

# **Standard Operating Procedure**

## **For Delivery Partner On-Boarding Process**

## 1. Introduction

### 1.2 Purposes and Objectives

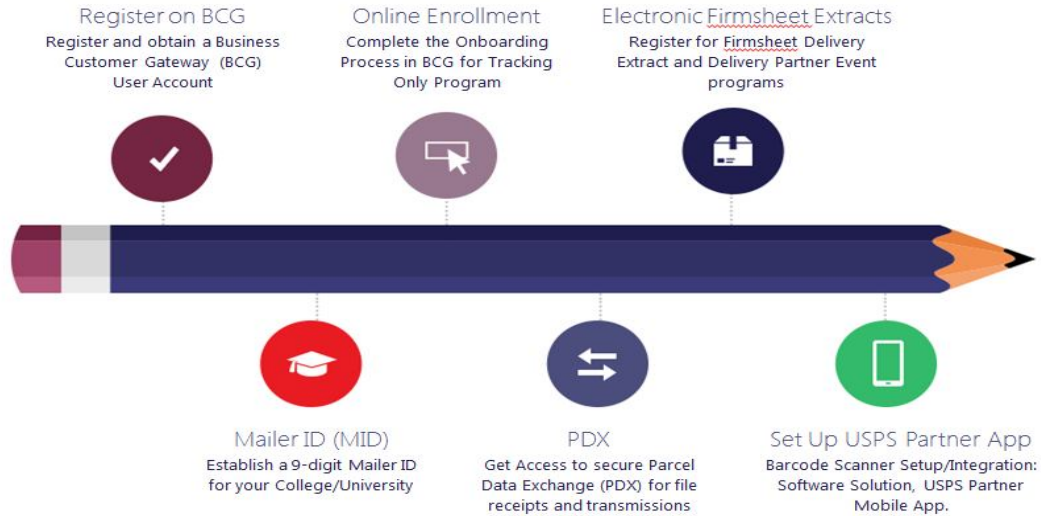
The USPS has developed and will provide a more comprehensive package tracking solution for Colleges and Universities. This solution will improve the customer experience, visibility, and efficiency for College/University deliveries. In addition, it will provide USPS Partners a mobile application to manage package delivery to final recipients, including tracking, notification, and reporting features. This SOP provides a step by step outline of how to get set up with the program.

### 1. Overview

#### **Delivery Agent benefits include:**

- ✓ All On-Campus scan events revealed on USPS.com Tracking™
- ✓ Leverage of the Firmsheets Program:
  - USPS captures and sends Firmsheet extract file to the Mail Center.
  - Firmsheet files contain a list of incoming packages to the Mail Center.
  - Use for reconciliations (e.g., compare to daily or weekly package receipts).
- ✓ Take Advantage of the Delivery Partner Events Program
  - Mail Center transmits partner tracking events using the Deliver Partner Event file to USPS (via in-house or vendor software, USPS Partner App, or manual upload).
  - The Delivery Partner Event file lists all delivery histories that are captured by the Mail Center.

# College/University Onboarding Process



## 2. Where to start?

### 2.1 On-Boarding Process

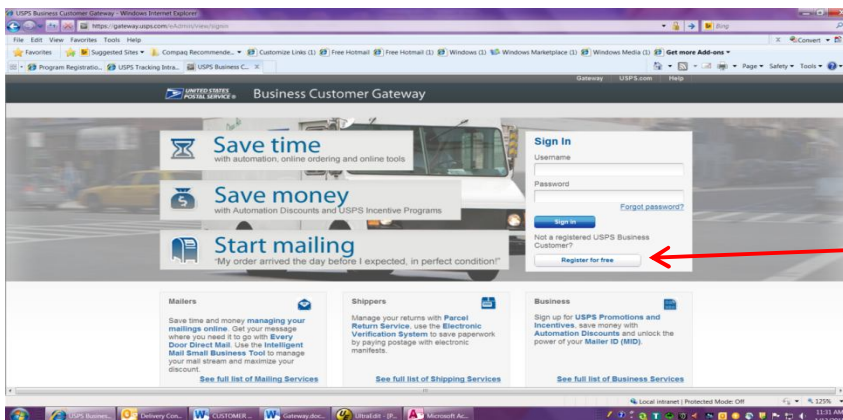
#### Register

- Register on the Business Customer Gateway, (BCG) to obtain a BCG user account
- Get Access to Parcel Data Exchange (PDX) - for file receipts and transmissions
- Complete the Onboarding Process in BCG for Tracking Only Program
- Register for Firmsheet Delivery Extract

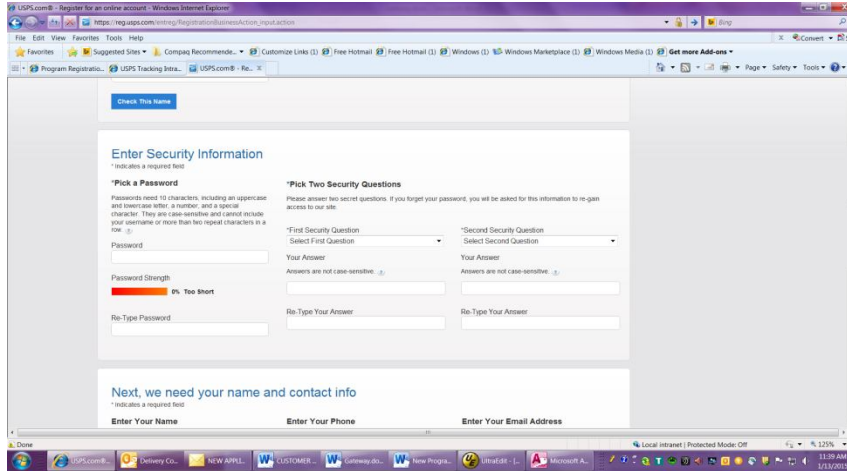
#### On Line Enrollment

Log on to the Business Customer Gateway [USPS Business Customer Gateway](https://gateway.usps.com)

1. Select "Register for free" radio button if you do not currently have a username and password. If you currently have a username and password skip to Registration Process by entering the existing username and password for your institution



## 2. Input Business information



The screenshot shows a web browser window with the URL <https://reg.usps.com/entry/RegistrationBusinessActionInput.action>. The page title is "Register for an online account - Windows Internet Explorer". The main content area is titled "Enter Security Information" and includes a "Check This Name" button at the top left. Below the title, there are two main sections: "Pick a Password" and "Pick Two Security Questions".

**Pick a Password**  
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.

There is a "Password" input field, a "Password Strength" indicator showing 0% (Too short), and a "Re-Type Password" input field.

**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.

There are two dropdown menus for "First Security Question" and "Second Security Question". Below each dropdown is a "Your Answer" input field and a "Re-Type Your Answer" input field. A note indicates "Answers are not case-sensitive."

At the bottom of the form, there is a section titled "Next, we need your name and contact info" with three sub-sections: "Enter Your Name", "Enter Your Phone", and "Enter Your Email Address".

**NOTE:** Once you have input the company information, a screen will appear to inform you that you are registered.. Accept the terms and Conditions by clicking on “Continue”

**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:**

BRAY ACCESS DIRECT  
2895 ANDERSON CIR SE  
SMYRNA, GA 30080-3620  
UNITED STATES

CRID : 22800331

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

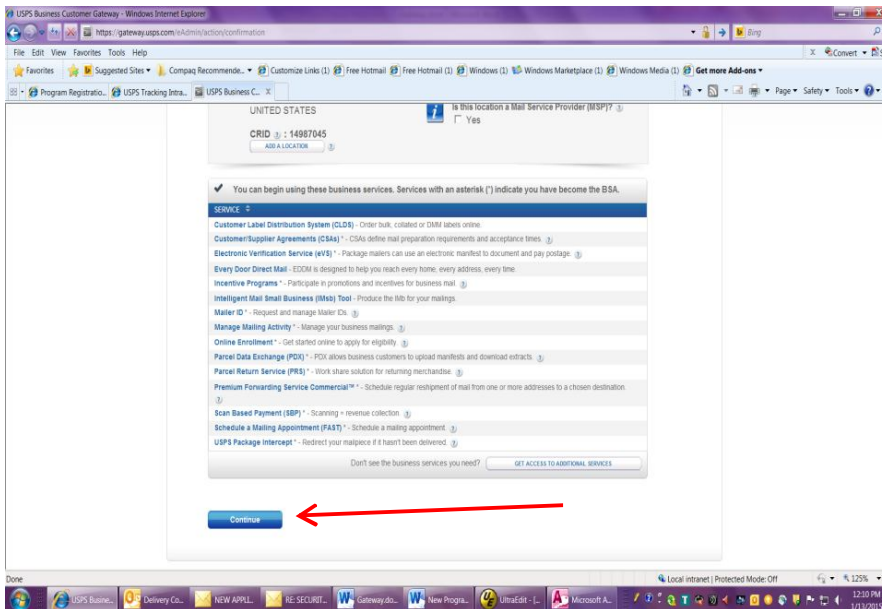
**Terms and Conditions \***

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](#)

3. Select continue with the enrollment process once you review the business information



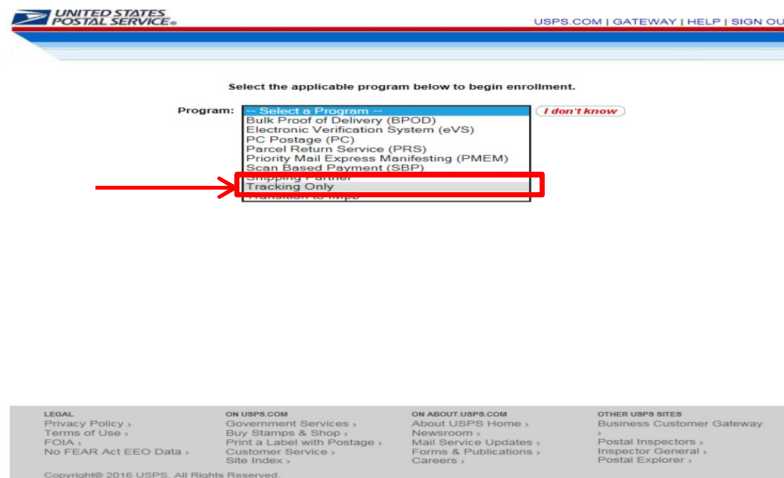
The screenshot shows the USPS Business Customer Gateway enrollment screen. At the top, it displays the user's business location and CRID (14987045). Below this, a section titled "You can begin using these business services. Services with an asterisk (\*) indicate you have become the BSA." lists various services such as Customer Label Distribution System (CLDS), Customer/Supplier Agreements (CSAs), Electronic Verification Service (eVS), Every Door Direct Mail (EDDM), Incentive Programs, Intelligent Mail Small Business (IMsb) Tool, Mailer ID, Manage Mailing Activity, Online Enrollment, Parcel Data Exchange (PDX), Parcel Return Service (PRS), Premium Forwarding Service Commercial, Scan Based Payment (SBP), Schedule a Mailing Appointment (FAST), and USPS Package Intercept. A red arrow points to the "Continue" button at the bottom of the screen.

## Registration Process -

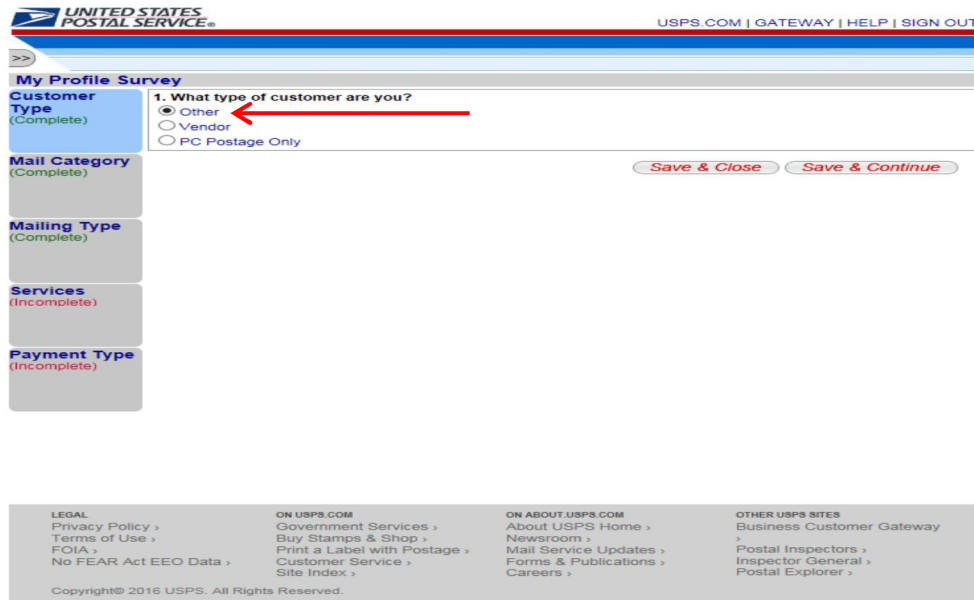
1. Each customer must register on the "Business Customer Gateway" (BCG) accessed thru the USPS.com site.
2. Once on the BCG, click on the "**Online enrollment**" located under Favorite Services – see below



3. Continue to the below screen and select "Tracking Only" for the type of application you are requesting.



4. What type of customer are you?  
Select "other".



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 double arrow icon. The main content area is titled "My Profile Survey" and contains a sidebar with sections: Customer Type (Complete), Mail Category (Complete), Mailing Type (Complete), Services (Incomplete), and Payment Type (Incomplete). The main form area displays the question "1. What type of customer are you?" with three radio button options: "Other" (selected), "Vendor", and "PC Postage Only". A red arrow points to the "Other" option. At the bottom right of the form are two buttons: "Save & Close" and "Save & Continue".

UNITED STATES POSTAL SERVICE® USPS.COM | GATEWAY | HELP | SIGN OUT

>>

**My Profile Survey**

**Customer Type**  
(Complete)

**Mail Category**  
(Complete)

**Mailing Type**  
(Complete)

**Services**  
(Incomplete)

**Payment Type**  
(Incomplete)

1. What type of customer are you?

Other

Vendor

PC Postage Only

Save & Close Save & Continue

LEGAL: Privacy Policy, Terms of Use, FOIA, No FEAR Act EEO Data

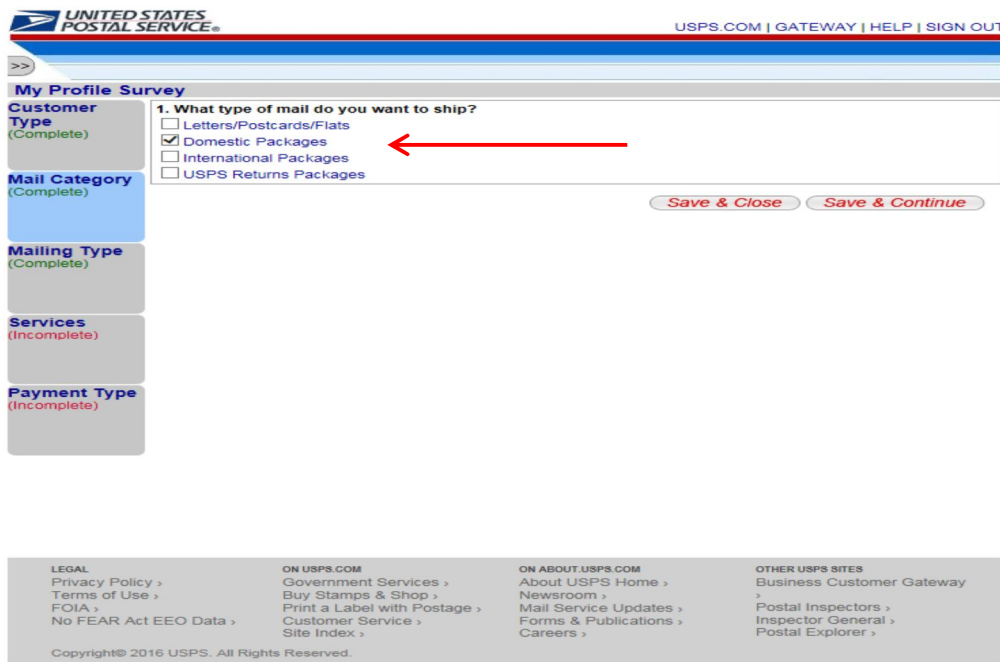
ON USPS.COM: Government Services, Buy Stamps & Shop, Print a Label with Postage, Customer Service, Site Index

ON ABOUT.USPS.COM: About USPS Home, Newsroom, Mail Service Updates, Forms & Publications, Careers

OTHER USPS SITES: Business Customer Gateway, Postal Inspectors, Inspector General, Postal Explorer

Copyright© 2016 USPS. All Rights Reserved.

5. What type of mail do you want to ship?  
Select "Domestic Packages".



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 double arrow icon. The main content area is titled "My Profile Survey" and contains a sidebar with sections: Customer Type (Complete), Mail Category (Complete), Mailing Type (Complete), Services (Incomplete), and Payment Type (Incomplete). The main form area displays the question "1. What type of mail do you want to ship?" with five checkbox options: "Letters/Postcards/Flats", "Domestic Packages" (checked), "International Packages", and "USPS Returns Packages". A red arrow points to the "Domestic Packages" option. At the bottom right of the form are two buttons: "Save & Close" and "Save & Continue".

UNITED STATES POSTAL SERVICE® USPS.COM | GATEWAY | HELP | SIGN OUT

>>

**My Profile Survey**

**Customer Type**  
(Complete)

**Mail Category**  
(Complete)

**Mailing Type**  
(Complete)

**Services**  
(Incomplete)

**Payment Type**  
(Incomplete)

1. What type of mail do you want to ship?

Letters/Postcards/Flats

Domestic Packages

International Packages

USPS Returns Packages

Save & Close Save & Continue

LEGAL: Privacy Policy, Terms of Use, FOIA, No FEAR Act EEO Data

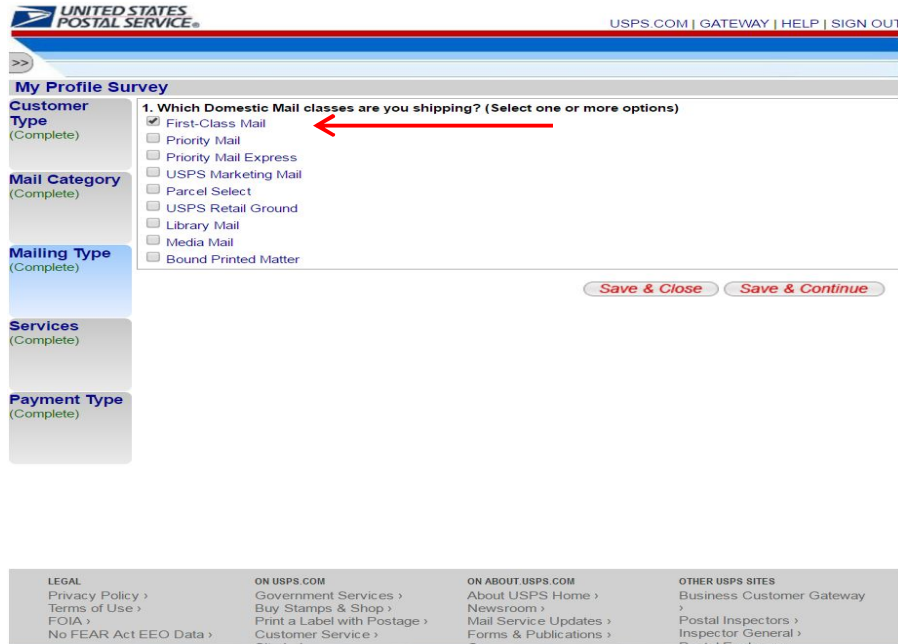
ON USPS.COM: Government Services, Buy Stamps & Shop, Print a Label with Postage, Customer Service, Site Index

ON ABOUT.USPS.COM: About USPS Home, Newsroom, Mail Service Updates, Forms & Publications, Careers

OTHER USPS SITES: Business Customer Gateway, Postal Inspectors, Inspector General, Postal Explorer

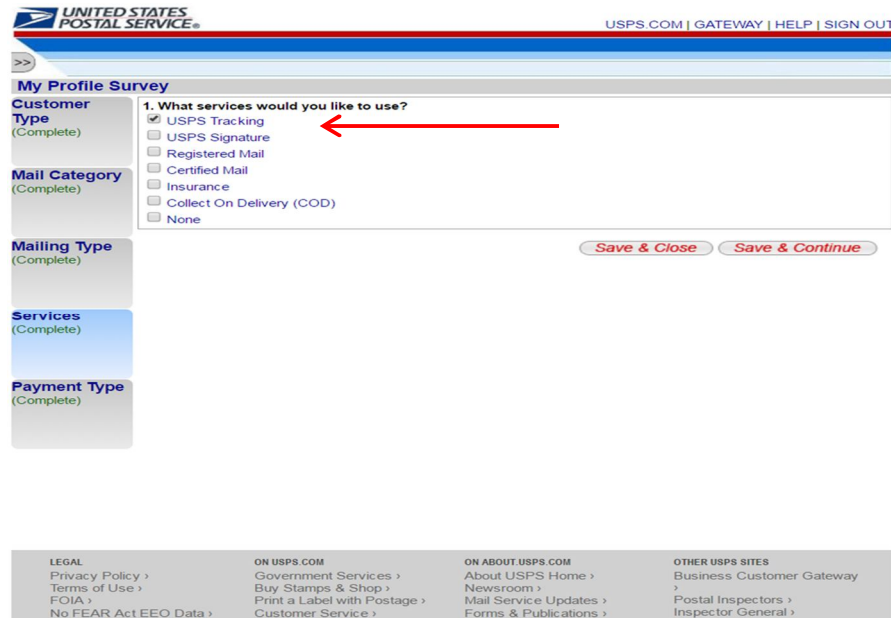
Copyright© 2016 USPS. All Rights Reserved.

6. Which domestic mail classes are you shipping?  
Select "First Class Mail".



The screenshot shows the USPS website's "My Profile Survey" page. The survey is titled "1. Which Domestic Mail classes are you shipping? (Select one or more options)". A red arrow points to the "First-Class Mail" option, which is selected with a checkmark. Other options include Priority Mail, Priority Mail Express, USPS Marketing Mail, Parcel Select, USPS Retail Ground, Library Mail, Media Mail, and Bound Printed Matter. The left sidebar shows sections for Customer Type, Mail Category, Mailing Type, Services, and Payment Type, all marked as "Complete". At the bottom right of the survey area are "Save & Close" and "Save & Continue" buttons. A footer menu is visible at the bottom of the page with categories: LEGAL, ON USPS.COM, ON ABOUT.USPS.COM, and OTHER USPS SITES.

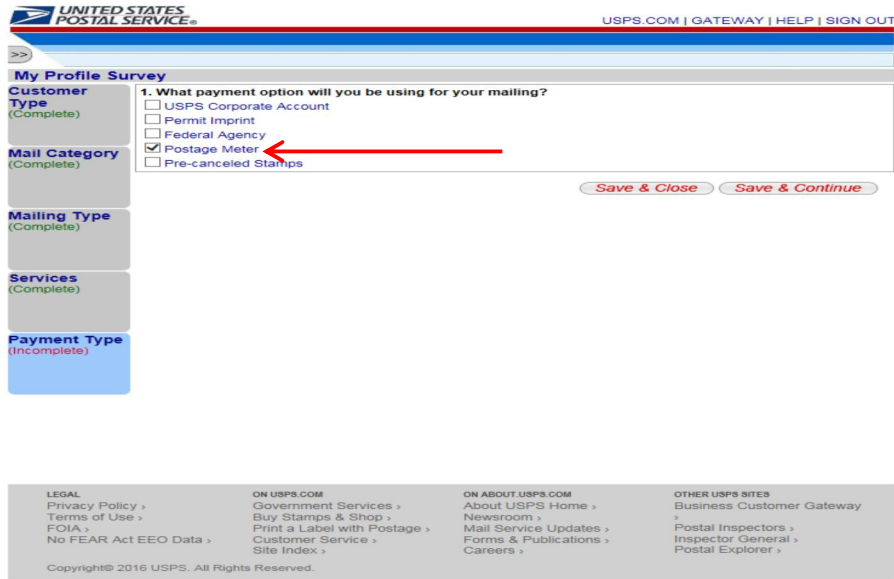
7. What services would you like to use?  
Select "USPS Tracking".



The screenshot shows the USPS website's "My Profile Survey" page. The survey is titled "1. What services would you like to use?". A red arrow points to the "USPS Tracking" option, which is selected with a checkmark. Other options include USPS Signature, Registered Mail, Certified Mail, Insurance, Collect On Delivery (COD), and None. The left sidebar shows sections for Customer Type, Mail Category, Mailing Type, Services, and Payment Type, all marked as "Complete". At the bottom right of the survey area are "Save & Close" and "Save & Continue" buttons. A footer menu is visible at the bottom of the page with categories: LEGAL, ON USPS.COM, ON ABOUT.USPS.COM, and OTHER USPS SITES.



8. What payment option will you be using for your mailing?  
Select "Postage Meter".



UNITED STATES  
POSTAL SERVICE®

USPS.COM | GATEWAY | HELP | SIGN OUT

>>

**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?

USPS Corporate Account

Permit Imprint

Federal Agency

Postage Meter

Pre-canceled Stamps

Save & Close Save & Continue

LEGAL  
Privacy Policy >  
Terms of Use >  
FOIA >  
No FEAR Act EEO Data >

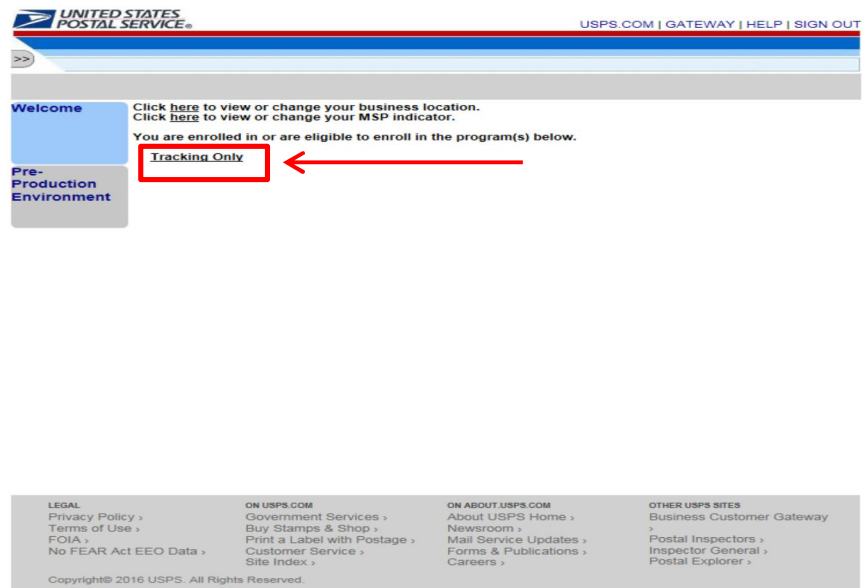
ON USPS.COM  
Government Services >  
Buy Stamps & Shop >  
Print a Label with Postage >  
Customer Service >  
Site Index >

ON ABOUT.USPS.COM  
About USPS Home >  
Newsroom >  
Mail Service Updates >  
Forms & Publications >  
Careers >

OTHER USPS SITES  
Business Customer Gateway >  
Postal Inspectors >  
Inspector General >  
Postal Explorer >

Copyright© 2016 USPS. All Rights Reserved.

9. You will now be directed to the "Welcome" page.  
Click on "Tracking only".



UNITED STATES  
POSTAL SERVICE®

USPS.COM | GATEWAY | HELP | SIGN OUT

>>

**Welcome**

Click [here](#) to view or change your business location.  
Click [here](#) to view or change your MSP indicator.

You are enrolled in or are eligible to enroll in the program(s) below.

Tracking Only

Pre-Production Environment

LEGAL  
Privacy Policy >  
Terms of Use >  
FOIA >  
No FEAR Act EEO Data >

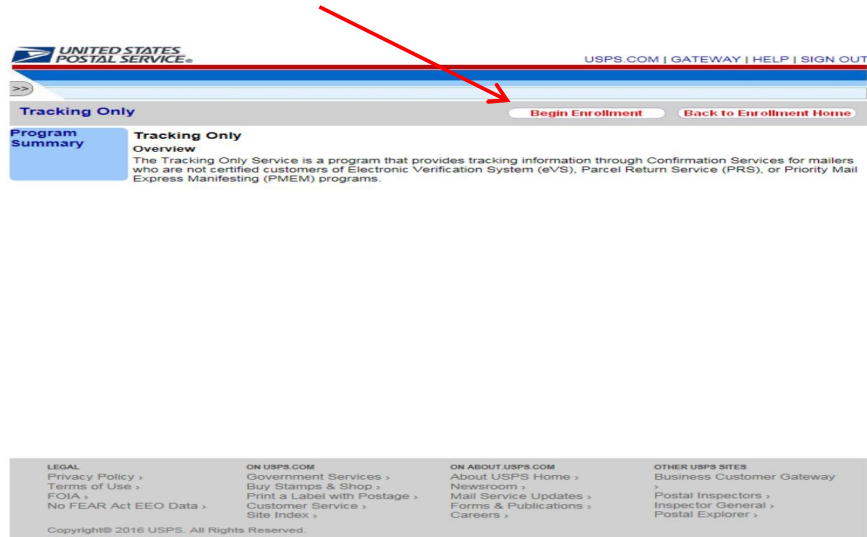
ON USPS.COM  
Government Services >  
Buy Stamps & Shop >  
Print a Label with Postage >  
Customer Service >  
Site Index >

ON ABOUT.USPS.COM  
About USPS Home >  
Newsroom >  
Mail Service Updates >  
Forms & Publications >  
Careers >

OTHER USPS SITES  
Business Customer Gateway >  
Postal Inspectors >  
Inspector General >  
Postal Explorer >

Copyright© 2016 USPS. All Rights Reserved.

10. Select "Begin Enrollment" and follow the highlighted steps.



USPS.COM | GATEWAY | HELP | SIGN OUT

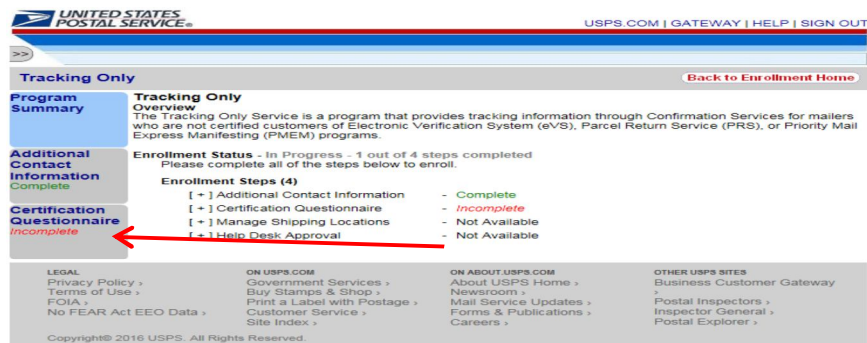
Tracking Only [Begin Enrollment](#) [Back to Enrollment Home](#)

**Program Summary** **Tracking Only Overview**  
 The Tracking Only Service is a program that provides tracking information through Confirmation Services for mailers who are not certified customers of Electronic Verification System (eVS), Parcel Return Service (PRS), or Priority Mail Express Manifesting (PMEM) programs.

LEGAL: Privacy Policy, Terms of Use, FOIA, No FEAR Act EEO Data  
 ON USPS.COM: Government Services, Buy Stamps & Shop, Print a Label with Postage, Customer Service, Site Index  
 ON ABOUT USPS.COM: About USPS Home, Newsroom, Mail Service Updates, Forms & Publications, Careers  
 OTHER USPS SITES: Business Customer Gateway, Postal Inspectors, Inspector General, Postal Explorer

Copyright© 2016 USPS. All Rights Reserved.

11. Select "Certification Questionnaire" on the left side of the page



USPS.COM | GATEWAY | HELP | SIGN OUT

Tracking Only [Back to Enrollment Home](#)

**Program Summary** **Tracking Only Overview**  
 The Tracking Only Service is a program that provides tracking information through Confirmation Services for mailers who are not certified customers of Electronic Verification System (eVS), Parcel Return Service (PRS), or Priority Mail Express Manifesting (PMEM) programs.

**Additional Contact Information** **Enrollment Status** - In Progress - 1 out of 4 steps completed  
 Please complete all of the steps below to enroll.

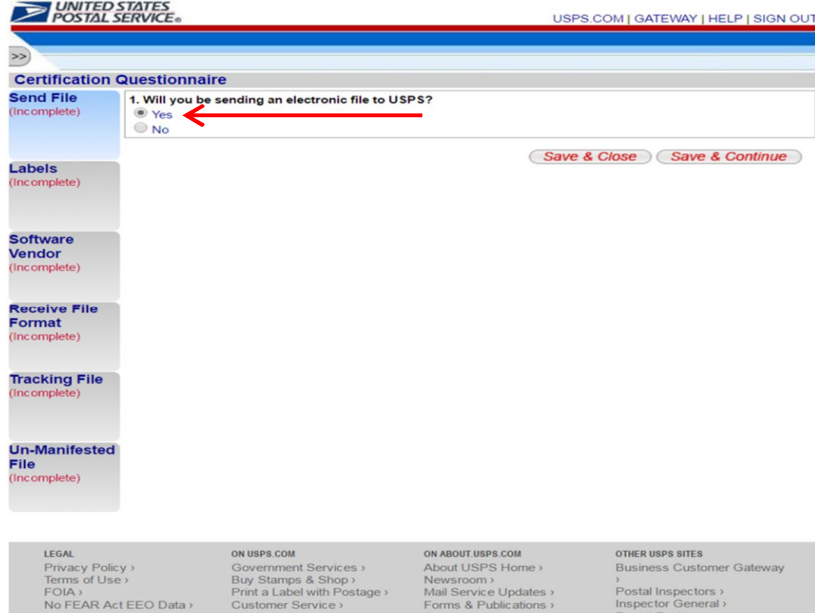
**Certification Questionnaire** **Enrollment Steps (4)**

[ + ] Additional Contact Information	- Complete
[ + ] Certification Questionnaire	- <b>Incomplete</b>
[ + ] Manage Shipping Locations	- Not Available
[ + ] Help Desk Approval	- Not Available

LEGAL: Privacy Policy, Terms of Use, FOIA, No FEAR Act EEO Data  
 ON USPS.COM: Government Services, Buy Stamps & Shop, Print a Label with Postage, Customer Service, Site Index  
 ON ABOUT USPS.COM: About USPS Home, Newsroom, Mail Service Updates, Forms & Publications, Careers  
 OTHER USPS SITES: Business Customer Gateway, Postal Inspectors, Inspector General, Postal Explorer

Copyright© 2016 USPS. All Rights Reserved.

12 . Will you be sending an electronic file to the USPS? Select highlighted choses below.



UNITED STATES POSTAL SERVICE® USPS.COM | GATEWAY | HELP | SIGN OUT

**Certification Questionnaire**

**Send File**  
(Incomplete)

1. Will you be sending an electronic file to USPS?

Yes  No

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

**Labels**  
(Incomplete)

**Software Vendor**  
(Incomplete)

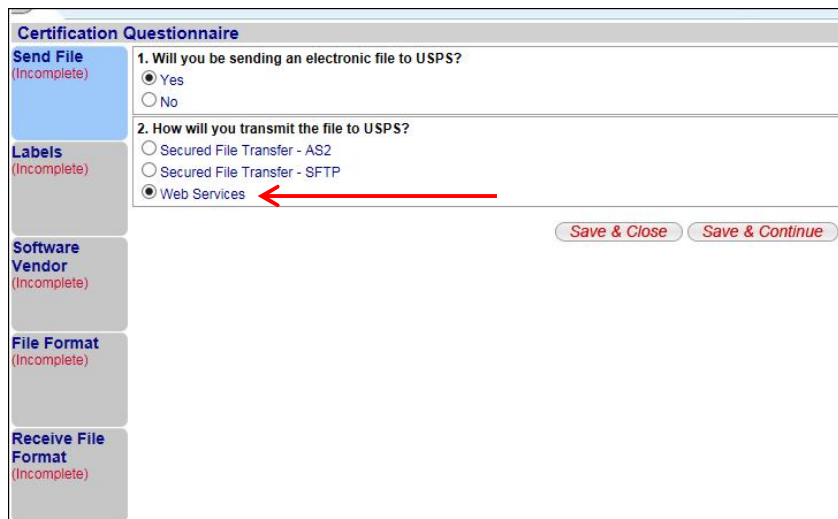
**Receive File Format**  
(Incomplete)

**Tracking File**  
(Incomplete)

**Un-Manifested File**  
(Incomplete)

LEGAL Privacy Policy > Terms of Use > FOIA > No FEAR Act EEO Data >	ON USPS.COM Government Services > Buy Stamps & Shop > Print a Label with Postage > Customer Service >	ON ABOUT USPS.COM About USPS Home > Newsroom > Mail Service Updates > Forms & Publications >	OTHER USPS SITES Business Customer Gateway > Postal Inspectors > Inspector General >
---	---	--	---

13. How will you transmit the file to USPS? Select highlighted choses below



**Certification Questionnaire**

**Send File**  
(Incomplete)

1. Will you be sending an electronic file to USPS?

Yes  No

2. How will you transmit the file to USPS?

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

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

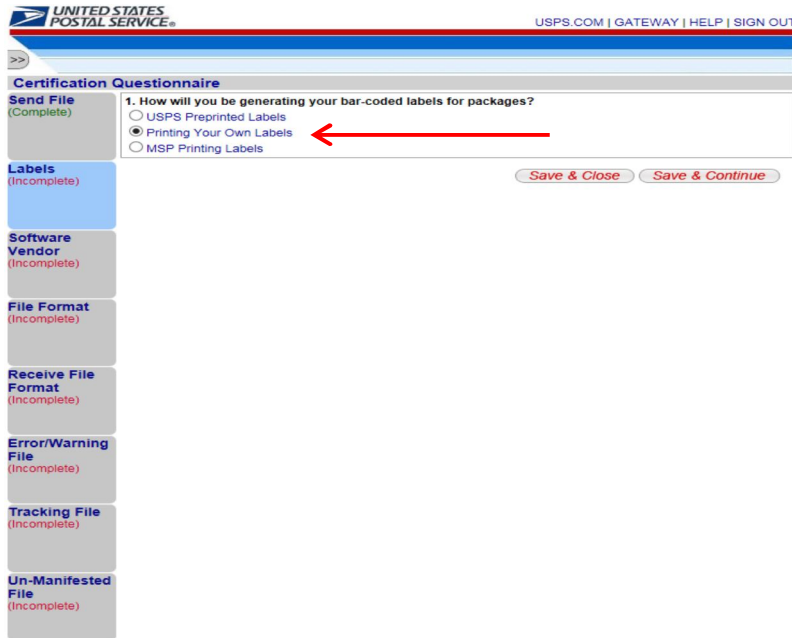
**Labels**  
(Incomplete)

**Software Vendor**  
(Incomplete)

**File Format**  
(Incomplete)

**Receive File Format**  
(Incomplete)

14. How will you be generating your bar-coded labels for packages?  
Select "Printing your own labels".

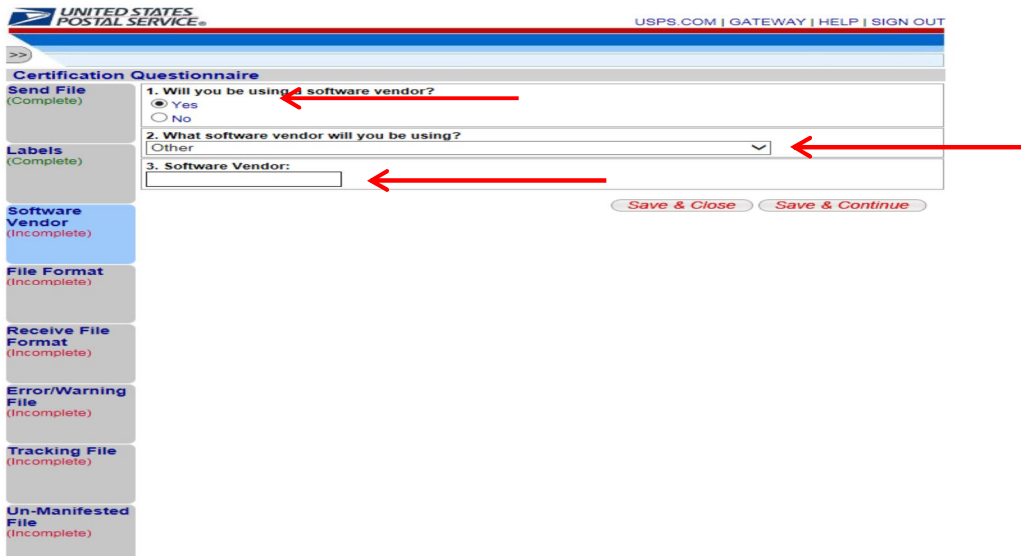


The screenshot shows the USPS Certification Questionnaire interface. At the top, the USPS logo and navigation links (USPS.COM | GATEWAY | HELP | SIGN OUT) are visible. The main heading is "Certification Questionnaire". On the left, a vertical sidebar lists various sections: "Send File (Complete)", "Labels (Incomplete)", "Software Vendor (Incomplete)", "File Format (Incomplete)", "Receive File Format (Incomplete)", "Error/Warning File (Incomplete)", "Tracking File (Incomplete)", and "Un-Manifested File (Incomplete)". The "Labels" section is highlighted in blue. The main content area displays question 14: "1. How will you be generating your bar-coded labels for packages?". Below the question are three radio button options: "USPS Preprinted Labels", "Printing Your Own Labels" (which is selected and has a red arrow pointing to it), and "MSP Printing Labels". At the bottom right of the question area are two buttons: "Save & Close" and "Save & Continue".

15. Will you be using a software vendor?

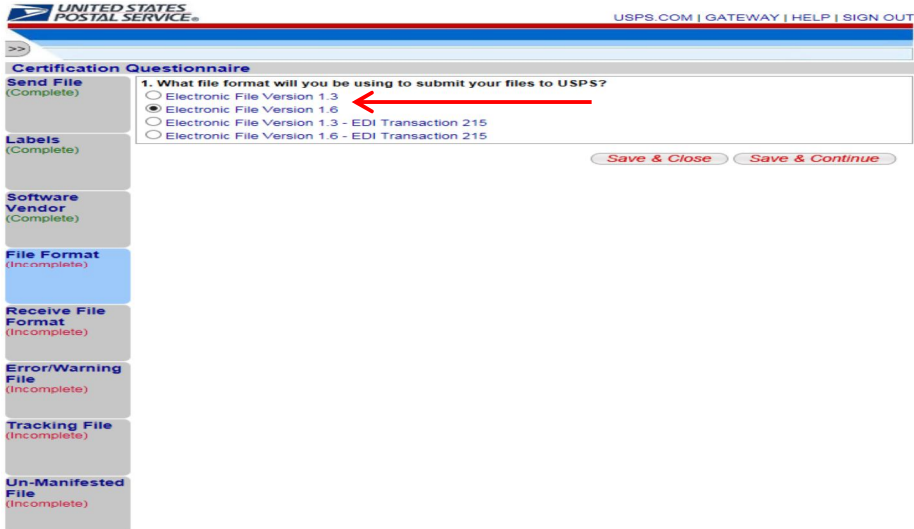
- Select the highlighted choices below and provide your software vendor. Find the vendor name in the drop down box in question 2.

If your vendor does not appear in the dropdown box, select "Other" then enter the name in the free-form box that will appear once "Save and continue" is selected.



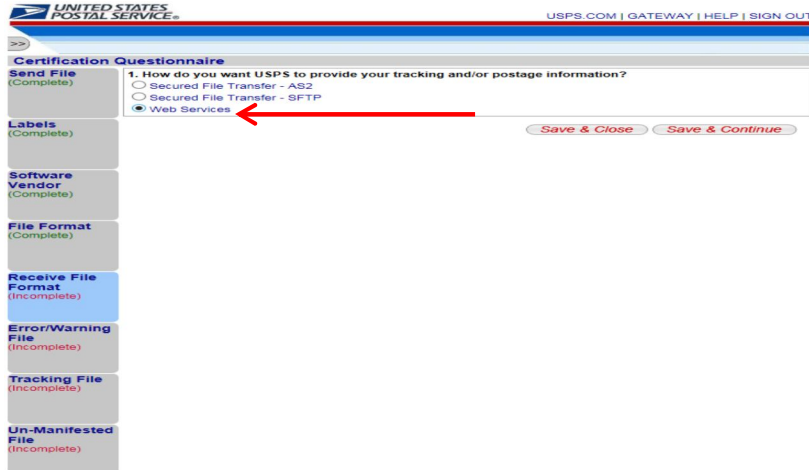
The screenshot shows the USPS Certification Questionnaire interface for question 15. The top navigation and sidebar are identical to the previous screenshot. The main content area displays question 15: "1. Will you be using a software vendor?". Below the question are two radio button options: "Yes" (which is selected and has a red arrow pointing to it) and "No". Below the radio buttons is a dropdown menu for question 2: "2. What software vendor will you be using?". The dropdown menu is currently set to "Other" and has a red arrow pointing to it. Below the dropdown menu is a text input field for question 3: "3. Software Vendor:", which also has a red arrow pointing to it. At the bottom right of the question area are two buttons: "Save & Close" and "Save & Continue".

16. What file format will you be using to submit your files to USPS?  
Select "Electronic file version 1.6".



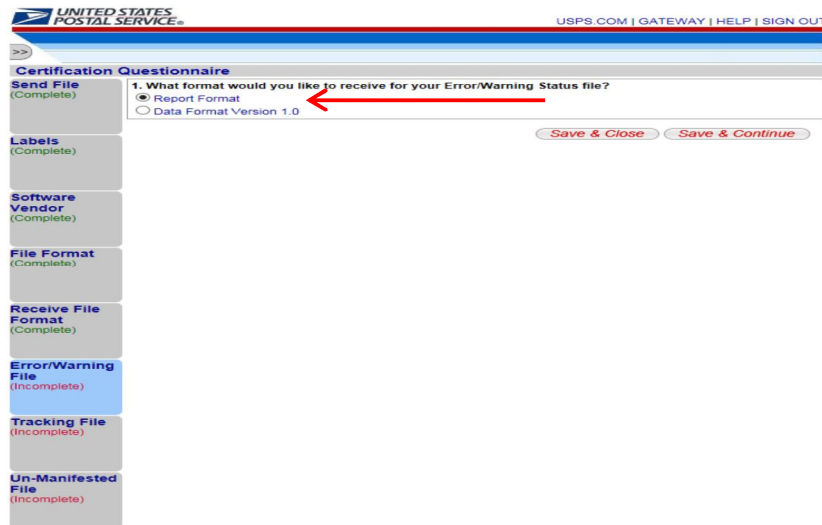
The screenshot shows the USPS Certification Questionnaire interface. The top navigation bar includes the USPS logo, "USPS.COM | GATEWAY | HELP | SIGN OUT", and a right-pointing arrow. The main content area is titled "Certification Questionnaire" and contains a sidebar on the left with various sections: "Send File (Complete)", "Labels (Complete)", "Software Vendor (Complete)", "File Format (Incomplete)", "Receive File Format (Incomplete)", "Error/Warning File (Incomplete)", "Tracking File (Incomplete)", and "Un-Manifested File (Incomplete)". The "File Format" section is highlighted in blue. The main content area displays the question: "1. What file format will you be using to submit your files to USPS?". Below the question are four radio button options: "Electronic File Version 1.3", "Electronic File Version 1.6", "Electronic File Version 1.3 - EDI Transaction 215", and "Electronic File Version 1.6 - EDI Transaction 215". A red arrow points to the "Electronic File Version 1.6" option. At the bottom right of the question area are two buttons: "Save & Close" and "Save & Continue".

17. How do you want the USPS to provide your tracking and or postage information?  
Select "Web Services".



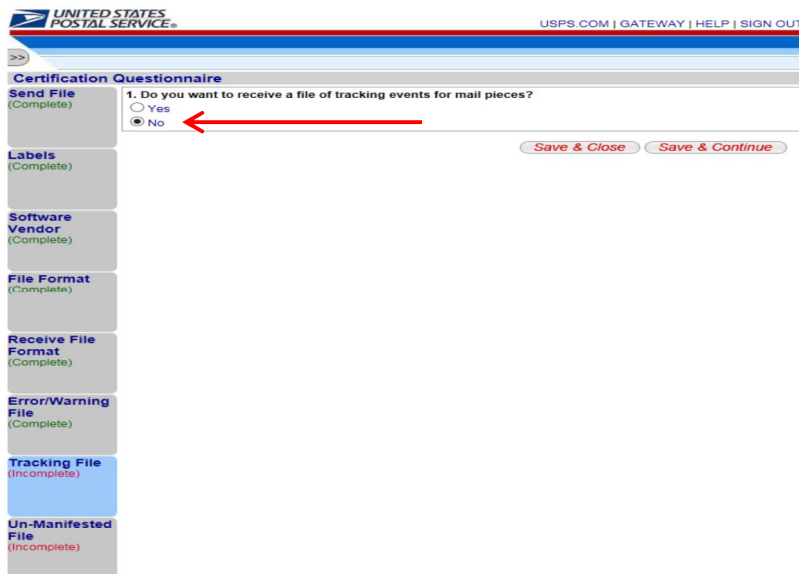
The screenshot shows the USPS Certification Questionnaire interface. The top navigation bar includes the USPS logo, "USPS.COM | GATEWAY | HELP | SIGN OUT", and a right-pointing arrow. The main content area is titled "Certification Questionnaire" and contains a sidebar on the left with various sections: "Send File (Complete)", "Labels (Complete)", "Software Vendor (Complete)", "File Format (Complete)", "Receive File Format (Incomplete)", "Error/Warning File (Incomplete)", "Tracking File (Incomplete)", and "Un-Manifested File (Incomplete)". The "File Format" section is highlighted in blue. The main content area displays the question: "1. How do you want USPS to provide your tracking and/or postage information?". Below the question are three radio button options: "Secured File Transfer - AS2", "Secured File Transfer - SFTP", and "Web Services". A red arrow points to the "Web Services" option. At the bottom right of the question area are two buttons: "Save & Close" and "Save & Continue".

18. What format would you like to receive for your error/warning status file?  
Select "Report Format".



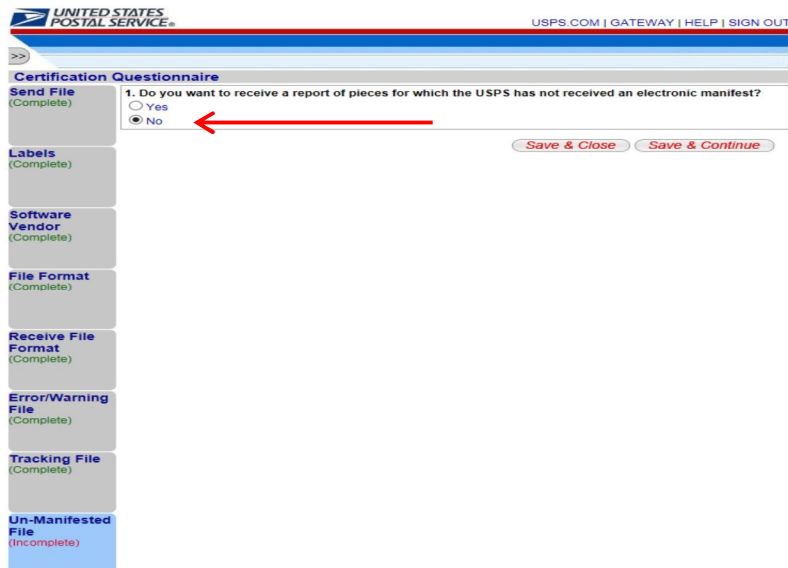
The screenshot shows the USPS Certification Questionnaire interface. The top navigation bar includes the USPS logo, "USPS.COM | GATEWAY | HELP | SIGN OUT", and a "Certification Questionnaire" header. A left sidebar lists various sections: "Send File (Complete)", "Labels (Complete)", "Software Vendor (Complete)", "File Format (Complete)", "Receive File Format (Complete)", "Error/Warning File (Incomplete)", "Tracking File (Incomplete)", and "Un-Manifested File (Incomplete)". The "Error/Warning File" section is highlighted in blue. The main content area displays question 1: "1. What format would you like to receive for your Error/Warning Status file?". Below the question are two radio button options: "Report Format" (which is selected and indicated by a red arrow) and "Data Format Version 1.0". At the bottom right of the question area are two buttons: "Save & Close" and "Save & Continue".

19. Do you want to receive a file of tracking events for mail pieces?  
Select "No".



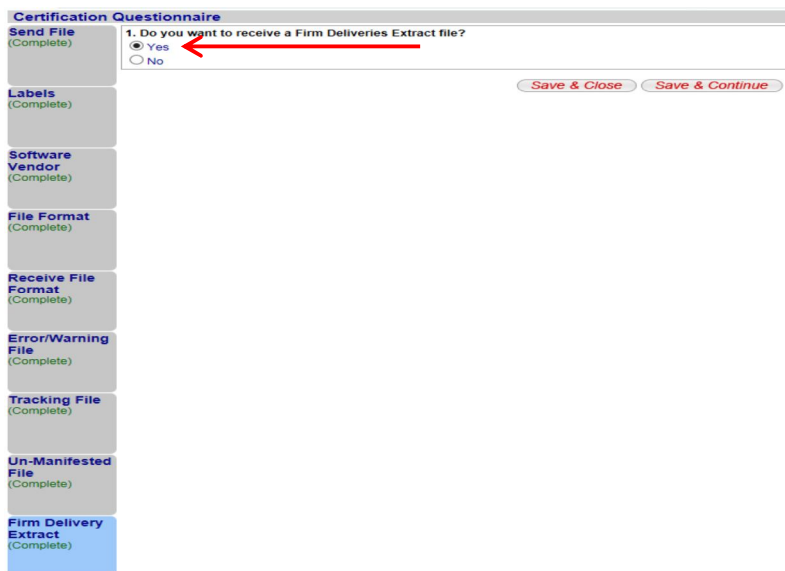
The screenshot shows the USPS Certification Questionnaire interface. The top navigation bar includes the USPS logo, "USPS.COM | GATEWAY | HELP | SIGN OUT", and a "Certification Questionnaire" header. A left sidebar lists various sections: "Send File (Complete)", "Labels (Complete)", "Software Vendor (Complete)", "File Format (Complete)", "Receive File Format (Complete)", "Error/Warning File (Complete)", "Tracking File (Incomplete)", and "Un-Manifested File (Incomplete)". The "Tracking File" section is highlighted in blue. The main content area displays question 1: "1. Do you want to receive a file of tracking events for mail pieces?". Below the question are two radio button options: "Yes" and "No" (which is selected and indicated by a red arrow). At the bottom right of the question area are two buttons: "Save & Close" and "Save & Continue".

20. Do you want to receive a report of pieces for which the USPS has not received an electronic manifest?  
Select "No".



The screenshot shows the USPS Certification Questionnaire interface. At the top, the USPS logo and navigation links (USPS.COM | GATEWAY | HELP | SIGN OUT) are visible. The main heading is "Certification Questionnaire". A sidebar on the left lists various sections: "Send File (Complete)", "Labels (Complete)", "Software Vendor (Complete)", "File Format (Complete)", "Receive File Format (Complete)", "Error/Warning File (Complete)", "Tracking File (Complete)", "Un-Manifested File (Incomplete)", and "Firm Delivery Extract (Complete)". The main content area displays question 1: "1. Do you want to receive a report of pieces for which the USPS has not received an electronic manifest?". Below the question are two radio button options: "Yes" and "No". The "No" option is selected, and a red arrow points to it. At the bottom right of the question area are two buttons: "Save & Close" and "Save & Continue".

21. Do you want to receive a Firm Deliveries Extract file?  
Select "Yes"

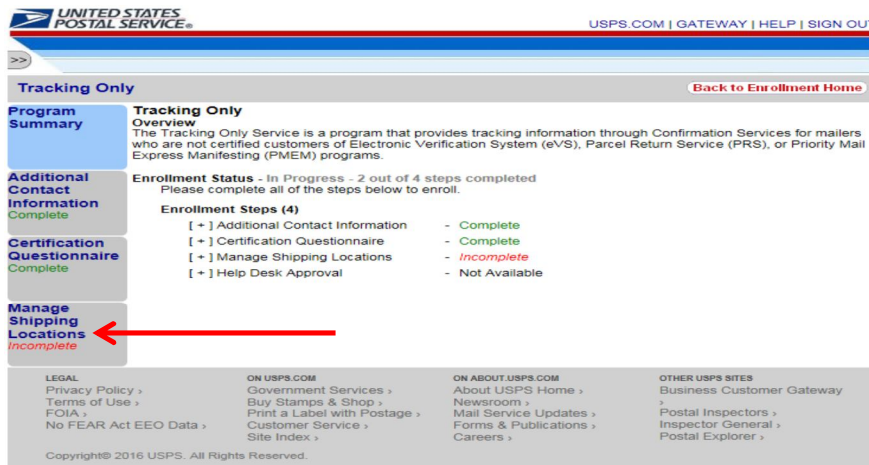


The screenshot shows the USPS Certification Questionnaire interface. At the top, the USPS logo and navigation links (USPS.COM | GATEWAY | HELP | SIGN OUT) are visible. The main heading is "Certification Questionnaire". A sidebar on the left lists various sections: "Send File (Complete)", "Labels (Complete)", "Software Vendor (Complete)", "File Format (Complete)", "Receive File Format (Complete)", "Error/Warning File (Complete)", "Tracking File (Complete)", "Un-Manifested File (Complete)", and "Firm Delivery Extract (Complete)". The main content area displays question 1: "1. Do you want to receive a Firm Deliveries Extract file?". Below the question are two radio button options: "Yes" and "No". The "Yes" option is selected, and a red arrow points to it. At the bottom right of the question area are two buttons: "Save & Close" and "Save & Continue".

22. Would you like to receive your Error/Warning and Extract files in a Compressed format?  
Select "No – Uncompressed File"



23. Now click on "Manage Shipping Locations" on the left side of the page





24. Click on the **Mailer ID (MID)** that needs to be enrolled for the program by clicking on the box next to the MID you will use for the Delivery Partner Event scanning (Bottom left arrow), then select the "Link MID to Program" button

**Tracking Only** [Back to Enrollment Home](#)

**Program Summary** Below are your current locations configured for Tracking Only. If you would like a new Mailer ID, choose the location below and click the "Request New MID" button.  
MID Owner CRID: 22800331 ?

**Additional Contact Information** [Request New MID](#)  
Filter Locations:  [Filter](#)

Show All --Select Category-- Per Page: 20 v

**Certification Questionnaire** Showing 1 - 1 of 1  
Only one MID/location for each MID User CRID can be selected at a time.

	MID	MID User CRID <span style="font-size: small;">?</span>	MID User Company	MID User Address	Linked MID	Certifications
<input checked="" type="checkbox"/>	-	22800331	BRAY ACCESS DIRECT	2895 ANDERSON CIR SE	-	0 of 0 Complete

Export options: CSV | Excel | XML | PDF

**Manage Shipping Locations** Incomplete

To add an existing MID to your Tracking Only profile, select it below and click the "Link MID to Program" button. If you do not see one of your existing MIDs below, it may not be eligible for this program. Click the "Request New MID" button to obtain a new, eligible MID.

[Link MID to Program](#)

Showing 1 - 1 of 1

	MID	MID User CRID <span style="font-size: small;">?</span>	MID User Company	Program Name
<input type="checkbox"/>	902077146			Confirmation Services

Export options: CSV | Excel | XML | PDF

25. Confirm the MID populates table as shown below. Once complete click "Gateway" on the top of the page.

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

**Tracking Only** [Back to Enrollment Home](#)

**Program Summary** A MID must be selected before selecting this button  
Below are your current locations configured for Tracking Only. If you would like a new Mailer ID, choose the location below and click the "Request New MID" button.  
MID Owner CRID: 22800331 ?

**Additional Contact Information** [Request New MID](#)  
Filter Locations:  [Filter](#)

Show All --Select Category-- Per Page: 20 v

**Certification Questionnaire** Complete Showing 1 - 2 of 2  
Only one MID/location for each MID User CRID can be selected at a time.

	MID	MID User CRID <span style="font-size: small;">?</span>	MID User Company	MID User Address	Linked MID	Certifications
<input type="checkbox"/>	-	22800331	BRAY ACCESS DIRECT	2895 ANDERSON CIR SE	-	0 of 0 Complete
<input type="checkbox"/>	902077146	22800331	BRAY ACCESS DIRECT	2895 ANDERSON CIR SE	-	0 of 1 Complete

Export options: CSV | Excel | XML | PDF

**Manage Shipping Locations** Incomplete

**Certification Test Kit** Incomplete

To add an existing MID to your Tracking Only profile, select it below and click the "Link MID to Program" button. If you do not see one of your existing MIDs below, it may not be eligible for this program. Click the "Request New MID" button to obtain a new, eligible MID.

**NOTE:** After all steps are completed, you will receive a test kit with the instructions on how to complete your certification within the following 24 hours. This is for customers who plan on sending manifest files to the USPS

For the Delivery Partner program and not sending the USPS manifest files, then you can ignore this email. The sign up for delivery partner events is almost completed. The last step is to email our National Support Center (NCSC) to finalize your instructions profile

Once this step is complete contact NCSC help desk via email at [delivery.confirmation@USPS.gov](mailto:delivery.confirmation@USPS.gov).

Ensure in the email to NCSC that you identify this as a request to complete the Delivery Partner certification. This is completed within 1 business day. This step allows you to receive the file extracts from the USPS based on your profile and scheduled pick up times. In the email we need two specific things to complete the registration

- 1- All pick up times that you use to retrieve the mail from the post office. Whether 1, 2 or 3 times a day, tell us when you pick up the mail. We will have this time noted in the Program Registration so that we send this data to you prior to pick up. If the mail is delivered to you, pick a time PRIOR to the normal established arrival time.
- 2- FIRMSHEET name presently used by the USPS. If you do not receive a firmsheet from the USPS, you can create one as long as this name is unique. We suggest the University name and ZIP Code if one is not already established with the post office. If one is not established yet with the post office, ensure that you do tell the postmaster the name you chose so they can create this file name on their scanners. This will ensure consistent transmission of your data to the correct folder

There is a limit of 20 total characters including any spaces to the firmsheet name so please ensure this is considered. This file name is also the name of the folder in your institutions Gateway account. USPS will place the file extract in this folder prior to the scheduled pick up times established with the post office

Once the USPS delivery office scans the packages as "Tendered to third party agent" using the firmsheet the files will upload to your Gateway folder for you to retrieve.

If you have any questions, please contact Kevin Bray via email. His office will support you through the onboarding process and ensure any questions are answered. He can be reached at [Kevin.p.bray@usps.gov](mailto:Kevin.p.bray@usps.gov)