

The US Postal Service developed several tools to help you prepare and transition to MTEOR when it launches in early September 2012. This is the first of a series of bulletins to keep you up-to-date with the latest MTEOR news including registration information, key facts, tips to use during the transition, and answers to your questions. Keeping you informed and aware is important for us to ensure a smooth transition.

Please continue to read these bulletins to receive all the exciting news before we launch in September!

Upcoming Events for Mailers

- **August 2012**
MTEOR Training
(Dates Announced Soon!)
- **August 27, 2012**
BCG Registration Deadline for Phase 1
- **September 2012**
MTEOR Launches
- **Coming Soon!**
MTEOR webpage

MTEOR is Coming!

From feedback received from mailers like you, the USPS created MTEOR to make ordering mail transport equipment (MTE) **faster, more reliable, and convenient**. The new Mail Transport Equipment Online Ordering system (MTEOR) allows you to order MTE online and check your order status. Additional features will include the ability to withdraw and change orders as well as review reports and your order history.

MTEOR will launch in two phases.

- Phase 1 launches in **early September 2012** for mailers who currently receive MTE from an MTEESC.
- Phase 2 will include USPS plants and other mailers in 2013.

If you believe you received this e-mail in error and are not part of Phase 1, please contact us immediately at MTEOR@usps.com

Your Role as the Business Service Administrator (BSA)

As the designated BSA for your location, your role includes:

- Determining additional users to receive access to MTEOR and place MTE orders for your location
- Monitoring that MTE orders are placed in accordance with MTEOR policy
- Serving as liaison for users in your location by disseminating critical information received through these bulletins and additional MTEOR communications

Register for the Business Customer Gateway Today

MTEOR is accessed through the **Business Customer Gateway**. To access the Business Customer Gateway, click on: <https://gateway.usps.com>. If you are not already registered in the Business Customer Gateway, follow the steps below:

- 1) Click on the “New User Registration” button
- 2) Create a user ID: Pick a username (such as, your email address)
- 3) Pick a password and re-enter it for confirmation
- 4) Select a security question and re-enter your response for confirmation
- 5) Provide your name and contact information, and complete the required fields marked with an asterisk
- 6) Once you are registered, the Business Customer Gateway team will send you a confirmation email

NOTE: You will only be able to add the MTEOR application to your dashboard once you are registered on the BCG. The MTEOR application will become available once MTEOR is launched early September 2012. It will be located under the “Mail and Transport” category. Prior to entering MTEOR, you **must** accept the User Terms and Conditions.

BSA Preparation Checklist

The following checklist will jump-start your preparation process for the MTEOR launch in September.

- ✓ Continue to monitor your email for MTEOR updates
- ✓ Register on the Business Customer Gateway
- ✓ Identify additional MTE orderers for your location
- ✓ Ensure the additional MTE orderers register on the Business Customer Gateway

Coming Soon on the MTEOR Webpage

We are working to provide the following resources to support you during the transition to MTEOR. The resources will be easily accessible through the MTEOR website, coming soon!

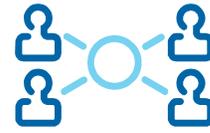
| Training Materials | MTEOR E-Mail Bulletins | User Manuals |
|--|--|---|
| <i>Tutorials and webinars serve as resources for how to register, place an MTE order, and view your order history within the MTEOR application</i> | <i>E-mail bulletins provide the latest MTEOR information, upcoming key dates, and additional helpful reminders</i> | <i>Reference guides, process illustrations, and FAQs serve as support materials to help you further understand the new system and related processes</i> |

Did You Know:

- If 350 of the 700 very large mailers served by the MTEOR each hold just 2 extra trailer loads of MTE in reserve:
 - *We need \$17,197,425 to replace the MTE which is not circulating.*
- If 5,000 of the large mailers each hold just 20 pallets of MTE in reserve:
 - *We need \$68,730,000 to replace the MTE which is not circulating.*
- If 15,000 mid-sized mailers each hold just 8 pallets of MTE in reserve:
 - *We need \$82,476,000 to replace the MTE which is not circulating.*

Combined we would need \$168,403,425 to replace this MTE!

Keep MTE in circulation!



Questions? E-mail us at MTEOR@usps.gov