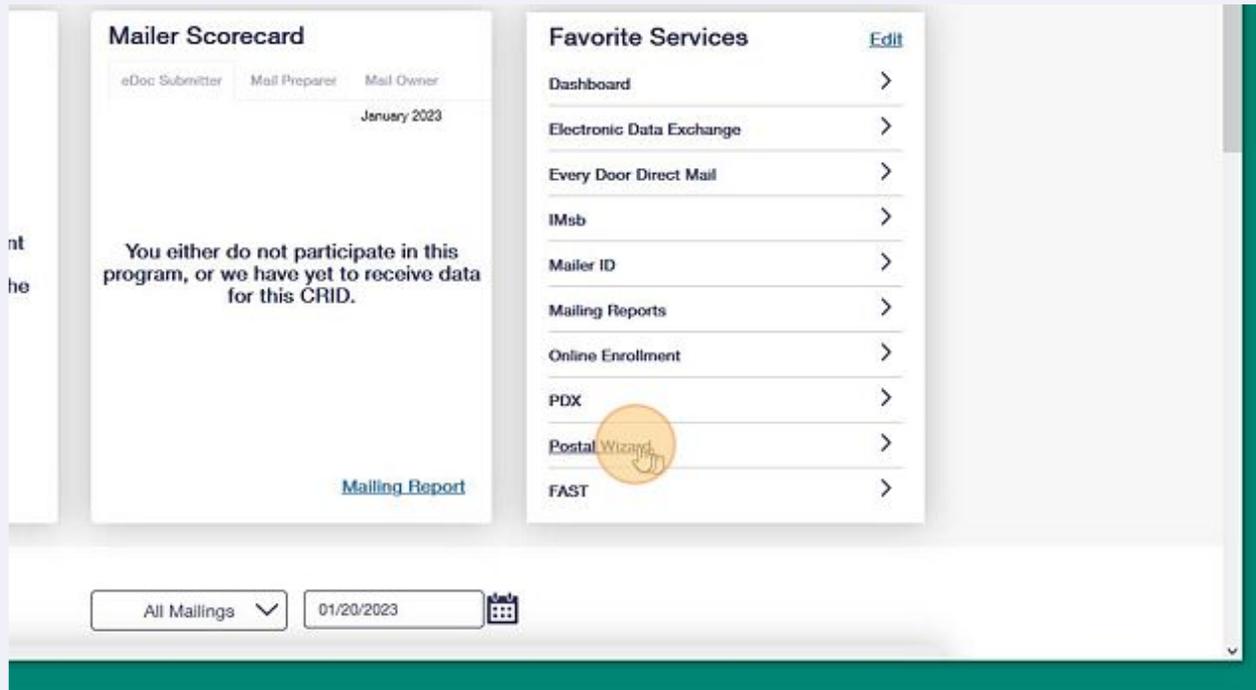


# USPS Postal Wizard

1

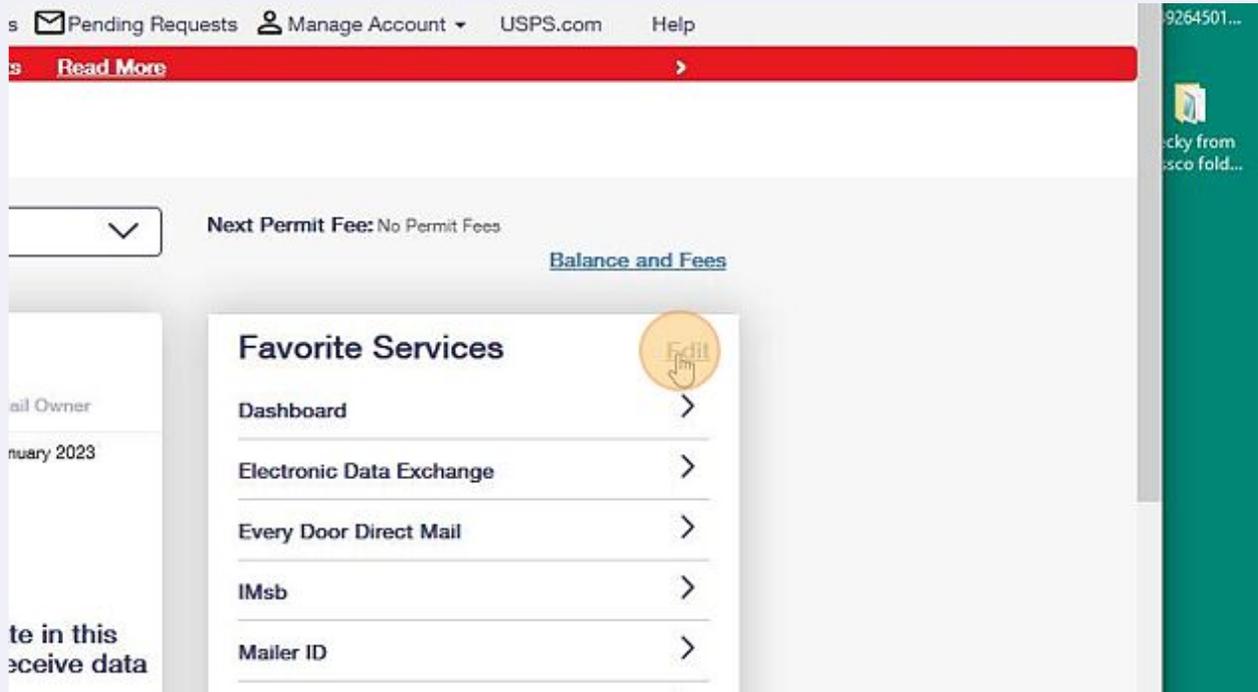
Sign into your Business Customer Gateway then go to Postal Wizard from Favorite Services.

\*\* You can choose to print a Postal Wizard Assistant report in AccuZIP when printing reports from your Print Presort screen.



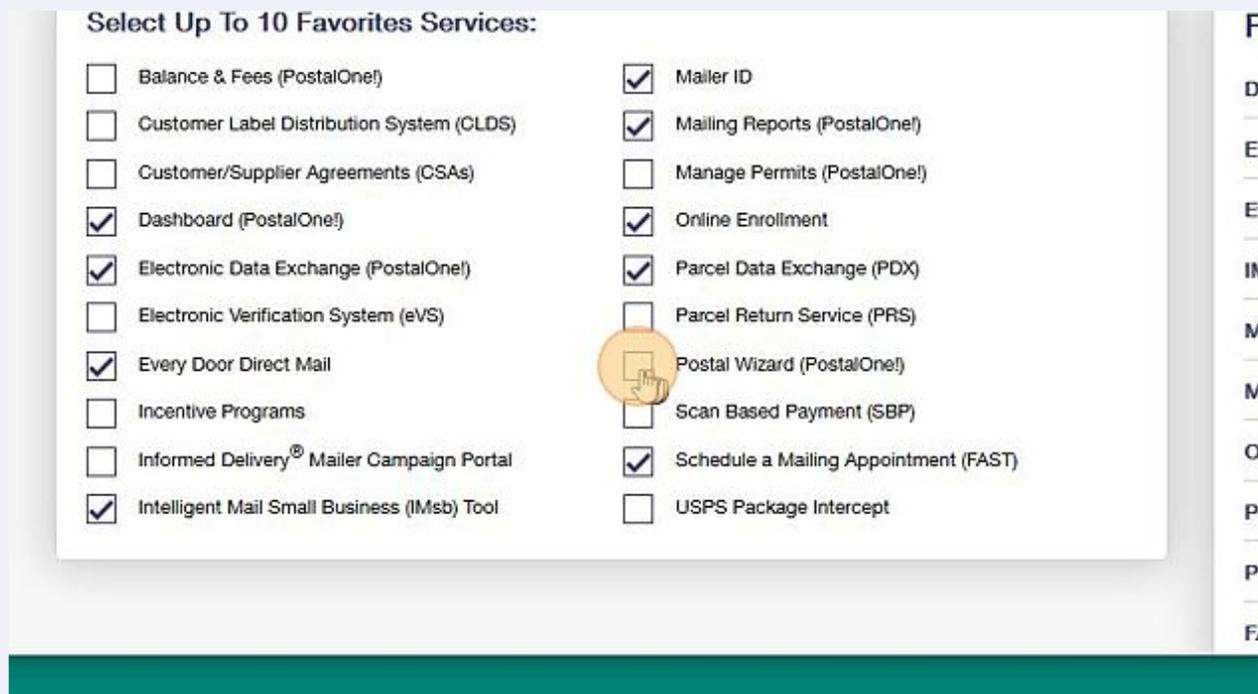
2

If you need to add Postal Wizard to your favorites click Edit at the top of the Favorite Services screen.



3

Choose to add Postal Wizard and save.



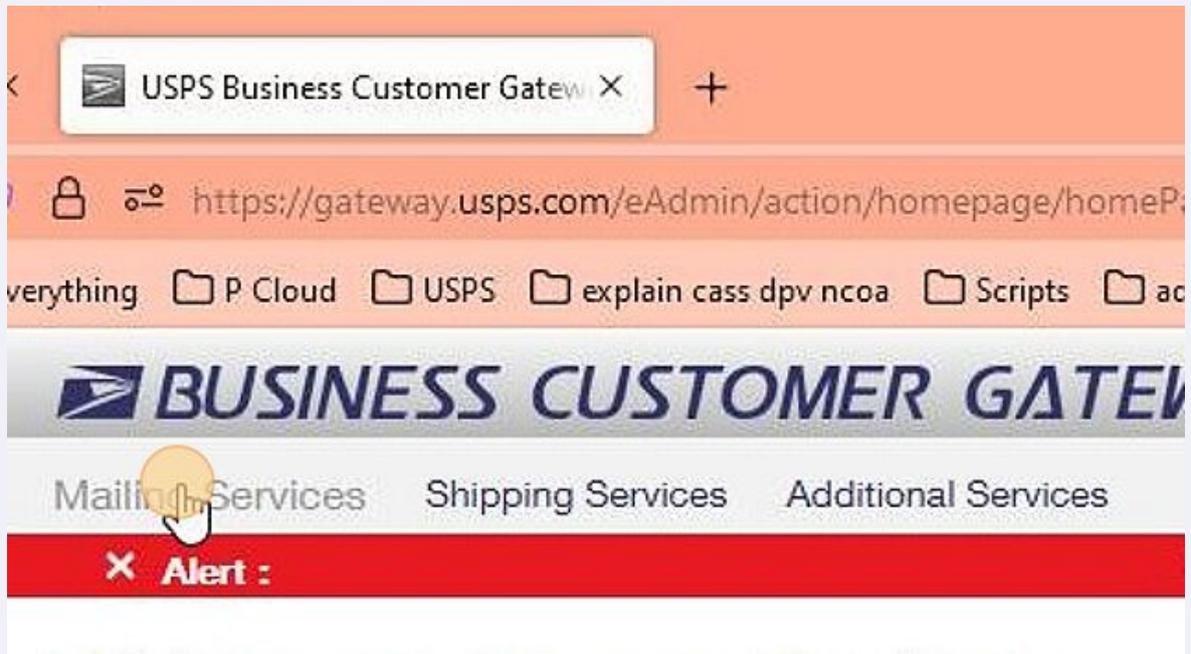
4

Select Up To 10 Favorites Services:

- |   |   |
|---|---|
| <input type="checkbox"/> Balance & Fees (PostalOne!)                            | <input checked="" type="checkbox"/> Mailer ID                             |
| <input type="checkbox"/> Customer Label Distribution System (CLDS)              | <input checked="" type="checkbox"/> Mailing Reports (PostalOne!)          |
| <input type="checkbox"/> Customer/Supplier Agreements (CSAs)                    | <input type="checkbox"/> Manage Permits (PostalOne!)                      |
| <input checked="" type="checkbox"/> Dashboard (PostalOne!)                      | <input checked="" type="checkbox"/> Online Enrollment                     |
| <input checked="" type="checkbox"/> Electronic Data Exchange (PostalOne!)       | <input checked="" type="checkbox"/> Parcel Data Exchange (PDX)            |
| <input type="checkbox"/> Electronic Verification System (eVS)                   | <input type="checkbox"/> Parcel Return Service (PRS)                      |
| <input checked="" type="checkbox"/> Every Door Direct Mail                      | <input type="checkbox"/> Postal Wizard (PostalOne!)                       |
| <input type="checkbox"/> Incentive Programs                                     | <input type="checkbox"/> Scan Based Payment (SBP)                         |
| <input type="checkbox"/> Informed Delivery® Mailer Campaign Portal              | <input checked="" type="checkbox"/> Schedule a Mailing Appointment (FAST) |
| <input checked="" type="checkbox"/> Intelligent Mail Small Business (IMsb) Tool | <input type="checkbox"/> USPS Package Intercept                           |

5

You can also enter Postal Wizard by going to Mailing Services at the top left of your Business Customer Gateway Home Screen.



6 Find the Postal Wizard option then choose Go To Service on the right.

✦ Mailer ID <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
✦ Mailing Promotions Portal <a href="#">more info &gt;</a>	<a href="#">Get Access</a>
✦ Mailing Reports (PostalOne!) <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
✦ Manage Permits (PostalOne!) <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
✦ MyMSSC Portal <a href="#">more info &gt;</a>	<a href="#">Get Access</a>
✦ Picture Permit Indicia <a href="#">more info &gt;</a>	<a href="#">Get Access</a>
✦ Postal Wizard (PostalOne!) <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
✦ Printer Directory <a href="#">more info &gt;</a>	<a href="#">Get Access</a>
✦ Schedule a Mailing Appointment (FAST) <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
✦ Share Mail <a href="#">more info &gt;</a>	<a href="#">Get Access</a>

7 Next choose the USPS Mailing Statement for the Class of Mail you are submitting.

The screenshot shows the USPS Postal Wizard interface. On the left is a navigation menu with options like Home, Summary, Balance and Fees, Postal Wizard, Electronic Data Exchange, Mailing Reports, Dashboard, Manage Permits, IMsb Tool, e-VS Customer, e-VS Monthly Account and Sampling Summary, eVSPRS Dashboard, and Manifest Search. The main content area is titled "Postal Wizard" and includes a sub-header "Complete a Mailing Form". Below this is a table with two columns: "Online Form" and "Description". A yellow circle highlights the "3600 PM" form in the list.

Online Form	Description
<a href="#">3541</a>	Postage Statement — Periodicals
<a href="#">3541</a>	Postage Statement — Periodicals - Combined
<a href="#">3600 FCM</a>	Postage Statement — First-Class Mail
<a href="#">3600 PM</a>	Postage Statement — Priority Mail
<a href="#">3602</a>	Postage Statement — USPS Marketing Mail
<a href="#">3605</a>	Postage Statement — Bound Printed Matter
<a href="#">3605</a>	Postage Statement — Parcel Select
<a href="#">3605</a>	Postage Statement — Media Mail or Library Mail
<a href="#">3700-A</a>	Postage Statement — Part A - First Class Mail International
<a href="#">3700-B</a>	Postage Statement — Part B - First Class Package International Service
<a href="#">3700-C</a>	Postage Statement — Part C - International Surface Air Lift
<a href="#">3700-D</a>	Postage Statement — Part D - International Priority Airmail
<a href="#">3700-E</a>	Postage Statement — Part E - Priority Mail International - Transmits Customs Data
<a href="#">3700-F</a>	Postage Statement — Part F - Priority Mail International - Regional Rate Box - Transmits Customs Data
<a href="#">3700-G</a>	Postage Statement — Part G - Priority Mail Express International - Transmits Customs Data
<a href="#">3700-H</a>	Postage Statement — Part H - Global Express Guaranteed - Transmits Customs Data
<a href="#">3700-P</a>	Postage Statement — Part P - Commercial ePacket
<a href="#">3700-Q</a>	Postage Statement — Part Q - Global Direct

[View Pending Postage Statements Report](#)

8 Postal Wizard then guides you step by step to submit a mailing.

2 Mailing Details

3 Rates

When do you plan to submit your mailing?

9 Choose your date.

When do you plan to submit your mailing?

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

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- 10 Choose if you are entering the mail for you or another company.

When do you plan to submit your mailing?

01/27/2023  

Are you submitting this mailing for yourself or on behalf of another company?

Myself  Another Company

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- 11 The next option is to Select your Account Information. You will be provided a list of your permits to choose from.

USPS Marketing Mail » Account

Enter Account Information

1 — 2 — 3  
Account Information Mailing Details Rates

When do you plan to submit your mailing?

01/27/2023  

Are you submitting this mailing for yourself or on behalf of another company?

Myself  Another Company

Please select your Account Information

Display 10 records

12 Next choose the rate status - Profit or Non Profit.

The screenshot shows a progress bar at the top with two steps: '2 Mailing Details' (active) and '3 Rates'. The main content area contains the following elements:

- Question: "When do you plan to submit your mailing?" with a date input field containing "01/27/2023" and a calendar icon.
- Question: "Are you submitting this mailing for yourself or on behalf of another company?" with two buttons: "Myself" (highlighted in blue) and "Another Company".
- Question: "Are you submitting this mailing as Regular or Nonprofit?" with two buttons: "Regular" (highlighted in blue with a mouse cursor icon) and "Nonprofit".

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13 The next selection is to let USPS know where you are entering the mail.

The screenshot shows a progress bar at the top with four steps: '1 Account Information' (active), '2 Mailing Details', '3 Rates', and '4 Summary'. The main content area contains the following elements:

- Question: "When do you plan to submit your mailing?" with a date input field containing "01/27/2023" and a calendar icon.
- Question: "Are you submitting this mailing for yourself or on behalf of another company?" with two buttons: "Myself" (highlighted in blue) and "Another Company".
- Question: "Are you submitting this mailing as Regular or Nonprofit?" with two buttons: "Regular" (highlighted in blue) and "Nonprofit".
- Question: "Are you bringing your mailing to Post Office Dallas, GA 30132-9998?" with two buttons: "Yes" (highlighted in blue with a mouse cursor icon) and "Change".

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14 How many pieces are in the mailing.

1 2 3

Account Information Mailing Details Rates

Mailing Characteristics

Mailing Date 01/27/2023

Total Pieces

Move Update Method -- None --

Special Postage Payment System -- None --

Destination Entry  Yes  No

Full Service

Mail Piece Information

15 Then which required Move Update Method was used.

Enter Mailing Details

1 2 3 4

Account Information Mailing Details Rates Summary

Mailing Characteristics

General Information

Mailing Characteristics

Mailing Date 01/27/2023

Total Pieces 4000

Move Update Method -- None --

Special Postage Payment System -- None --

Destination Entry Online NCOALink

NCOALink

ACS

OneCode ACS

Alternative Address Format

Multiple Methods

Alternative Method

Not Compliant

Mail Piece Information

Processing Category

Piece Weight

Pounds  Ounces

Non-identical

Total Weight (lbs)

Container Information

1' MM Trays

2' MM Trays

2' EMM Trays

Flat Trays

Sacks

Pallets

Other

16

Your next choice lets USPS know if you are adding a Destination Entry. If you are entering all the mail at your BMEU choose No.

The screenshot shows the 'Mailing Characteristics' section of a USPS form. On the left, there is a sidebar with 'Mailing Characteristics', 'General Information', and 'Incentives'. The main area is titled 'Mailing Characteristics' and contains several fields: 'Mailing Date' (01/27/2023), 'Total Pieces' (4000), 'Move Update Method' (NCOALink), 'Special Postage Payment System' (-- None --), 'Destination Entry' (radio buttons for Yes and No, with No selected), 'PS Form 8125' (radio buttons for Yes and No, with Yes selected), 'DSMS' (radio buttons for Yes and No, with No selected), and a 'Full Service' checkbox. Below this is the 'Mail Piece Information' section with a 'Processing Category' dropdown menu set to '-- Select --'. A yellow callout circle highlights the 'No' radio button for 'Destination Entry'.

17

Does the mail qualify for a Full Service Mail Discount.

This screenshot shows the same 'Mailing Characteristics' form as above, but with an additional 'Container Info' column on the right. The 'Destination Entry' field now has 'Yes' selected. A yellow callout circle highlights the 'Full Service' checkbox, which is currently unchecked. The 'Container Info' column lists various container types: '1' MM Tr', '2' MM Tr', '2' EMM Tr', 'Flat Tr', 'Sat', 'Pall', and 'Od'. The 'Mail Piece Information' section at the bottom includes a 'Processing Category' dropdown (set to '-- Select --'), a 'Piece Weight' field, and radio buttons for 'Pounds' (selected) and 'Ounces', along with a 'Non-identical' checkbox.

**18** Choose what size of mail you are processing .

Special Postage Payment System

Destination Entry  Yes  No

Full Service

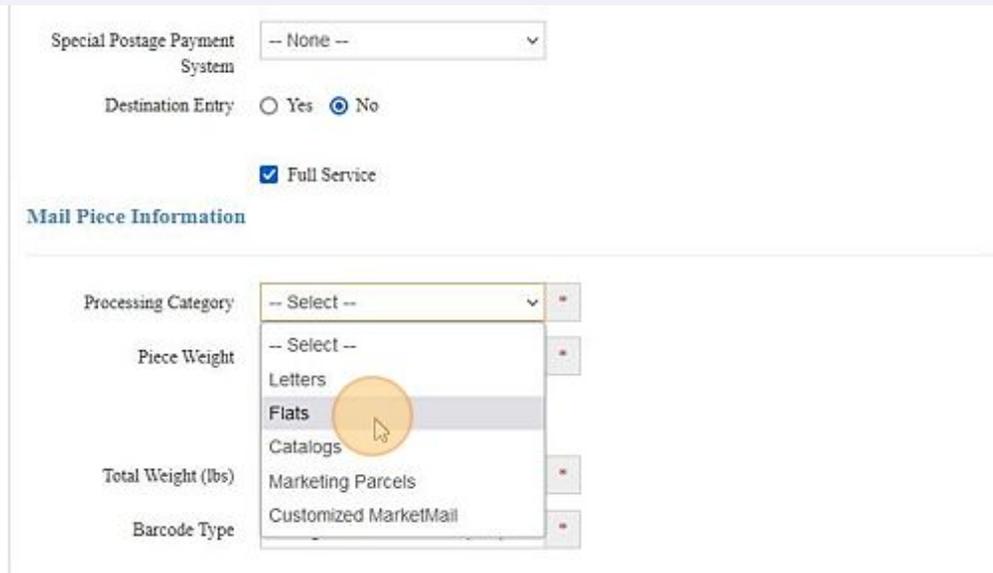
**Mail Piece Information**

Processing Category

Piece Weight

Total Weight (lbs)

Barcode Type



**19** Enter the weight of 1 piece either in pounds or ounces.

Destination Entry  Yes  No

Full Service

**Mail Piece Information**

Processing Category

Piece Weight

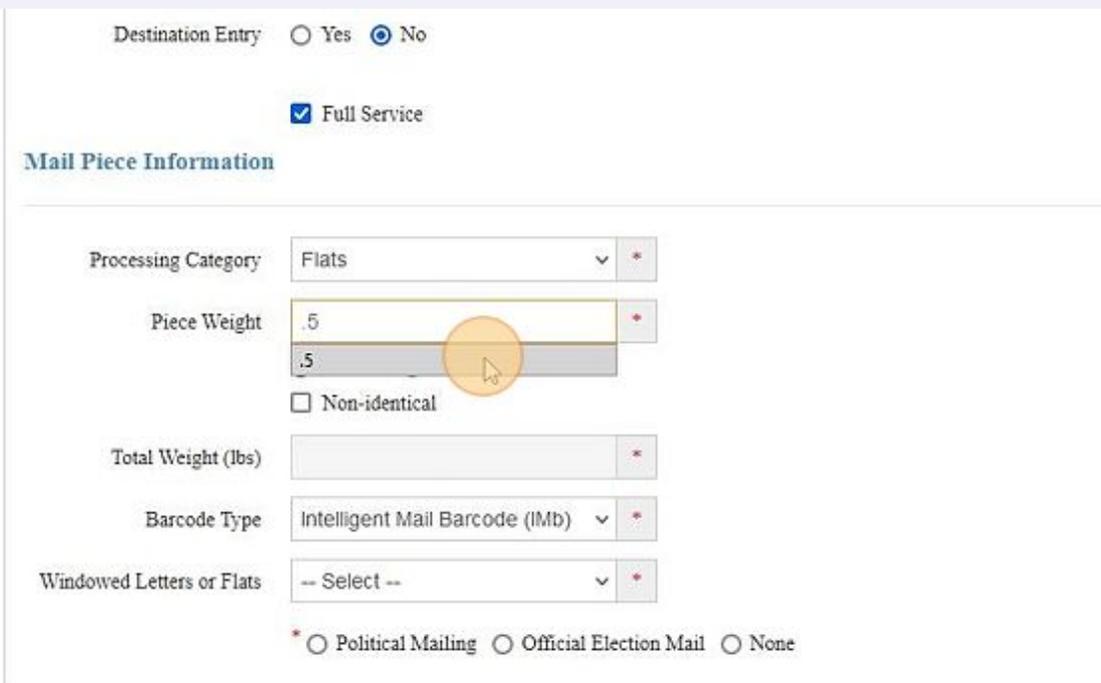
Non-identical

Total Weight (lbs)

Barcode Type

Windowed Letters or Flats

\*  Political Mailing  Official Election Mail  None



20 Next if the mail piece is not a windowed envelop choose No.

**Mail Piece Information**

Processing Category: Flats

Piece Weight: .5  
 Pounds  Ounces  
 Non-identical

Total Weight (lbs): 125

Barcode Type: Intelligent Mail Barcode (IMb)

Windowed Letters or Flats: -- Select --  
-- Select --  
Yes  
No

Political Mailing  Official Election Mail  None

21 The next choice is to let USPS know if you are mailing either Political or Official Election Mail. If your mailing consists of neither choose None.

Processing Category: Flats

Piece Weight: .5  
 Pounds  Ounces  
 Non-identical

Total Weight (lbs): 125

Barcode Type: Intelligent Mail Barcode (IMb)

Windowed Letters or Flats: No

Political Mailing  Official Election Mail  None

22

Your next entry on the right is the type of mailing containers and how many of each you will be delivering to USPS.

The screenshot shows a progress bar at the top with three steps: 2 (Mailing Details), 3 (Rates), and 4 (Summary). The main content area is titled "Container Information" and contains several sections:

- Left Column:** A date field with "1/27/2023", a ZIP code field with "000", a "COALink" dropdown menu, a "None --" dropdown menu, a "Yes  No" radio button group, and a "Full Service" checkbox.
- Right Column:** A list of container types with dropdown menus: "1' MM Trays", "2' MM Trays", "2' EMM Trays", "Flat Trays" (highlighted with a yellow circle), "Sacks", "Pallets", and "Other".
- Bottom Section:** A "Full Service / Barcode Information" section with a "Mailer ID (MID)" field (highlighted with a yellow circle), a radio button group for "Mailing ID" and "Lowest Piece ID", and a "Mailing/Piece ID" field.

23

Next enter the MID or Mailer ID that is in your Intelligent Mail Barcode.

This screenshot is a zoomed-in view of the "Full Service / Barcode Information" section from the previous image. It shows:

- The "Sacks", "Pallets", and "Other" dropdown menus.
- The "Mailer ID (MID)" text input field, which is highlighted with a yellow circle and has a cursor inside.
- The radio button group for "Mailing ID" and "Lowest Piece ID".
- The "Mailing/Piece ID" text input field.

24

Next enter your first serial number either 6 or 9 digits. USPS will calculate the ending serial number by adding the amount of pieces in the mailing. Then click next to move to the rate section.

**Full Service / Barcode Information**

Mailer ID (MID)

Mailing ID  Lowest Piece ID

Lowest Piece ID

Highest Piece ID

← Previous **Next** →

25

You have choices here for the different rate sections available on your Postage Statement. Part D, F and S are noted here.

**Enter Rates**

Account Information  Mailing Details  **Rates**  Summary

#	Entry	Presort/Automation	No. of Pieces	Piece Price
D1	None	5-Digit	1000	\$0.572
D2	None	3-Digit	1000	\$0.726
D3	None	ADC		\$0.824
D4	None	Mixed ADC		\$0.896
D5	DNDC	5-Digit		\$0.503
D6	DNDC	3-Digit		\$0.657
D7	DNDC	ADC		\$0.755
D8	DNDC	Mixed ADC		\$0.827

26

After entering the amount of pieces into each rate click Next on the lower right of this screen.

Information		Mailing Details		Rates		Summary	
<b>Part D Automation Flats</b>							
<b>Flats 4 oz (0.25 lbs) or less</b>							
#	Entry	Presort/Automation	No. of Pieces	Piece Price			
D1	None	5-Digit	1000	\$0.572			
D2	None	3-Digit	500	\$0.726			
D3	None	ADC		\$0.824			
D4	None	Mixed ADC		\$0.896			
D5	DNDC	5-Digit		\$0.503			
D6	DNDC	3-Digit		\$0.657			
D7	DNDC	ADC		\$0.755			
D8	DNDC	Mixed ADC		\$0.827			
D9	DSCF	5-Digit		\$0.483			

27

Check your entries and calculations then choose if you want a emailed copy of your Postage Statement. If everything is correct Submit to your mailing to Postal One. Your mail project will be on your Dashboard after submitting. The Job ID column will show a PW for Postal Wizard.

g content

it all information furnished within this submission is accurate, truthful, and complete; that the mail and d that the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any certifies, if the mailing is claiming a nonprofit price, that: (1) the mailing complies with DMM 300 ervices advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any nonprofit organization's authorized purpose within the meaning of 39 U.S.C. § 3626(i)(1)(D)(i)(I) and 26

ge statement: **donna tackett**

Extension:

Email a copy of my eCan to my email address

← Previous    Submit →