

How do I participate in USPS Mailing Promotions?



PRE-APPROVAL PROCESS



Electronic samples **must be submitted for pre-approval**



ALL samples must be submitted via the **Mailing Promotions Portal (MPP)** on the **Business Customer Gateway (BCG)**

If you have not signed up,
please follow the instructions here:

postalpro.usps.com/promotions/portal

Utilize your **unique** BCG username

PRE-APPROVAL PROCESS



01

Log in to the **Mailing Promotions Portal** via the **Business Customer Gateway**:

<https://gateway.usps.com/>

For sign-up instructions, visit: <https://postalpro.usps.com/promotions/portal>

02

Select '**Submit Mailpiece Pre-approval**'.

Follow instructions and upload an image of your sample (this will be used to identify it).

03

USPS will **review and provide a pre-approval** decision.

You will be notified via email and within the Mailing Promotions Portal.

04

Direct questions to the **Mailing Promotions Portal Questions** tab.

Enroll in the Promotion via Incentive Programs in the Business Customer Gateway prior to mailing.


INTEGRATED TECH ENROLLMENT PROCESS




1

Login to Business Customer Gateway Website:

- <https://gateway.usps.com/>

 BUSINESS CUSTOMER GATEWAY



Access Your Account

Enter Your Username & Password ⓘ

* indicates a required field

* Username

* Password

Sign In

[Forgot your username? ⓘ](#)
[Forgot your password? ⓘ](#)

The United States Postal Service is serious about protecting your personal information. For added security, please consider changing your password periodically.

Sign Up

INTEGRATED TECH ENROLLMENT PROCESS



2

Select "Mailing Services"

A screenshot of the USPS Business Customer Gateway dashboard. The top navigation bar includes the "BUSINESS CUSTOMER GATEWAY" logo, a search bar, and links for Home, Hello, Alerts, Pending Requests, Manage Account, USPS.com, and Help. The "Mailing Services" link is circled in blue. Below the navigation bar, the dashboard is divided into three main sections: "Account Overview" with tabs for "By EPS#" and "By Permit#", "Mailer Scorecard" showing "eDoc Submitter", "Mail Preparer", and "Mail Owner" for "October 2023", and "Favorite Services" with links to Dashboard, Mailer ID, Mailing Reports, Online Enrollment, and Postal Wizard. A message in the Mailer Scorecard section states: "Access to the Manage Mailing Activity (MMA) is required for this information. Request access to the Manage Mailing Activity." A "Mailing Report" link is at the bottom right of the Mailer Scorecard section. A "Next Permit Fee" notification is visible in the top right corner.

INTEGRATED TECH ENROLLMENT PROCESS



3

Go to “Incentive Programs” and select “Go to Service”

- If you do not have access to the Incentive Programs already you will need to click “Get Access” to submit your access request.

BUSINESS CUSTOMER GATEWAY Home

Mailing Services Shipping Services Additional Services Alerts Pending Requests Manage Account USPS.com Help

Mailing Services

Mailing services help you deliver letters and flat mail pieces.

Mailing online services will help you manage day-to-day activities from design and preparation of your mail to tracking your mailings in the mail stream. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.

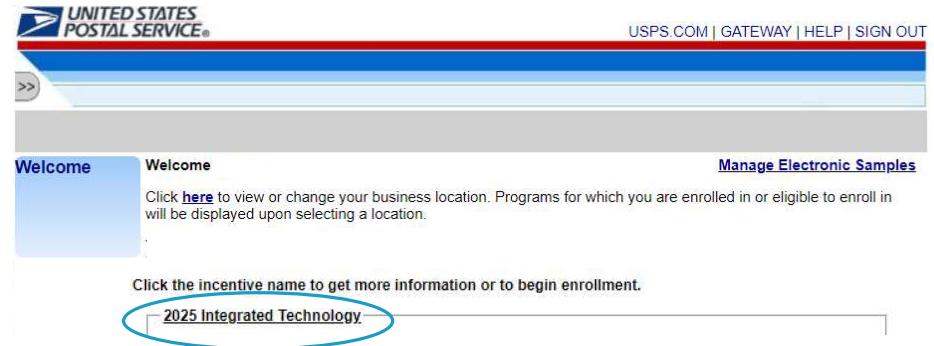
Automated Business Reply Mail more info >	Go to Service
Balance & Fees (PostalOne!) more info >	Go to Service
Commercial Mail Receiving Agency more info >	Go to Service
Customer Label Distribution System (CLDS) more info >	Go to Service
Customer/Supplier Agreements (CSAs) more info >	Go to Service
Dashboard (PostalOne!) more info >	Go to Service
Electronic Data Exchange (PostalOne!) more info >	Go to Service
Enhanced Barcode Diagnostics more info >	Get Access
Every Door Direct Mail more info >	Go to Service
Incentive Programs more info >	Go to Service
Informed Visibility more info >	Get Access
Intelligent Mail Small Business (IMsb) Tool more info >	Go to Service
Mailer ID more info >	Go to Service
Mailer Visibility more info >	Get Access

INTEGRATED TECH ENROLLMENT PROCESS



4

Select the 2025 Integrated Technology Promotion

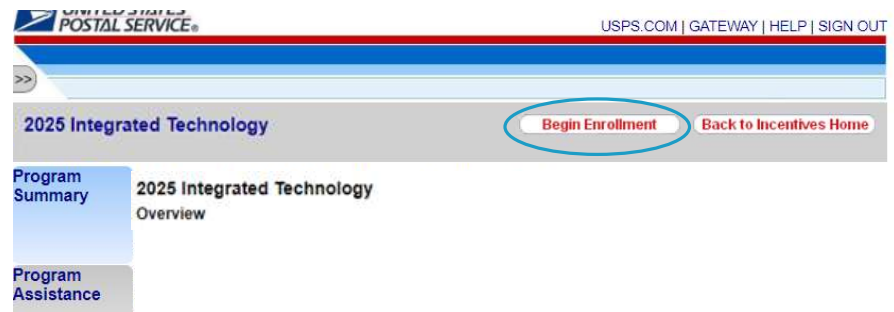


INTEGRATED TECH ENROLLMENT PROCESS



5

Select "Begin Enrollment"



INTEGRATED TECH ENROLLMENT PROCESS



6

Select “Additional Contact Information”, complete fields, and select “Save”

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2025 Integrated Technology Enrollment Status: **UNENROLLED**INCOMPLETE ACTIVITY****

[Back to Incentives Home](#)

Program Summary Provide an alternate contact for promotion specific matters. The Program Office will contact the alternate only in the event you are unavailable.

Additional Contact Information *Incomplete*

Locations *Incomplete*

Payment Accounts *Incomplete*

Program Assistance

Alternative Primary Contact Information (Required)

Country:* UNITED STATES

Name:*

Address 1:*

Address 2:*

City:*

State:* --Please Select a State--

ZIP/Postal Code:*

Phone Number:*

Ext:*

Email:*

Fax Number:*

Technical Contact Information (Optional)

Country:* UNITED STATES

Name:

Address 1:

Address 2:

City:

State: --Please Select a State--

ZIP/Postal Code:

Phone Number:

Ext:

Email:

Fax Number:

Required fields are marked with *

[Save](#)

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INTEGRATED TECH ENROLLMENT PROCESS



7

Select “Locations”, enter a name for your CRID Group and select “Add”

- You will be adding CRIDs that you wish to partake in this promotion in the following steps
- A CRID group can have multiple CRIDs
- You will be able to create multiple CRID Groups
- A CRID can only be included in a single group

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Program Summary

CRID Group Management

[Download Template](#)

Additional Contact Information
Incomplete

Locations
Incomplete

Payment Accounts
Incomplete

Program Assistance

Create Enrollment CRID Group

Please enter a name for a new Enrollment CRID Group: [Add](#)

There are no CRID groups found. Please add a new CRID Group to start.

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INTEGRATED TECH ENROLLMENT PROCESS



8

Select “Download Template”, add the CRIDs you wish to partake in this promotion to Column A, and save to your computer

- Add the first CRID to Cell A1
- Add each additional CRID to the next row in Column A
- **DO NOT** add headers or other data

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2025 Integrated Technology Enrollment Status: **UNENROLLED****INCOMPLETE ACTIVITY**

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Program Summary

CRID Group Management

[Download Template](#)

Additional Contact Information
Incomplete

Locations
Incomplete

Payment Accounts
Incomplete

Program Assistance

Create Enrollment CRID Group

Please enter a name for a new Enrollment CRID Group: [Add](#)

Group 1	-
---------	---

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INTEGRATED TECH ENROLLMENT PROCESS



9

Add your file of CRIDs to your desired CRID Group:

- Select “Choose File”
- Select your file of CRIDs from your computer to upload
- Select “OK”

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2025 Integrated Technology Enrollment Status: **UNENROLLED**™**INCOMPLETE ACTIVITY**™

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Program Summary

CRID Group Management

[Download Template](#)

Create Enrollment CRID Group

Please enter a name for a new Enrollment CRID Group: [Add](#)

Group	Action
Group 1	-

Upload file to add CRIDs to CRID Group

[Choose a file to upload](#) [Choose File](#) AddToCridG...emplate.xlsx [OK](#)

There are no CRIDs found for this group.

[I Agree](#) [I Disagree](#)

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INTEGRATED TECH ENROLLMENT PROCESS



10

Review added CRIDs and
select “Back”

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2025 Integrated Technology Enrollment Status: UNENROLLED**INCOMPLETE ACTIVITY**

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Program Summary

Results of adding CRIDs to group:

CRID	Message
123456789	Added successfully.
987654321	Added successfully.

[Back](#)

Additional Contact Information
Complete

Locations
Incomplete

Payment Accounts
Incomplete

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INTEGRATED TECH ENROLLMENT PROCESS



11

Once you have completed creating CRID Groups and adding CRIDs to each group, select “I agree”

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Program Summary

CRID Group Management

[Download Template](#)

Create Enrollment CRID Group

Please enter a name for a new Enrollment CRID Group: [Add](#)

Group 1

Upload file to add CRIDs to CRID Group

Choose a file to upload [Choose File](#) No file chosen [OK](#)

CRIDs found under this group:

12345678Delete

98765432Delete

[I Agree](#) [Disagree](#)

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INTEGRATED TECH ENROLLMENT PROCESS



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Select “Payment Accounts”,
confirm Permit Information, and
select “I Agree”

- If no Permits are listed,
proceed with enrollment by
selecting “I Agree”

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2025 Integrated Technology Enrollment Status: **UNENROLLED**INCOMPLETE ACTIVITY****

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Program Summary

There are no permits associated with any of the CRIDs linked to this program. Please go to a BMEU to create a new permit. Your permit accounts are shown below. Verify that what is listed is correct. If you do not see a permit and you are sure that it is linked to one of the enrolled CRIDs displayed in the Locations tab, take the following steps to link the missing permit.

Additional Contact Information
Complete

Locations
Complete

Payment Accounts
Incomplete

Program Assistance

1. Return to the BCG homepage.
2. Select the Manage Permits link (under Account Services).
3. Select which location you want to link the permit to (click the company name associated to the location).
4. Navigate to Payment/Permit Accounts Tab.
5. Enter the four pieces of information precisely: 1) Account Number, 2) Account Type, 3) Post Office ZIP Code where you opened your permit and, 4) One of ten of the most recent transactions.

After successful authentication, the permit account will be linked to the selected business location and will be visible on this tab.

Once your permit has been linked, go back to the Incentive Programs service from your homepage, navigate back to this tab and ensure that all your permits are listed below. Otherwise, wait up to 30 minutes before using that permit account in the electronic documentation.

Filter: --Select Table-- by --Select Category-- for [Filter](#) [Clear Filter](#)

Eligible Permits: Showing 0 - 0 of 0

CRID ?	Permit Account Number	Permit Type	Permit Number	Finance Number	Permit ZIP	PO Address
Nothing found to display.						

[I Agree](#) [Disagree](#)

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INTEGRATED TECH ENROLLMENT PROCESS



13

Once “Additional Contact Information”, “Locations” and “Payment Accounts” are complete (denoted in green), **select “Certification”, review and select “I Agree”**

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2025 Integrated Technology Enrollment Status: **UNENROLLED**INCOMPLETE ACTIVITY****

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Program Summary

To complete enrollment into the program, you must agree to the legal statement below. If you choose to disagree, your enrollment will not be completed and you will be routed to the Program Assistance page to initiate correspondence with USPS regarding your concerns.

Certification Agreement:

By checking the “I Agree” button below, I declare that I have reviewed the Program Requirements Document and agree to follow the terms of the 2025 Integrated Technology Promotion as outlined in the Program Requirements Document, available here: <https://postalpro.usps.com/promotions/25.it> I further declare that the accounts (permit numbers) and locations (Customer Registration IDs (CRID)) listed in this enrollment are correct and that I intend to participate in the promotion using any combination of these accounts. I recognize, declare, and agree that I have created CRID Groups necessary to my business and will not participate or attempt to participate in the promotion beyond the six-month promotion period outlined in the Program Requirements Document. I further recognize, declare, and agree that irrespective of the number of CRIDs or CRID groups in which I participate, the promotions period in which I can participate is limited to a duration of six months. If, however, a business can demonstrate a relevant business need, the business can create multiple CRID groups to participate in unique six-month promotions periods.

I understand that, though enrolled, I am not required to participate and I can obtain details online at gateway.usps.com or ask USPS® questions regarding my enrollment. If I am a Mail Service Provider (MSP), I declare as follows: (i) that I am authorized to use the Mailer IDs (MID) or Customer Registration IDs (CRID) as listed in this enrollment and in electronic files I intend to submit to the USPS, (ii) that I am authorized to represent each of the customers I enroll, (iii) that I have provided each customer (the Mail Owner) with the documents/rules, and (iv) that I have informed each of my customers of the terms of the promotion.

Additional Contact Information Complete

Locations Complete

Payment Accounts Complete

Certification Incomplete

Program Assistance

[I Agree](#) [I Disagree](#)

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INTEGRATED TECH ENROLLMENT PROCESS



14

When you have completed the enrollment, **you will receive an email** stating that you are enrolled in the Promotion that you selected, and your Enrollment Status will state **“ENROLLED”**

The screenshot displays the USPS 2025 Integrated Technology Enrollment Status page. At the top, the USPS logo and navigation links (USPS.COM | GATEWAY | HELP | SIGN OUT) are visible. The main header shows "2025 Integrated Technology" and "Enrollment Status: ENROLLED" (circled in blue). Below this, there are buttons for "Unenroll" and "Back to Incentives Home".

The left sidebar contains a navigation menu with the following items:

- Program Summary
- Additional Contact Information Complete
- Locations Complete
- Payment Accounts Complete
- Certification Complete
- My Activity Report
- Program Assistance

The main content area is titled "2025 Integrated Technology Overview" and includes a paragraph about the promotion's benefits. It also contains a "NOTE" about the required technology and a link for enrollment instructions. Below this, the "Enrollment Status" section indicates that the user is enrolled and 4 out of 4 steps are completed. The "Enrollment Steps (4)" are listed as:

- [+] Additional Contact Information - Complete
- [+] Locations - Complete
- [+] Payment Accounts - Complete
- [+] Certification - Complete

The "My Activity" section includes a link to "View Activity Report" and a "Show Additional Information" button.

The footer contains links for LEGAL, ON USPS.COM, ON ABOUT USPS.COM, and OTHER USPS SITES.

VIEW PROMOTION START/END DATE



View your promotion start/end date by selecting “My Activity Report”

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2025 Integrated Technology Enrollment Status: **ENROLLED** [Unenroll](#) [Back to Incentives Home](#)

Program Summary **Activity Report**

Activity is updated on a daily basis. Each mailing date reflects a daily total mailing activity.

Mailing Start Date: Mailing End Date:

Mailing Date	Company	Postage Statement Id	Mail Class	Permit Number	Permit Type	Finance Number	Total Pieces	Discount Amount	Total Postage	Mailing Group ID	Job ID
Nothing found to display.											

[Download to Excel](#)

My CRID groups

The CRIDs for the CRID groups and their respective start and end date associated with this enrollment.

Group ID	Group Name	CRID ?	Company Name	Start Date	End Date	Remaining Days
1	Group 1	123456	Company 1			No start date

My Activity Report

Program Assistance

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VIEW ENROLLED CRIDs and CRID GROUPS



OPTION 1

- Select “Locations”
- Expand each CRID Group by selecting the “+” symbol

The screenshot shows the "2025 Integrated Technology" interface with the "Enrollment Status: ENROLLED" and buttons for "Unenroll" and "Back to Incentives Home". The left sidebar has "Locations Complete" highlighted. The main content area shows "CRID Group Management" with a "Download Template" link. A group named "Group 1" is shown with a "+" button circled in blue. Below it are "I Agree" and "I Disagree" buttons. A second screenshot below shows "Group 1" expanded, with a "-" button and a section titled "CRIDs found under this group:" containing the text "123456 Delete". A blue arrow points from the "+" button in the first screenshot to the expanded group in the second.

OPTION 2

- Select “My Activity Report”

The screenshot shows the "2025 Integrated Technology" interface with the "Enrollment Status: ENROLLED" and buttons for "Unenroll" and "Back to Incentives Home". The left sidebar has "My Activity Report" highlighted. The main content area shows "Activity Report" with a description: "Activity is updated on a daily basis. Each mailing date reflects a daily total mailing activity." Below this are "Mailing Start Date:" and "Mailing End Date:" input fields. A table with 11 columns (Mailing Date, Company, Postage Statement Id, Mail Class, Permit Number, Permit Type, Finance Number, Total Pieces, Discount Amount, Total Postage, Mailing Group ID, Job ID) is shown with the text "Nothing found to display." Below the table is a "Download to Excel" button. A blue arrow points from the "Download to Excel" button to the "My CRID groups" section. The "My CRID groups" section contains the text: "The CRIDs for the CRID groups and their respective start and end date associated with this enrollment." Below this is a table with 7 columns (Group ID, Group Name, CRID, Company Name, Start Date, End Date, Remaining Days) and one row of data.

Group ID	Group Name	CRID	Company Name	Start Date	End Date	Remaining Days
1	Group 1	123456	Company 1			No start date

HOW TO EDIT ENROLLMENT



Once enrolled, you may:

1. Create new CRID Groups and add CRIDs

If the Promotion Period has not begun for a CRID Group:

2. Add CRIDs to CRID Groups

3. Delete CRIDs from CRID Groups

The screenshot shows the "2025 Integrated Technology" enrollment page. The "Enrollment Status" is "ENROLLED". The left sidebar contains a menu with "Program Summary", "Additional Contact Information" (marked "Complete"), "Locations" (marked "Complete"), "Payment Accounts" (marked "Complete"), and "Certification" (marked "Complete"). The main content area is titled "CRID Group Management" and includes a "Download Template" link. A blue circle with the number "1" highlights the "Create Enrollment CRID Group" link. Below this is a form to "Please enter a name for a new Enrollment CRID Group:" with an "Add" button. A blue bar labeled "Group 1" is shown. Below it, a blue circle with the number "2" highlights the "Upload file to add CRIDs to CRID Group" link. This is followed by a file upload section with a "Choose File" button and "No file chosen" text, and an "OK" button. At the bottom, a section titled "CRIDs found under this group:" lists "1234567" with a blue circle and the number "3" highlighting the "Delete" link next to it. In the top right corner, there are "Unenroll" and "Back to Incentives Home" buttons.

USE APPROPRIATE CCR CODE



IT

Integrated Technology (3% Discount)

RESOURCES



Promotion Guidebooks

The Guidebooks facilitate participation in each of the Promotions available and provide guidelines to users. Guidebooks can be found on each Promotion's PostalPro™ page:

postalpro.usps.com/promotions

How to Enroll Guide

Guide teaching participants how to register via the **Business Customer Gateway**:

postalpro.usps.com/promotions/how-to-enroll

For instructions on accessing the **Mailing Promotions Portal**, visit:

postalpro.usps.com/promotions/portal

RESOURCES



Further questions can be directed to the Promotions Office.

Participants must upload all mailpiece samples to the Mailing Promotions Portal for preapproval. Please do not email samples.

To access the Mailing Promotions Portal, visit:

postalpro.usps.com/promotions/portal

Please direct questions about promotion requirements to the Mailing Promotions Portal. For questions about Portal functionality, please contact:

mailingpromotions@usps.gov

Enrollment or Technical Assistance

For issues and concerns regarding enrollment or technical issues, please contact the PostalOne!® Helpdesk through the Mailing & Shipping Solutions Center (MSSC) by email or phone at: MSSC@USPS.gov or 1-877-672-0007.

In the Interactive Voice Response (IVR), customers will select option 2 (MSSC) and then option 3 (PostalOne!®) for assistance.

