

Web Certified Mail

Instructions to Obtain a USPS Mailer ID and Register for Electronic Return Receipt

Open the USPS Business Customer Gateway using the following link:
<https://gateway.usps.com/>

Next, click the New User Registration link to get started.

The screenshot shows the USPS Business Customer Gateway homepage. At the top, there is a navigation bar with the USPS logo, the text "Business Customer Gateway", and links for "Gateway", "USPS.com", and "Help". Below the navigation bar, there are three main promotional banners: "Save time" (with automation, online ordering and online tools), "Save money" (with Automation Discounts and USPS Incentive Programs), and "Start mailing" ("My order arrived the day before I expected, in perfect condition!"). To the right of these banners is a "Sign In" section with fields for "Username" and "Password", a "Sign in" button, and a "Forgot password?" link. Below the "Sign In" section, there is a link for "Register for free" for users who are not registered. At the bottom of the page, there are three service categories: "Mailers" (managing mailings online), "Shippers" (managing returns with Parcel Return Service and Electronic Verification System), and "Business" (signing up for promotions and incentives, automation discounts, and Mailer ID). Each category has a "See full list of [Service] Services" link.

UNITED STATES POSTAL SERVICE® Business Customer Gateway Gateway USPS.com Help

Save time
with automation, online ordering and online tools

Save money
with Automation Discounts and USPS Incentive Programs

Start mailing
"My order arrived the day before I expected, in perfect condition!"

Sign In
Username
Password
Sign in Forgot password?
Not a registered USPS Business Customer yet?
Register for free

Mailers
Save time and money **managing your mailings online**. Get your message where you need it to go with **Every Door Direct Mail**. Use the **Intelligent Mail Small Business Tool** to manage your mail stream and maximize your discount.
[See full list of Mailing Services](#)

Shippers
Manage your returns with **Parcel Return Service**, use the **Electronic Verification System** to save paperwork by paying postage with electronic manifests.
[See full list of Shipping Services](#)

Business
Sign up for **USPS Promotions and Incentives**, save money with **Automation Discounts** and unlock the power of your **Mailer ID (MID)**.
[See full list of Business Services](#)

Enter a Username, Password, and select two Security questions and populate answers.

Create Your USPS.com Business Account

***Pick a Username**

Usernames need 6 characters.
You can use your email address. [?](#)

Enter Security Information

* Indicates a required field

<p>*Pick a Password</p> <p>Passwords need 10 characters, including an uppercase and lowercase letter, a number, and a special character. They are case-sensitive and cannot include your username or more than two repeat characters in a row. ?</p> <p>Password <input type="text"/></p> <p>Password Strength</p> <div style="width: 100%;"><div style="width: 0%; height: 10px; background-color: red;"></div></div> 0% Too Short
--

Re-Type Password

 ***Pick Two Security Questions** Please answer two secret questions. If you forget your password, you will be asked for this information to re-gain access to our site. | | | |--|--| | <p>*First Security Question</p> <input type="text" value="Select First Question"/> | <p>*Second Security Question</p> <input type="text" value="Select Second Question"/> | | <p>Your Answer</p> <p>Answers are not case-sensitive. ?</p> <input type="text"/> | <p>Your Answer</p> <p>Answers are not case-sensitive. ?</p> <input type="text"/> | | <p>Re-Type Your Answer</p> <input type="text"/> | <p>Re-Type Your Answer</p> <input type="text"/> | |

Enter your First Name, Last Name, Phone Number, and Email address.

Next, we need your name and contact info

* Indicates a required field

<p>Enter Your Name</p> <p>Title <input type="text" value="Select"/></p> <p>*First Name <input type="text"/></p> <p>M.I. <input type="text"/></p> <p>*Last Name <input type="text"/></p> <p>Suffix <input type="text" value="Select"/></p>	<p>Enter Your Phone</p> <p>*Type <input type="text" value="US"/> *Phone <input type="text"/> Ext. <input type="text"/></p> <p>Type <input type="text" value="US"/> Fax <input type="text"/></p>	<p>Enter Your Email Address</p> <p>*Enter Your Email Address <input type="text"/></p> <p>*Re-Type Your Email Address <input type="text"/></p> <p>Can we contact you? Get communications from USPS and our partners.</p> <p><input checked="" type="checkbox"/> FROM USPS</p> <p><input checked="" type="checkbox"/> FROM USPS PARTNERS</p>
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Enter your Company information and click the Verify Address button. Then, click the Create Account button that will appear at the bottom of the page.

Find my address by...

Please enter your address so USPS can find the best deliverable option for you.



Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

Enter Your Address

* Indicates a required field

*Country

UNITED STATES

*Company Name

*Street Address

Apt/Suite/Other

*City

*State

Select

ZIP Code™

Verify Address

Click the Continue button.

Welcome to the Business Customer Gateway

* Indicates a required field

You've successfully registered your account, and you are almost ready to use the Business Customer Gateway. We've got you signed up as:

 **Your Business Location:**

TESTCOMPANY
123 TEST RD.
TEST CITY, NY 10011
UNITED STATES

CRID  : 14816540

 **You will be given permission to use several [USPS Business Services](#) allowing you to do things like:**

- Prepare, track and monitor your mailings
- Manage Mailer IDs and Permits
- Simplify Full Service Mailing and Customer Returns
- Target Areas with Direct Mail
- Send and Manage Large Shipments
- Order Mailing and Shipping Labels
- Enroll for Shipping Services
- Generate Mail and Transaction History reports
- Stay On Top of USPS Promotions and Incentive Programs

 **Terms and Conditions ***

If you are the first user to request a service for your location, you will become the **Business Service Administrator (BSA)** of that service; you will be able to manage that service for any future users, controlling who can and cannot use it at your business location.

By clicking Continue you agree to the [terms and conditions](#) of the Business Customer Gateway and consent to any future updates.

[Continue](#)

Click the Continue button again.

You're signed up!

 **Congratulations, your account is set up with business services.**

Review the status of your service access below. Having access to a service means that you can see and use it freely. Depending on your company's needs, different employees may need access to different services. The access is regulated by the Business Service Administrator (BSA) of each service.

 **Your Business Location:**

TESTCOMPANY
123 TEST RD.
TEST CITY, NY 10011
UNITED STATES

CRID [?](#) : 14816540
[ADD A LOCATION](#) [?](#)

 **We have automatically assigned you a Mailer ID (MID): 901526037 [?](#)**

 **Is this location a Mail Service Provider (MSP)? [?](#)**

Yes

 **You can begin using these business services. Services with an asterisk (*) indicate you have become the BSA.**

SERVICE ?
Customer Label Distribution System (CLDS) - Order bulk, collated or DMM labels online.
Customer/Supplier Agreements (CSAs) * - CSAs define mail preparation requirements and acceptance times. ?
Electronic Verification Service (eVS) * - Package mailers can use an electronic manifest to document and pay postage. ?
Every Door Direct Mail - EDDM is designed to help you reach every home, every address, every time.
Incentive Programs * - Participate in promotions and incentives for business mail. ?
Intelligent Mail Small Business (IMsb) Tool - Produce the IMb for your mailings.
Mailer ID * - Request and manage Mailer IDs. ?
Manage Mailing Activity * - Manage your business mailings. ?
Online Enrollment * - Get started online to apply for eligibility. ?
Parcel Data Exchange (PDX) * - PDX allows business customers to upload manifests and download extracts. ?
Parcel Return Service (PRS) * - Work share solution for returning merchandise. ?
Premium Forwarding Service Commercial™ * - Schedule regular reshipment of mail from one or more addresses to a chosen destination. ?
Scan Based Payment (SBP) * - Scanning = revenue collection. ?
Schedule a Mailing Appointment (FAST) * - Schedule a mailing appointment. ?
USPS Package Intercept * - Redirect your mailpiece if it hasn't been delivered. ?

Don't see the business services you need? [GET ACCESS TO ADDITIONAL SERVICES](#)

[Continue](#)

Click the Online Enrollment button on the right side of the screen to begin the Online Enrollment process.

Home | angela | Gateway | USPS.com | Help | Logout

UNITED STATES POSTAL SERVICE® Business Customer Gateway

Welcome

Inbox

Mailing Services

Shipping Services

Other Services

Support

Manage Account

Welcome, angela

Welcome to the NEW Business Customer Gateway!

Use the menu on the left to navigate the site.

Learn More

The Business Customer Gateway is your central hub for managing your USPS activity for your Business.

Within this site, you will find Business Service tools that you will need to monitor, track, and manage your mailing and shipping activities. You can access these Business Services using the tabs on the left. When you know which services are useful to your business, you can add them as your favorite services using the panel on your right.

Notifications and Alerts

 The Full-Service Technology Credit (Tech Credit) program is pending approval by the Postal Regulatory Commission (PRC) and will not begin on June 1, 2013. We will provide an update once the PRC decision is announced.

While users can currently access the Tech Credit Report via the Mailing Reports link, data will not be displayed until the redemption period begins.

Messages

Favorite Services

DASHBOARD

MAILER ID

MAILING REPORTS

ONLINE ENROLLMENT

POSTAL WIZARD

EDIT FAVORITES

Are you ready for Full-Service IMb adoption?

Learn More

Select Bulk Proof of Delivery (BPOD) from the dropdown box and click the Continue button.



[USPS.COM](#) | [GATEWAY](#) | [HELP](#) | [SIGN OUT](#)

Select the applicable program below to begin enrollment.

Program:

Select Other and then click Save & Continue



My Profile Survey

Customer Type
(Incomplete)

1. What type of customer are you?

- Other
- Vendor
- PC Postage Only

Save & Close

Save & Continue

Check the boxes for Letters/Postcards/Flats and Domestic Packages and then click Save & Continue

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>>

My Profile Survey

<p>Customer Type (Complete)</p> <p>Mail Category (Complete)</p>	<p>1. What type of mail do you want to ship?</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Letters/Postcards/Flats<input checked="" type="checkbox"/> Domestic Packages<input type="checkbox"/> International Packages<input type="checkbox"/> USPS Returns Packages
---	--

[Save & Close](#) [Save & Continue](#)

Check the box for First-Class Mail and then click Save & Continue



My Profile Survey

Customer Type
(Complete)

Mail Category
(Complete)

Mailing Type
(Incomplete)

1. Which Domestic Mail classes are you shipping? (Select one or more options)

- First-Class Mail
- Priority Mail
- Express Mail
- Standard Mail
- Parcel Select
- Parcel Post
- Library Mail
- Media Mail
- Bound Printed Matter

Save & Close

Save & Continue

- Item #1: Check the box for Certified Mail and then click Save & Continue
- Item #2: Select 'Yes' and then click Save & Continue
- Item #3: Select 'Yes' and then click Save & Continue
- Item #4: Select 'Yes' and then click Save & Continue

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Program Registration

My Profile Survey

Customer Type (Complete)	1. What services would you like to use? <input type="checkbox"/> Delivery Confirmation <input type="checkbox"/> Signature Confirmation <input type="checkbox"/> Hold For Pickup <input type="checkbox"/> Registered Mail <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Insurance <input type="checkbox"/> COD (Collect On Delivery) <input type="checkbox"/> None
Mail Category (Complete)	2. Do you want to purchase Return Receipt Electronic? <input checked="" type="radio"/> Yes <input type="radio"/> No
Mailing Type (Complete)	3. Do you want to sign-up for Bulk Proof of Delivery (BPOD) service? <input checked="" type="radio"/> Yes <input type="radio"/> No
Services (Incomplete)	4. Are you using a Mail Service Provider for BPOD? <input checked="" type="radio"/> Yes <input type="radio"/> No
Payment Type (Incomplete)	5. Users must pay additional fees for each record for Certified Mail, COD Mail, Insured Mail, or Registered Mail. See Pub 80 for details. (Link to Pub 80)

Check the box for Postage Meter and then click Save & Continue



Program Registration

My Profile Survey

Customer Type
(Complete)

Mail Category
(Complete)

Mailing Type
(Complete)

Services
(Complete)

Payment Type
(Incomplete)

1. What payment option will you be using for your mailing?

- Express Mail Corporate Account (EMCA)
- Permit Imprints
- Federal Agency
- Postage Meter
- Pre-canceled Stamps

Save & Close

Save & Continue

Click the Bulk Proof of Delivery link



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Program Registration

Welcome

You are eligible to enroll in the program(s) below. Select the program name for more information.

[Bulk Proof of Delivery](#)

[Tracking Only](#)

Check the Begin Enrollment button on the right



Bulk Proof of Delivery (BPOD)

Begin Enrollment

Program Summary

Bulk Proof of Delivery (BPOD)

Overview

Bulk proof of delivery provides mailers the opportunity to receive proof of delivery (delivery record) information in bulk. Participation is limited to mailers who use a Mailer ID in their labels or in an electronic file. Mailers previously registered with the Postal Service, may use their existing Mailer ID. Customers not previously registered with the Postal Service will be assigned a Mailer ID. Mailers must complete a certification process and/or authorization process to participate. See Pub 80, Bulk Proof of Delivery Program, for general program details. See Pub 91, Confirmation Services Technical Guide, for certification details .

AVAILABLE

LEGAL

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- [No FEAR Act EEO Data](#) »

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ON ABOUT.USPS.COM

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OTHER USPS SITES

- [Business Customer Gateway](#) »
- [Postal Inspectors](#) »
- [Inspector General](#) »
- [Postal Explorer](#) »

Click the "Incomplete" hot link next to Item #1 below(Additional Contact Information)



Bulk Proof of Delivery (BPOD)

Program Summary

Bulk Proof of Delivery (BPOD)

Overview

Bulk proof of delivery provides mailers the opportunity to receive proof of delivery (delivery record) information in bulk. Participation is limited to mailers who use a Mailer ID in their labels or in an electronic file. Mailers previously registered with the Postal Service, may use their existing Mailer ID. Customers not previously registered with the Postal Service will be assigned a Mailer ID. Mailers must complete a certification process and/or authorization process to participate. See Pub 80, Bulk Proof of Delivery Program, for general program details. See Pub 91, Confirmation Services Technical Guide, for certification details .

Additional Contact Information

Incomplete

Enrollment Steps(6)

BPOD Agreement

Incomplete

1. Additional Contact Information - Incomplete
[+]
2. BPOD Agreement - Incomplete
[+]
3. Certification Questionnaire - Not Available
[+]
4. Certification Test Kit - Not Available
[+]
5. Manage Shipping Locations - Not Available
[+]
6. Help Desk Approval - Not Available
[+]

Enter the Technical Contact Information below and click the Save button



Bulk Proof of Delivery (BPOD)

[Back to Enrollment Home](#)

Program Summary

Alternative Primary Contact Information (Optional)

Additional Contact Information
Complete

BPOD Agreement
Complete

Certification Questionnaire
Complete

Manage Shipping Locations
Complete

Country:

Name:

Address 1:

Address 2:

City:

State:

ZIP/Postal Code:

Phone Number:

Ext:

Email:

Fax Number:

Technical Contact Information (Required)

Country:*

Name: *

Address 1:*

Address 2:

City:*

State:*

ZIP/Postal Code:*

Phone Number:*

Ext:

Email:*

Fax Number:

Required fields are marked with *

Save

Click the "Incomplete" hot link next to Item #2 below(BPOD Agreement)



Bulk Proof of Delivery (BPOD)

Program Summary

Bulk Proof of Delivery (BPOD)

Overview

Bulk proof of delivery provides mailers the opportunity to receive proof of delivery (delivery record) information in bulk. Participation is limited to mailers who use a Mailer ID in their labels or in an electronic file. Mailers previously registered with the Postal Service, may use their existing Mailer ID. Customers not previously registered with the Postal Service will be assigned a Mailer ID. Mailers must complete a certification process and/or authorization process to participate. See Pub 80, Bulk Proof of Delivery Program, for general program details. See Pub 91, Confirmation Services Technical Guide, for certification details .

Additional Contact Information Complete

Enrollment Steps(6)

BPOD Agreement Incomplete

1. Additional Contact Information - Complete
[+]
2. BPOD Agreement - **Incomplete**
[+]
3. Certification Questionnaire - Not Available
[+]
4. Certification Test Kit - Not Available
[+]
5. Manage Shipping Locations - Not Available
[+]
6. Help Desk Approval - Not Available
[+]

Select Signature Extract File

Then, click Save & Continue

The screenshot shows the USPS Gateway interface. At the top left is the United States Postal Service logo. At the top right are the links "USPS.COM | GATEWAY | HELP | SIGN OUT". Below the header is a blue and red decorative bar. A navigation arrow points to the right. The main content area is titled "BPOD Agreement". On the left side, there are two vertical panels: "Signature Receipt (Complete)" in a light blue box and "Signature Parsing (Complete)" in a light grey box. The main content area contains a question: "1. How would you like to receive your Bulk Proof of Delivery (BPOD) Records?". Below the question is a radio button selected for "Signature Extract File". At the bottom right of the form are two buttons: "Save & Close" and "Save & Continue".

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>>

BPOD Agreement

Signature Receipt
(Complete)

Signature Parsing
(Complete)

1. How would you like to receive your Bulk Proof of Delivery (BPOD) Records?

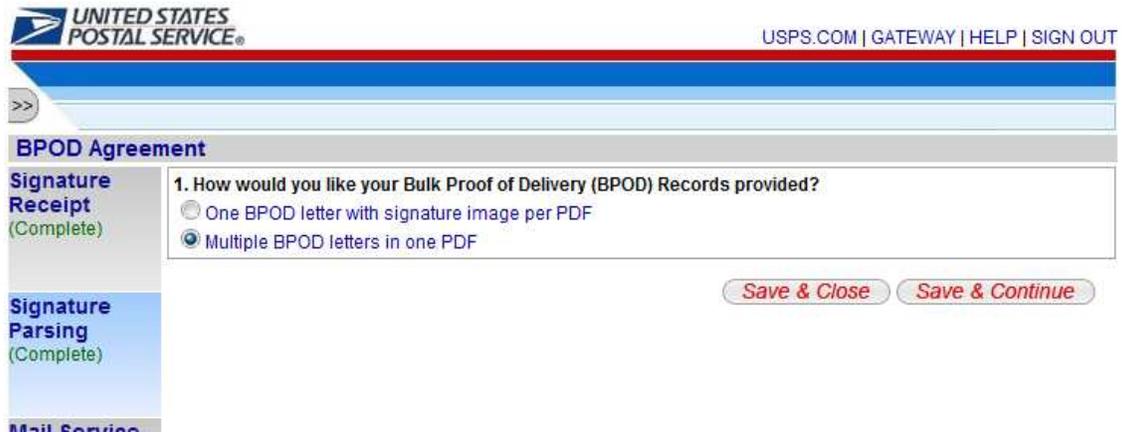
Signature Extract File

Save & Close *Save & Continue*

To receive your digital signatures in one Acrobat PDF file, select “Multiple BPOD letters in one PDF”.(Recommended)

To have a separate .tar file for each digital signature, select “One BPOD letter with signature image per PDF”.

Then, click Save & Continue



The screenshot shows the USPS Gateway interface. At the top left is the United States Postal Service logo. At the top right are links for USPS.COM, GATEWAY, HELP, and SIGN OUT. Below the header is a navigation bar with a double arrow icon. The main content area is titled "BPOD Agreement" and contains a question: "1. How would you like your Bulk Proof of Delivery (BPOD) Records provided?". There are two radio button options: "One BPOD letter with signature image per PDF" (unselected) and "Multiple BPOD letters in one PDF" (selected). At the bottom right of the form are two buttons: "Save & Close" and "Save & Continue". On the left side, there is a sidebar with a "Signature Receipt (Complete)" section and a "Signature Parsing (Complete)" section.

This screen pertains to Web Certified Mail users only

Item #1: Enter 969009997

Item #2: Select 'Yes'

Item #3: Select 'No' and then click Save & Continue

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>>

BPOD Agreement

Signature Receipt (Complete)	1. What is the MID of your Mail Service Provider? <input type="text" value="969009997"/>
	2. Is the MSP sending electronic files on your behalf? <input checked="" type="radio"/> Yes <input type="radio"/> No
Signature Parsing (Complete)	3. Will the MSP be receiving your records? <input checked="" type="radio"/> Yes <input type="radio"/> No

Mail Service Provider (Complete) [Save & Close](#) [Save & Continue](#)

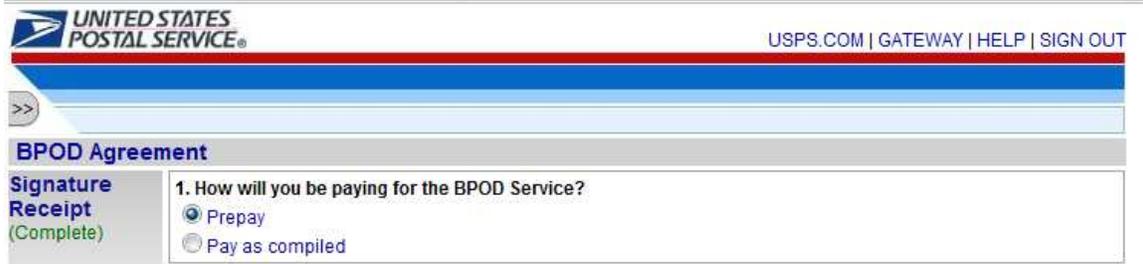
Payment Options (Complete)

Final Signature (Complete)

To include the Digital Signature fee when placing postage on the Certified Mail pieces, select Prepay.

To omit the Digital Signature fee when placing postage on the Certified Mail pieces and pay for the Digital Signature fee via a Credit Card when the signatures are compiled, select Pay as Compiled.

Then, click Save & Continue



The screenshot shows the USPS website interface. At the top left is the United States Postal Service logo. At the top right are links for [USPS.COM](#), [GATEWAY](#), [HELP](#), and [SIGN OUT](#). Below the header is a blue and red decorative bar. A navigation arrow points to the right. The main content area is titled "BPOD Agreement". On the left side, there is a sidebar with the text "Signature Receipt (Complete)". The main form area contains the question "1. How will you be paying for the BPOD Service?" with two radio button options: "Prepay" (which is selected) and "Pay as compiled".

If you apply postage to your Certified Mail with a postage meter or pay for your postage when dropping your mail at your local post office, select Postage Meter.

If you apply postage to your Certified Mail with PC Postage, select PC Postage.

Then, click Save & Continue

The screenshot shows the USPS website header with the logo and navigation links (USPS.COM | GATEWAY | HELP | SIGN OUT). Below the header is a navigation bar with a right-pointing arrow. The main content area is titled "BPOD Agreement" and contains a form with two questions. The left sidebar shows three completed steps: "Signature Receipt (Complete)", "Signature Parsing (Complete)", and "Mail Service Provider (Complete)". At the bottom right of the form are two buttons: "Save & Close" and "Save & Continue".

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>>

BPOD Agreement

Signature Receipt
(Complete)

Signature Parsing
(Complete)

Mail Service Provider
(Complete)

1. How will you be paying for the BPOD Service?
 Prepay
 Pay as compiled

2. How do you want to pay for the BPOD service?
 Postage Meter
 PC Postage

Save & Close *Save & Continue*

Check the box that says "I consent to BPOD participation" and then click Save & Continue.

 USPS.COM | GATEWAY | HELP | SIGN OUT

>>

BPOD Agreement

Signature Receipt
(Complete)

Signature Parsing
(Complete)

1. By selecting the box below you agree to participate in BPOD:
 I consent to BPOD participation.

[Save & Close](#) [Save & Continue](#)

Click the "Incomplete" hot link next to Item #3 below(Certification Questionnaire)



Bulk Proof of Delivery (BPOD)

Program Summary

Bulk Proof of Delivery (BPOD)

Overview

Bulk proof of delivery provides mailers the opportunity to receive proof of delivery (delivery record) information in bulk. Participation is limited to mailers who use a Mailer ID in their labels or in an electronic file. Mailers previously registered with the Postal Service, may use their existing Mailer ID. Customers not previously registered with the Postal Service will be assigned a Mailer ID. Mailers must complete a certification process and/or authorization process to participate. See Pub 80, Bulk Proof of Delivery Program, for general program details. See Pub 91, Confirmation Services Technical Guide, for certification details .

Additional Contact Information

Complete

Enrollment Steps(6)

1. Additional Contact Information - Complete
[+]
2. BPOD Agreement - Complete
[+]
3. Certification Questionnaire - Incomplete
[+]
4. Certification Test Kit - Not Available
[+]
5. Manage Shipping Locations - Not Available
[+]
6. Help Desk Approval - Not Available
[+]

BPOD Agreement

Complete

Certification Questionnaire

Incomplete

LEGAL

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[Terms of Use](#) ›
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For Item #1, select "MSP Printing Labels" and click Save & Continue.

The screenshot shows the USPS website header with the logo and navigation links. Below is a navigation bar with a right arrow and the text "Program Registration". The main content area is titled "Certification Questionnaire" and contains a sidebar with "Labels (Incomplete)" and "Software Vendor (Incomplete)". The main question is "1. How will you be generating your bar-coded labels for packages?" with two radio button options: "Printing Your Own Labels" and "MSP Printing Labels". At the bottom right, there are two buttons: "Save & Close" and "Save & Continue".

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>> Program Registration

Certification Questionnaire

Labels
(Incomplete)

Software Vendor
(Incomplete)

1. How will you be generating your bar-coded labels for packages?

Printing Your Own Labels

MSP Printing Labels

Save & Close Save & Continue

For Item #1, select 'Yes' and click Save & Continue.

 USPS.COM | GATEWAY | HELP | SIGN OUT

>> *Program Registration*

Certification Questionnaire

Labels <i>(Complete)</i>	1. Will you be using a software vendor? <input checked="" type="radio"/> Yes <input type="radio"/> No
Software Vendor <i>(Incomplete)</i>	
File Format <i>(Incomplete)</i>	

[Save & Close](#) [Save & Continue](#)

For Item #2, select Laser Substrates, Inc. – Web Certified Mail system and click Save & Continue.

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>>

Certification Questionnaire

Labels (Complete)	<p>1. Will you be using a software vendor?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>
Software Vendor (Complete)	<p>2. What software vendor will you be using?</p> <p>Laser Substrates, Inc. - Web Certified Mail system <input type="button" value="v"/></p>

Select Electronic File Version 1.6 and click Save & Continue



Certification Questionnaire

Labels
(Complete)

Software Vendor
(Complete)

1. What file format will be sent on your behalf?

- Electronic File Version 1.3
- Electronic File Version 1.6
- Electronic File Version 1.3 - EDI Transaction 215
- Electronic File Version 1.6 - EDI Transaction 215

Save & Close

Save & Continue

Select Web Services and click Save & Continue



Certification Questionnaire

Labels
(Complete)

1. How do you want USPS to provide your tracking and/or postage information?

- Secured File Transfer - AS2
- Secured File Transfer - SFTP
- Web Services

Software Vendor
(Complete)

Save & Close

Save & Continue

File Format
(Complete)

Receive File Format
(Incomplete)

Tracking File
(Incomplete)

Un-Manifested File
(Incomplete)

Select Yes and click Save & Continue



Certification Questionnaire

Labels
(Complete)

1. Do you want to receive a file of tracking events for mail pieces?

- Yes
- No

Software Vendor
(Complete)

File Format
(Complete)

[Save & Close](#)

[Save & Continue](#)

Select No and click Save & Continue



Certification Questionnaire

Send File
(Complete)

1. Do you want to receive a report of pieces for which the USPS has not received an electronic manifest?

Yes

No

Labels
(Complete)

Save & Close

Save & Continue

Software Vendor
(Complete)

File Format
(Complete)

Receive File Format
(Complete)

Error/Warning File
(Complete)

Tracking File
(Complete)

Un-Manifested File
(Incomplete)

Select No and click Save & Continue



Certification Questionnaire

Send File
(Complete)

1. Do you want to receive a Firm Deliveries Extract file?

Yes

No

Save & Close

Save & Continue

Labels
(Complete)

Software Vendor
(Complete)

File Format
(Complete)

Receive File Format
(Complete)

Error/Warning File
(Complete)

Tracking File
(Complete)

Un-Manifested File
(Complete)

Select No - Uncompressed File and click Save & Continue

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>>

Certification Questionnaire

Labels
(Complete)

Software Vendor
(Complete)

1. Would you like to receive your Extract files in a compressed format?

Yes - GZIP

Yes - WINZIP

Yes - ZIP

No - Uncompressed File

[Save & Close](#) [Save & Continue](#)

Click the "Incomplete" hot link next to Item #5 below(Manage Shipping Locations)



Bulk Proof of Delivery (BPOD)

Program Summary

Bulk Proof of Delivery (BPOD)

Overview

Bulk proof of delivery provides mailers the opportunity to receive proof of delivery (delivery record) information in bulk. Participation is limited to mailers who use a Mailer ID in their labels or in an electronic file. Mailers previously registered with the Postal Service, may use their existing Mailer ID. Customers not previously registered with the Postal Service will be assigned a Mailer ID. Mailers must complete a certification process and/or authorization process to participate. See Pub 80, Bulk Proof of Delivery Program, for general program details. See Pub 91, Confirmation Services Technical Guide, for certification details .

Additional Contact Information

Complete

Enrollment Steps(6)

1. Additional Contact Information - Complete

[+]

2. BPOD Agreement - Complete

[+]

3. Certification Questionnaire - Complete

[+]

4. Certification Test Kit - Not Available

[+]

5. Manage Shipping Locations - Incomplete

[+]

6. Help Desk Approval - Not Available

[+]

BPOD Agreement

Complete

Certification Questionnaire

Complete

Manage Shipping Locations

Incomplete

Check the box to the left of the Mailer ID record towards the bottom of the screen and the click the button that says Link MID to Program.

 USPS.COM | GATEWAY | HELP | SIGN OUT

Bulk Proof of Delivery (BPOD) [Back to Enrollment Home](#)

Program Summary
Below are your current locations configured for Bulk Proof of Delivery (BPOD). If you would like a new Mailer ID, choose the location below and click the "Request New MID" button.

[Request New MID](#)

Filter Locations: [Filter](#)

Additional Contact Information Complete
Show All --Select Categor Per Page: 20
Showing 1 - 1 of 1

<input type="checkbox"/>	CRID	Company	Address	MID	6-digit MID	Certifications
<input type="checkbox"/>	11479451	LASER SUBSTRATES, INC.	6251 Park of Commerce Blvd	-	-	0 of 0 Complete

Export options: CSV | Excel | XML | PDF

To add an existing MID to your Bulk Proof of Delivery (BPOD) profile, select it below and click the "Link MID to Program" button.

[Link MID to Program](#)

Certification Questionnaire Complete
Showing 1 - 1 of 1

<input type="checkbox"/>	CRID	Company	MID	Program Name
<input checked="" type="checkbox"/>	11479451	LASER SUBSTRATES, INC.	901155435	Confirmation Services

Export options: CSV | Excel | XML | PDF

Manage Shipping Locations Incomplete
Looking for a location that is not displayed above? Click the "Add Locations" button. [Add Locations](#)

You should now see that your Mailer ID(MID) has been successfully linked to your account.



Bulk Proof of Delivery (BPOD)

[Back to Enrollment Home](#)

Program Summary

Below are your current locations configured for Bulk Proof of Delivery (BPOD). If you would like a new Mailer ID, choose the location below and click the "Request New MID" button.

[Request New MID](#)

Filter Locations: [Filter](#)

Additional Contact Information
Complete

Show All --Select Category

Per Page: 20

Showing 1 - 2 of 2

<input type="checkbox"/>	CRID	Company	Address	MID	6-digit MID	Certifications
<input type="checkbox"/>	11479451	LASER SUBSTRATES, INC.	6251 Park of Commerce Blvd	901155435	-	1 of 1 Complete
<input type="checkbox"/>	11479451	LASER SUBSTRATES, INC.	6251 Park of Commerce Blvd	-	-	0 of 0 Complete

Export options: CSV | Excel | XML | PDF

Certification Questionnaire
Complete

To add an existing MID to your Bulk Proof of Delivery (BPOD) profile, select it below and click the "Link MID to Program" button.

[Link MID to Program](#)

Manage Shipping Locations
Complete

Showing 0 - 0 of 0

<input type="checkbox"/>	CRID	Company	MID	Program Name
Nothing found to display.				

The next step is to Login to your account on the Web Certified Mail system and click the button in the bottom left that says Edit Senders and Postage Defaults. Next, copy and paste the Mailer ID into the Mailer ID field on the Edit Default Values screen and click the Save button below. Wait two business days to receive an email confirming your setup is complete. If you do not receive the email(as they are sometimes identified as Junk Mail or Spam), please contact our technical support department at 561-998-9000 to confirm the setup of your account is complete.

Edit Default Values

[Add New Sender](#)

Sender Information <table border="0" style="width: 100%;"><tr><td style="width: 50%;">Company Laser Substrates, Inc.</td><td style="width: 50%;">Contact Todd Hackett</td></tr></table>	Company Laser Substrates, Inc.	Contact Todd Hackett	Default Sender <input checked="" type="checkbox"/> Make Default Edit Sender Delete	
Company Laser Substrates, Inc.	Contact Todd Hackett			

Postage Options
Weight:
Package Type:
Return Receipt:
Electronic Return Receipt:
Restricted Delivery:

Optional Label

Sender Contact Sort
By:
Address Book Sort By:
Form Type:
Quick Print:
Pop Up Preview:

Electronic Return Receipt Settings
Delivery Method:
Payment Method:
Record Grouping:
USPS Mailer ID: [Request USPS MID](#) | [View Tutorial](#)
USPS FTP Login ID:
USPS FTP Password:
USPS Customer Key: [Test Your Account](#)
Local Post Office Zip: [Locate Zip Code](#)
Use the [Locate Zip Code](#) link above if the Zip Code of your local Post Office is different from the Zip Code your company is located in.

[Print USPS Electronic Return Receipt Applications](#)