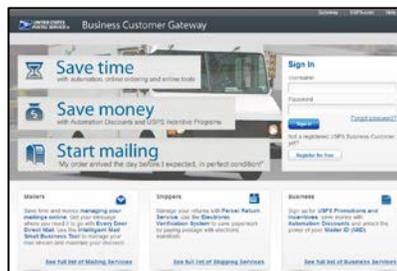


MTEOR Registration for Mailers

New Mailers can register online for MTEOR through the Business Customer Gateway. You will **only be allowed to register one CRID** using this online feature. All users who place MTE requests for your location should register with the same CRID. If you would like to register additional locations, please contact the MTEOR Help Desk at 866-330-3404 or mteor@usps.gov.

1. Log in to the Business Customer Gateway (<http://gateway.usps.com>)

NOTE: If you do not have a BCG account, create one by clicking on “Register for free”



2. Click on “Other Services” and select the CRID you wish to register from the drop-down menu

3. Click on “Get Access” next to *Mail Transport Equipment Ordering System (MTEOR)*

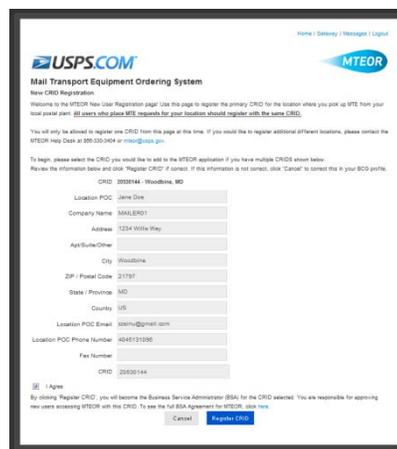


4. If you have multiple CRIDS, select the one CRID you wish to register from the drop-down menu.

5. Confirm the information in the grey boxes is accurate

NOTE: If this information is incorrect, click “Cancel” and update your BCG profile with the correct information.

6. Check the “I Agree” button after reviewing the BSA Agreement and click “Register CRID”



7. You will be taken to your MTEOR Dashboard and can begin placing MTE requests

