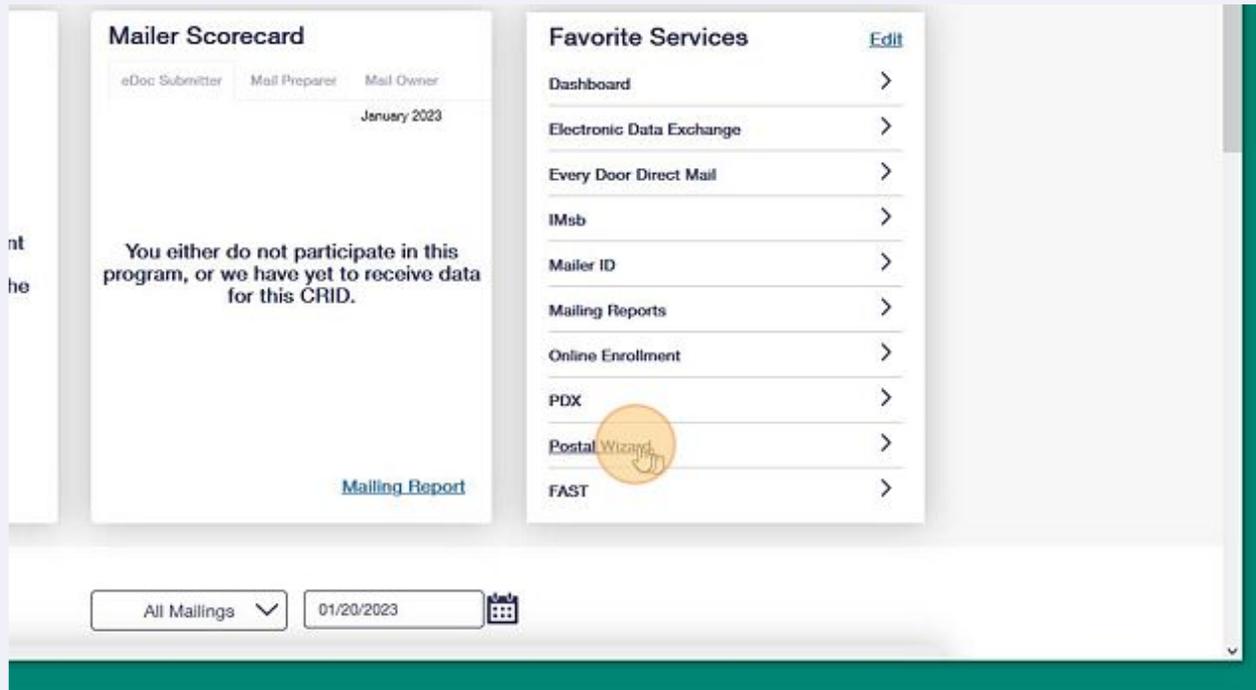# USPS Postal Wizard

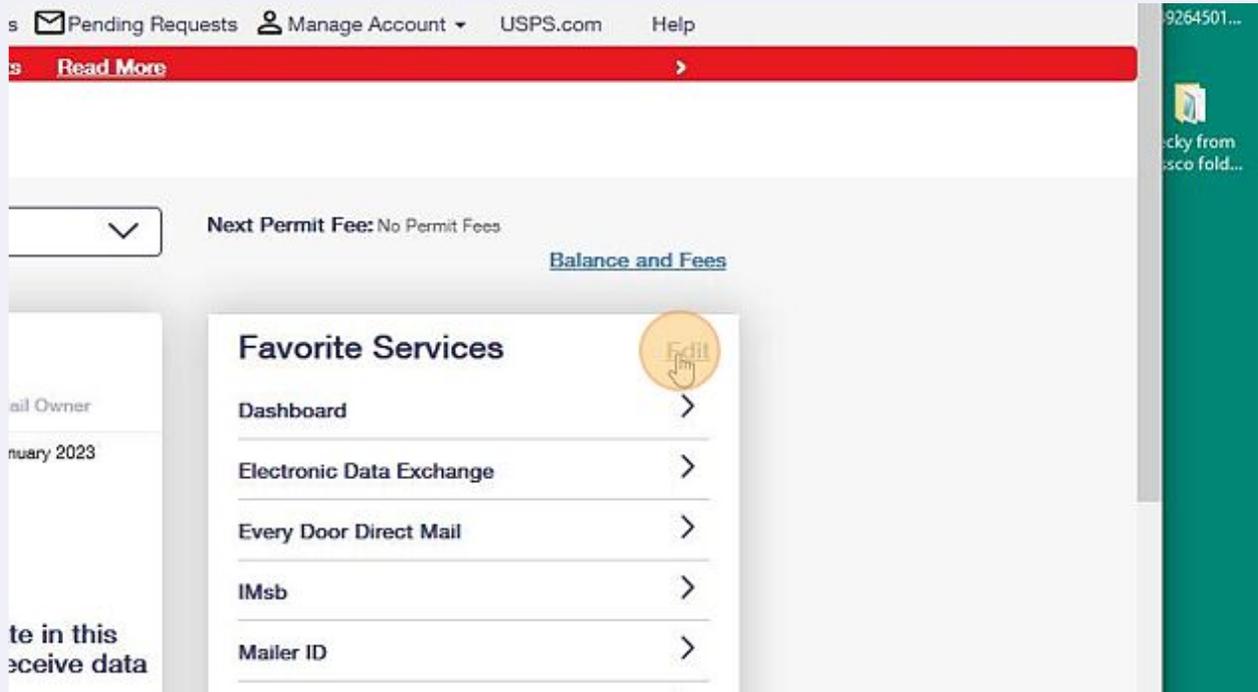**1** Sign into your Business Customer Gateway then go to Postal Wizard from Favorite Services.
** You can choose to print a Postal Wizard Assistant report in AccuZIP when printing reports from your Print Presort screen.
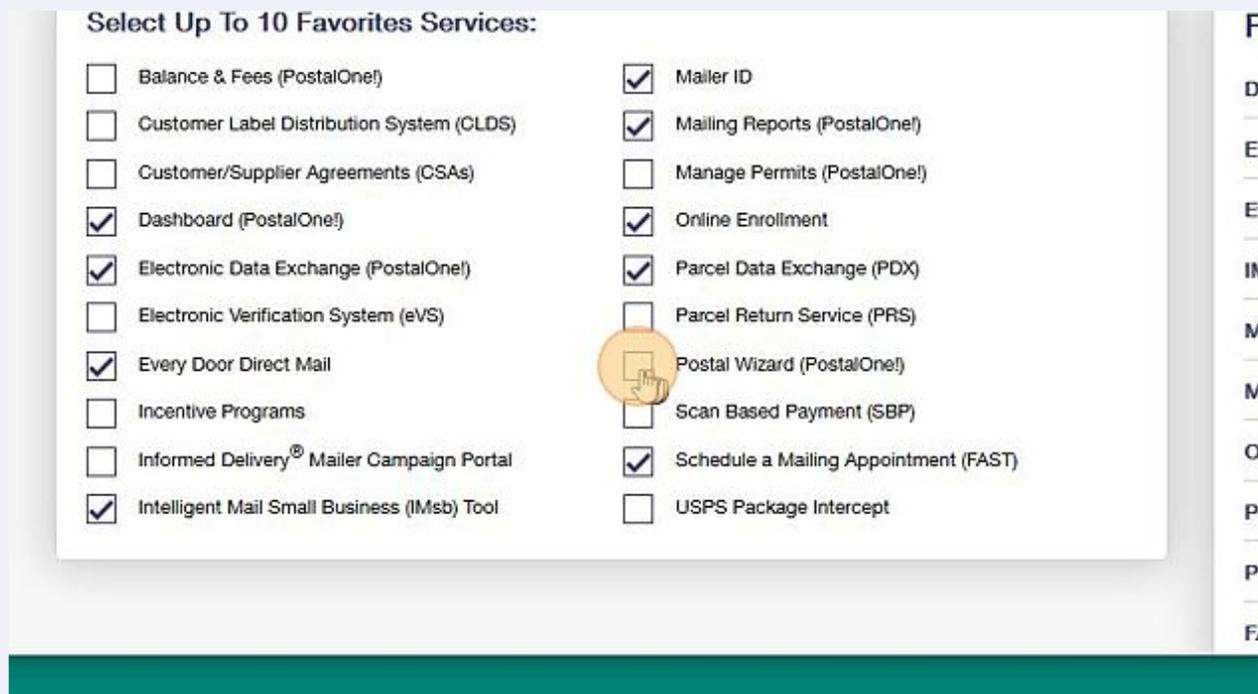
2 If you need to add Postal Wizard to your favorites click Edit at the top of the Favorite Services screen.

s ☑Pending Requests ⚲ Manage Account ▾ USPS.com Help   9264501...

s **Read More**   ❯

Next Permit Fee: No Permit Fees

Balance and Fees

Favorite Services   Edit 🖰

ail Owner   Dashboard   ❯

nuary 2023   Electronic Data Exchange   ❯

                 Every Door Direct Mail   ❯

                 IMsb   ❯

te in this
eceive data   Mailer ID   ❯

3 Choose to add Postal Wizard and save.

Select Up To 10 Favorites Services:

☐ Balance & Fees (PostalOne!)   ☑ Mailer ID

☐ Customer Label Distribution System (CLDS) ☑ Mailing Reports (PostalOne!)

☐ Customer/Supplier Agreements (CSAs)   ☐ Manage Permits (PostalOne!)

☑ Dashboard (PostalOne!)   ☑ Online Enrollment

☑ Electronic Data Exchange (PostalOne!)   ☑ Parcel Data Exchange (PDX)

☐ Electronic Verification System (eVS)   ☐ Parcel Return Service (PRS)

☑ Every Door Direct Mail   ☐ Postal Wizard (PostalOne!) 🖰

☐ Incentive Programs   ☐ Scan Based Payment (SBP)

☐ Informed Delivery® Mailer Campaign Portal ☑ Schedule a Mailing Appointment (FAST)

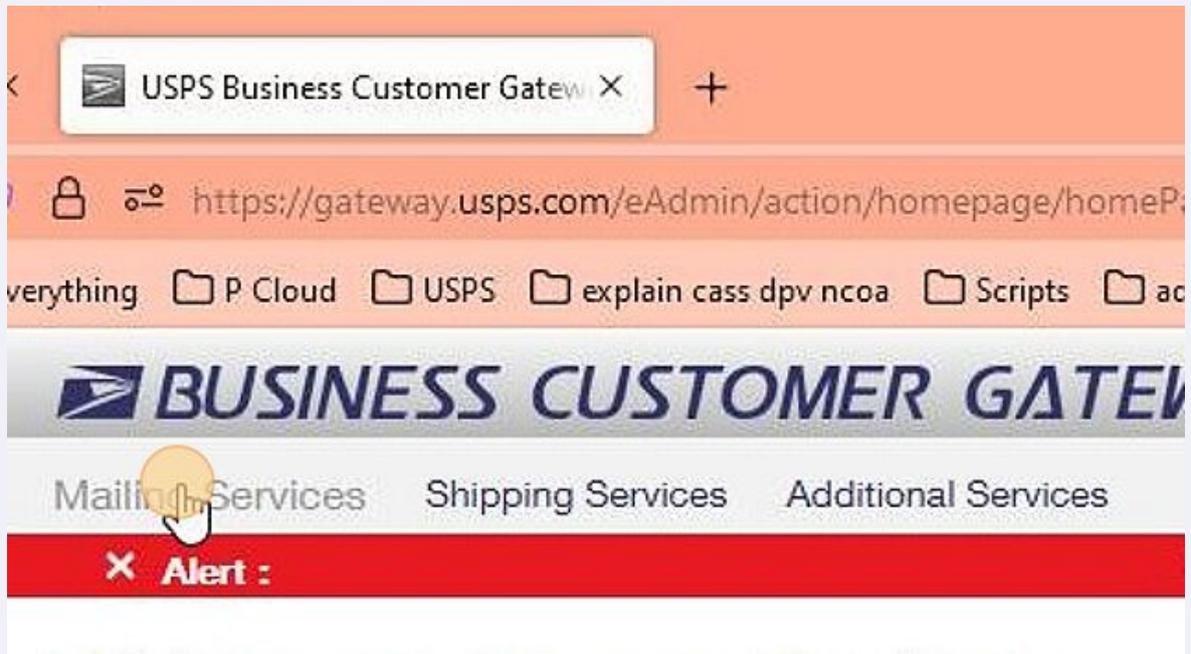☑ Intelligent Mail Small Business (IMsb) Tool ☐ USPS Package Intercept

4

Select Up To 10 Favorites Services:

☐ Balance & Fees (PostalOne!)	☑ Mailer ID
☐ Customer Label Distribution System (CLDS)	☑ Mailing Reports (PostalOne!)
☐ Customer/Supplier Agreements (CSAs)	☐ Manage Permits (PostalOne!)
☑ Dashboard (PostalOne!)	☑ Online Enrollment
☑ Electronic Data Exchange (PostalOne!)	☑ Parcel Data Exchange (PDX)
☐ Electronic Verification System (eVS)	☐ Parcel Return Service (PRS)
☑ Every Door Direct Mail	☑ Postal Wizard (PostalOne!)
☐ Incentive Programs	☐ Scan Based Payment (SBP)
☐ Informed Delivery® Mailer Campaign Portal	☑ Schedule a Mailing Appointment (FAST)
☑ Intelligent Mail Small Business (IMsb) Tool	☐ 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.

USPS Business Customer Gatew ✕ ＋

🔒 https://gateway.usps.com/eAdmin/action/homepage/homeP

verything 🗀 P Cloud 🗀 USPS 🗀 explain cass dpv ncoa 🗀 Scripts 🗀 ad

BUSINESS CUSTOMER GATE

Mailing Services   Shipping Services   Additional Services

✕ Alert :

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

⊕ Mailer ID more info >	Go to Service
⊕ Mailing Promotions Portal more info >	Get Access
⊕ Mailing Reports (PostalOne!) more info >	Go to Service
⊕ Manage Permits (PostalOne!) more info >	Go to Service
⊕ MyMSSC Portal more info >	Get Access
⊕ Picture Permit Indicia more info >	Get Access
⊕ Postal Wizard (PostalOne!) more info >	Go to Service
⊕ Printer Directory more info >	Get Access
⊕ Schedule a Mailing Appointment (FAST) more info >	Go to Service
⊕ Share Mail more info >	Get Access

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

Manage Mailing Activity
- 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
- eVS/PRS Dashboard
- Manifest Search

Home > Postal Wizard

Postal Wizard

Allows you to complete, print, save, and submit common forms used in the business mailing process.

Complete a Mailing Form

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

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

← January 2023 →

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 compan

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 — Account Information   2 — Mailing Details   3 — Rates

When do you plan to submit your mailing?

01/27/2023

Are you submitting this mailing for yourself or on behalf of anot

Myself   Another Company

Please select your Account Information

Display 10 ∨ records

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

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

14   How many pieces are in the mailing.

15   Then which required Move Update Method was used.

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.

17 Does the mail qualify for a Full Service Mail Discount.

18 Choose what size of mail you are processing .
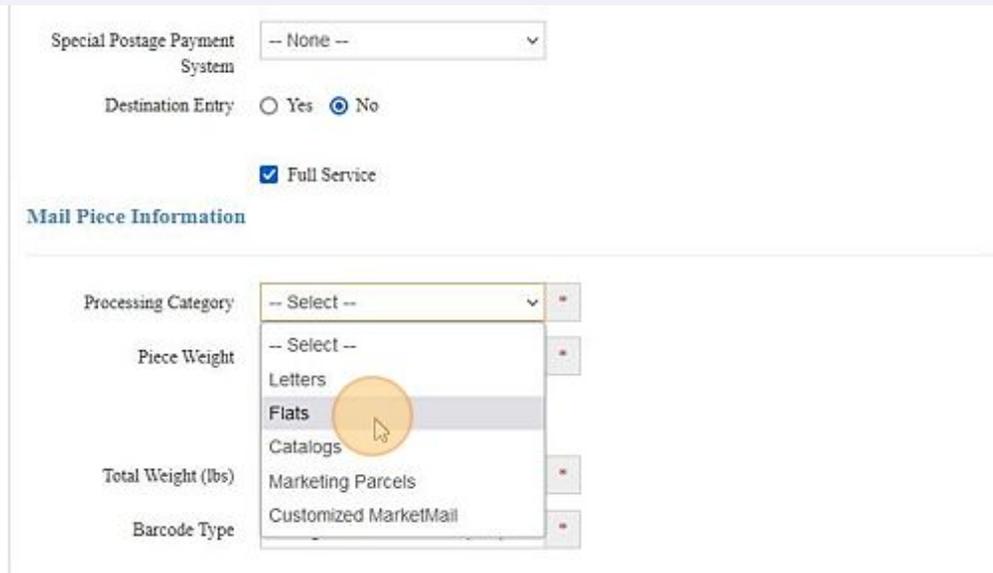
19 Enter the weight of 1 piece either in pounds or ounces.

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

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.

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

2	3	4
Mailing Details	Rates	Summary

Container Information

1/27/2023

000

COALink

-- None --

Yes ◉ No

Full Service

1' MM Trays	
2' MM Trays	
2' EMM Trays	
Flat Trays	
Sacks	
Pallets	
Other	

Full Service / Barcode Information

lats

5

Pounds ◉ Ounces
Non-identical

Mailer ID (MID)

*○ Mailing ID ○ Lowest Piece ID

---

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

Sacks	
Pallets	
Other	

Full Service / Barcode Information

Mailer ID (MID)

*○ Mailing ID ○ Lowest Piece ID

Mailing/Piece ID

lail ○ None

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)   902763556   *

* ○ Mailing ID   ● Lowest Piece ID

Lowest Piece ID   005132   *

Highest Piece ID   009131

← 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   3 Rates   4 Summary

Part D
Automation Flats

Part F
Carrier Route Flats

Part S
Extra Services

Part D Automation Flats

Flats 4 oz (0.25 lbs) or less

#	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.

ormation		Mailing Details	Rates	Summary

Part D Automation Flats

Flats 4 oz (0.25 lbs) or less

#	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

t 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
ertifies, 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
nprofit organization's authorized purpose within the meaning of 39 U.S.C. § 3626(i)(1)(D)(ii)(I) and 26

ge statement: **donna tackett**

Extension:

Email a copy of my eCan to my email address ✉

← Previous   Submit →