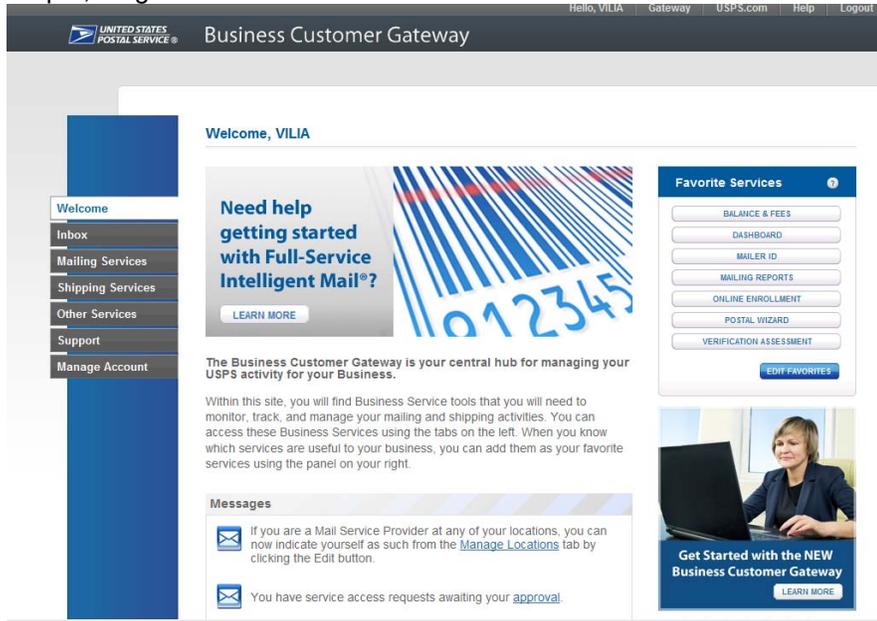


Enhancements to External Mailing Summary Report and eMail Notification of Fee Notice and Low Balance

In January 2014 release, the Mailing Summary Report on the Business Customer Gateway allows you to search by permit to obtain this data. The Manage Permits tab also allows you to obtain data on your permits. The database referenced in Question 1 might also be a way to further improve management of permits and associated transactions.

Step 1; Login



Step 2: Select "Mailing Summary Report"



Step 3: Filter Options for Mailing Summary Report

The screenshot shows the 'Mailing Summary Report' page with the following filter options:

- Form:** All Forms
- Location:** A G EDWARDS
- Account Type:** Select Account Type
- Permit / Pub Number:** All Permits | Pubs
- Start Date:** 01/07/2014
- End Date:** 01/20/2014

Buttons for 'RESET' and 'SEARCH' are visible. Below the filters, a table header is shown with columns: Permit / Pub, Form, Entry Discount, Line, Description, Pieces, Piece Rate, Piece Postage, Pounds, Pound Rate, Pound Postage, Line Postage, Total, and \$0.000. A note indicates 'Total Postage Amount (includes rounding, discounts, and any verification postage) \$0.000'.

Step 4: Option to select "ALL Forms" or "Individual Form"

The screenshot shows the 'Form' dropdown menu expanded with the following options:

- All Forms
- 3541 Periodicals
- 3660 Express Mail
- 3600 First-Class Mail
- 3602 Standard Mail
- 3605 Package Services
- 3700 International Mail

The other filter options remain the same as in Step 3. The table header and total postage amount are also visible.

Step 5: Option to Select "All Locations" or each individual location

The screenshot shows the 'Location' dropdown menu expanded with the following options:

- All Locations
- A G EDWARDS
- ABC TODAY
- AOK TODAY
- AUTOMATED MAILING SYSTEM
- AUTOMATED MAILING SYSTEM
- CROOK'S MEMORIAL METHOD
- Courtesy Property Management
- PHX MOVE
- UNIS PIZZA

The other filter options remain the same. The table header and total postage amount are also visible.

Step 6: Must select "Account Type"

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Manage Mailing Activity

Home > Mailing Reports > Mailing Summary Report

Mailing Summary Report

Printer Friendly Version

Maximum search is within a 365 day period.
Start Date cannot be before 01/01/2005.
Account Type and Permit Number are required fields.

Search for Mailing Summary

Form: All Forms Location: All Locations Account Type: Select Account Type Permit / Pub Number: All Permits | Pubs

Customer Reference Number: Start Date: 01/07/2014 End Date: []

Please search to find Mailing Summary records.

Permit / Pub	Form	Entry Discount	Line	Description	Pieces	Piece Rate	Piece Postage	Pounds	Found Rate	Found Postage	Line Postage	Total
Total Postage Amount (includes rounding, discounts, and any verification postage)												\$0.000
Total Postage Amount (includes rounding, discounts, and any verification postage)												\$0.000

Step 7: Option to select all "Permit/Publication" or each individual permit/pub

USPS PostalOne! - Windows Internet Explorer

https://vst1.uspspostalservice.com/postal/view.cfm

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Manage Mailing Activity

Home > Mailing Reports > Mailing Summary Report

Mailing Summary Report

Printer Friendly Version

Maximum search is within a 365 day period.
Start Date cannot be before 01/01/2005.
Account Type and Permit Number are required fields.

Search for Mailing Summary

Form: All Forms Location: All Locations Account Type: Select Account Type Permit / Pub Number: All Permits | Pubs

Customer Reference Number: Start Date: 01/07/2014 End Date: 01/20/2014

Please search to find Mailing Summary records.

Permit / Pub	Form	Entry Discount	Line	Description	Pieces	Piece Rate	Piece Postage	Pounds	Found Rate	Found Postage	Line Postage	Total
Total Postage Amount (includes rounding, discounts, and any verification postage)												\$0.000
Total Postage Amount (includes rounding, discounts, and any verification postage)												\$0.000

Step 8: Mailing Summary Report Search Results – Ability to export via Excel

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Manage Mailing Activity

Home > Mailing Reports > Mailing Summary Report

Mailing Summary Report

Printer Friendly Version

Maximum search is within a 365 day period.
Start Date cannot be before 01/01/2005.
Account Type and Permit Number are required fields.

Search for Mailing Summary

Form: 3602 Standard Mail Location: AUTOMATED MAILING SYS Account Type: Permit Imprint Permit / Pub Number: All Permits | Pubs

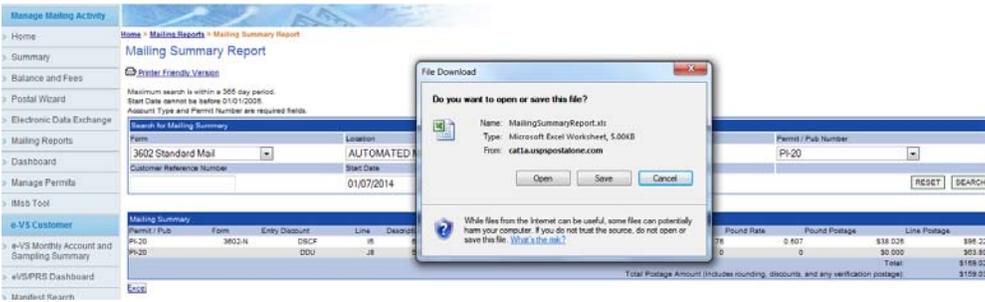
Customer Reference Number: Start Date: 11/01/2013 End Date: 01/21/2014

Please search to find Mailing Summary records.

Permit / Pub	Form	Entry Discount	Line	Description	Pieces	Piece Rate	Piece Postage	Pounds	Found Rate	Found Postage	Line Postage	Total
MT-155	3602-P	None	C13	Saturation	39	0.194	\$7,524	4.70	0	\$0.000	\$7,524	\$7,524
MT-155	DBAC	C17	Saturation	36	0.184	\$6,740	4.376	0	\$0.000	\$6,740	\$6,740	\$6,740
MT-155	DSCP	C21	Saturation	28	0.163	\$3,976	3.25	0	\$0.000	\$3,976	\$3,976	\$3,976
MT-155	None	C25	Saturation	43	0.211	\$9,073	5.376	0	\$0.000	\$9,073	\$9,073	\$9,073
MT-155	None	C26	High Density Plus	39	0.238	\$9,282	4.816	0	\$0.000	\$9,282	\$9,282	\$9,282
MT-155	None	C27	High Density	41	0.243	\$9,963	5.128	0	\$0.000	\$9,963	\$9,963	\$9,963
MT-155	None	C28	Basic	42	0.235	\$12,390	5.25	0	\$0.000	\$12,390	\$12,390	\$12,390
MT-155	DBAC	C29	Saturation	22	0.176	\$3,872	2.70	0	\$0.000	\$3,872	\$3,872	\$3,872
MT-155	DBAC	C30	High Density Plus	35	0.204	\$7,140	4.376	0	\$0.000	\$7,140	\$7,140	\$7,140
MT-155	DBAC	C31	High Density	22	0.208	\$4,588	2.70	0	\$0.000	\$4,588	\$4,588	\$4,588
MT-155	DBAC	C32	Basic	44	0.261	\$11,484	5.6	0	\$0.000	\$11,484	\$11,484	\$11,484
MT-155	DSCP	C33	Saturation	45	0.198	\$7,470	5.625	0	\$0.000	\$7,470	\$7,470	\$7,470
MT-155	DSCP	C34	High Density Plus	14	0.184	\$2,716	1.76	0	\$0.000	\$2,716	\$2,716	\$2,716
MT-155	DSCP	C35	High Density	35	0.199	\$6,965	4.376	0	\$0.000	\$6,965	\$6,965	\$6,965
MT-155	DSCP	C36	Basic	41	0.221	\$10,291	5.125	0	\$0.000	\$10,291	\$10,291	\$10,291
MT-155	None	C40	Saturation	42	0.267	\$12,814	6.608	0.608	\$6.608	\$6,608	\$6,608	\$6,608
MT-155	DBAC	C53	Saturation	23	0.087	\$1,541	4.668	0.47	\$2.297	\$3,638	\$3,638	\$3,638
MT-155	DSCP	C67	Saturation	38	0.267	\$2,813	8.288	0.42	\$3.481	\$6,094	\$6,094	\$6,094
MT-155	None	C61	Saturation	15	0.279	\$4,185	3.160	0.628	\$2,024	\$2,024	\$2,024	\$2,024
MT-155	None	C62	High Density Plus	45	0.267	\$3,916	9.164	0.638	\$6.087	\$6,087	\$6,087	\$6,087
MT-155	None	C63	High Density Plus	25	0.225	\$4,425	0.75	0.628	\$1.465	\$1,465	\$1,465	\$1,465

Excel

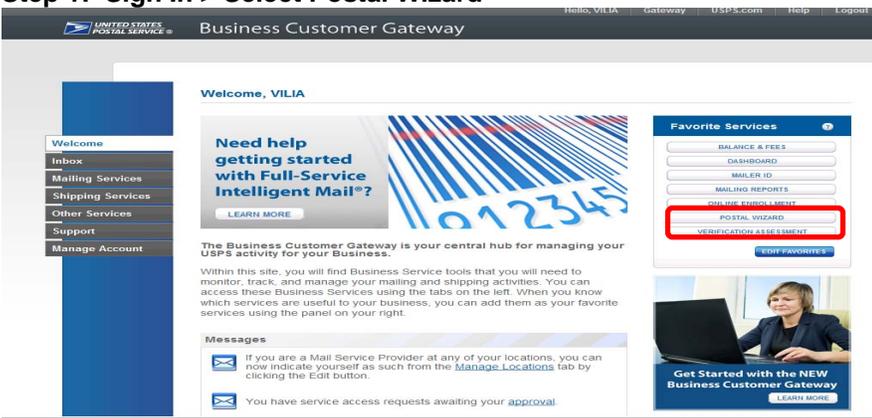
Step 9: Download via Excel



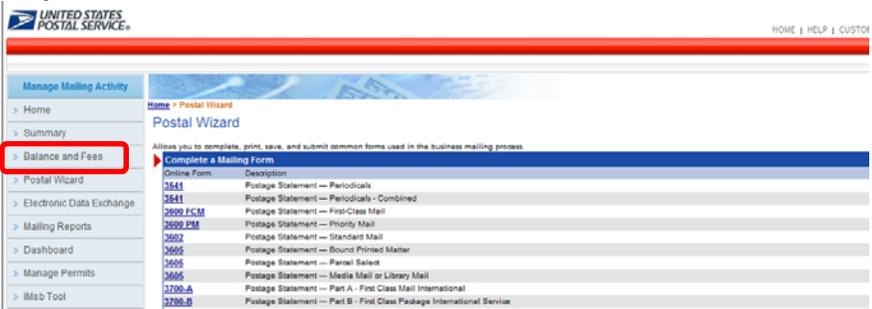
In January 2014 release, includes several enhancement functionalities for the "Fee Due Date Notification" email notification and "PostalOne! Low Balance Notification" email notification. We would like to work with your ideas to create an efficient and usable process. Perhaps the development of "push" notifications as renewal reminders could be a useful component.

The existing "Fee Due Date" Notification and PostalOne! "Low Balance" Notification emails have been updated to provide more accurate and useful information to the customer. In addition to the Permit Number, Permit Type and Post Office of Permit, each message now displays the Customer Registration ID (or CRID) for each permit contained in the email. The Low Balance email has also been updated to display the "Current Balance" for each of the permits listed.

Step 1: Sign In > Select Postal Wizard



Step 2: Click Balance and Fes



Step 3: Click on "Receive Fee Notice" link



Step 4: If you choose to receive email notification, the Postal Service reserves the right to discontinue sending hard copy fee notice letters to users electing to receive fee notification via email.

Manage Mailing Activity

Home > Balance and Fees > Receive Fee Notice

Receive Fee Notice

NOTE: If you choose to receive email notification, the Postal Service reserves the right to discontinue sending hard copy fee notice letters to users electing to receive fee notification via email.

BSA and Regular Users Information

User	Email Address	Type	Location	Alert
imblesthree, Imblesthree	vilia.m.kivvelaitis@usps.gov	BSA	ARLINGTON, VA	<input type="checkbox"/>
Imblestwo, Imblestwo	Khan.Moghhtaderi-Zadeh@usps.gov	Regular	ARLINGTON, VA	<input type="checkbox"/>

Submit Reset

Step 5: Click on Alert checkbox, if box is checked, they will receive an email notification

UNITED STATES POSTAL SERVICE

HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity

Home > Balance and Fees > Receive Fee Notice > Review Receive Fee Notice

Review Receive Fee Notice

This is only the review page. You must click 'Submit' below to save your changes.

BSA and Regular Users Information

User	Email Address	Type	Location	Alert
imblesthree, Imblesthree	vilia.m.kivvelaitis@usps.gov	BSA	ARLINGTON, VA	N
Imblestwo, Imblestwo	Khan.Moghhtaderi-Zadeh@usps.gov	Regular	ARLINGTON, VA	Y

Cancel Submit

Same process for eMail Notification of Low Balance

UNITED STATES POSTAL SERVICE

HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity

Home > Balance and Fees

Balance and Fees

View Fee Calendar Set Low Balance Alert Receive Fee Notice

Printer Friendly Version

NOTE: "Last Activity" information will only display if your account has had transactions within the past 13 months.

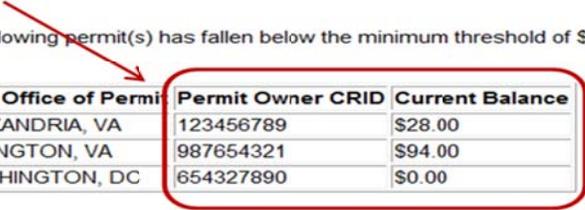
Account Information

Permit / Plan	CSID	Account Number	City/State/Province	Nonprofit Auth No	Last Activity	Amount	Type	Fee Details	Balance	Fee Renewal Notice
MT 27	94538910	2194716	ARLINGTON, VA		10/17/2012	\$100,000.00	Permit Refund		N/A	
MT 198	94538914	2189444	ARLINGTON, VA		09/09/2013	\$610.00	ISS P		N/A	
MT 187	94538916	2194718	ARLINGTON, VA		10/17/2012	\$1,000,000.00	Permit Refund		N/A	
MT 859	94538916	2194714	ARLINGTON, VA		10/19/2012	\$0.00	DMR verification		N/A	
PC 88	94538910	2194717	ARLINGTON, VA		10/17/2012	\$100,000.00	Permit Refund		N/A	
PC 89	94538914	2189448	ARLINGTON, VA		01/20/2013	\$164.39	ISS P		N/A	
PC 61	94538916	2194731	ARLINGTON, VA		08/05/2013	\$361.78	ISSD*		N/A	
PC 105	94538914	503100	FALLS CHURCH, VA		10/09/2012	\$000.00	Permit Deposit		N/A	
PC 402	94538916	2194716	ARLINGTON, VA		10/17/2012	\$100,000.00	Permit Refund		N/A	
PE 383920	94538914	2192970	ROANOKE, VA		06/21/2013	\$1,232.75	3541		-\$3,415.51	N/A
PI 5	94538914	700300	FAIRFAX, VA		07/09/2013	\$104.39	ISS R			
PI 16	94538916	2194712	ARLINGTON, VA		12/31/2013	\$270.00	ISS R			
PI 17	94538914	589588	ROANOKE, VA	127214	02/21/2013	\$317.51	ISSD*			
PI 23	94538914	12309	ROANOKE, VA	813801	01/21/2014	\$220.00	Fee Payment		\$182,319,741.43	



Dear Customer,

Your account balance for the following permit(s) has fallen below the minimum threshold of \$100 that you set for the account.



Permit No	Permit Type	Post Office of Permi	Permit Owner CRID	Current Balance
176	PI	ALEXANDRIA, VA	123456789	\$28.00
182526	BR	ARLINGTON, VA	987654321	\$94.00
7189	PI	WASHINGTON, DC	654327890	\$0.00

If you are a Full-Service mailer, you can now add funds at any retail unit that supports *PostalOne!* transactions. Other customers may add funds at the retail unit that supports their local Business Mail Acceptance site.

This email has been automatically sent from the USPS *PostalOne!* web server. Do not reply directly to this email.