

# 2025 Integrated Technology Promotion

## ENROLLMENT PROCESS



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# PRE-ENROLLMENT CHECKLIST



- ✓ Confirm access to:
  1. Business Customer Gateway: <https://gateway.usps.com/>
    - For instructions to sign up, visit: <https://postalpro.usps.com/promotions/portal/bcg>
  2. Mailing Promotions Portal:
    - For instructions to access, visit: <https://postalpro.usps.com/promotions/portal>
- ✓ Submit electronic sample to USPS to get pre-approval via Mailing Promotions Portal
- ✓ Prepare a list of CRIDs you want to partake in the Integrated Technology Promotion

**You are ready to proceed to the Enrollment Process**

# INTEGRATED TECH ENROLLMENT PROCESS



# 1

Login to Business Customer Gateway Website:

- <https://gateway.usps.com/>

The screenshot shows the USPS Business Customer Gateway login page. The header reads "BUSINESS CUSTOMER GATEWAY". The main content area features a background image of a desk with a pen, a notepad, and a tablet displaying a USPS welcome message. The text "USPS® Business Customer Gateway" is prominently displayed, followed by the tagline "Find and manage USPS® services for your business." On the right side, there is a login form titled "Access Your Account" with the instruction "Enter Your Username & Password". The form includes fields for Username and Password, both marked with an asterisk to indicate they are required. Below the fields are "Sign In" and "Sign Up" buttons. Links for "Forgot your username?" and "Forgot your password?" are also present. A security notice at the bottom states: "The United States Postal Service is serious about protecting your personal information. For added security, please consider changing your password periodically."

**BUSINESS CUSTOMER GATEWAY**

**USPS® Business Customer Gateway**

Find and manage USPS® services for your business.

**Access Your Account**

Enter Your Username & Password ⓘ

\* indicates a required field

\* Username

\* Password

**Sign In**

[Forgot your username? ⓘ](#)

[Forgot your password? ⓘ](#)

The United States Postal Service is serious about protecting your personal information. For added security, please consider changing your password periodically.

**Sign Up**

# INTEGRATED TECH ENROLLMENT PROCESS



# 2

Select "Mailing Services"

The screenshot shows the USPS Business Customer Gateway dashboard. At the top, the header includes the USPS logo, the text "BUSINESS CUSTOMER GATEWAY", and navigation links for Home, Hello, Alerts, Pending Requests, Manage Account, USPS.com, and Help. Below the header, a navigation bar contains "Mailing Services" (highlighted with a blue circle), "Shipping Services", and "Additional Services". The main content area is titled "Welcome," and features a search bar. On the left, the "Account Overview" section has tabs for "By EPS#" and "By Permit#". The "Mailer Scorecard" section shows the user's role as "eDoc Submitter" and "Mail Owner" for "October 2023", with a message stating: "Access to the Manage Mailing Activity (MMA) is required for this information. Request access to the Manage Mailing Activity." and a link for "Mailing Report". On the right, the "Favorite Services" section lists "Dashboard", "Mailer ID", "Mailing Reports", "Online Enrollment", and "Postal Wizard", each with a right-pointing arrow and an "Edit" link at the top.

# INTEGRATED TECH ENROLLMENT PROCESS



# 3


Go to “Incentive Programs” and select “Go to Service”

- If you do not have access to the Incentive Programs already you will need to click “Get Access” to submit your access request.


**BUSINESS CUSTOMER GATEWAY** Home















Mailing Services Shipping Services Additional Services Alerts Pending Requests Manage Account USPS.com Help

## Mailing Services

 Mailing services help you deliver letters and flat mail pieces.

Mailing online services will help you manage day-to-day activities from design and preparation of your mail to tracking your mailings in the mail stream. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.



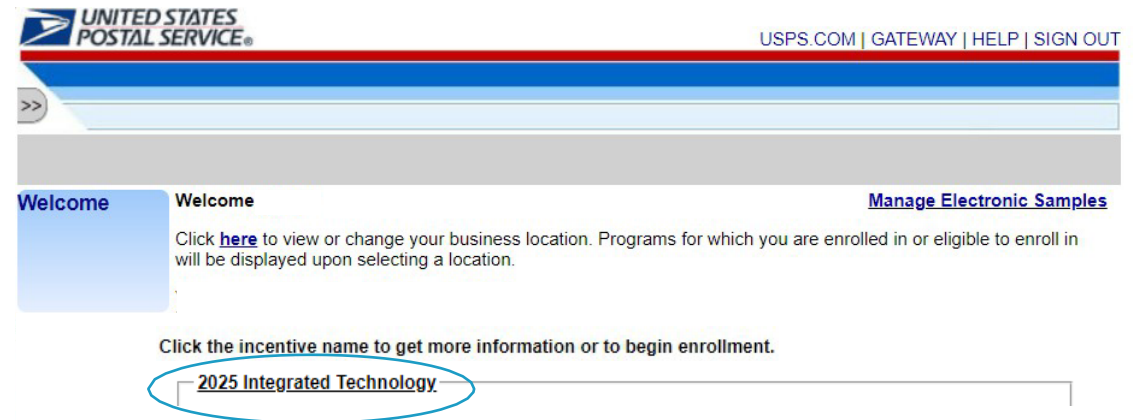
 Automated Business Reply Mail <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
 Balance & Fees (PostalOne!) <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
 Commercial Mail Receiving Agency <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
 Customer Label Distribution System (CLDS) <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
 Customer/Supplier Agreements (CSAs) <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
 Dashboard (PostalOne!) <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
 Electronic Data Exchange (PostalOne!) <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
 Enhanced Barcode Diagnostics <a href="#">more info &gt;</a>	<a href="#">Get Access</a>
 Every Door Direct Mail <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
 <b>Incentive Programs</b> <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
 Informed Visibility <a href="#">more info &gt;</a>	<a href="#">Get Access</a>
 Intelligent Mail Small Business (IMsb) Tool <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
 Mailer ID <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
 Mailer Visibility <a href="#">more info &gt;</a>	<a href="#">Get Access</a>

# INTEGRATED TECH ENROLLMENT PROCESS



# 4

Select the 2025 Integrated Technology Promotion

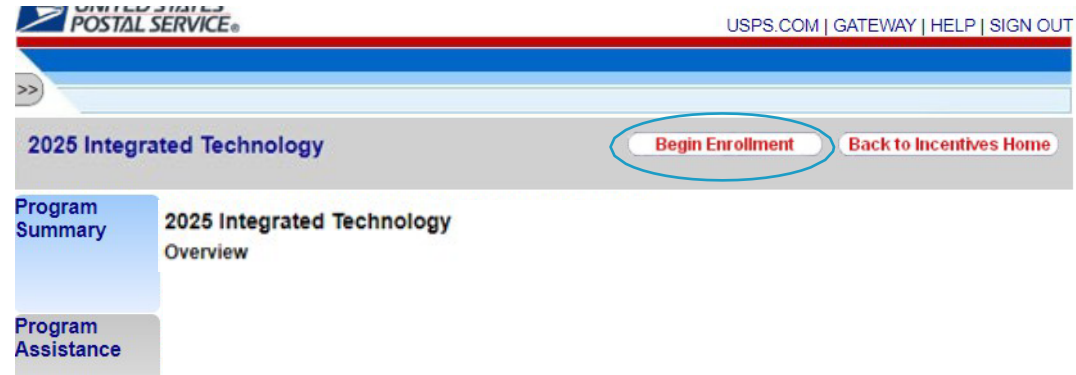


# INTEGRATED TECH ENROLLMENT PROCESS



5

Select "Begin Enrollment"



# INTEGRATED TECH ENROLLMENT PROCESS



6

Select “Additional Contact Information”, complete fields, and select “Save”

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>>

**2025 Integrated Technology** Enrollment Status: **UNENROLLED\*\*INCOMPLETE ACTIVITY\*\*** [Back to Incentives Home](#)

**Program Summary** Provide an alternate contact for promotion specific matters. The Program Office will contact the alternate only in the event you are unavailable.

**Additional Contact Information** *Incomplete*

**Locations** *Incomplete*

**Payment Accounts** *Incomplete*

**Program Assistance**

**Alternative Primary Contact Information (Required)**

Country:\* UNITED STATES

Name:\*

Address 1:\*

Address 2:

City:\*

State:\* --Please Select a State--

ZIP/Postal Code:\*

Phone Number:\*

Ext:

Email:\*

Fax Number:

**Technical Contact Information (Optional)**

Country: UNITED STATES

Name:

Address 1:

Address 2:

City:

State: --Please Select a State--

ZIP/Postal Code:

Phone Number:

Ext:

Email:

Fax Number:

Required fields are marked with \*

[Save](#)

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# INTEGRATED TECH ENROLLMENT PROCESS



# 7

Select “Locations”, enter a name for your CRID Group and select “Add”

- You will be adding CRIDs that you wish to partake in this promotion in the following steps
- A CRID group can have multiple CRIDs
- You will be able to create multiple CRID Groups
- A CRID can only be included in a single group

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**Program Summary**

**CRID Group Management**

[Download Template](#)

**Create Enrollment CRID Group**

Please enter a name for a new Enrollment CRID Group:  [Add](#)

**There are no CRID groups found. Please add a new CRID Group to start.**

**Additional Contact Information**  
*Incomplete*

**Locations**  
*Incomplete*

**Payment Accounts**  
*Incomplete*

**Program Assistance**

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# INTEGRATED TECH ENROLLMENT PROCESS



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Select “Download Template”, add the CRIDs you wish to partake in this promotion to Column A, and save to your computer

- Add the first CRID to Cell A1
- Add each additional CRID to the next row in Column A
- **DO NOT** add headers or other data

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**Program Summary** CRID Group Management  
[Download Template](#)

**Additional Contact Information** *Incomplete*  
**Create Enrollment CRID Group**  
Please enter a name for a new Enrollment CRID Group:  [Add](#)

**Locations** *Incomplete*  
**Group 1** -

**Payment Accounts** *Incomplete*  
**Program Assistance**

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# INTEGRATED TECH ENROLLMENT PROCESS



# 9

Add your file of CRIDs to your desired CRID Group:

- Select “Choose File”
- Select your file of CRIDs from your computer to upload
- Select “OK”

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**Program Summary**

**CRID Group Management**

[Download Template](#)

**Create Enrollment CRID Group**

Please enter a name for a new Enrollment CRID Group:  [Add](#)

Group	Action
Group 1	-

**Upload file to add CRIDs to CRID Group**

Choose a file to upload [Choose File](#) AddToCridG...emplate.xlsx [OK](#)

**There are no CRIDs found for this group.**

[I Agree](#) [I Disagree](#)

**Program Assistance**

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# 10

Review added CRIDs and  
select “Back”

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**Program Summary**

**Results of adding CRIDs to group:**

CRID	Message
123456789	Added successfully.
987654321	Added successfully.

[Back](#)

**Additional Contact Information**  
Complete

**Locations**  
Incomplete

**Payment Accounts**  
Incomplete

**Program Assistance**

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Once you have completed creating CRID Groups and adding CRIDs to each group, select “I agree”

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**Program Summary**

CRID Group Management

[Download Template](#)

**Additional Contact Information**  
Complete

Create Enrollment CRID Group

Please enter a name for a new Enrollment CRID Group:  [Add](#)

**Locations**  
Incomplete

**Group 1**

**Payment Accounts**  
Incomplete

Upload file to add CRIDs to CRID Group

Choose a file to upload [Choose File](#) No file chosen [OK](#)

CRIDs found under this group:

123456789 [Delete](#)

987654321 [Delete](#)

[I Agree](#) [Disagree](#)

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# INTEGRATED TECH ENROLLMENT PROCESS



# 12

Select “Payment Accounts”,  
confirm Permit Information, and  
select “I Agree”

- If no Permits are listed, proceed  
with enrollment by selecting “I  
Agree”

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2025 Integrated Technology Enrollment Status: **UNENROLLED\*\*INCOMPLETE ACTIVITY\*\*** [Back to Incentives Home](#)

**Program Summary**  
There are no permits associated with any of the CRIDs linked to this program. Please go to a BMEU to create a new permit.  
Your permit accounts are shown below. Verify that what is listed is correct. If you do not see a permit and you are sure that it is linked to one of the enrolled CRIDs displayed in the Locations tab, take the following steps to link the missing permit.

**Additional Contact Information** Complete

**Locations** Complete

**Payment Accounts** Incomplete

**Program Assistance**

1. Return to the BCG homepage.  
2. Select the Manage Permits link (under Account Services).  
3. Select which location you want to link the permit to (click the company name associated to the location).  
4. Navigate to Payment/Permit Accounts Tab.  
5. Enter the four pieces of information precisely: 1) Account Number, 2) Account Type, 3) Post Office ZIP Code where you opened your permit and, 4) One of ten of the most recent transactions.

After successful authentication, the permit account will be linked to the selected business location and will be visible on this tab.

Once your permit has been linked, go back to the Incentive Programs service from your homepage, navigate back to this tab and ensure that all your permits are listed below. Otherwise, wait up to 30 minutes before using that permit account in the electronic documentation.

Filter: --Select Table-- by --Select Category-- for  [Filter](#) [Clear Filter](#)

Eligible Permits: Showing 0 - 0 of 0

CRID	Permit Account Number	Permit Type	Permit Number	Finance Number	Permit ZIP	PO Address
Nothing found to display.						

[I Agree](#) [Disagree](#)

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# INTEGRATED TECH ENROLLMENT PROCESS



# 13

Once “Additional Contact Information”, “Locations” and “Payment Accounts” are complete (denoted in green), **select “Certification”, review and select “I Agree”**

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2025 Integrated Technology Enrollment Status: **UNENROLLED\*\*INCOMPLETE ACTIVITY\*\*** [Back to Incentives Home](#)

**Program Summary** To complete enrollment into the program, you must agree to the legal statement below. If you choose to disagree, your enrollment will not be completed and you will be routed to the Program Assistance page to initiate correspondence with USPS regarding your concerns.

**Additional Contact Information** Complete

**Locations** Complete

**Payment Accounts** Complete

**Certification** Incomplete

**Program Assistance**

**Certification Agreement:**

By checking the "I Agree" button below, I declare that I have reviewed the Program Requirements Document and agree to follow the terms of the 2025 Integrated Technology Promotion as outlined in the Program Requirements Document, available here: <https://postalpro.usps.com/promotions/25-it>. I further declare that the accounts (permit numbers) and locations (Customer Registration IDs (CRID)) listed in this enrollment are correct and that I intend to participate in the promotion using any combination of these accounts. I recognize, declare, and agree that I have created CRID Groups necessary to my business and will not participate or attempt to participate in the promotion beyond the six-month promotion period outlined in the Program Requirements Document. I further recognize, declare, and agree that irrespective of the number of CRIDs or CRID groups in which I participate, the promotions period in which I can participate is limited to a duration of six months. If, however, a business can demonstrate a relevant business need, the business can create multiple CRID groups to participate in unique six-month promotions periods.

I understand that, though enrolled, I am not required to participate and I can obtain details online at gateway.usps.com or ask USPS® questions regarding my enrollment. If I am a Mail Service Provider (MSP), I declare as follows: (i) that I am authorized to use the Mailer IDs (MID) or Customer Registration IDs (CRID) as listed in this enrollment and in electronic files I intend to submit to the USPS, (ii) that I am authorized to represent each of the customers I enroll, (iii) that I have provided each customer (the Mail Owner) with the documents/rules, and (iv) that I have informed each of my customers of the terms of the promotion.

**I Agree** **I Disagree**

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# INTEGRATED TECH ENROLLMENT PROCESS



# 14

When you have completed the enrollment, **you will receive an email** stating that you are enrolled in the Promotion that you selected, and your Enrollment Status will state **“ENROLLED”**

The screenshot displays the USPS Integrated Technology Enrollment page. At the top, the USPS logo and navigation links (USPS.COM, GATEWAY, HELP, SIGN OUT) are visible. The main header shows '2025 Integrated Technology' and 'Enrollment Status: ENROLLED' (circled in blue). Below this, there are buttons for 'Unenroll' and 'Back to Incentives Home'. The left sidebar contains a navigation menu with links for Program Summary, Additional Contact Information (Complete), Locations (Complete), Payment Accounts (Complete), Certification (Complete), My Activity Report, and Program Assistance. The main content area provides an overview of the 2025 Integrated Technology Promotion, including a note about the 3% discount and a link to the guidebook. It also shows the enrollment status as 'Enrolled - 4 out of 4 steps completed' and a list of completed steps: Additional Contact Information, Locations, Payment Accounts, and Certification. A 'My Activity' section includes a link to 'View My Activity Report'. At the bottom, there is a 'Show Additional Information' button and a footer with links to LEGAL, ON USPS.COM, ON ABOUT.USPS.COM, and OTHER USPS SITES.

## How-To Guides on:

- [Viewing Promotion Start/End Date](#)
- [Select/Edit/Remove Promotion Start Date](#)
- [Deleting CRID Groups](#)
- [Editing CRID Group Titles](#)

# VIEW PROMOTION START/END DATE



View your promotion start/end date by selecting “My Activity Report”

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2025 Integrated Technology

Enrollment Status: **ENROLLED**

Unenroll

Back to Incentives Home

Program Summary

Additional Contact Information Complete

Locations Complete

Payment Accounts Complete

Certification Complete

**My Activity Report**

Program Assistance

Activity Report

Activity is updated on a daily basis. Each mailing date reflects a daily total mailing activity.

Mailing Start Date:  Mailing End Date:

Mailing Date	Company	Postage Statement Id	Mail Class	Permit Number	Permit Type	Finance Number	Total Pieces	Discount Amount	Total Postage	Mailing Group ID	Job ID
Nothing found to display.											

Download to Excel

My CRID groups

The CRIDs for the CRID groups and their respective start and end date associated with this enrollment.

Group ID	Group Name	CRID ?	Company Name	Start Date	End Date	Remaining Days
1	Group 1	123456	Company 1			No start date

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# SELECT/ EDIT/ REMOVE PROMOTION PERIOD START DATE



1. Navigate to the “Locations” tab on the lefthand side
2. Select the calendar icon next to the CRID group you would like to edit

The screenshot shows the USPS Integrated Technology Promotion enrollment page. The header includes the USPS logo and navigation links: [USPS.COM](#), [GATEWAY](#), [HELP](#), and [SIGN OUT](#). The main content area is titled "2025 Integrated Technology Promotion" and shows the enrollment status as "ENROLLED". There are buttons for "Unenroll" and "Back to Incentives Home". A sidebar on the left contains links for "Program Summary", "Additional Contact Information Complete", and "Locations Complete". The main content area has a "CRID Group Management" section with a "Download Template" link. Below this is a "Create Enrollment CRID Group" section with a text input field and an "Add" button. At the bottom, there is a table with one row labeled "Group 1". Next to "Group 1" is a calendar icon, which is circled in blue, indicating it should be selected for editing. A plus sign is visible at the end of the row.

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2025 Integrated Technology Promotion Enrollment Status: **ENROLLED** [Unenroll](#) [Back to Incentives Home](#)


Program Summary

CRID Group Management

[Download Template](#)

Create Enrollment CRID Group

Please enter a name for a new Enrollment CRID Group:  [Add](#)

Group 1  +

# SELECT/ EDIT/ REMOVE PROMOTION PERIOD START DATE



## 3. Populate your desired start date

### Please note that:

- The promotion period end date is populated based on the selected start date.
- If a promotion period start date is not selected, the promotion period defaults to starting on the first-mail date claiming the promotion.
- Participants can edit or remove their selected start date prior to the promotion period beginning.

Select/edit start date

Confirm selected start date

Remove selected start date

# DELETE UNPOPULATED CRID GROUPS



1. Navigate to the “Locations” tab
2. Select the trash can icon to the right of the CRID group name

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2025 Integrated Technology Promotion Enrollment Status: **ENROLLED** [Unenroll](#) [Back to Incentives Home](#)






**Program Summary**

**CRID Group Management**

[Download Template](#)

**Create Enrollment CRID Group**

Please enter a name for a new Enrollment CRID Group:  [Add](#)

<b>Test Group</b>	  	<a href="#">+</a>
<b>Group 1</b>	 	<a href="#">+</a>

**Additional Contact Information** Complete

**Locations** Complete

**Payment Accounts** Complete

# DELETE UNPOPULATED CRID GROUPS



3. Select the red check mark to confirm you would like to delete the CRID group

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2025 Integrated Technology Promotion **Enrollment Status: ENROLLED** [Unenroll](#) [Back to Incentives Home](#)

**Program Summary**

**CRID Group Management**

[Download Template](#)

**Create Enrollment CRID Group**

Please enter a name for a new Enrollment CRID Group:  [Add](#)

**Test Group** [Delete](#) ☒ [OK](#)

**Upload file to add CRIDs to CRID Group**

Choose a file to upload  No file chosen [OK](#)

There are no CRIDs found for this group.

# EDIT CRID GROUP TITLES



1. Navigate to the “Locations” tab
2. Select the pencil icon to the right of the CRID group name

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2025 Integrated Technology Promotion Enrollment Status: **ENROLLED** [Unenroll](#) [Back to Incentives Home](#)




Program Summary



CRID Group Management

[Download Template](#)

Create Enrollment CRID Group

Please enter a name for a new Enrollment CRID Group:  [Add](#)

Test Group    +

Group 1   +

Additional Contact Information Complete

**Locations Complete**

Payment Accounts Complete

# EDIT CRID GROUP TITLES



3. Enter your desired CRID group title
4. Select the check mark to accept the changes

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**2025 Integrated Technology Promotion** **Enrollment Status: ENROLLED** [Unenroll](#) [Back to Incentives Home](#)

**Program Summary**

**CRID Group Management**

[Download Template](#)

**Create Enrollment CRID Group**

Please enter a name for a new Enrollment CRID Group:  [Add](#)

☒

**Group 1**

**Additional Contact Information** [Complete](#)

**Locations** [Complete](#)

**Payment Accounts** [Complete](#)

# VIEW ENROLLED CRIDs and CRID GROUPS



## OPTION 1

- Select “Locations”
- Expand each CRID Group by selecting the “+” symbol

2025 Integrated Technology Enrollment Status: **ENROLLED** [Unenroll](#) [Back to Incentives Home](#)

**Program Summary** CRID Group Management  
[Download Template](#)

**Additional Contact Information** Complete

**Locations** Complete

**Group 1** +

[I Agree](#) [I Disagree](#)

**CRIDs found under this group:**  
123456 Delete

[I Agree](#) [I Disagree](#)

## OPTION 2

- Select “My Activity Report”

2025 Integrated Technology Enrollment Status: **ENROLLED** [Unenroll](#) [Back to Incentives Home](#)

**Program Summary** Activity Report  
Activity is updated on a daily basis. Each mailing date reflects a daily total mailing activity.

Mailing Start Date:  Mailing End Date:

Mailing Date	Company	Postage Statement Id	Mail Class	Permit Number	Permit Type	Finance Number	Total Pieces	Discount Amount	Total Postage	Mailing Group ID	Job ID
Nothing found to display.											

[Download to Excel](#)

**My CRID groups**  
The CRIDs for the CRID groups and their respective start and end date associated with this enrollment.

Group ID	Group Name	CRID ?	Company Name	Start Date	End Date	Remaining Days
1	Group 1	123456	Company 1			No start date

**My Activity Report**

**Program Assistance**

# HOW TO EDIT ENROLLMENT



Once enrolled, you may:

1. Create new CRID Groups and add CRIDs

If the Promotion Period has not begun for a CRID Group:

2. Add CRIDs to CRID Groups

3. Delete CRIDs from CRID Groups

A screenshot of the USPS Product Management web interface. The top header shows "2025 Integrated Technology" and "Enrollment Status: ENROLLED". On the right are buttons for "Unenroll" and "Back to Incentives Home". A left sidebar contains navigation links: "Program Summary", "Additional Contact Information Complete", "Locations Complete", "Payment Accounts Complete", and "Certification Complete". The main content area is titled "CRID Group Management" and includes a "Download Template" link. A section labeled "Create Enrollment CRID Group" (circled with a blue '1') contains a text input field and an "Add" button. Below this is a table with one row, "Group 1", which is highlighted in blue. Under the table, the "Upload file to add CRIDs to CRID Group" section (circled with a blue '2') includes a "Choose File" button and an "OK" button. At the bottom, the "CRIDs found under this group:" section (circled with a blue '3') lists "1234567" with a "Delete" link next to it.