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One Test - Test Process for Full-Service Mailings

AccuZIP Inc. is now an approved, Full-Service Authorized eDoc Vendor. This means our software was tested to determine eDoc populates correctly on the dashboard, and postage statements and reports generate correctly.

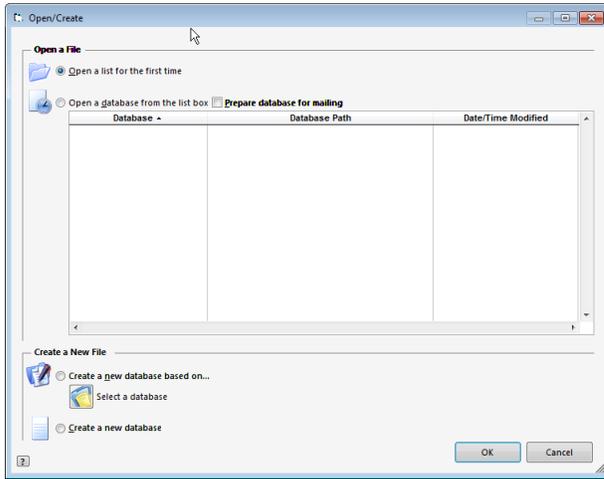
PREREQUISITE

1. AccuZIP6 v5.6.33 or later is required.
 - The version number can be seen in the top-left corner of the AccuZIP6 application window.
2. Business Customer Gateway Account Setup (**Skip if already Registered**)
 - Otherwise, click [here](#) for instructions to register in less than 10 minutes.
3. **Important!!! CALL POSTALONE! HELP DESK AT 800-522-9085, press Option 3, and then press Option 6 to [link](#) your CRID/Permit# with TEM**
4. You must have a Mailer ID or use our AccuTrace (**Skip if you have a Mailer ID or use AccuTrace**)
 - Otherwise, click [here](#) for instructions to get a Mailer ID in less than 3 minutes.
5. Download TEM Mail.dat Client (**Skip if already completed**)
 - Login to the Gateway at <https://gateway.usps.com>
 - Listed under **Favorite Services**, click **Postal Wizard**.
 - Under **Manage Mailing Activity** (left side-bar) click **Electronic Data Exchange**.
 - Under the **Test Environment for Mailers (TEM) – Mail.dat** section, click the **Download Client Application (Windows)** link.
 - Unzip the contents of **MDRClient-win32-TEM.zip** to **C:\MDRClient-win32-TEM**

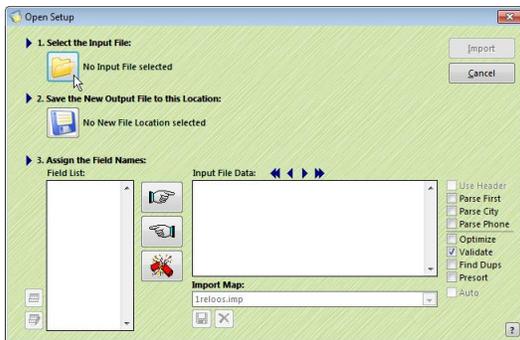
FULL-SERVICE AUTHORIZATION TEST PROCESS

Create your Full-Service mailing job using AccuZIP6 5.06.33 or higher

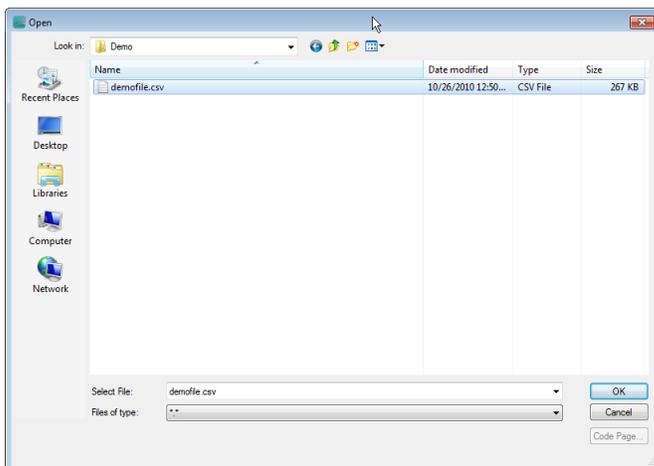
1. Open AccuZIP6 v5.06.33 or later
2. From the Open/Create window, select **Open a list for the first time**, and then click **OK**.



3. From the Open Setup window, click the **Select the Input File:** button.

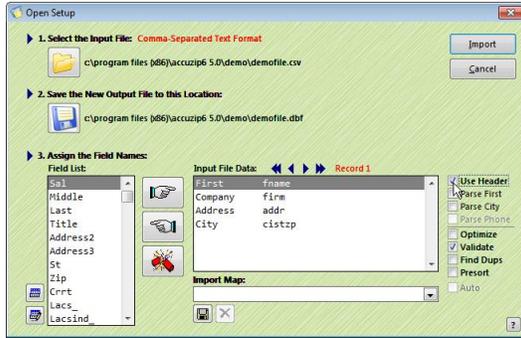


4. Browse to: C:\Program Files (x86)\AccuZIP6 5.0\Demo



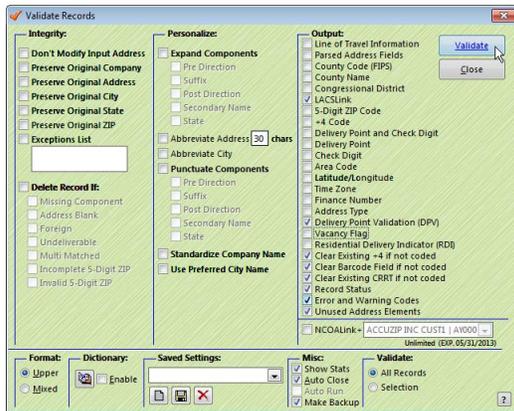
5. Check the **Use Header** and **Validate** boxes.

Your Open Setup window will look like this one.

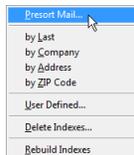


6. Click the **Import** button.
7. Click the **Validate** button from the Validate Records window.

The list will be CASS Certified™

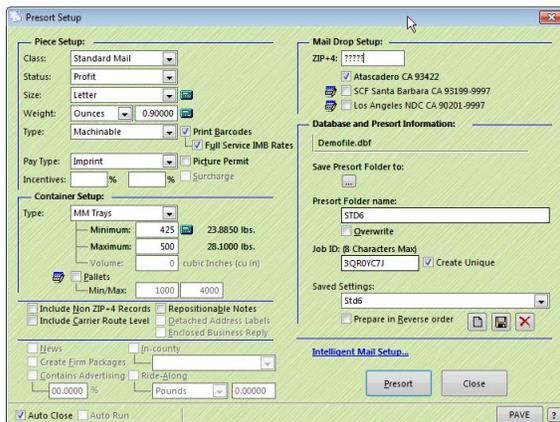


8. From the **Sort** menu, choose **Presort Mail...**

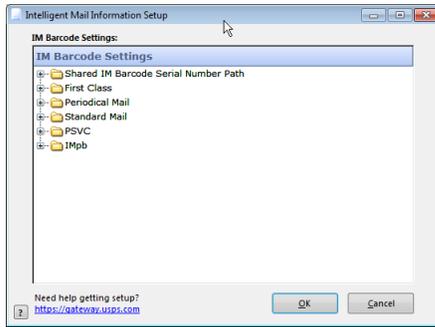


9. Setup the Presort window as pictured below:

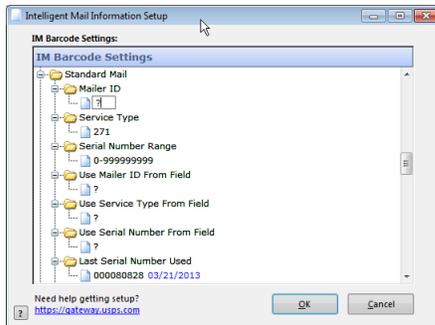
Important: You must enter your local post office's ZIP Code or ZIP+4 code that matches your CRID



10. Click the **Intelligent Mail Setup...** link.

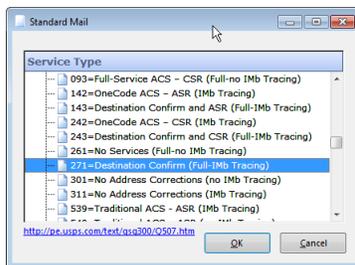


11. Click the **+** next to **Standard Mail**.



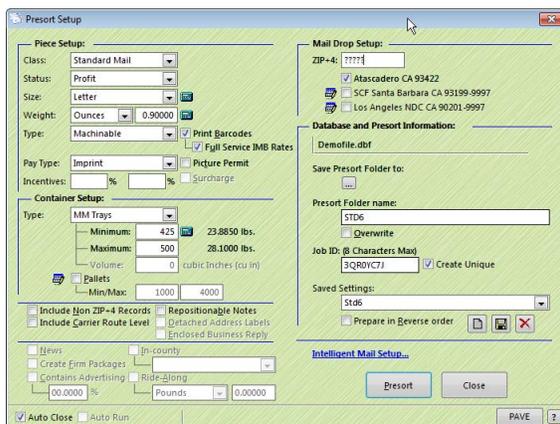
12. Now you must change the **?** to your **Mailer ID (9- or 6-digit)** then press **ENTER** on your keyboard.

13. Double-click on the **page icon** below **Service Type** to open the available service types, and then Highlight service type **271=Destination Confirm (Full-IMb Tracing)** and click **OK**.



14. Click **OK**, and then click **Yes** to Save Changes and close the **Intelligent Mail Barcode Setup** window and return to the Presort Setup window.

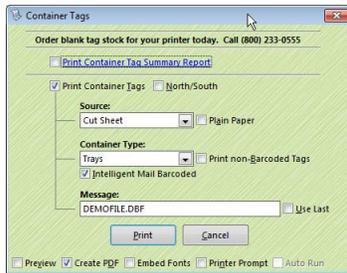
15. Click the **Presort** button.



16. When the presort is complete, the Print Presort window appears.

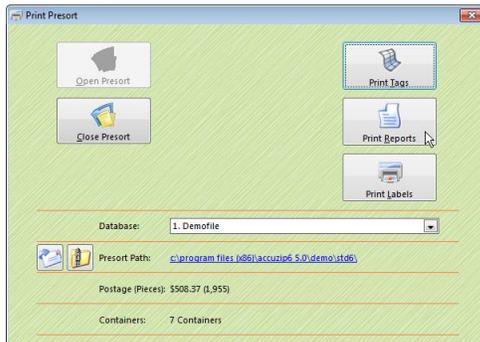


17. Click the **Print Tags** button, and setup the Container Tags window as pictured below.

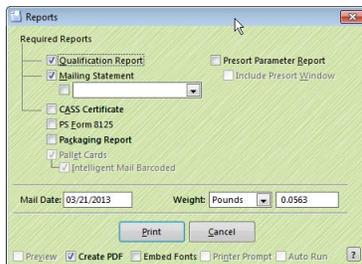


18. Click the **Print** button to generate the IMb Container Tags.

The Print Presort window will appear after the IMb Container Tags have printed to PDF.



19. Click the **Print Reports** button, and then setup the Reports window as pictured below.



20. Click the **Print** button and the Mailing Statement Setup window will appear.

21. Enter the following **required** information:

- **Mailer section**
 - Mailer ID of Mail Owner
 - CRID of Mail Owner
 - Same ID as eDoc Sender CRID
 - eDoc Sender CRID
 - Same ID as the CRID of Mail Owner
- **Mailing section**
 - Mailing Date
 - Today's Date
 - Mailing Permit #
 - Must be your Permit # and match the Post Office of Mailing and the CRID of Mail Owner in the Mailing Statement Setup window.
- **Certification section**
 - Name of Mailer or Agent
 - Telephone
 - User Email (must be a legitimate email address)
- **Move Update Method**
 - NCOALink
 - Enter Today's Date

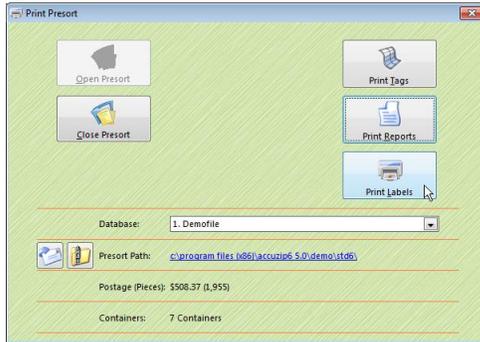


22. Click the **Continue** button.

The Mailing Statement will be generated and the Mail.dat files will be updated with the required information you have entered into the Mailing Statement Setup window.

The Print Presort window will appear after the Mailing Statement has printed to PDF.

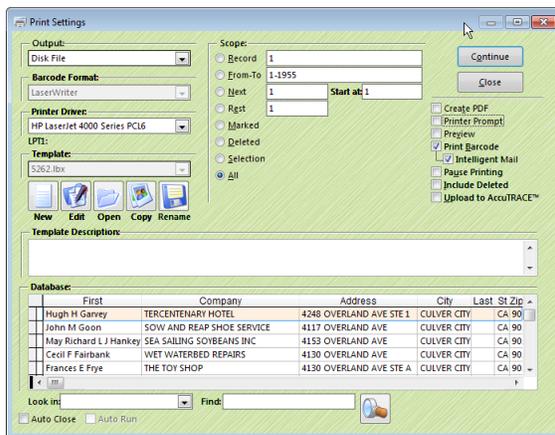
23. Click the **Print Labels** button.



24. Setup the Print Settings window as follows:

- Output:** Disk File
- Scope:** All
- Print Barcode:** Checked
- Intelligent Mail:** Checked
- All Other Boxes: Unchecked

Note: Do not worry about any of the other items in the Print Settings window.

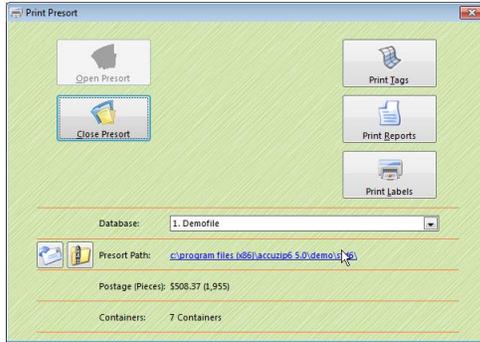


25. Click the **Continue** button.

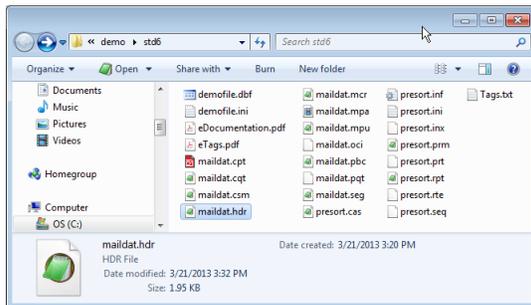
26. When the Export window appears, click the **Cancel** button, and then click the **Close** button in the Print Settings window. The Print Presort window will appear.



27. Click the **Presort Path:** link. This will open your Browser to where the Mail.dat files are located.



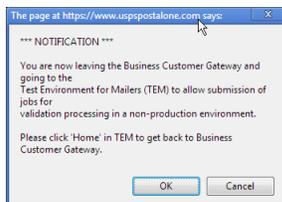
28. You will be uploading the maildat.hdr file located inside this Presort Path folder soon enough.



Upload Mailing Job

>> FIRST, LOGIN TO THE GATEWAY

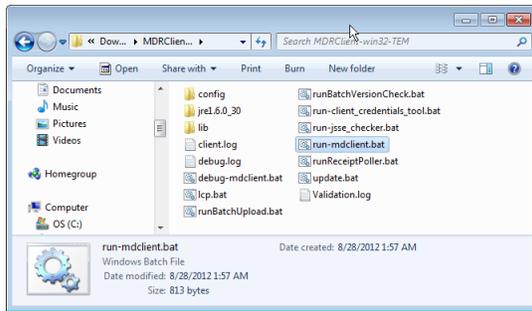
1. Browse to <https://gateway.usps.com>
2. Login with your Username and Password.
3. Listed under **Favorite Services**, click **Postal Wizard**.
4. Under **Manage Mailing Activity** (left side-bar) click **Electronic Data Exchange**.
5. Under **Test Environment for Mailers (TEM)**, click **Go to TEM**
6. Click **OK** when the NOTIFICATION dialog appears.



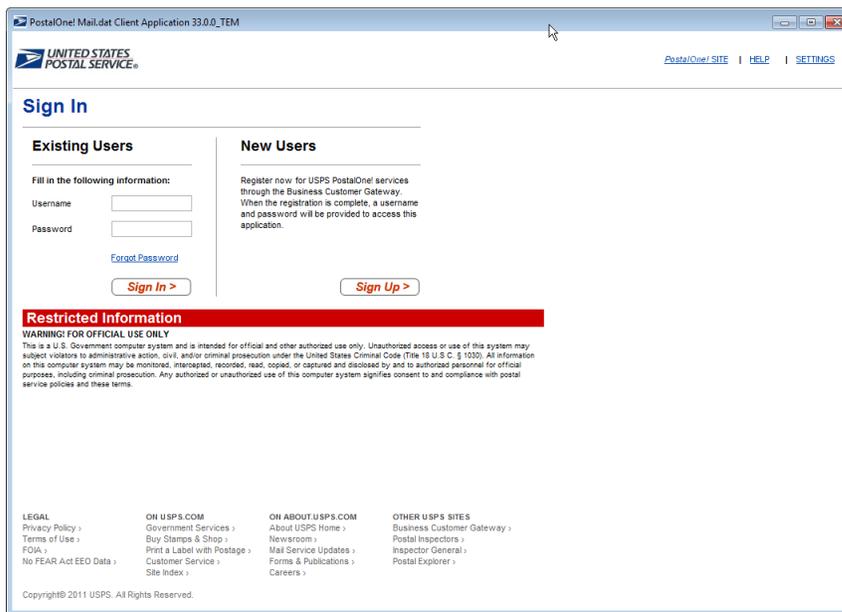
7. Minimize your web browser.

>> SECOND, RUN POSTALONE! MAIL.DAT CLIENT APPLICATION AND UPLOAD

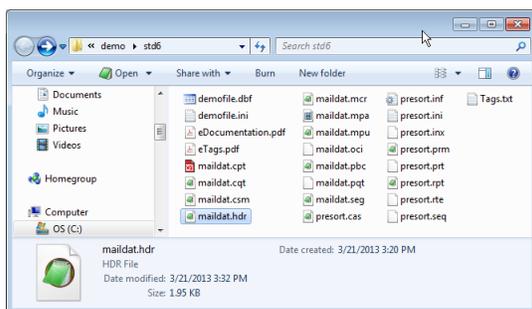
1. Run **run-mdclient.bat** from the **MDRClient-win32-TEM** folder located on your C:\ drive.



2. Login with your Username and Password.



3. Click **Job Validation/Upload** link at top.
4. Click **Add Jobs**.
5. Open the **maildat.hdr** created from the presort you did earlier (above)



6. Select the **Upload after Validation** option, and then click the **Validate & Upload** button. If your file passes the initial validations it will automatically upload. If your file does not pass all validations, you will need to make corrections before uploading your file.

Review Mailing Job

1. Under **Manage Mailing Activity**, click **Dashboard**.
2. When the Dashboard Management System screen appears, select the following values:

The screenshot displays the USPS PostalOne! Dashboard Management System interface. The page title is "Dashboard Management System". The "Dashboard Alerts" section shows two alerts: "ALERT: Review your Document Jobs" and "ALERT: Refunds". The "Dashboard Search" section is the primary focus, featuring a search form with the following fields and values:

- Open Date: Begin: 03/22/2013, End: 03/22/2013
- Statement Statuses: All - Include all Statement Statuses (dropdown menu)
- Job Statuses: All - Include all Jobs (dropdown menu)
- Post Office of Mailing: (empty)
- Mail Entry Method: All (dropdown menu)
- PVI-Mail Mailing: (checkbox)
- Postage Statement ID: (empty)
- Mailing Group: (empty)
- Preparer Permit #: (empty)
- Preparer CRID #: (empty)
- Permit Holder Permit #: (empty)
- Permit Holder CRID #: (empty)
- Account Number: (empty)
- Maler Location: All (dropdown menu)
- Maler Job #: (empty)
- Preparer Permit Type: All (dropdown menu)
- Permit Holder Permit Type: All (dropdown menu)
- Incentive Type: All (dropdown menu)
- Include Closed Jobs: (checkbox)

A "Search" button is located at the bottom of the search form. Below the search form, there are sections for "Status Chart", "Mail Class Chart", and "Manage My Settings".

- **Open Date:** Begin: < Click on date and choose today's date
End: < Click on date and choose today's date
 - **Statement Statuses:** All – Include all Statement Statuses
3. Click **Search**. Search results should display your Job ID.
 4. Click on the Postage Statement ID link in the third column.

Review & Compare

Compare the electronic postage statement displayed on the dashboard with the postage statement that was created by AccuZIP6 in Step 22 (above).

- Total pieces, weight, permit, should be the same.
- Total postage may be different in that the electronically submitted job will be Full-Service while the original may not have been.

Resolve Issues

If you encounter issues with your test, please contact the [Help Desk at 800-522-9085](tel:800-522-9085).

- Be prepared to supply the job ID that you submitted.
 - The Job ID should be listed on your Dashboard that appeared when you searched for the Job in Step 3 (under Review Mailing Job)
 - The Job ID can be found in the maildat.hdr file, first 8-characters. You can open the maildat.hdr with any text editor, like Notepad.

Complete Test

If the review of your postage statement is successful, please send an email to the Help Desk at PostalOne@usps.gov with your **Company name & address, CRID, Job ID**, and a message that your electronic information populated correctly. PostalOne! Help Desk 800-522-9085.

PASS!!





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Now What?

Now that you have passed Full-Service Certification, had your cup of coffee and celebrated, it is time to do “real” Full-Service mailings with AccuZIP6.

Download Mail.dat Support for Production

1. Login to <https://gateway.usps.com> using your Credentials
2. Listed under **Favorite Services**, click **Postal Wizard**.
3. Under **Manage Mailing Activity** (left side-bar) click **Electronic Data Exchange**.
4. Under **Mail.dat Support for Production**, click **Download Client Application (Windows)**
5. **Unzip** to a new folder and **Run** run-mdclient.bat from the **MDRClient-win32-PROD** folder
6. Login and Upload and Validate “real” data everytime.
7. **You are now set and able to do Full-Service Mailings from this point using AccuZIP6!**

If you need any assistance, please do not hesitate to contact support@accuzip.com



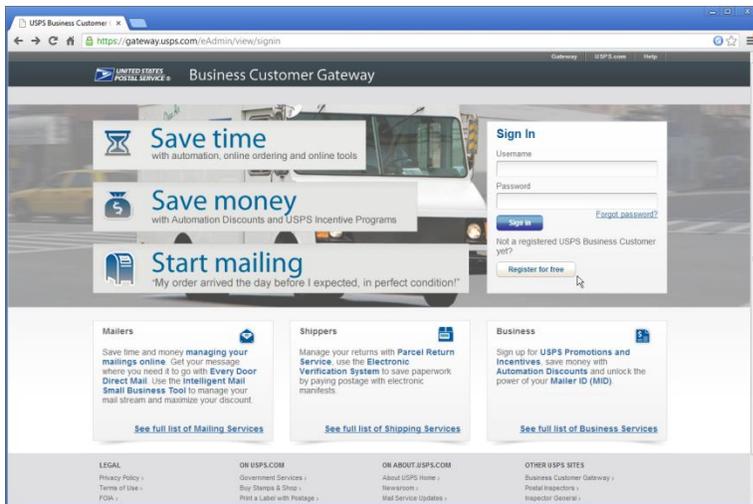
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Business Customer Gateway Account Setup

(Requires less than 10 minutes of your time)

AccuZIP Inc. has created step-by-step instructions that will guide you through setting up the Business Customer Gateway Account. This process will get you the **CRID** (Customer Registration ID) that you need to submit eDoc using Mail.dat files Basic or Full-Service.

1. Browse to <https://gateway.usps.com> and click **Register for free**.



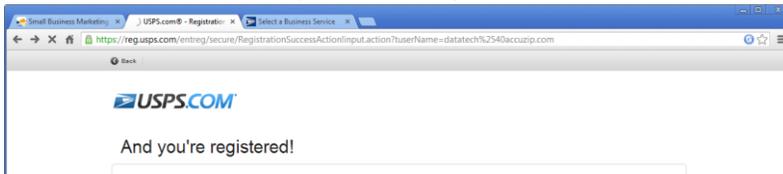
2. Enter your email address as the **Username**. Enter a **Password** (Read the required characters needed).
 - You must enter two (2) security questions
 - Enter your First Security Question, click CONFIRM FIRST SECURITY ANSWER, and then
 - Enter your Second Security Question and click CONFIRM SECOND SECURITY ANSWER

The screenshot shows the USPS.com registration page. The title is "Create Your USPS.com Business Account". Under "Account type", "Business" is selected. The "Create a username & password" section is active. It includes fields for "Pick a Username" (with a "CHECK THIS NAME" button), "Pick a Password" (with a "CHECK THIS PASSWORD" button and a "Password Strength" indicator showing 89% Very Strong Password), and "Pick Two Security Questions". The first question is "What is the name of your pet?". There are fields for the answer and a "CONFIRM FIRST SECURITY ANSWER" button. A "CONFIRM SECOND SECURITY ANSWER" button is also visible at the bottom.

3. Scroll down to "Next, we need your name and contact info" and complete this area, and then click **Create Account**

The screenshot shows the USPS.com registration page. The title is "Next, we need your name and contact info". It includes fields for "Enter Your Name" (First Name, MI, Last Name, Suffix), "Enter Your Company Identifier (CRID)", "Enter Your Phone Number" (Type, Phone, Ext., Fax), "Enter Your Address" (Country, Company Name, Street Address, Apt/Suite/Other, City, State, ZIP Code), and "Enter Your Email Address" (Email Address, Re-Type Your Email Address). There are checkboxes for "Can we contact you?" (From USPS, From USPS Partners) and a "Create Account" button at the bottom.

4. You will see this screen; **HOWEVER, YOU ARE NOT FINISHED QUITE YET!!**



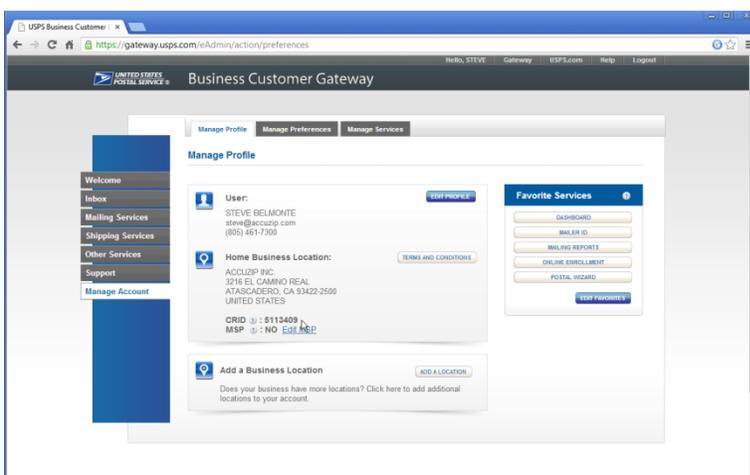
5. Close the Browser window

6. Login to the Gateway: <https://gateway.usps.com> using your Username and Password you used to create your account

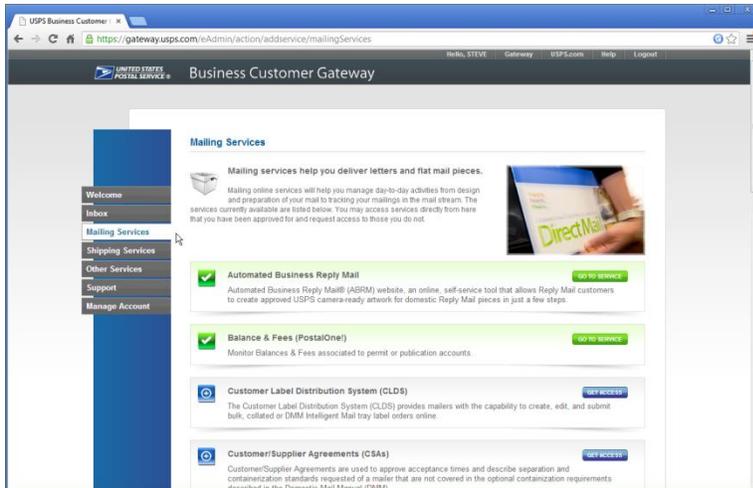
7. Under **Welcome**, click the **Manage Account** link



8. **Write down your CRID** displayed under “Business Locations” so you can use it in AccuZIP6 to create Mail.dat files to get Full-Service Certified.



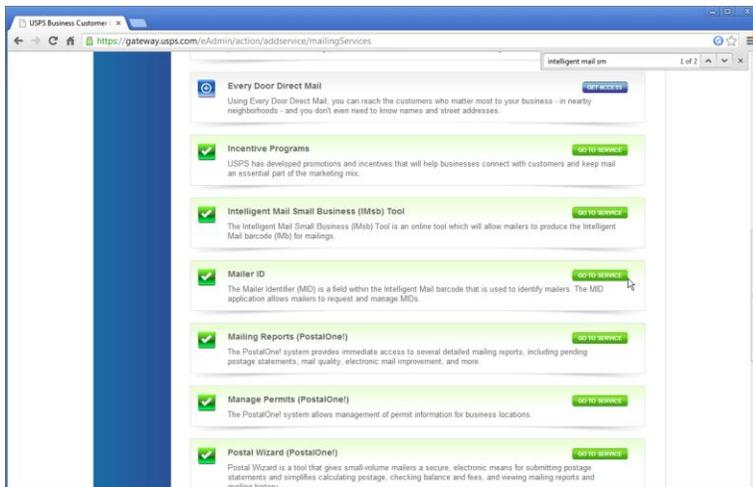
9. Click on **Mailing Services** link



10. Click the **GET ACCESS** button for the following Mailing Services:

Each time you click on **GET ACCESS**, wait a few seconds and the icon to the left should change to a **check mark** when you have access to that service. (as pictured below)

- **Incentive Programs**
- **Intelligent Mail Small Business (IMsb) Tool**
- **Mailer ID**
- **Audit Mailing Activity (PostalOne!)**



Finished!!

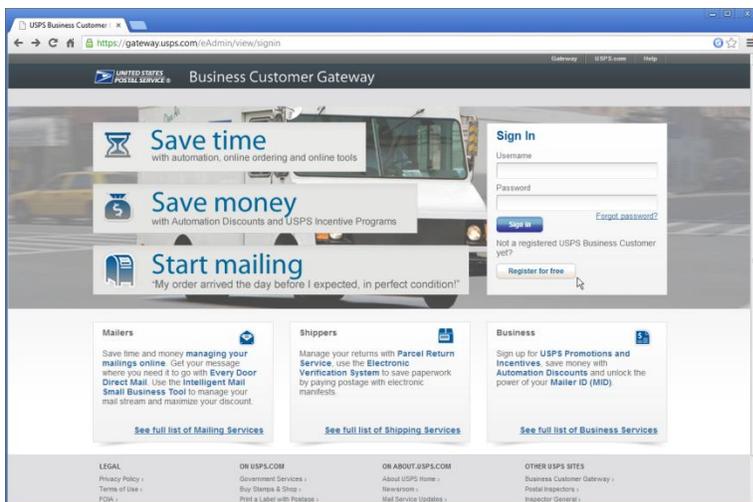


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How to get a Mailer ID (Requires less than 3 minutes of your time)

AccuZIP Inc. has created step-by-step instructions that will guide you through the process of obtaining a 9-Digit Mailer ID.

1. Browse to <https://gateway.usps.com> and **Login with your Username and Password**
Note: If you do not know your Login credentials, use the “**Forgot password?**” link or click the “**Register for free**” link and click [here](#) for instructions.

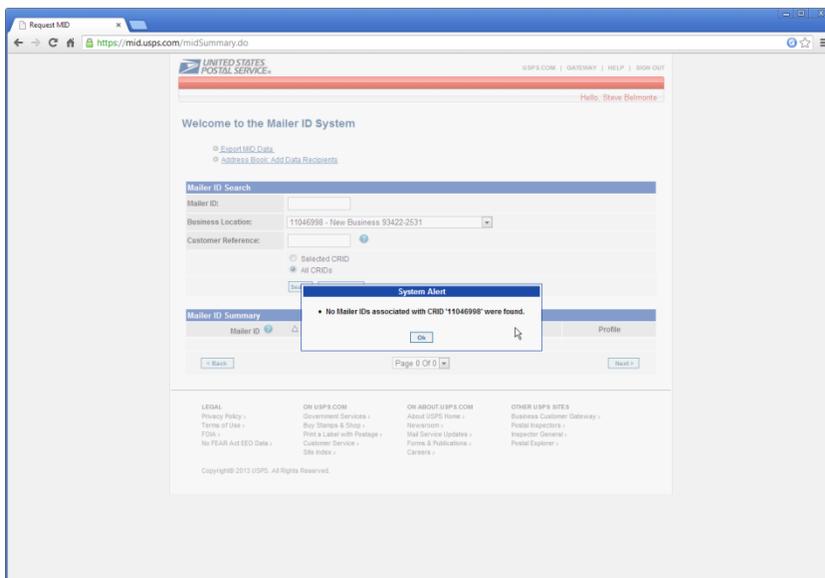


May 28, 2013

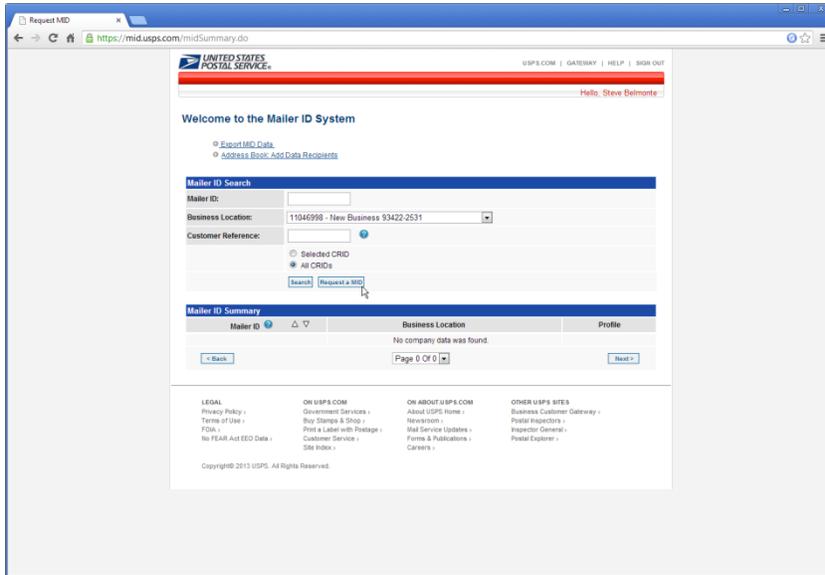
- Click the **MAILER ID** link under **Favorite Services**. If you do not see **MAILER ID** under Favorites, click **EDIT FAVORITE** and check the box to the right of **Mailer ID** and click the **SAVE** button to add to your Favorites.



- If you see the message box **“No Mailer IDs associated with CRID...”** then proceed to Step 4 to obtain a Mailer ID (MID), **otherwise write down the Mailer ID listed on this page** (you will use this Mailer ID in AccuZIP6) and you're finished.

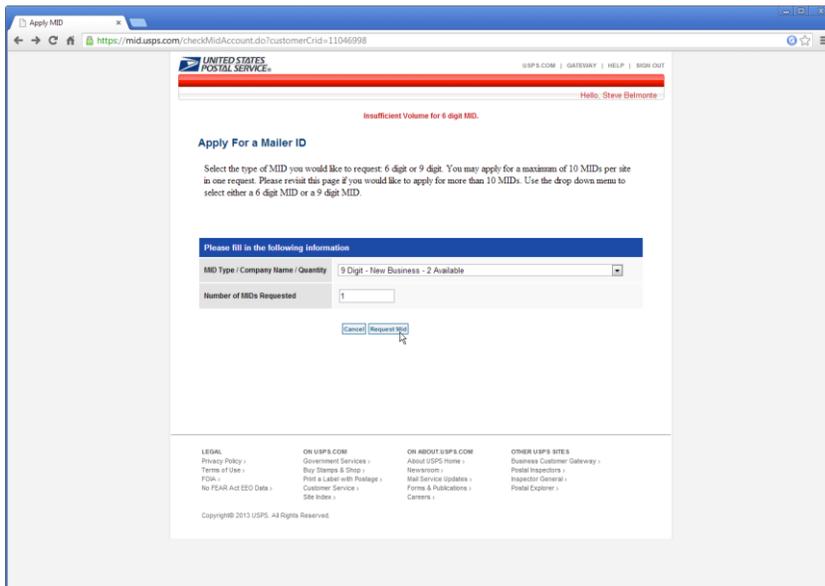


4. Click **OK**

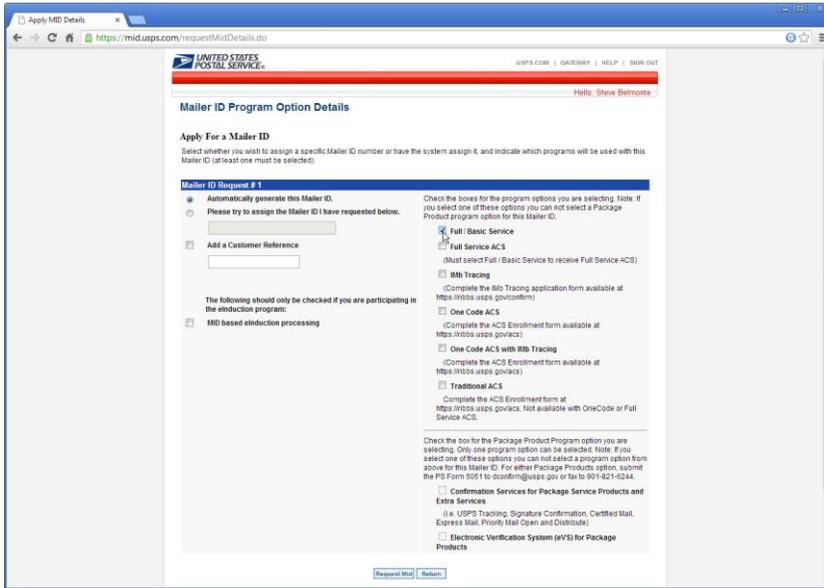


5. Click **Request a MID (Mailer ID)** and then:

- Select **9 Digit – New Business – 2 Available** from **MID Type / Company Name / Quantity**
- Type **1** or type **2** into the Number of MIDs Requested
- And then click **Request Mid**



6. Choose the **Automatically generate this Mailer ID**, then check **Full/Basic Service** and then click **Request Mid** at bottom of page.



FINISHED!!

You will now see your new Mailer ID which will be used with all of your Full-Service Mailings.