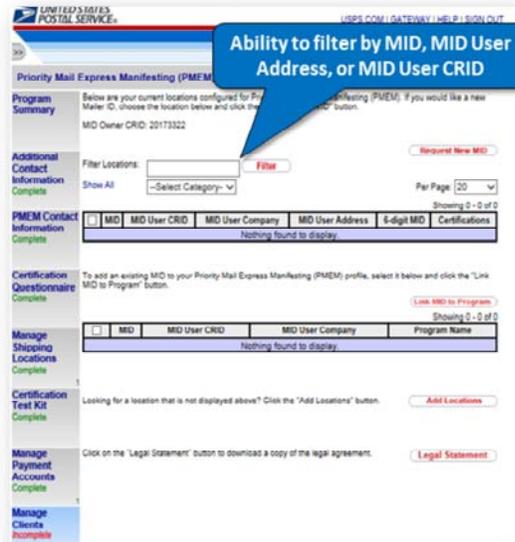
46

Payment accounts cannot be unlinked after enrollment but **can** be linked

Manage Clients Tab



- Only available if you are designated as an MSP in BCG
- Allows external MSPs to add client locations to a Shipping Services program (eVS, PRS, PMEM, SBP, or Tracking Only)
 - Top table shows locations already participating in the program; bottom table displays search results from “Search for Locations” page
- MSPs are also able to search for a specific client location and register new locations in Customer Registration



Enrollment Tasks

Manage Clients Tab: Preproduction



- You will not be able to request new MIDs or add new locations in the Pre-Prod environment

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You are in the Preproduction Environment for Mailers

Electronic Verification System (eVS) [Unenroll](#) [Back to Enrollment Home](#)

Program Summary
Below are your current locations configured for Electronic Verification System (eVS). If you would like a new Mailer ID, choose the location below and click the "Request New MID" button.

MID Owner CRID: 80004847

Filter Locations: [Filter](#)

Show All --Select Category-- Per Page: 20

MID	MID User CRID	MID User Company	MID User Address	6-digit MID	Certifications
163840559	12310133549517	Company A	99 Progrege Street	-	1 of 1 Complete

Showing 1 - 1 of 1
Export options: CSV | Excel | XML | PDF

To add an existing MID to your Electronic Verification System (eVS) profile, select it below and click the "Link MID to Program" button. [Link MID to Program](#)

MID	MID User CRID	MID User Company	Program Name
Nothing found to display.			

Showing 0 - 0 of 0

Looking for a location that is not displayed above? Click the "Add Locations" button.

"Request New MID" and "Add Locations" buttons are not displayed

Agenda



- [Introduction and Background](#)
- [Online Enrollment via the BCG](#)
- [Accessing the Pre-Prod Environment](#)
- [Enrollment Setup](#)
- [Enrollment Tasks](#)



[Specialty Tabs and Tasks](#)

- BPOD Agreement Tab
- Transition to IMpb Tabs
- PMEM Contact Task

BPOD Agreement Tab



- Required step when enrolling in the Bulk Proof of Delivery program
- Collects information regarding BPOD preferences to send to PTR
 - No info will be sent to PTR when operating in the pre-prod environment

Can navigate between questions by selecting the appropriate tab

Each question must be answered and saved for the task status to be marked as "Complete"

Specialty Tasks

Note: once enrolled, users are unable to modify these answers

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Transition to IMpb: Transition Locations



- Available only when you have at least one MID with a legacy certification type
- Required step when enrolling in Transition to IMpb
- Allows you to opt to transition MIDs with legacy certification types to IMpb certification types

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You are in the Preproduction Environment for Mailers

Transition to IMpb [Unenroll](#) [Back to Enrollment Home](#)

Program Summary
In order to transition to an IMpb file for the MIDs in the table below, click the Transition to IMpb button. Transitioned MIDs will require certification.

CRID	Program	MID	6-digit MID	Transition to IMpb	Certifications
507130	Tracking Only	916524335	-	Complete	Certifications

Showing 1 - 1 of 1

[Transition to IMpb](#)

Transition Locations Complete

Profile Updates Complete

- Status will be "-" before transition process has begun
- Status will be "Pending" until MIDs are certified

Specialty Tasks

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Transition to IMpb: Profile Updates



- Required step when enrolling in Transition to IMpb
- Allows you to change My Profile Survey answers for Mail Classes and Additional Services

The screenshot shows a web form titled "Profile Updates" with a "Complete" status. The form is part of a "Transition to IMpb" process. It features a navigation sidebar on the left with sections: "Program Summary", "Transition Locations" (marked "Complete"), and "Profile Updates" (marked "Complete"). The main content area contains two questions:

1. Which Domestic Mail classes are you shipping? (Select one or more options)

- First-Class Mail
- Priority Mail
- Priority Mail Express
- Standard Mail
- Parcel Select
- Standard Post
- Library Mail
- Media Mail
- Bound Printed Matter

2. What services would you like to use?

- Delivery Confirmation
- Signature Confirmation
- Hold For Pickup
- Registered Mail
- Certified Mail
- Insurance
- COD (Collect On Delivery)
- None

A "Save & Continue" button is located at the bottom right of the form.

Specialty Tasks

PMEM Contact Task



- Specific to the Priority Mail Express Manifest program
- Required to complete PMEM enrollment
- Electronic way to submit information contained in page 4 of PS Form 5550

Each tab contains the following fields:

- Name
- Address 1
- Address 2
- City
- State
- ZIP
- Phone Number
- Phone Number Ext.
- Email

Specialty Tasks

Help Desk Approval



- The Help Desk Approval task is an optional check that the Help Desk may perform to confirm that you have met all requirements prior to participating in a program. The status will show as **“Pending”** until the Help Desk provides approval
- Once the Help Desk provides approval, the status will be automatically updated to **“Approved”**

Specialty Tasks

The image displays two screenshots of the USPS Priority Mail Express Manifesting (PME) enrollment interface. The top screenshot shows the enrollment progress with the 'Help Desk Approval' step highlighted in red and marked as 'Pending'. The bottom screenshot shows the same interface after approval, with the 'Help Desk Approval' step highlighted in red and marked as 'Approved'. The interface includes a navigation menu on the left with categories like 'Program Summary', 'Additional Contact Information', 'PME Contact Information', 'Certification Questionnaire', and 'Manage'. The main content area shows an overview of the program, enrollment status, and a list of enrollment steps with their completion status.

Step	Status
[+] Additional Contact Information	- Complete
[+] PME Contact Information	- Complete
[+] Certification Questionnaire	- Complete
[+] Manage Shipping Locations	- Complete
[+] Certification Test Kit	- Complete
[+] Manage Payment Accounts	- Complete
[+] Help Desk Approval	- Pending

Step	Status
[+] Additional Contact Information	- Complete
[+] PME Contact Information	- Complete
[+] Certification Questionnaire	- Complete
[+] Manage Shipping Locations	- Complete
[+] Certification Test Kit	- Complete
[+] Manage Payment Accounts	- Complete
[+] Help Desk Approval	- Approved

Help Desk Approval



Specialty Tasks

- Once approved, you will see in the expanded window a status of ENROLLED
- From this point forward, your profile is “locked”
- By clicking on the My Profile link, you can view your original answers to all enrollment questions
 - You are not able to delete answers, but you *are* able to add to them
 - Note: you are not able to modify all answers – limited updates are allowed to the profile

QUESTIONS?