

This series of bulletins is to keep you up-to-date with the latest MTEOR news including key facts, tips and tricks, 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 about MTEOR!

Upcoming Events for Mailers

- **September 30**
Survey Closes
- **October 5**
MTEOR Transition Time Ends

Have you registered for MTEOR?

If you are receiving these MTEOR Bulletins, you **are** in Phase 1 and should be using MTEOR to order your MTE. You received an email from MTEOR on August 27th with your CRID and promo code (authorization code), which also includes how to register. Please register as soon as you can or contact the MTEOR Help Desk (mteor@usps.gov) with questions.

On **October 5, 2012**, you **must** begin to place all your MTE orders through MTEOR. USPS Employees will no longer have access to place orders on your behalf.

For registration instructions, please visit the MTEOR Webpage on [RIBBS](#).

Tips for Managing Your MTE - Holidays

With fall upon us, it not only means a busy mailing season, but also includes holidays which may impact your MTE deliveries. It is important to plan ahead for your MTE needs to make sure you have enough equipment around a holiday.

With MTEOR, you see two weeks of deliveries in the future, so you can easily manage your MTE needs around the holiday. To plan your MTE needs prior to a holiday, complete the following steps:

- 1) Log in to MTEOR
- 2) Select the facility and choose the orders you wish to review
- 3) Identify if any orders are set to dispatch on a holiday
- 4) Withdraw order(s) set to dispatch on the holiday if your facility is closed
- 5) Place a new order for a different delivery date and time if that MTE order is still needed

Mailers should consult the [order schedule cut-off](#) when placing their new order. If the order needs to be placed after the cut -off date, the Mailer must contact their BSN to place an Emergency Order.

The remaining holidays for 2012 are:

- Columbus Day – Monday, October 8
- Veterans Day – Monday, November 12
- Thanksgiving Day – Thursday, November 22
- Christmas Day – Tuesday, December 25

Reminder: Complete the MTEOR Survey

We appreciate you taking the time to provide us feedback on MTEOR. The survey is open until September 30, and is available at <https://www.surveymonkey.com/s/ZZ5ZSSX> if you have not completed it yet.

Check out the MTEOR webpage at <http://ribbs.usps.gov/mteor/>!

Questions? E-mail us at MTEOR@usps.gov or Call at 866-330-3404