

# Quick Step Guide to MID and/or CRID Acquisition

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

## **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 >		••	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>IM</sup> <b>S0.46</b> Postcard <b>S0.33</b> Buy 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 > Print & Labeli 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.

Destructe Business Cus	tomer Gateway	Gateway USP2.com Help
Save time with automation, online orderi	ng and online tools	Sign In Username
Save mone with Automation Discourts an		Password Forgot password? Sign in Not a registered USPS Business Customer
	ng pefore I expected, in perfect condition!"	Register for free
Maiters Save time and money managing your mailings online. Get your message where you need it to go with Every Door Direct Mail. Use the Intelligent Mail Small Business Fool to manage your mail stream and maximize your discount	Shippers Manage your relums with Parcel Return Service, use the Electronic Verification System to save paperwork by paying postage with electronic manifests.	Business Sign up for USPS Promotions and Incentives, save money with Automation Discounts and unlock the power of your Mailer ID (MID).
See full list of Mailing Services	See full list of Shipping Services	See full list of Business Services

• 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 repeat 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.
CHECK THIS NAME	Password	*Pick Your First Security Question
CHECK IN THIS HAVE		Select
	Password Strength	Your Answer
	0% Too Short	Answers are not case-sensitive. (2)
	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 ()
	*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).

		Hello, Mel Gateway USPS.com	Help Logout
POSTAL SERVICE  Business Custo	mer Gateway		
Register Your Account	Getting Started	You're signed up!	
Welcome to the Business Custor	ner Gateway		
* Indicates a required field			
You've successfully registered your busin	ess account, and you are almost ready to use th	e Business Customer Gateway.	
We've got you signed up as:		,	
Your Business Location: BCGTEST1234			
475 LENFANT PLZ SW			
WASHINGTON, DC 20260-0004 UNITED STATES			
CRID (2) : 94545290			
You will be given permission	o use several <u>USPS Business Services</u> allo	owing you to do things like:	
<ul> <li>Prepare, track and monitor yo</li> </ul>	ur mailings		
<ul> <li>Manage Mailer IDs and Permi</li> <li>Simplify Full Service Mailing a</li> </ul>			
<ul> <li>Target Areas with Direct Mail</li> </ul>			
<ul> <li>Send and Manage Large Ship</li> <li>Order Mailing and Shipping L</li> </ul>			
<ul> <li>Enroll for Shipping Services</li> <li>Generate Mail and Transaction</li> </ul>	n History reports		
<ul> <li>Stay On Top of USPS Promot</li> </ul>			
Terms and Conditions *			
If you are the first user to reque	st a service for your location, you will become th		
Administrator (BSA) of that se who can and cannot use it at yo	rvice; you will be able to manage that service fo ur business location.	or any future users, controlling	
I have read and agree to the j	erms and conditions of the Business Customer Gate	eway.	
Continue			
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	s set up with business services. hat cover basic business functionality. Having acces ompany's needs, different employees may need acc ninistrator (BSA) of each service.	
Your Business Location: BCGTEST1234 175 LEINFANT PLZ SW WASHINGTON LOC 20260-0004 UNITED STATES CRID 3: 94545290 (DD 0 LOCATION 3)	(MID): 900004055 χ	assigned you a Mailer ID
	s services. Services with an asterisk (*) indicate	you have become the BSA.
SERVICE ©		
Customer Label Distribution System (CLDS) - C	Order bulk, collated or DMM labels online. As define mail preparation requirements and acceptance times	
	e mailers can use an electronic manifest to document and pay	
Every Door Direct Mail EDDM is designed to help ;		postage.
Incentive Programs * - Participate in promotions an		
Intelligent Mail Small Business (IMsb) Tool - Pri		
Mailer ID * - Request and manage Mailer *	oduce the line for your mailings.	
	and the second	
Manage Mailing Activity * - Manage your business Online Enrollment * - Get started online to apply for		
Parcel Return Service (PR3) * - Work share solution		
Scan Based Payment (SBP) * - Scanning = revenue		
Schedule a Mailing Appointment (FAST) * - Sche		
USPS Package Intercept * - Redirect your malpiece	e if it hasn't been delivered. 👔	
	Builless lis bashess seriess 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.



$\odot$	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:		
Customer Reference:		
	C MIDs owned by my business location(s)	
Display Options: 📀	C MIDs delegated to my business location(s) for Data Distribution Management	
	C MIDs whose Data Distribution Profile delegated to other CRIDs	
	<ul> <li>All of the above</li> </ul>	
	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 **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.

UNITED STATES POSTAL SERVICE ©	Business Customer Gateway	
	Manage Profile         Manage Preferences         Manage Services         Manage Locations           Manage Profile         Manage Profil	
Welcome Inbox Mailling Services Shipping Services Other Services Support Manage Account	User: EDIT PROFILE SALLIE JOE IV barbara.wheeler@usps.gov (918) 345-5382 More Business Location: TERMS AND CONDITIONS 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       MALLER ID       MALLING REPORTS       ONLINE ENROLLMENT       POSTAL WIZARD
	Add a Business Location       IDD A LOCATION         Does your business have more locations? Click here to add additional locations to your account.       Idd additional         Image: Mail Service Providers       Get MID/CRID Assignments for your Customers.         Get MID/CRID Assignments for your Customers.       Idd additional         Validate your Client Business Information.       CUSTOMER VALIDATION TOOL	<b>←</b>