Quick Step Guide to MID and/or CRID Acquisition

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Overview

The Postal Service has published the POSTNET™ Barcode Discontinuation final rule that is the basis for discontinuing use of POSTNET barcodes. Beginning in January 2014, Intelligent Mail® barcodes (IMb™) will be required to be eligible for automation prices. A Mailer ID (MID) is required when constructing all IMbs, including IMbs for mailpieces, handling units, and containers.

What is a MID?

- A Mailer Identification number (MID) is a six-digit or nine-digit numeric code the USPS assigns to a Mail Owner or Mail Service Provider based on calendar-year mail volume, as verified by volume reported in *PostalOne!*.
    - Six-digit MIDs are assigned to Mail Owners or Mail Service Providers whose annual volume is greater than 10 million pieces.
    - Nine-digit MIDs are assigned to Mail Owners or Mail Service Providers whose annual volume is less than 10 million pieces. Mail Owners or Mail Service Providers may qualify for multiple nine-digit MIDs based on annual volume increments of one million pieces.

What is a CRID?

- A Customer Registration Identification number (CRID) is a USPS-generated numeric code of up to 15 digits that uniquely identifies a USPS customer at a location
    - Each MID is owned by a single CRID at any given time
    - Each mailing permit is owned by a single CRID at any given time

For Intelligent Mail Basic or Full-Service, the MID can be owned by the Mail Owner, Mail Service Provider, or any Stakeholder in the supply chain. The Mail Owner and Mail Service Provider are described as follows:

- *Mail Owner* – the business entity, organization, or individual who makes business decisions regarding the mailpiece content, directly benefits from the mailing, and ultimately pays for the postage on the mailpiece directly or by way of a Mail Service Provider
- *Mail Service Provider* – a business entity, organization, or individual acting on behalf of one or more Mail Owners by providing mailing services for which the Mail Owners compensate the Mail Service Provider. A business entity, organization, or individual whose services define it as a Mail Service Provider may also be considered a Mail Owner, but only for its own mail or the mail of its subsidiaries.

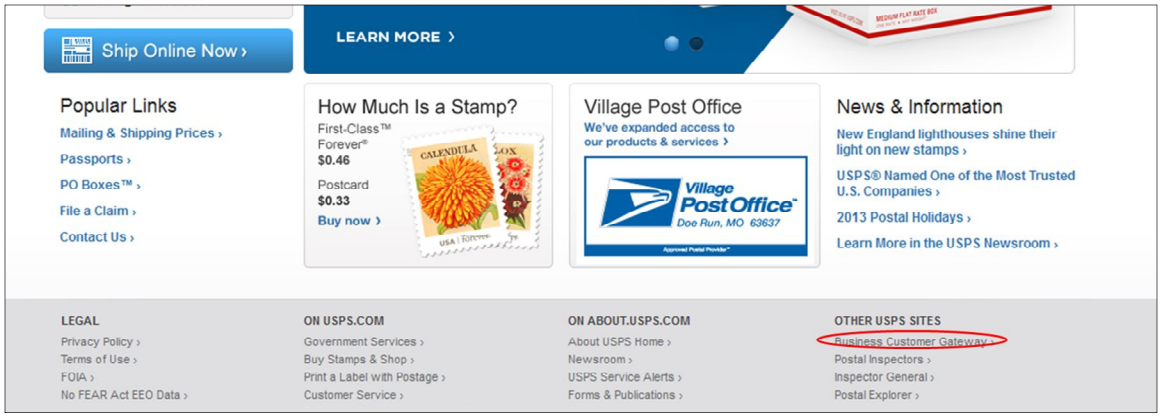
MIDs can also be used to send information to the Mail Owner or Mail Service Provider regarding Intelligent Mail Full-Service mailings. Participation in Intelligent Mail Full-Service requires that both the Mail Owner and Mail Service Provider be identified for all Full-Service mailpieces (other than MLOCR exceptions). Identification can be through a MID, CRID, or mailing permit, as assigned by USPS in accordance with its application processes.

This Quick Step Guide provides instructions to acquire nine-digit MIDs and/or CRIDs. Note that some of the options below can only be accessed by an online user that has been identified as a Mail Service Provider through the Business Customer Gateway (BCG). To determine the status of your primary business location, navigate to the “Manage Account” section on https://gateway.usps.com.

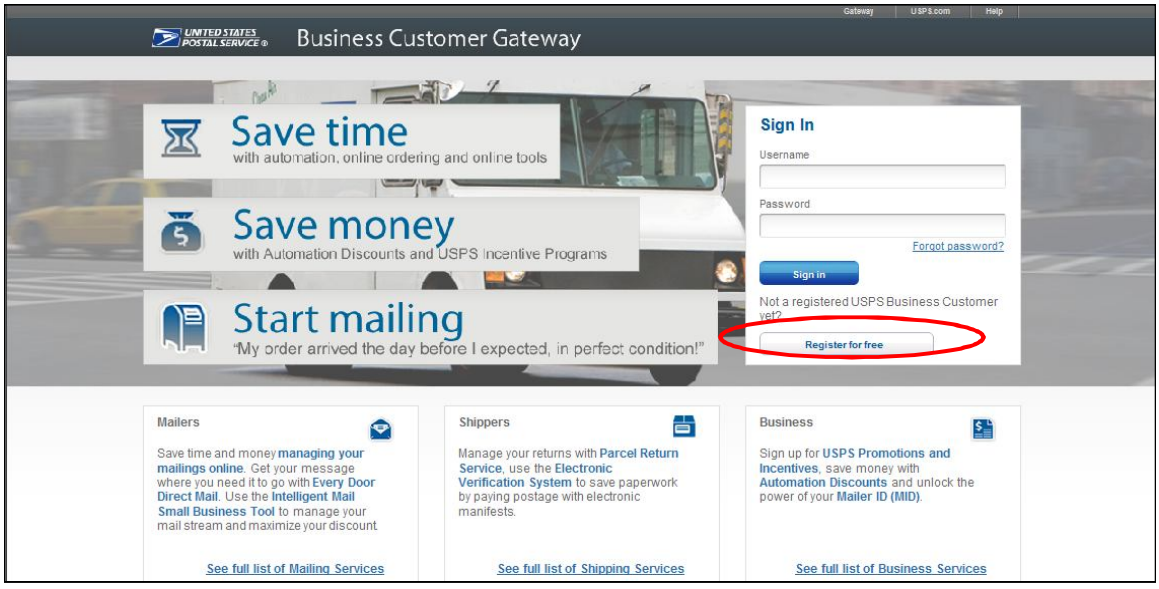
MID & CRID Request Instructions

New User Registration (via the Business Customer Gateway)

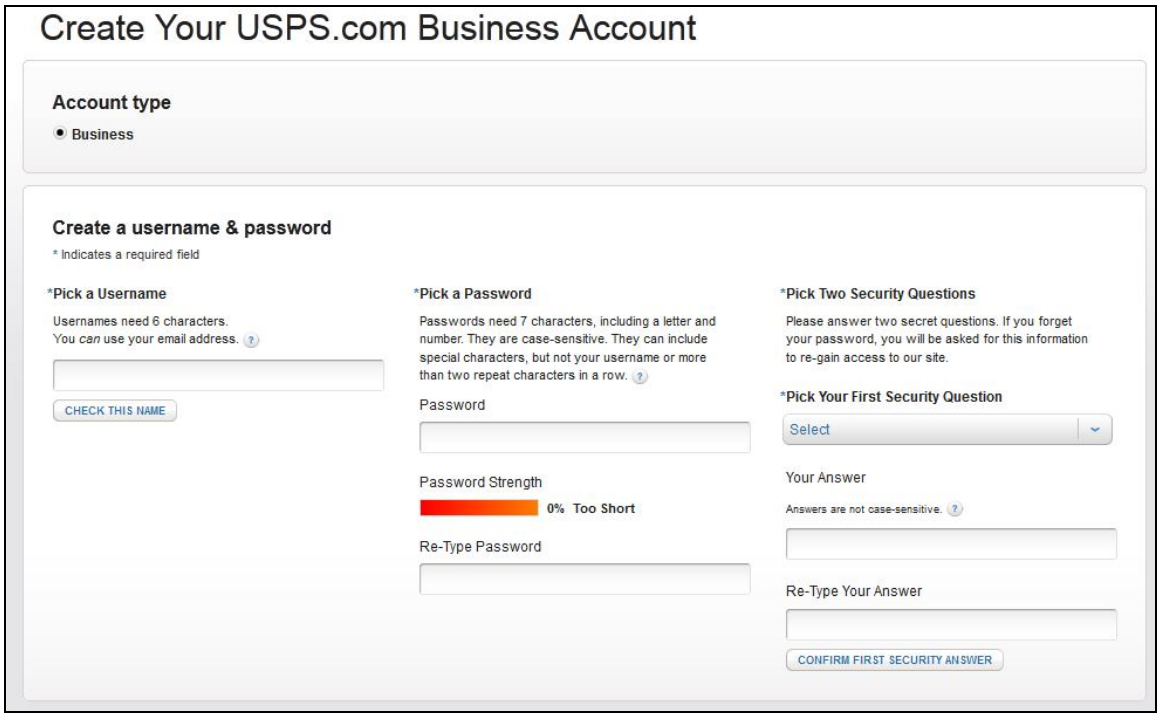
- This method can be used if you are the Mail Owner or a Mail Service Provider. However, a Mail Service Provider may not acquire a MID or CRID on behalf of a Mail Owner using this method. Mail Owners and Mail Service Providers may acquire one, nine-digit MID for every one million mailpieces in volume. With sufficient volume, a Mail Owner or Mail Service Provider may request a maximum of five, six-digit MIDs or 10, nine-digit MIDs in one request via the Mailer ID tool in the BCG. If the annual volume allows for more MIDs than these maximums allow, separate requests must be submitted.
- To obtain a MID and a CRID, a mailer can register as a user on the Business Customer Gateway.
    - Mailers may sign-up as a new user for a business account by navigating to https://www.gateway.usps.com/.
    - Mailer may also navigate to https://www.usps.com/ and select the Business Customer Gateway link, located on the bottom right hand corner of the web page footer.



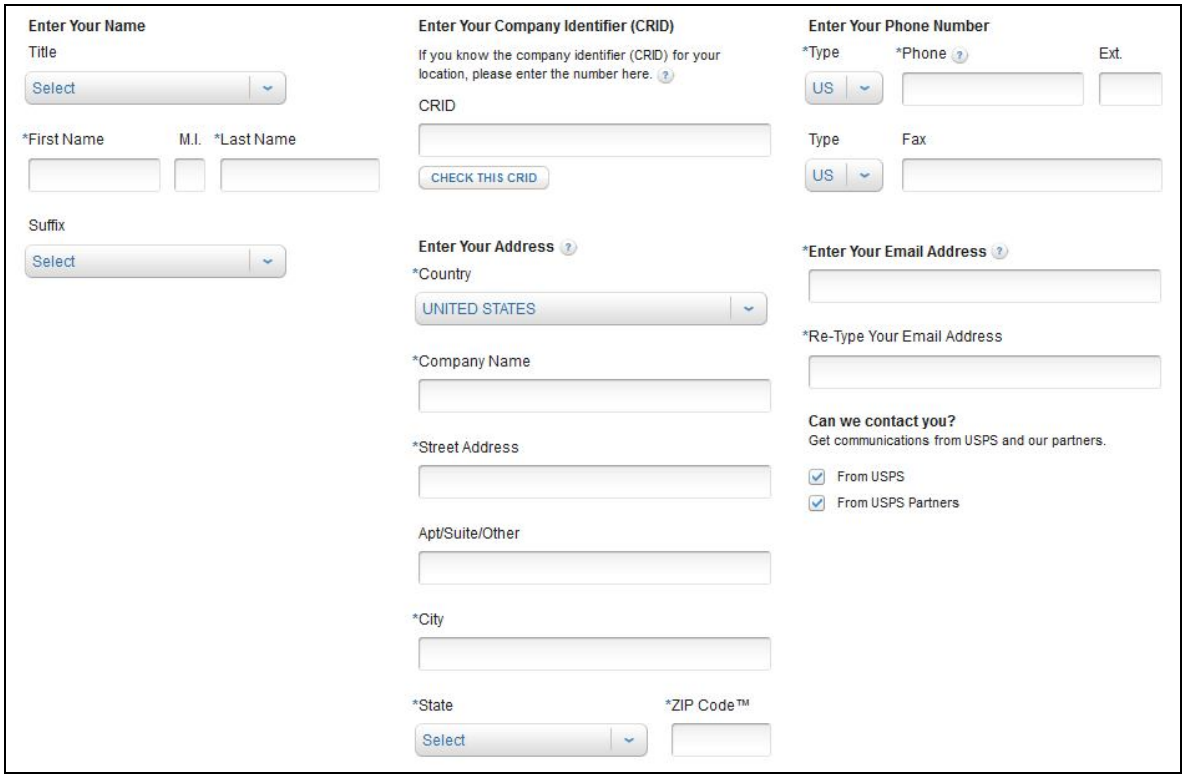
- Once on the Business Customer Gateway homepage, click on the New User Registration link.



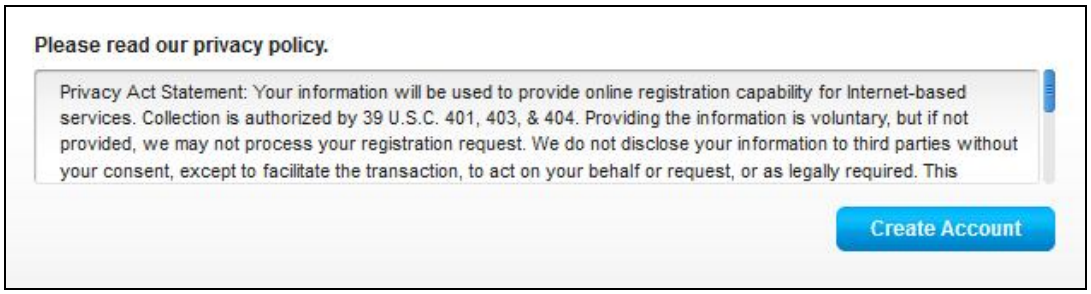
- The new user must then complete the Registration Form. To begin, the user establishes a new account, creating a username, password and providing two security questions.



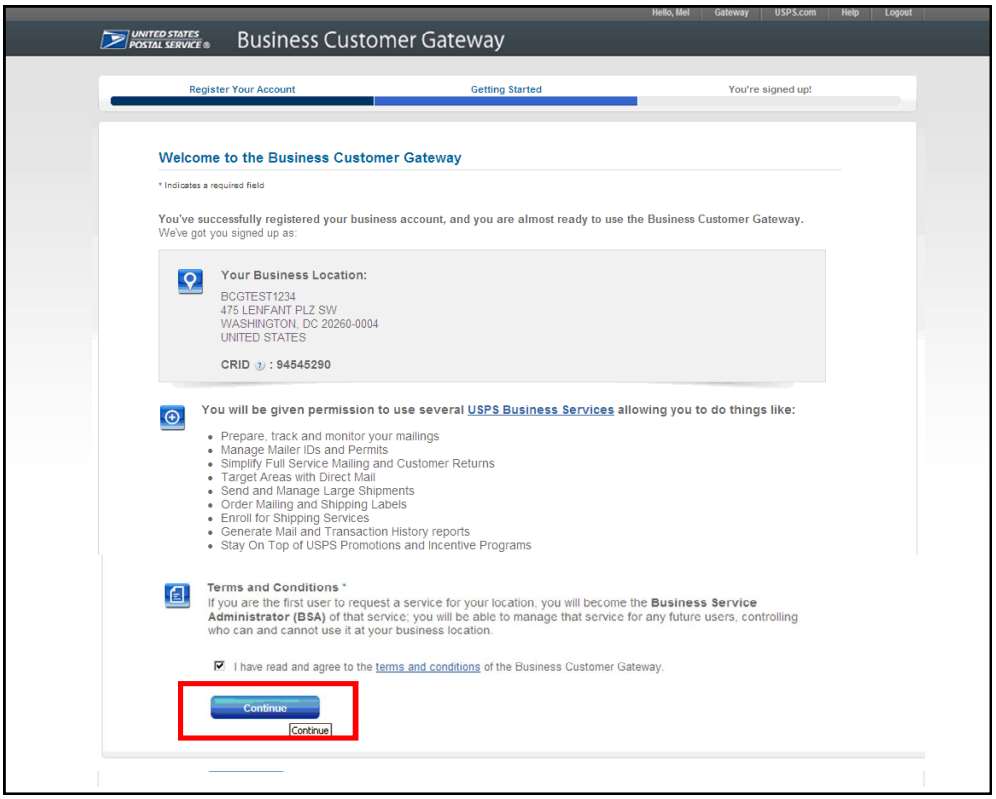
- The new user must then provide their name, business information, phone number and a valid email address. *NOTE:* a user may enter a known CRID to gain access to that business location.



- After reviewing the Privacy Policy, the new user will click on “Create Account” and a confirmation email will be sent to the email address that they provided.

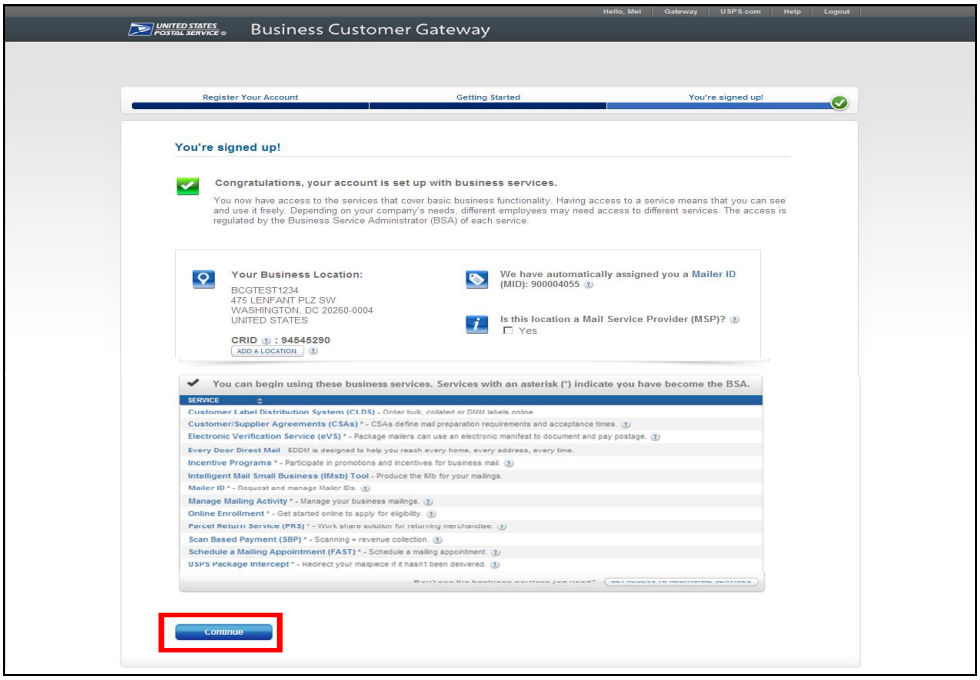


- Next, the new user is taken to the Terms and Conditions page. All users must agree to the terms and conditions to finish the creation of their account. Note that the CRID has been assigned for the business location (unique Company Name & Address combination).

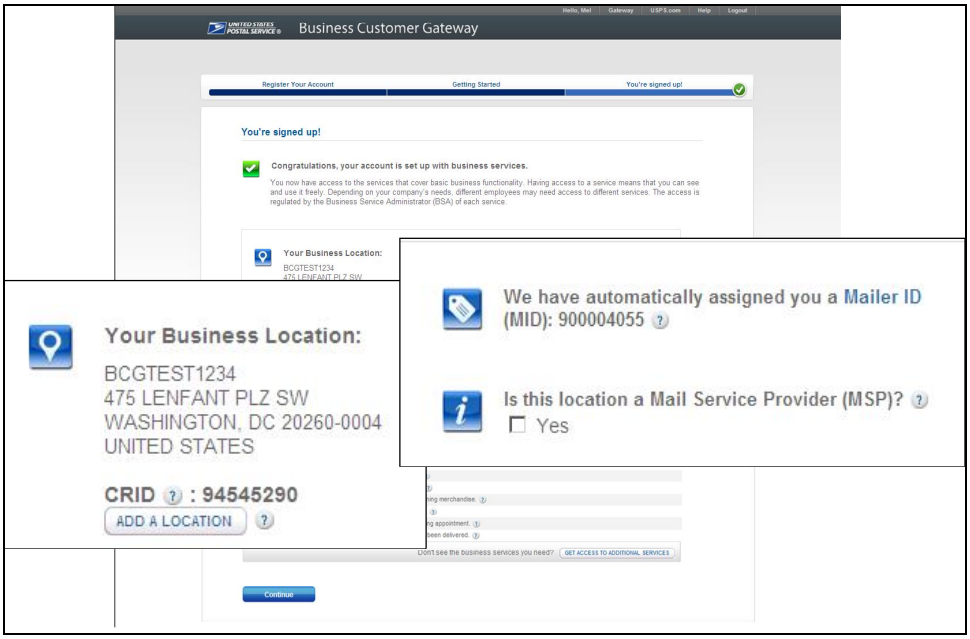


- It’s important to note, that the first user at a business location will become the Business Service Administrator (BSA) for a USPS business application or “service”, in charge of managing who can and who cannot use a service at a business location. This can be changed later, if someone else needs to be made BSA.

- On the Confirmation Page, the new user will automatically be enrolled to use popular business applications or “services”. Service names are displayed as hyperlinks, which takes the user directly to the home page of that particular service. Clicking “Continue” completes the process and takes the new user to the BCG home page.

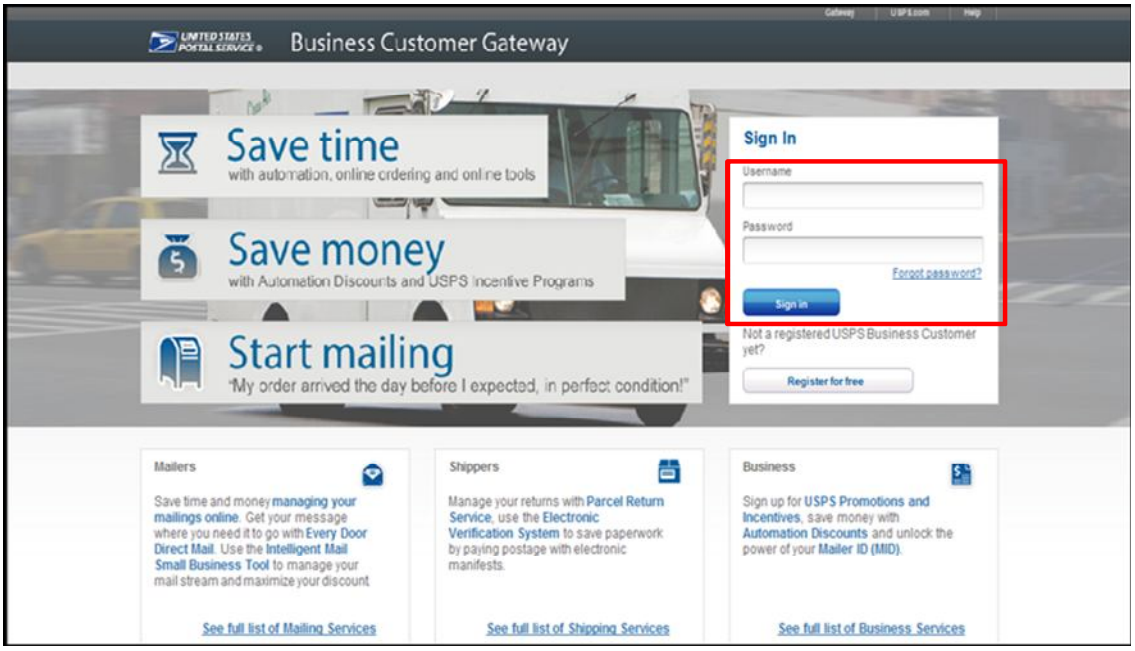


- When a new business account is created, a CRID is automatically assigned. Also, new business locations identified during registration are also automatically assigned a Mailer ID (MID). Also important to note, the MSP Indicator is displayed on the Confirmation Page under the new MID information. Only users who are the BSA of Manage Mailing Activity will be asked whether the business location is a Mail Service Provider.

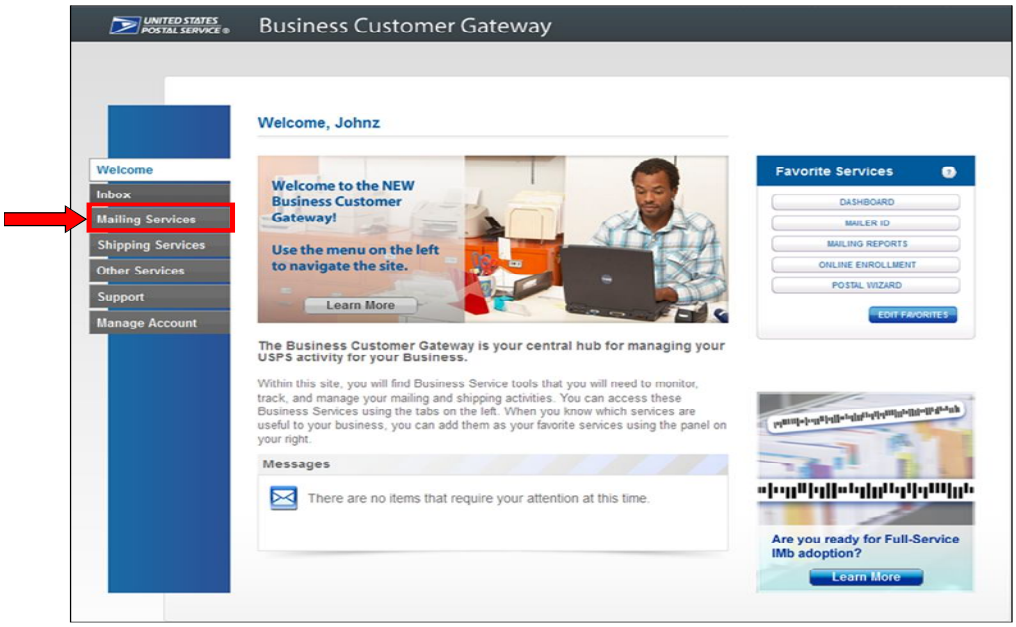


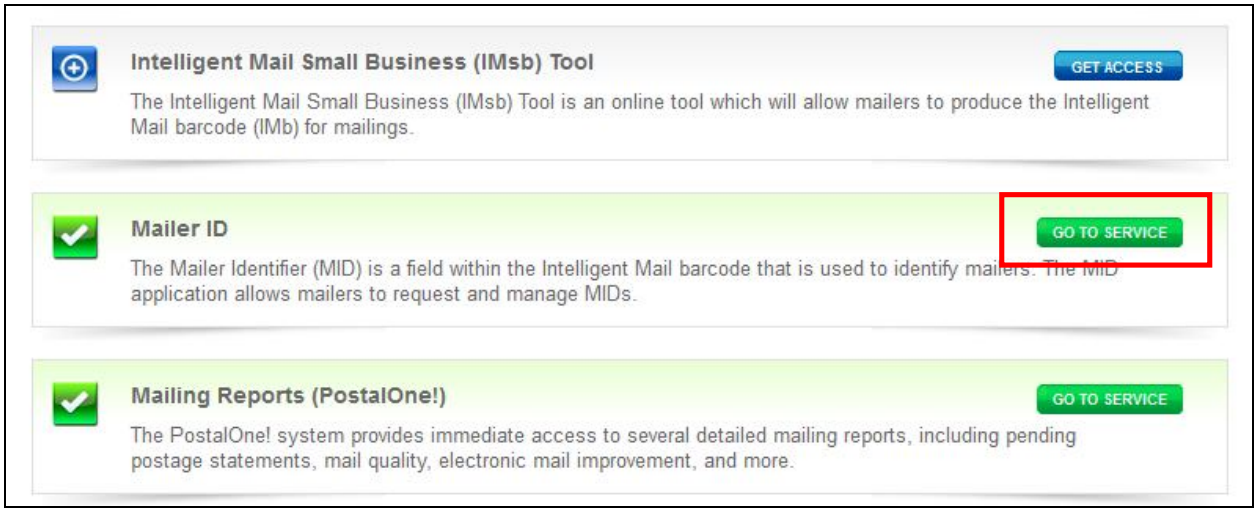
Access “Mailer ID” Service (via the Business Customer Gateway)

- Through this method, existing BCG users may access the Mailer ID system via the Business Customer Gateway to request additional MIDs.
- If you are already a registered Business Customer Gateway user, login to the Business Customer Gateway at https://www.gateway.usps.com/.

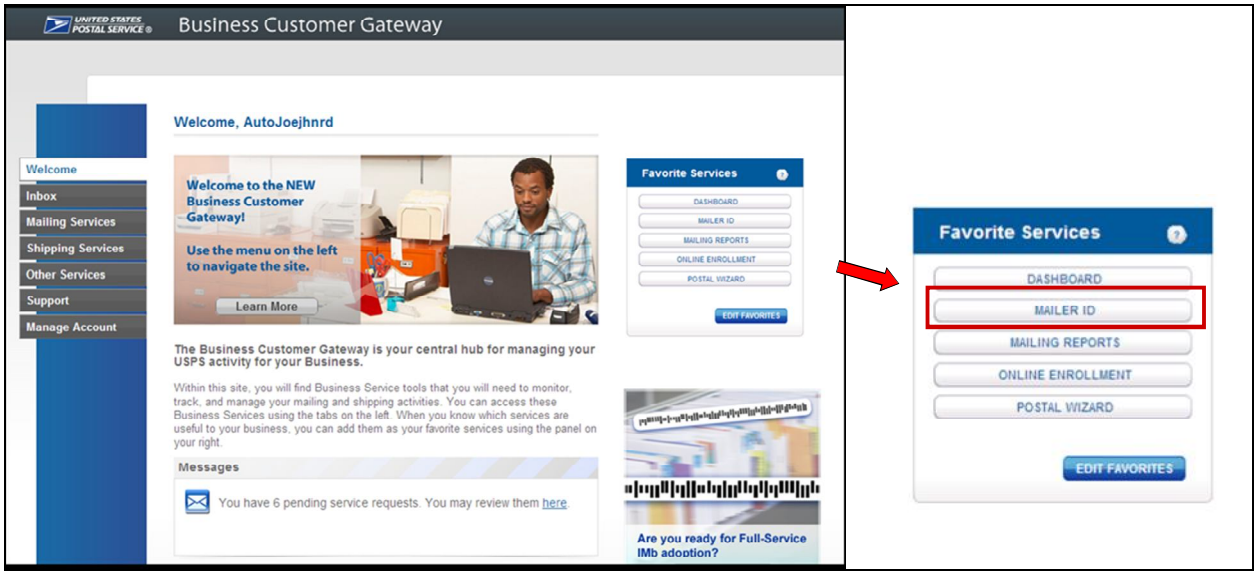


- On the Business Customer Gateway home page, if you are a new user, select the Mailing Services tab to sign up for MID services. Click and enroll in the Mailer ID from the list of available mailing services. The button will read “Get Access” or “Go to Service”, depending on whether the user has access to the service.

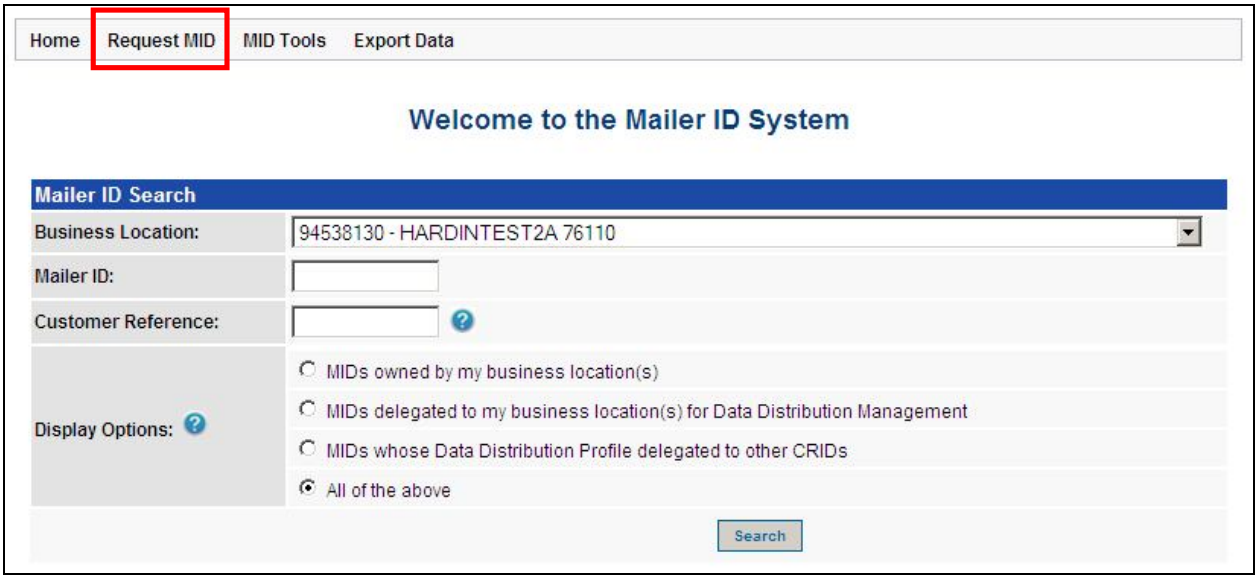




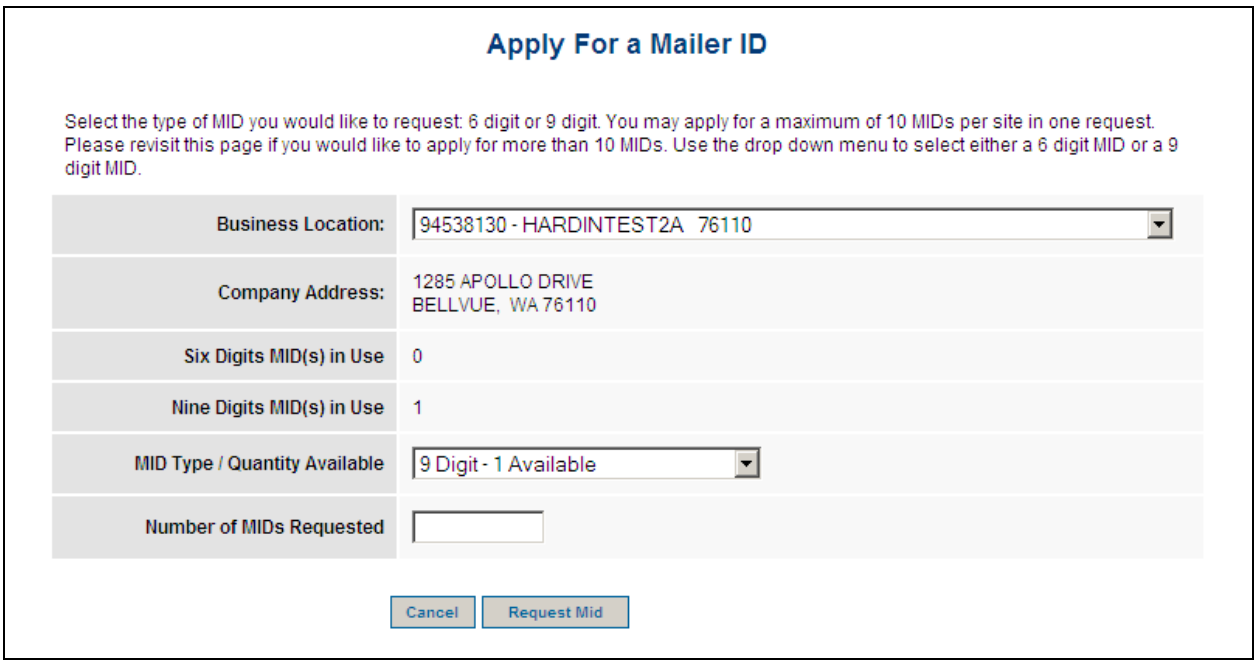
- Once enrolled, users may set Mailer ID as once of their "Favorite Services" on the BCG landing page, allowing easier access for future use.



- In the Business Customer Gateway, click the “Mailer ID” link to access the “Mailer ID” tool. In the "Mailer ID" tool, press the "Request a MID" button to obtain a MID.

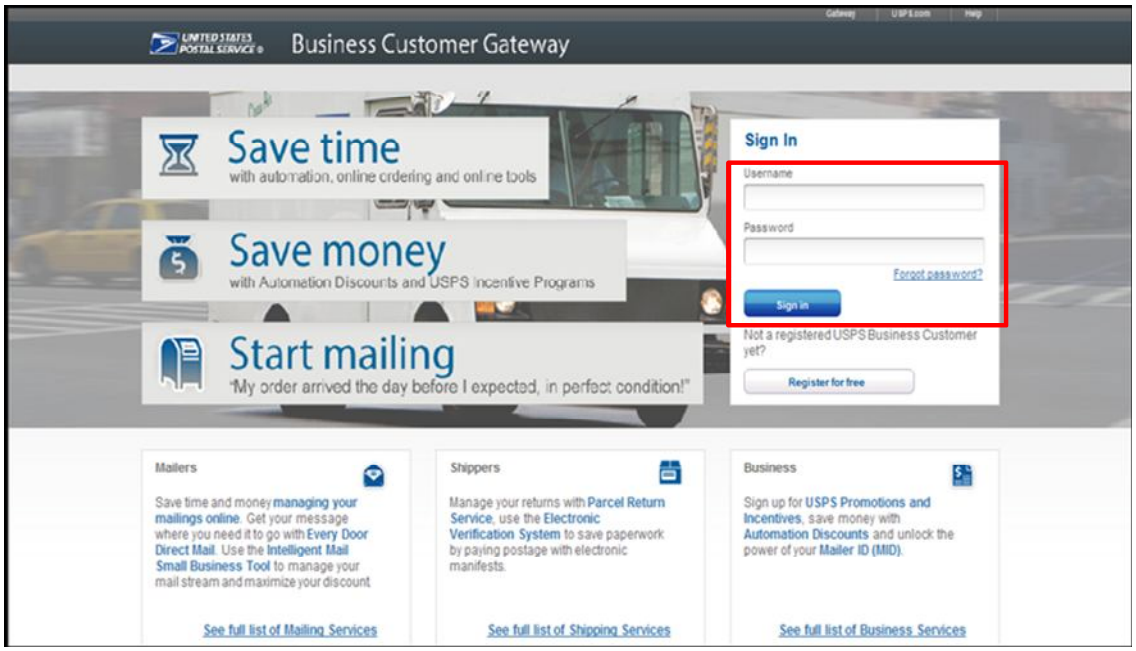
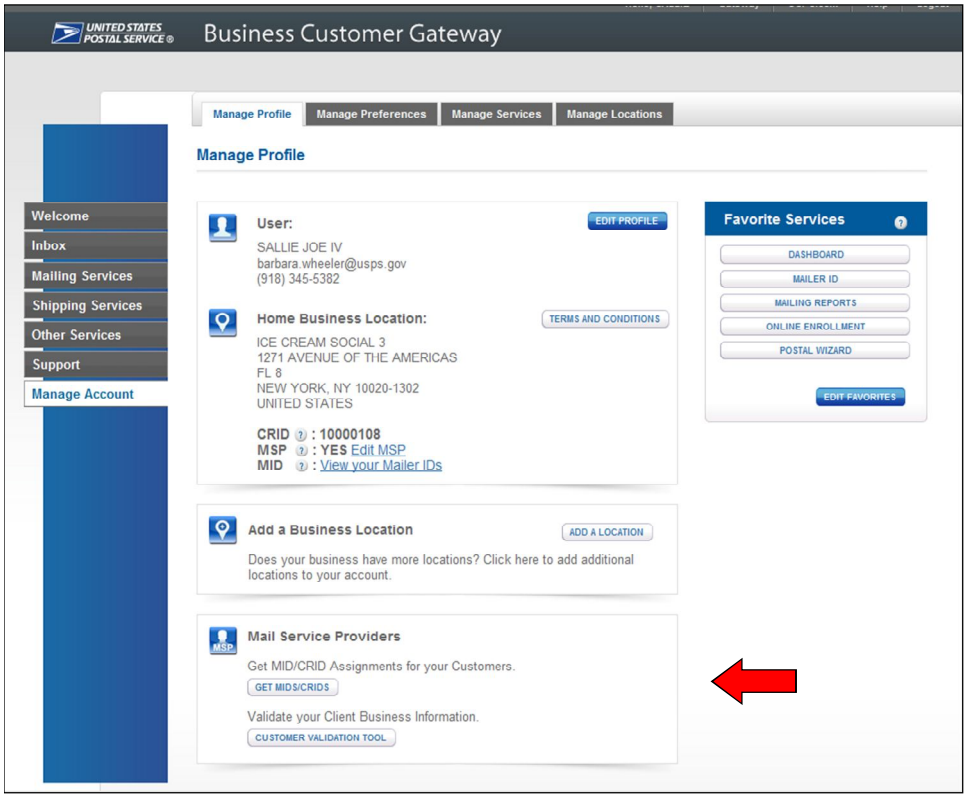


- Users are able to request additional MIDs based on the business location’s historical mailing volume. Select the type of MID and indicate the quantity prior to clicking “Request MID”.



Mail Service Provider MID/CRID Request Service (via the BCG)

- Through this method, Mail Service Providers can request one or more MIDs and/or CRIDs in a single request.
- Registered MSP users may login to the Business Customer Gateway.



- Click on the "Manage Account" tab on the BCG home page. Once there they may click on "Get MID/CRID" from the Mail Service Providers section.