

# Quick Step Guide to MID and/or CRID Acquisition

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## **Overview**

The Postal Service has published the POSTNET<sup>™</sup> Barcode Discontinuation final rule that is the basis for discontinuing use of POSTNET barcodes. Beginning in January 2014, Intelligent Mail® barcodes (IMb<sup>™</sup>) 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 <a href="https://gateway.usps.com">https://gateway.usps.com</a>.

# **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 <u>https://www.gateway.usps.com/</u>.
  - Mailer may also navigate to <u>https://www.usps.com/</u> and select the <u>Business Customer</u> <u>Gateway</u> link, located on the bottom right hand corner of the web page footer.

Ship Online Now >	LEARN MORE >	••	Note of the second seco
Popular Links Mailing & Shipping Prices > Passports > PO Boxes <sup>TM</sup> > File a Claim > Contact Us >	How Much Is a Stamp? First-Class <sup>TM</sup> Forever <sup>a</sup> <b>S0.46</b> Postcard <b>S0.33</b> Bity now 3	Village Post Office We've expanded access to our products & services >	News & Information New England lighthouses shine their light on new stamps > USPS® Named One of the Most Trusted U.S. Companies > 2013 Postal Holidays > Learn More in the USPS Newsroom >
LEGAL Privacy Policy > Terms of Use > FOIA > No FEAR Act EEO Data >	ON USPS.COM Government Services > Buy Stamps & Shop > Prnt a Label with Postage > Customer Service >	ON ABOUT.USPS.COM About USPS Home > Newsroom > USPS Service Alerts > Forms & Publications >	OTHER USPS SITES Business Customer Gateway Postal Inspectors > Inspector General > Postal Explorer >

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

Save time with automation, online cridering and online tools		omer Gateway	POSTAL SERVICE Business Cus	
	n In ame	and online tools	Save time with automation, online orderin	X
Save money       Password         with Automation Discounts and USPS Incentive Programs       Forget password2         Sign in       Not a registered USPS Business Customer         Wy order arrived the day before I expected, in perfect condition!"       Registerfor free	vord Eorgot password2 Sign in Registered USPS Business Customer Register for free	USPS incentive Programs	Save mone with Automation Discounts an Start mailin My order arrived the day b	ē ē
Mailers       Shippers       Business         Save time and money managing your message where you need to go with Every Door Direct Mail. Use the Intelligent Mail Small Business Tool to manage your returns with Parcel Return and maximize your discount       Shippers       Sign up for USPS Promotions and Incentives, save money with Automation Discounts and unlock the power of your Mailer ID (MID).	tess Sup for USPS Promotions and titles, save money with mation Discounts and unlock the r of your Mailer ID (MID).	Shippers E Manage your returns with Parcel Return Service, use the Electronic Verification System to save paperwork by paying postage with electronic manifests.	ilers we time and money managing your illings online. Get your message reer you need it to go with Every Door ect Mail. Use the Intelligent Mail inal Business Tool to manage your il stream and maximize your discount	Mailers Save tim mailing where y Direct N Small B mail stre

• 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.

Account type		
• Business		
Create a username & password		
* Indicates a required field		
Pick a Username	*Pick a Password	*Pick Two Security Questions
Usernames need 6 characters. You <i>can</i> use your email address. (?)	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 renear characters in a row (2).	Please answer two secret questions. If you forget your password, you will be asked for this information to re-gain access to our site.
	Password	*Pick Your First Security Question
CHECK THIS NAME		Select ~
	Password Strength	Your Answer
	0% Too Short	Answers are not case-sensitive. (?)
	Re-Type Password	
		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	Enter Your Company Identifier (CRID) If you know the company identifier (CRID) for your location, please enter the number here.	Enter Your Phone Number *Type *Phone ③ Ext. US ~ Type Fax
Suffix Select ~	CHECK THIS CRID	*Enter Your Email Address (2)
	*Company Name	*Re-Type Your Email Address
	*Street Address	Can we contact you? Get communications from USPS and our partners.
	Apt/Suite/Other	From USPS Partners
	*City	
	*State *ZIP Code™ Select ✓	

• 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).

DINITED STATES BUSIT	less Customei	r Gateway		
Register Your Account	nt	Getting Started	You're signed	up!
Welcome to the Bu	siness Customer G	ateway		
* Indicates a required field		-		
You've successfully reg	istered your business ac	count, and you are almost ready to	use the Business Customer Gatewa	у.
weve got you signed up	10.			
Your Busi	less Location:			
BCGTEST12	34			
475 LENFAN WASHINGT	T PLZ SW			
UNITED STA	TES			
CRID () : 9	4545290			
You will be gi	/en permission to use	e several <u>USPS Business Service</u>	es allowing you to do things like:	
Prepare tra	ck and monitor your ma	ilings		
Manage Ma     Simplify Ful	iler IDs and Permits	stomor Boturns		
Target Area	s with Direct Mail	Stonier Returns		
<ul> <li>Send and N</li> <li>Order Mailing</li> </ul>	anage Large Shipments g and Shipping Labels	6		
Enroll for Si     Generate N	ipping Services	on reports		
Stay On To	o of USPS Promotions a	nd Incentive Programs		
Terms and C	onditions *	parice for your location, you will be	ome the Rusiness Penvice	
Administrato	r (BSA) of that service;	you will be able to manage that ser	vice for any future users, controlling	9
who can and	annot use it at your bus	siness location.		
I have real	I and agree to the <u>terms a</u>	ind conditions of the Business Custom	er Gateway.	
Continu				
	Continue			

• 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.

Register Your Account	Getting Started	You're signed up!
You're signed up!		
You now have access to the services the and use if freely. Depending on your coregulated by the Business Service Adm	s set up with business services. hat cover basic business functionality. Having access t ompany's needs. different employees may need access ninistrator (BSA) of each service.	o a service means that you can see s to different services. The access is
Your Business Location: BCGTEST1234 475 LENFAIT PL2 GW WASHINGTON LOC 20260-0004 UNITED STATES CRID @: 8454520 (xRD @: 645620) @	We have automatically as (MID): 900004055 ⊕ Is this location a Mail Server Yes	signed you a Mailer ID rice Provider (MSP)? 🕐
<ul> <li>You can begin using these business</li> </ul>	s services. Services with an asterisk (*) indicate yo	ou have become the BSA.
SERVICE ©		
Customer Label Distribution System (CLDS) - C	Order bulk, collated or DMM labels online.	
Electronic Varification Service (eVS) * - Package	mailers can use an electronic manifest to document and nav nos	tage (3)
Event Date Direct Mail, FOOU is desired to below	indicate carries of the control of the second s	inge. (j)
Every boor birect walk Ebox is designed to hep y	you reach every nome, every address, every time.	
Intelligent Mail Small Pusiness (III-1) Test	nduce the Bib for your malions	
Mailes ID L. Designational publication (Mailes ID L. Pro	ouve vie inv of your maiings.	
Manage Mailing Activity 1. Manage water by:	maliana at	
Manage Mailing Activity Manage your business	maungs. ()	
Grane Enrolment Get started online to apply for	elgiolity.	
Parcel Return Service (PRS) Work share soluto	on for recoming merchanoise.	
Scan Based Payment (SBP) * - Scanning = revenue	e collection.	
Schedule a Mailing Appointment (FAST)* - Sche	edule a making appointment.	
USPS Package Intercept * - Redirect your maipiece	e if it hasn't been delivered. 🕐	
	Berri eve lite beelinees services jes need?	

 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 <u>Business Customer</u> <u>Gateway</u> at <u>https://www.gateway.usps.com/</u>.



• 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.



Ð	Intelligent Mail Small Business (IMsb) Tool
	The Intelligent Mail Small Business (IMsb) Tool is an online tool which will allow mailers to produce the Intelligent Mail barcode (IMb) for mailings.
	Mailer ID GO TO SERVICE
	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.
	Mailing Reports (PostalOne!)
	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 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.

Home Request MID	MID Tools Export Data				
	Welcome to the Mailer ID System				
Mailer ID Search					
Business Location:	94538130 - HARDINTEST2A 76110				
Mailer ID:	iler ID:				
Customer Reference:	0				
	C MIDs owned by my business location(s)				
Display Options:	C MIDs delegated to my business location(s) for Data Distribution Management				
Display Options.	C MIDs whose Data Distribution Profile delegated to other CRIDs				
	All of the above				
	Search				

• 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				
[	Cancel 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 <u>Business Customer Gateway</u>.



• 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.

UNITED STATES POSTAL SERVICE ©	Business Customer Gateway	
	Manage Profile         Manage Preferences         Manage Services         Manage Locations           Manage Profile         Manage Profil	
Welcome Inbox Mailing Services Shipping Services Other Services Support Manage Account	User: EDIT PROFILE SALLIE JOE IV SALLIE JOE IV Sarbara wheeler@usps.gov (918) 345-5382  Mome Business Location: ICE CREAM SOCIAL 3 1271 AVENUE OF THE AMERICAS FL 8 NEW YORK, NY 10020-1302 UNITED STATES  CRID (2): 10000108 MSP (2): YES Edit.MSP MID (2): View your Mailer IDs	Favorite Services           DASHBOARD           MAILER ID           MAILER ID           MAILING REPORTS           ONLINE ENROLLMENT           POSTAL WIZARD
	Add a Business Location       Indo A LOCATION         Does your business have more locations? Click here to add additional locations to your account.       Indo A LOCATION         Image: Second S	-