

Mailing Date change option for Seamless Mailers

Seamless mailing date changes after submission to PostalOne! on BCG Dashboard.



Key Benefits & Features

- Seamless mailers may change the date of finalization in case of printing or internal delays.

Eligible Mail Classes

- First-Class Mail cards, letters, and flats
- USPS Marketing Mail, letters and flats
- Bound Printed Matter, flats
- Periodicals letters and flats

Resources

Mailing & Shipping Solutions Center (MSSC) Help Desk

- Phone: 1-877-672-0007
- Email: MSSC@usps.gov

The Mailing Date Change option for Seamless Mailers offers a practical way to modify the mailing date through the Business Customer Gateway (BCG) Dashboard. This feature works for all Seamless mailings, regardless of submission type (e.g., Mail.dat, Mail.xml, Postal Wizard, or IMsb Tool). As long as changes are made PRIOR TO FINALIZATION, mailers can adapt their schedules without needing to start over

Business Customer Gateway Dashboard Process

To modify the mailing date in the Dashboard Management System within the Business Customer Gateway (BCG), you can locate your mailing job and click the Postage Statement ID hyperlink. This will open the statement, allowing you to proceed with adjustments as needed.

Search Results

My Search Criteria Selections

Legend: (*) for spoilage adjustment, (**) for USPS adjusted entry, (F) for Full-Service statements, (M) for Mixed-Service statements, (B) for Basic-Service statements, (CB) for Copal Bundle mailings, (CT) for Copal Tray mailings, (A) Action is required to finalize PS, (BS) for Bypass Seamless, (SE) for Seamless, (SP) for Seamless Parallel, (MF) for Manually Finalize

15 jobs found, displaying all jobs.

Job ID	Mailing Group ID	Postage Statement ID	Cancel Job	Verification Due	Verification Performed	PO of Permit	PO of Mailing	Mailer's Mailing Date	Open Date	Job/Publication Name	Mail Entry Dates	Account Number	Permit/USPS Number	Mail Class	Pieces	Postage(\$)	Statement Status	PO of Permit (in US)
PW	77412688	PS# 132905180 (B - 0%)				WASHINGTON, DC 20066-7204	WASHINGTON, DC 20066-7204	03/07/2025	03/05/2025	HISTORICAL SOCIETY OF WASHINGTON DC		977649	PI 313	FC	500	\$217.50	CAN	105000
PW	77412688	PS# 132905179	Cancel Job			WASHINGTON, DC 20066-7204	WASHINGTON, DC 20066-7204	03/05/2025	03/05/2025	SECRETARY OF EDOC		23184689	PI 1347	PM	200	\$2,960.00	UPD	105000
PW	77412677	PS# 132905170 (F - 100%) (*) (SE)	Cancel Job			WASHINGTON, DC 20066-7204	Post Office Gaston SC 29053-9999	03/12/2025	03/05/2025	SECRETARY OF EDOC		23184689	PI 1347	SM	1,000	\$340.00	UPD	105000
PW/IMsb	77412676	PS# 132905189 (F - 100%) (SE)				WASHINGTON, DC 20066-7204	DECATUR GA 30030-9999	03/05/2025	03/05/2025	From IMsb / SECRETARY OF EDOC		23184689	PI 1347	SM	949	\$688.11	CAN	105000
PW	77404288	PS# 132898575	Cancel Job			WASHINGTON, DC 20066-7204	WASHINGTON, DC 20066-7204	03/04/2025	03/04/2025	SECRETARY OF EDOC		23184689	PI 1347	FC	100	\$69.00	UPD	105000

Once the statement opens, then click "update mailing date" hyperlink in the top right of the statement.

Dashboard > Display

Today's Date: 03/05/2025

Mailing Group Summary Information

Mailing Group ID: 77412677
 Preparer: 1347-PI-MSP 4 HIRE
 Description: Mailing Agent: 453300 Postal Wizard

Mailer's Job #: PO of Mailing Finance No: 453300
 Submission Type: Postal Wizard

Open Date: 03-05-2025
 Close Date:

PS # 132905170, UPD [Update Mailing Date](#) | [Cancel](#) | [Confirmation Page](#) | [Register](#) | [Piece-Weight Information](#)

PS Form 3602-R - USPS Marketing Mail - Permit Imprint

Postage Summary
 *** ADJUSTED STATEMENT ***

Account Holder: SECRETARY OF EDOC, 475 LENFANT PLZ SW RM 1P010, WASHINGTON, DC 20260-0002
 Mailing Agent: MSP 4 HIRE, PO BOX 1234, GREENVILLE, SC 29602-1234
 Mail Owner: SECRETARY OF EDOC, 475 LENFANT PLZ SW RM 1P010, WASHINGTON, DC 20260-0002

Planned

Click the "Update Mailing Date" hyperlink in the top right corner of the statement. This action allows you to modify the mailing date prior to finalization. Use the calendar button to select your desired date then press "Update" to finalize the change.

Dashboard > Display

Restricted Information

Today's Date: 03/05/2025

Mailing Group Summary Information

Mailing Group ID: 77412677
 Preparer: 1347-PI-MSP 4 HIRE
 Description: Mailing Agent: 453300 Postal Wizard

Mailer's Job #: PO of Mailing Finance No: 453300
 Submission Type: Postal Wizard

Open Date: 03-05-2025
 Close Date:

PS # 132905170, UPD

Mailer's Mailing Date: mm/dd/yyyy [03/12/2025](#)

[Update](#) [Reset](#)

After pressing Update, a confirmation message will appear indicating that the mailing date was successfully updated.

Dashboard > Adjust

Today's Date: 03/05/2025

Successfully Updated!

- The Mailer's Mailing Date has successfully updated.

Use the [Postage Statement](#) link to go back to the Review page.