

Business Customer Gateway Mailer ID System Release Notes – Release 1.5 Version 2 August 14, 2011

The Business Customer Gateway (BCG) external application, Release 1.5 will be deployed on August 14, 2011 to support additional functionality. User changes will be apparent to end users of the application.

User Changes

In Release 1.5, the Mailer ID (MID) system will be enhanced to include two new features.

1. Mailer ID Data Export

Mailers will have the capability to export MID data for a selected CRID to either an Excel (XLS) or a Comma Separated Value (CSV) file format. To use this feature a mailer must have access to the Mailer ID system, e.g., has a business account with the Business Customer Gateway with one or more business locations associated to a CRID(s). Refer to Figure 1.

The MID system will export the following fields:

- CRID
- MID
- Company Name
- Address Line 1
- Address Line 2
- ZIP/Postal Code
- State
- Phone
- E-mail
- Fax
- Registered service for each MID
- Total MIDs
- Number of 9-Digit MIDs
- Number of 6-Digit MIDs

2. Customer Reference Search By

The MID system will allow the user to search for MIDs based on the Customer Reference field for all CRIDs registered under a mailer's Business Customer Gateway profile. Refer to Figure 2.

3. Mailer ID Delete Feature

The MID system will no longer allow a mailer to delete a MID from his profile. The delete a Mailer ID feature will be removed from external Mailer ID system pages. A mailer must now call the Help Desk to remove a MID from his Mailer ID profile.

4. Full-Service ACS Billing Option

To fulfill Non Full-Service mailpiece ACS with a Full-Service Service Type Identifier (STID) that cannot be matched to eDoc, the MID system will add a Full-Service ACS Billing profile for unassociated ACS records. This functionality enables mailers to optionally request that invoicing be directed to a specified 'Bill to' address for unassociated records. This option is only available to mailers who select the Basic/Full-Service program option. The MID system will have an 'Unassociated Full Service ACS Billing' page which will allow a mailer to input billing information that will be sent to the National Customer Support Center, ACS Department for fulfillment processing. Refer to Figure 1 and 3.

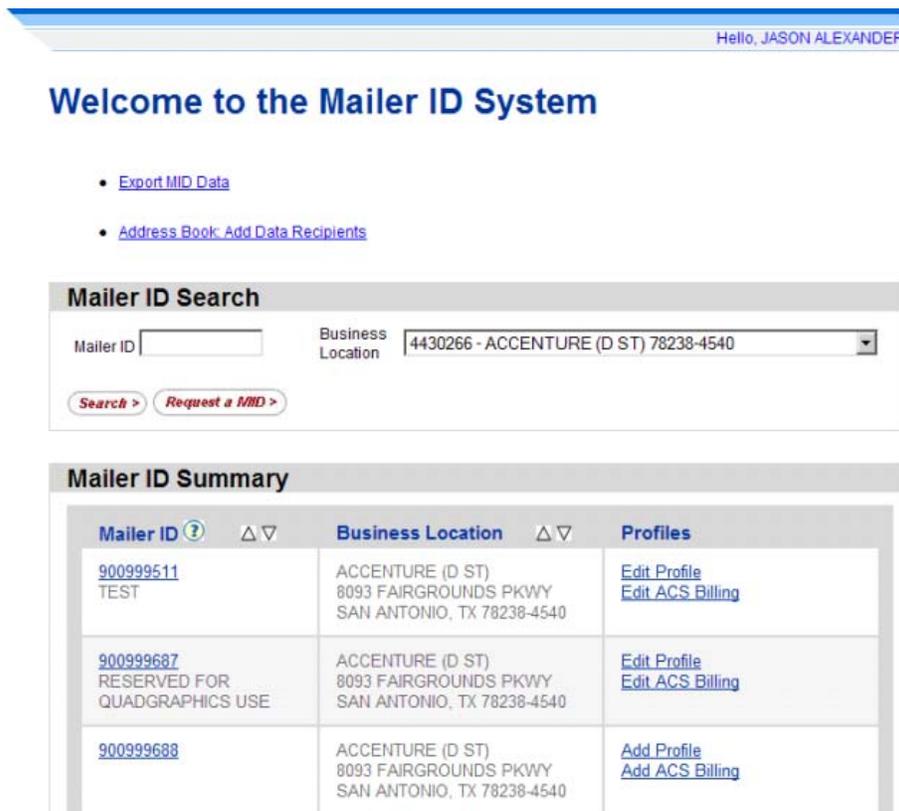


Figure 1: Mock-up Mailer ID System Landing Page

Welcome to the Mailer ID System

- [Export MID Data](#)
- [Address Book: Add Data Recipients](#)

A Customer Reference tag allows you to add a nickname or alias to a MID for you to easily distinguish between MIDs

Search

Business Location: 4430349 - AAMCO 20912-4318

Customer Reference: DEcemBER 2009

Selected crid
 All crids

[Search >](#) [Request a MID >](#)

Mailer ID Summary

Mailer ID ? ▲▼	Business Location ▲▼	Data Distribution Profile
105066 DECEMBER 2009 MAILING	AAMCO 7300 MAPLE AVE TAKOMA PARK, MD 20912-4318	Add Profile

Figure 2: Mock-up Customer Reference Search By

Full-Service ACS Unassociated Billing Profile

Please provide an alternative billing address for ACS records. This information will be used to bill for ACS records generated and fulfilled that could not be associated to electronic documentation provided. If no alternative billing address is provided, invoices will be mailed to the CRID that is associated with the Mailer ID used in the IMb on the mail piece.

Bill to: Please specify a billing address for unassociated Full-Service ACS records. If you would like to enter an address not associated with your Business Customer Gateway MIDs, please enter the billing address manually.

MID: 900999511

Attention Line:	<input type="text" value="ACCENTURE (D ST)"/>
Name/Company Name:	<input type="text" value="4430266 - ACCENTURE (D ST) 78"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>
State:	<input type="text" value="N/A"/>
City:	<input type="text"/>
Zip:	<input type="text"/>
Country:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Email:	<input type="text"/>

Figure 3: Full-Service ACS profile, Data Entry Screen.