



***Quick Step Guide to  
MID and/or CRID Acquisition***

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# Quick Step Guide to MID and/or CRID Acquisition

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## Overview

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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.

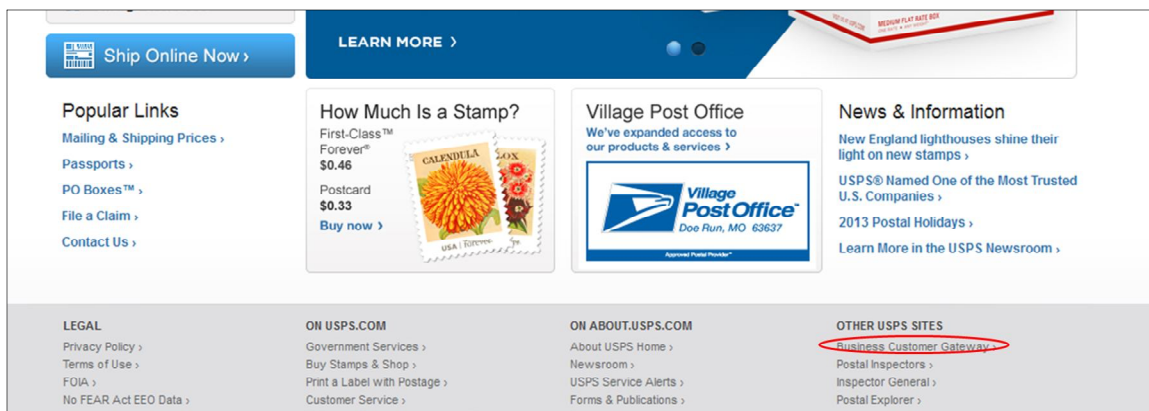
MIDs can also be used to send information to the Mail Owner or Mail Service Provider regarding Intelligent Mail Full-Service mailings. Participation in Intelligent Mail Full-Service requires that both the Mail Owner and Mail Service Provider be identified for all Full-Service mailpieces (other than MLOCR 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>.

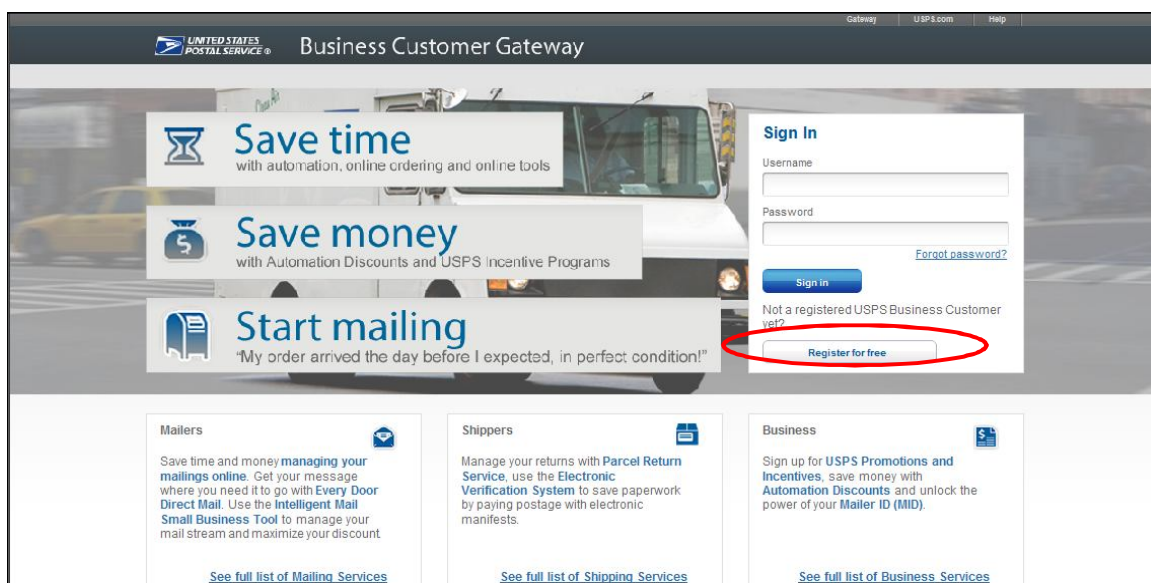
## MID & CRID Request Instructions

### 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.

## Create Your USPS.com Business Account

**Account type**

Business

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**Create a username & password**

\* Indicates a required field

**\*Pick a Username**

Usernames need 6 characters.  
You can use your email address. [?](#)

[CHECK THIS NAME](#)

**\*Pick a Password**

Passwords need 7 characters, including a letter and number. They are case-sensitive. They can include special characters, but not your username or more than two repeat characters in a row. [?](#)

Password

Password Strength

0% Too Short

Re-Type Password

**\*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.

**\*Pick Your First Security Question**

[Select](#) ▼

Your Answer

Answers are not case-sensitive. [?](#)

Re-Type Your Answer

[CONFIRM FIRST SECURITY ANSWER](#)

- 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.*

**Enter Your Name**

Title

[Select](#) ▼

\*First Name      M.I.      \*Last Name

Suffix

[Select](#) ▼

**Enter Your Company Identifier (CRID)**

If you know the company identifier (CRID) for your location, please enter the number here. [?](#)

CRID

[CHECK THIS CRID](#)

**Enter Your Address [?](#)**

\*Country

[UNITED STATES](#) ▼

\*Company Name

\*Street Address

Apt/Suite/Other

\*City

\*State

[Select](#) ▼

\*ZIP Code™

**Enter Your Phone Number**

\*Type      \*Phone [?](#)      Ext.

[US](#) ▼           

Type      Fax

[US](#) ▼     

**\*Enter Your Email Address [?](#)**

**\*Re-Type Your Email Address**

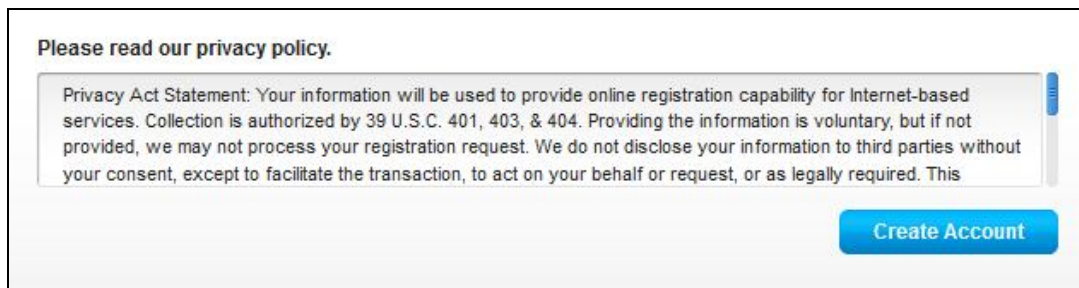
**Can we contact you?**

Get communications from USPS and our partners.

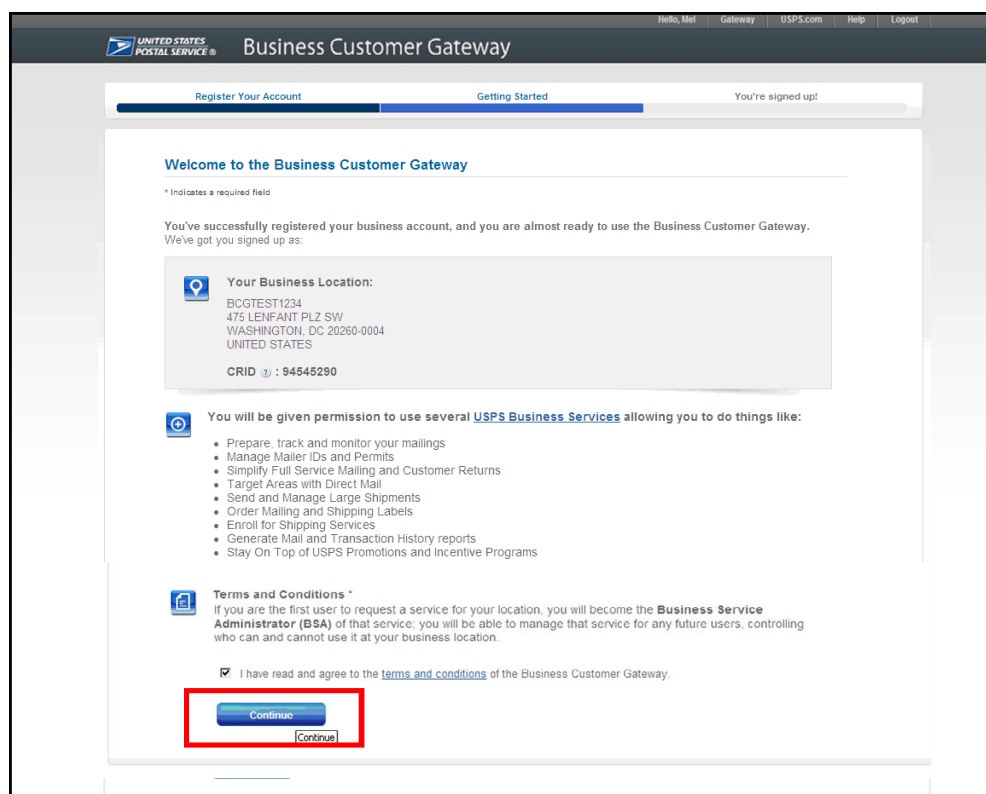
From USPS

From USPS Partners

- 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.

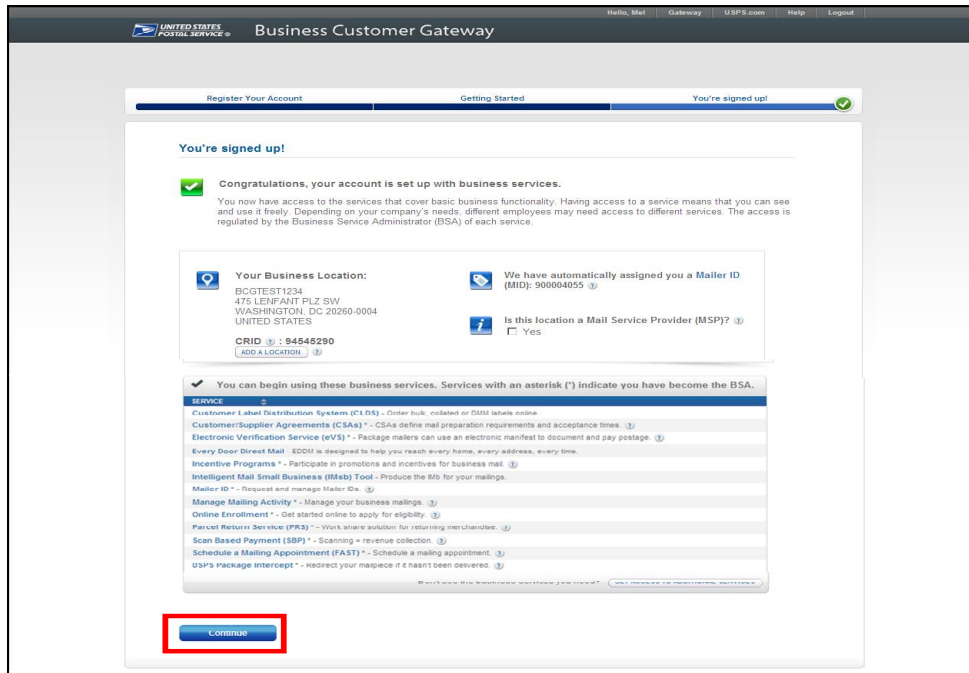


- Next, the new user is taken to the Terms and Conditions page. All users must agree to the terms and conditions to finish the creation of their account. Note that the CRID has been assigned for the business location (unique Company Name & Address combination).

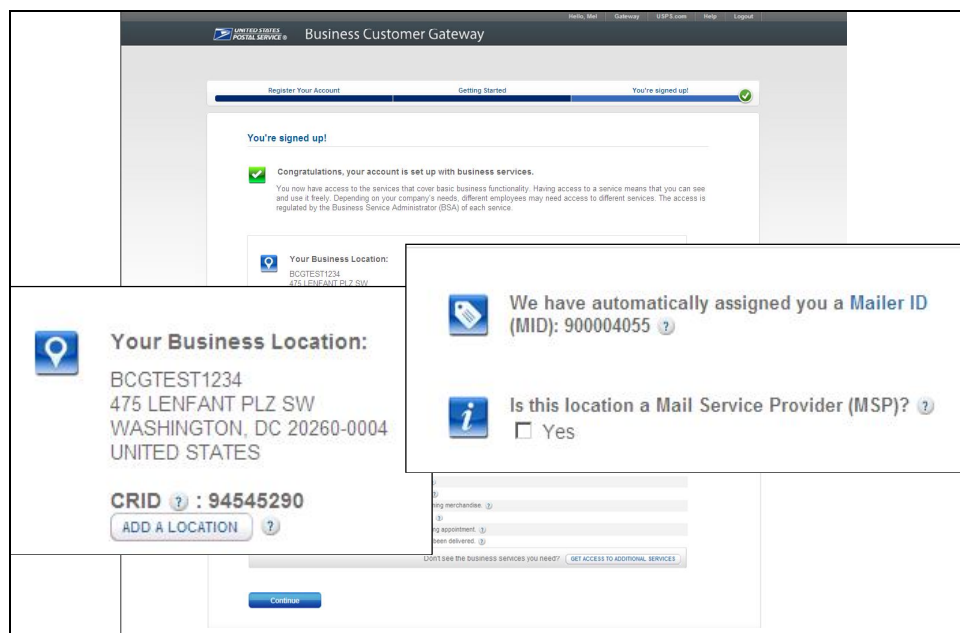


- It's important to note, that the first user at a business location will become the Business Service Administrator (BSA) for a USPS business application or “service”, in charge of managing who can and who cannot use a service at a business location. This can be changed later, if someone else needs to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



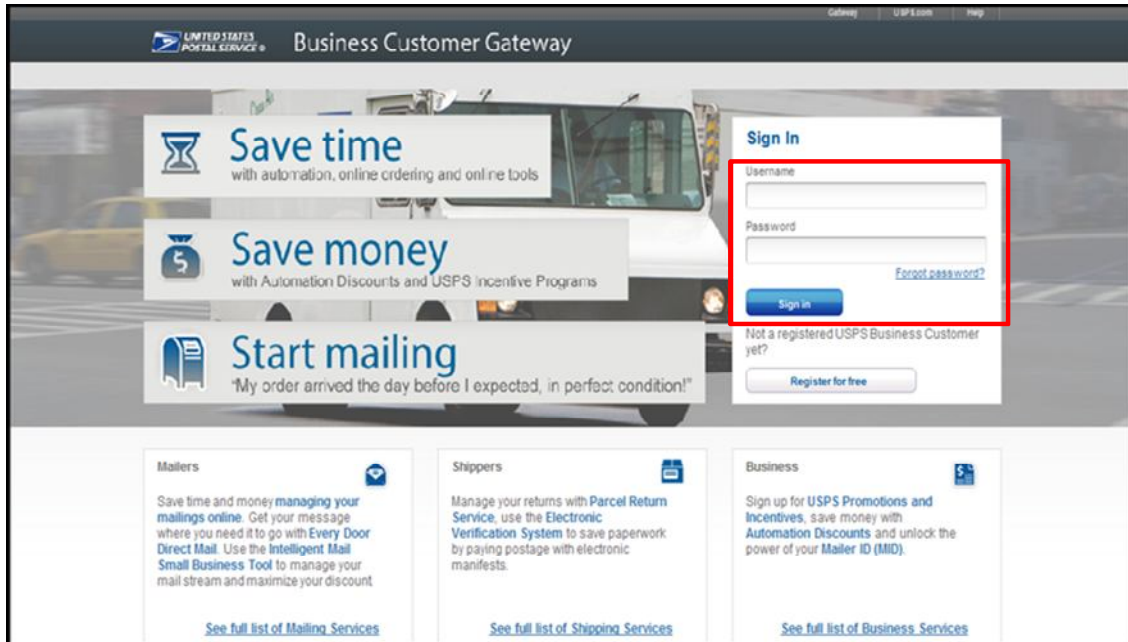
- When a new business account is created, a CRID is automatically assigned. Also, new business locations identified during registration are also automatically assigned a Mailer ID (MID). Also important to note, the MSP Indicator is displayed on the Confirmation Page under the new MID information. Only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



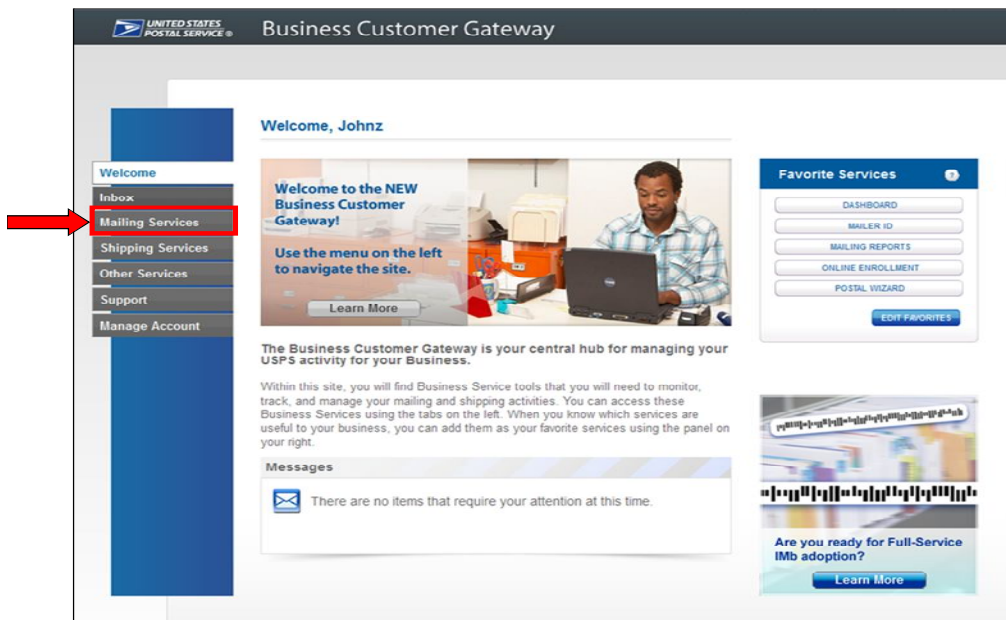


## Access “Mailer ID” Service (via the Business Customer Gateway)

- 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](https://www.gateway.usps.com/) 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.





+	<b>Intelligent Mail Small Business (IMsb) Tool</b>	<a href="#">GET ACCESS</a>
The Intelligent Mail Small Business (IMsb) Tool is an online tool which will allow mailers to produce the Intelligent Mail barcode (IMb) for mailings.		
✓	<b>Mailer ID</b>	<a href="#">GO TO SERVICE</a>
The Mailer Identifier (MID) is a field within the Intelligent Mail barcode that is used to identify mailers. The MID application allows mailers to request and manage MIDs.		
✓	<b>Mailing Reports (PostalOne!)</b>	<a href="#">GO TO SERVICE</a>
The PostalOne! system provides immediate access to several detailed mailing reports, including pending postage statements, mail quality, electronic mail improvement, and more.		

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

The screenshot shows the Business Customer Gateway (BCG) landing page. On the left is a navigation menu with options: Welcome, Inbox, Mailing Services, Shipping Services, Other Services, Support, and Manage Account. The main content area includes a welcome message for 'AutoJoejhnd', a 'Learn More' button, and a 'Messages' section stating 'You have 6 pending service requests. You may review them [here](#).' On the right, there is a 'Favorite Services' panel with buttons for DASHBOARD, MAILER ID, MAILING REPORTS, ONLINE ENROLLMENT, and POSTAL WIZARD, along with an 'EDIT FAVORITES' button. A red box highlights the 'MAILER ID' button, and a red arrow points from this panel to a zoomed-in view of the 'Favorite Services' panel on the right, where 'MAILER ID' is also highlighted with a red box.

- 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.

Home **Request MID** MID Tools Export Data

### Welcome to the Mailer ID System

**Mailer ID Search**

Business Location: 94538130 - HARDINTEST2A 76110

Mailer ID:

Customer Reference:  ?

Display Options: ?

MIDs owned by my business location(s)  
 MIDs delegated to my business location(s) for Data Distribution Management  
 MIDs whose Data Distribution Profile delegated to other CRIDs  
 All of the above

- 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".

### Apply For a Mailer ID

Select the type of MID you would like to request: 6 digit or 9 digit. You may apply for a maximum of 10 MIDs per site in one request. Please revisit this page if you would like to apply for more than 10 MIDs. Use the drop down menu to select either a 6 digit MID or a 9 digit MID.

Business Location: 94538130 - HARDINTEST2A 76110

Company Address: 1285 APOLLO DRIVE  
BELLVUE, WA 76110

Six Digits MID(s) in Use: 0

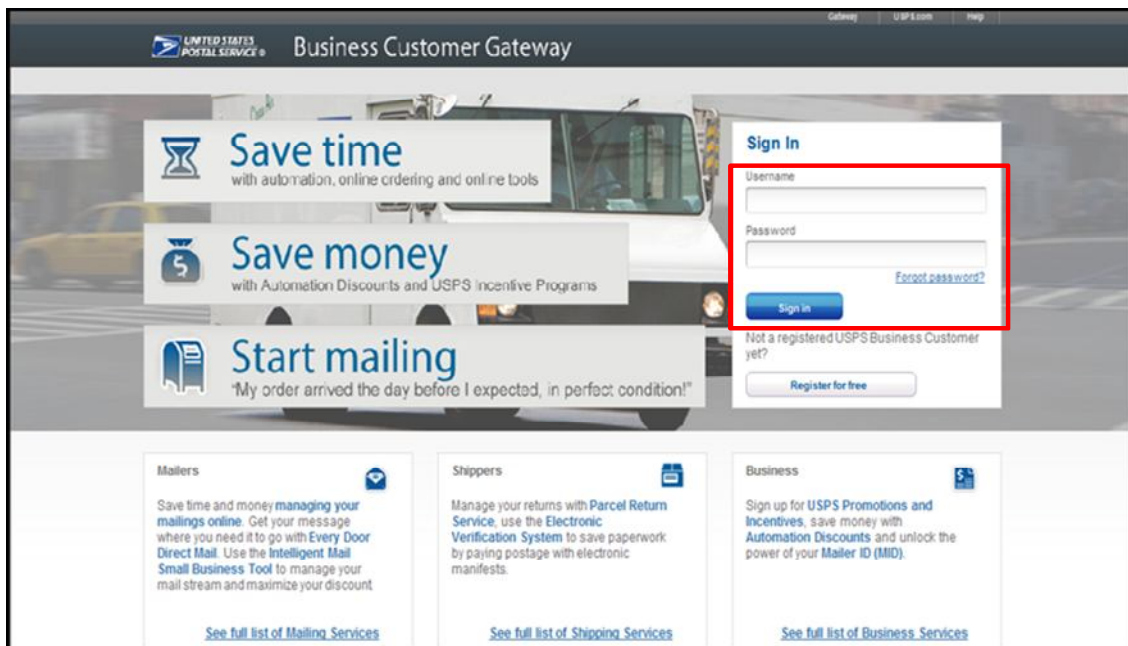
Nine Digits MID(s) in Use: 1

MID Type / Quantity Available: 9 Digit - 1 Available

Number of MIDs Requested:

## 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.

