

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

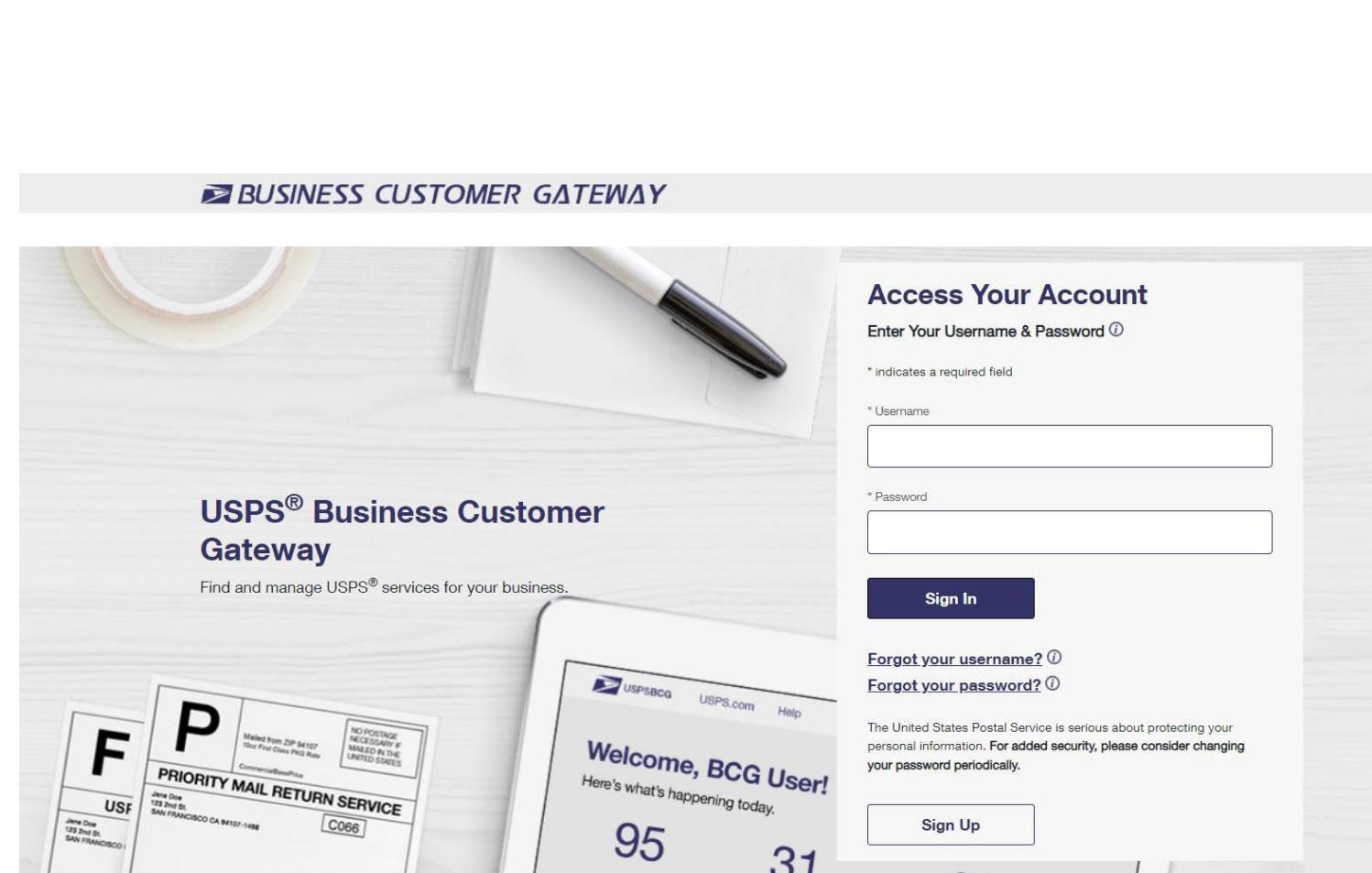
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1

Login to Business Customer Gateway Website:

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



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

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2

Select “Mailing Services”

BUSINESS CUSTOMER GATEWAY

Home Hello

Mailing Services Shipping Services Additional Services

! Alerts Pending Requests Manage Account USPS.com Help

Welcome,

Next Permit Fee: MMA Access Required. Request Access. [Balance and Fees](#)

Account Overview

By EPS# By Permit#

Mailer Scorecard

eDoc Submitter Mail Preparer Mail Owner

October 2023

Access to the Manage Mailing Activity (MMA) is required for this information. Request access to the Manage Mailing Activity.

[Mailing Report](#)

Favorite Services [Edit](#)

Dashboard >

Mailer ID >

Mailing Reports >

Online Enrollment >

Postal Wizard >

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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 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.



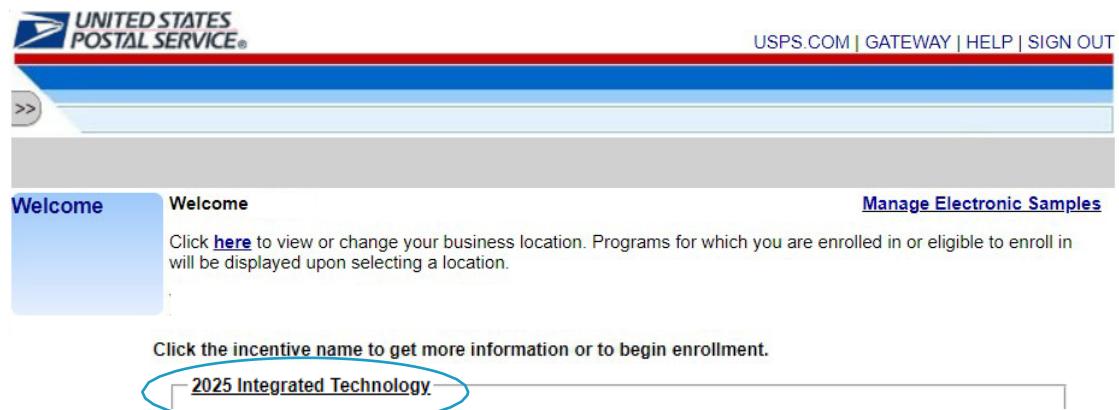
Automated Business Reply Mail more info >	Go to Service
Balance & Fees (PostalOne!) more info >	Go to Service
Commercial Mail Receiving Agency more info >	Go to Service
Customer Label Distribution System (CLDS) more info >	Go to Service
Customer/Supplier Agreements (CSAs) more info >	Go to Service
Dashboard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

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4

Select the 2025 Integrated
Technology Promotion

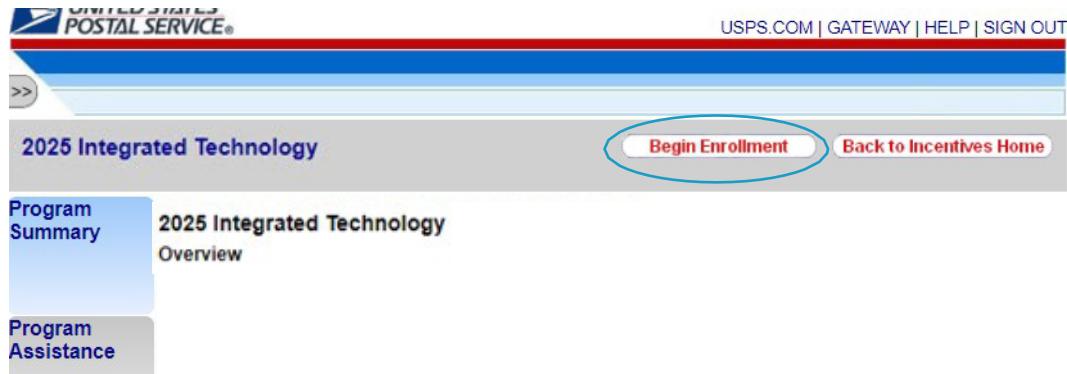


INTEGRATED TECH ENROLLMENT PROCESS



5

Select “Begin Enrollment”



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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

Country: ▼

Name:

Address 1:

Address 2:

City:

State: ▼

ZIP/Postal Code:

Phone Number:

Ext:

Email:

Fax Number:

Locations Incomplete

Payment Accounts Incomplete

Program Assistance

Technical Contact Information (Optional)

Country: ▼

Name:

Address 1:

Address 2:

City:

State: ▼

ZIP/Postal Code:

Phone Number:

Ext:

Email:

Fax Number:

Required fields are marked with *

Save Save

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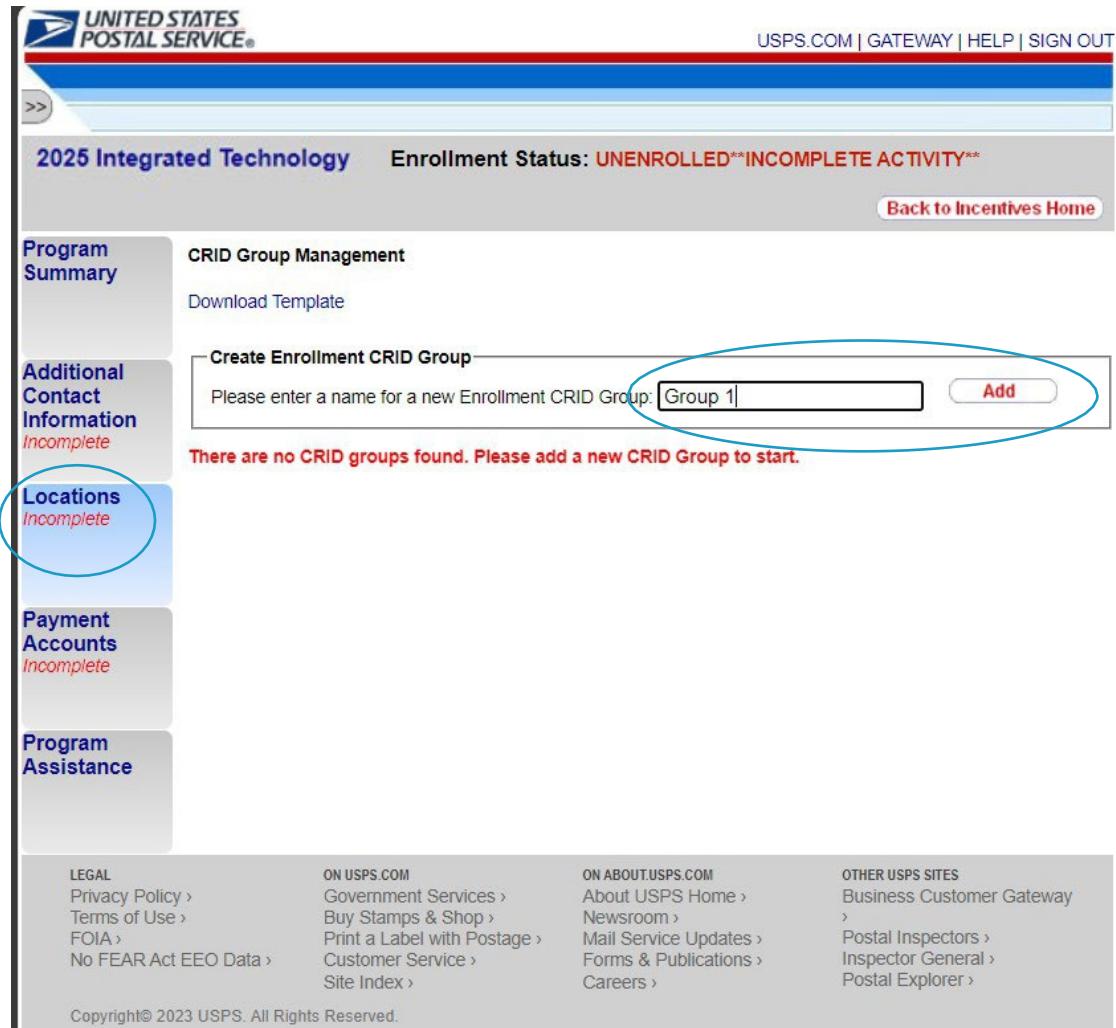
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7

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



The screenshot shows the "2025 Integrated Technology" enrollment status as "UNENROLLED**INCOMPLETE ACTIVITY**". The "Program Summary" section includes a "CRID Group Management" link and a "Download Template" link. The "Additional Contact Information" section is marked as "Incomplete". The "Locations" section is highlighted with a blue oval and marked as "Incomplete". The "Payment Accounts" and "Program Assistance" sections are also marked as "Incomplete". A "Create Enrollment CRID Group" section contains a text input field with "Group 1" and an "Add" button, both of which are circled in blue. A red message at the bottom states: "There are no CRID groups found. Please add a new CRID Group to start." The footer includes links for Legal (Privacy Policy, Terms of Use, FOIA, No FEAR Act EEO Data), On USPS.com (Government Services, Buy Stamps & Shop, Print a Label with Postage, Customer Service, Site Index), On About.USPS.com (About USPS Home, Newsroom, Mail Service Updates, Forms & Publications, Careers), and Other USPS Sites (Business Customer Gateway, Postal Inspectors, Inspector General, Postal Explorer). The copyright notice at the bottom is "Copyright© 2023 USPS. All Rights Reserved."

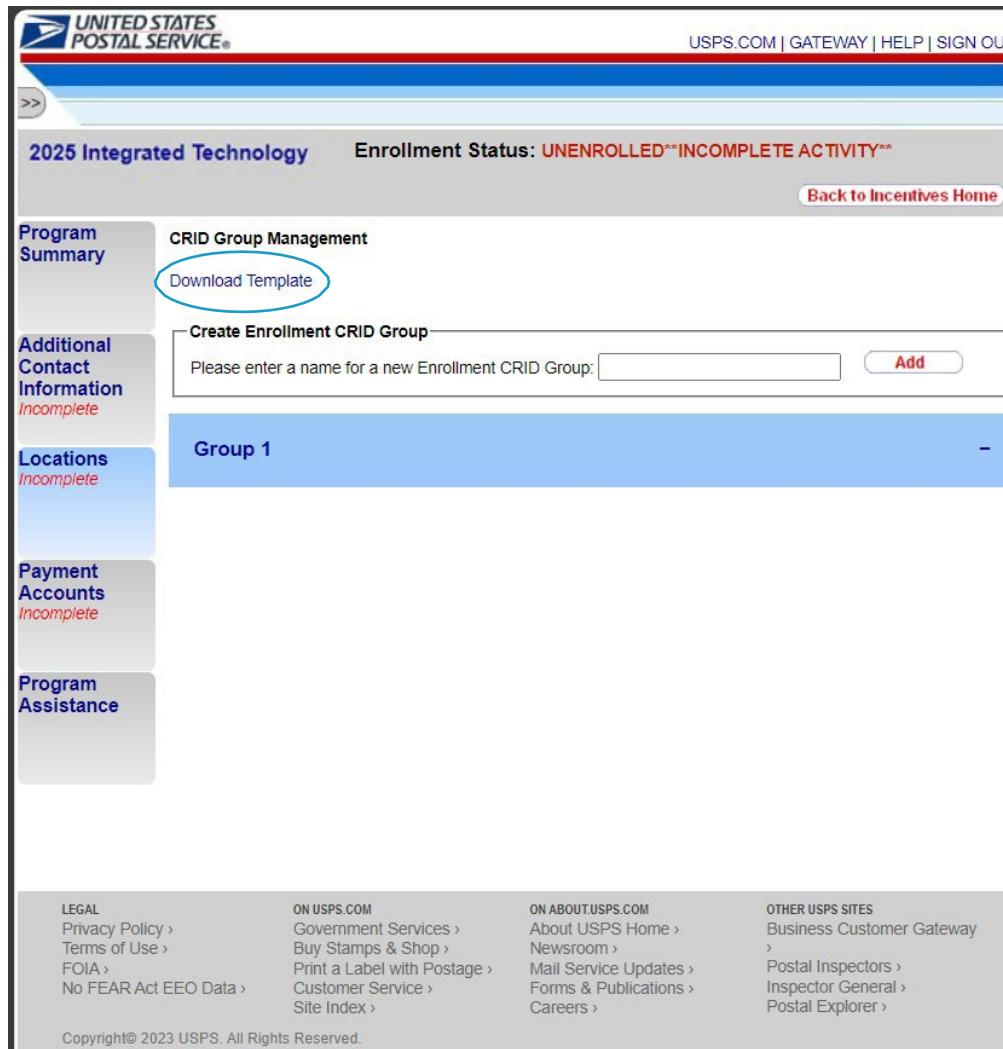
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8

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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2025 Integrated Technology Enrollment Status: UNENROLLED**INCOMPLETE ACTIVITY**

Program Summary

CRID Group Management

Download Template

Additional Contact Information Incomplete

Locations Incomplete

Payment Accounts Incomplete

Program Assistance

Create Enrollment CRID Group

Please enter a name for a new Enrollment CRID Group: Add

Group 1

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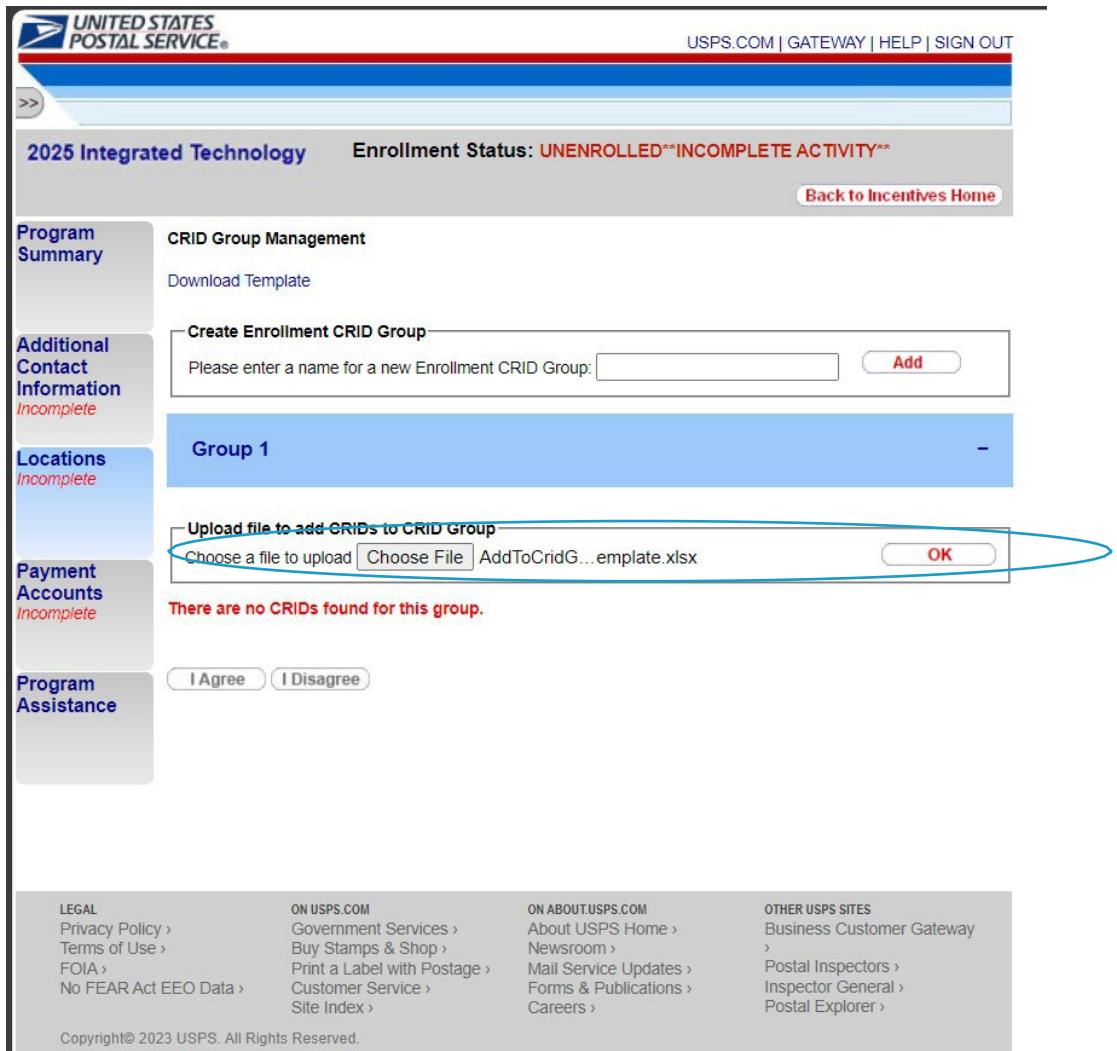
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9

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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2025 Integrated Technology Enrollment Status: UNENROLLED**INCOMPLETE ACTIVITY**

Back to Incentives Home

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**

Group 1

Upload file to add CRIDs to CRID Group

Choose a file to upload AddToCridG...emplate.xlsx **OK**

There are no CRIDs found for this group.

I Agree I Disagree

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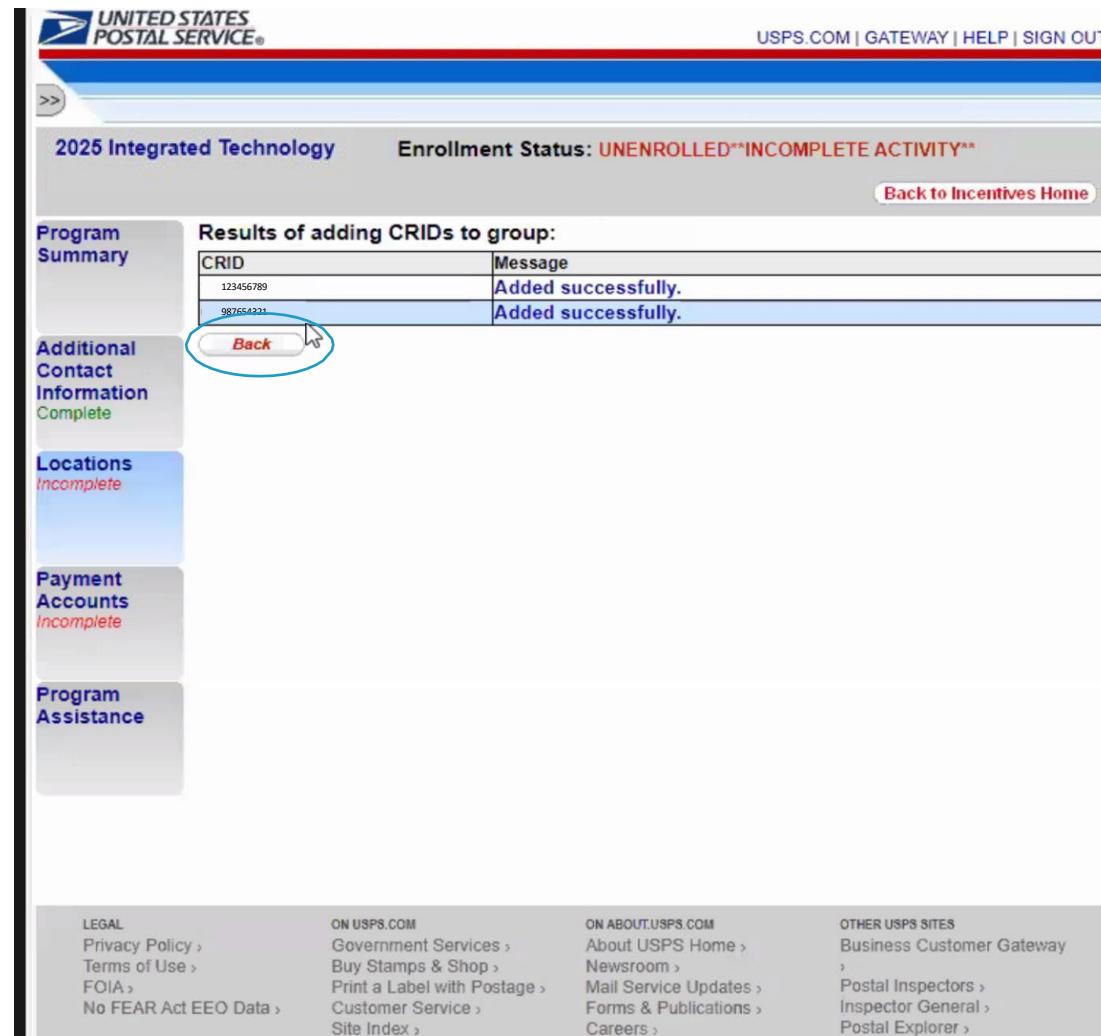
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10

Review added CRIDs and select “Back”



2025 Integrated Technology Enrollment Status: UNENROLLED**INCOMPLETE ACTIVITY**

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CRID	Message
123456789	Added successfully.
987654321	Added successfully.

Program Summary

Results of adding CRIDs to group:

Additional Contact Information Complete

Locations Incomplete

Payment Accounts Incomplete

Program Assistance

[Back](#)

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11

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

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2025 Integrated Technology Enrollment Status: UNENROLLED**INCOMPLETE ACTIVITY**

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Program Summary

CRID Group Management

[Download Template](#)

Additional Contact Information *Complete*

Locations *Incomplete*

Payment Accounts *Incomplete*

Program Assistance

Create Enrollment CRID Group-

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

Group 1 

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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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.

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.

Additional Contact Information Complete

Locations Complete

Payment Accounts Incomplete

Program Assistance

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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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**

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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.

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.

Additional Contact Information Complete

Locations Complete

Payment Accounts Complete

Certification Incomplete

I Agree **I Disagree**

Program Assistance

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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**”

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2025 Integrated Technology Enrollment Status: ENROLLED Unenroll Back to Incentives Home

Program Summary 2025 Integrated Technology Overview

Additional Contact Information Complete

Locations Complete

Payment Accounts Complete

Certification Complete

My Activity Report

Program Assistance

Enrollment Status - Enrolled - 4 out of 4 steps completed

Please complete all of the steps below to enroll.

Enrollment Steps (4)

- [+] Additional Contact Information - Complete
- [+] Locations - Complete
- [+] Payment Accounts - Complete
- [+] Certification - Complete

My Activity

View Activity Report - View My Activity Report

Show Additional Information

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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

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](#)

Additional Contact Information Complete

Locations Complete

Payment Accounts Complete

Certification Complete

My Activity Report

Program Assistance

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 Product Management interface for the 2025 Integrated Technology Promotion. The top navigation bar includes the USPS logo, a search bar, and links for USPS.COM, GATEWAY, HELP, and SIGN OUT. The main content area displays the promotion details: "2025 Integrated Technology Promotion", "Enrollment Status: ENROLLED", "Unenroll", and "Back to Incentives Home". On the left, a sidebar shows the "Program Summary" (CRID Group Management, Download Template), "Additional Contact Information" (Complete), and "Locations" (Complete). The main panel features a "Create Enrollment CRID Group" section with a text input field for a group name and an "Add" button. A "Group 1" section is also visible, with a blue circle highlighting a small calendar icon next to it.

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.

The screenshot shows the "2025 Integrated Technology Promotion" enrollment page. The "Enrollment Status" is "ENROLLED". On the left, a sidebar lists "Program Summary", "Additional Contact Information Complete", "Locations Complete", "Payment Accounts Complete", "Certification Complete", and "My Activity Report". The main area shows "CRID Group Management" and "Create Enrollment CRID Group" fields. A date picker for "Group 1" shows "07/17/2025" with a calendar for July 2025 below. The calendar highlights the 17th with a red box and an "X" button, indicating it is the selected start date. Buttons for "Clear" and "Today" are at the bottom of the date picker.

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

The screenshot shows the USPS Product Management interface for the 2025 Integrated Technology Promotion. The top navigation bar includes the USPS logo, a back arrow, and links for USPS.COM, GATEWAY, HELP, and SIGN OUT. The main content area displays the Enrollment Status: ENROLLED. On the left, a sidebar shows Program Summary, Additional Contact Information (Complete), Locations (Complete, circled in red), and Payment Accounts (Complete). The main area is titled "CRID Group Management" and includes a "Create Enrollment CRID Group" section with a text input field and an "Add" button. Below this are two CRID groups: "Test Group" and "Group 1", each with a trash can icon to its right, also circled in red.

DELETE UNPOPULATED CRID GROUPS



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

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Program Summary

CRID Group Management

[Download Template](#)

Create Enrollment CRID Group

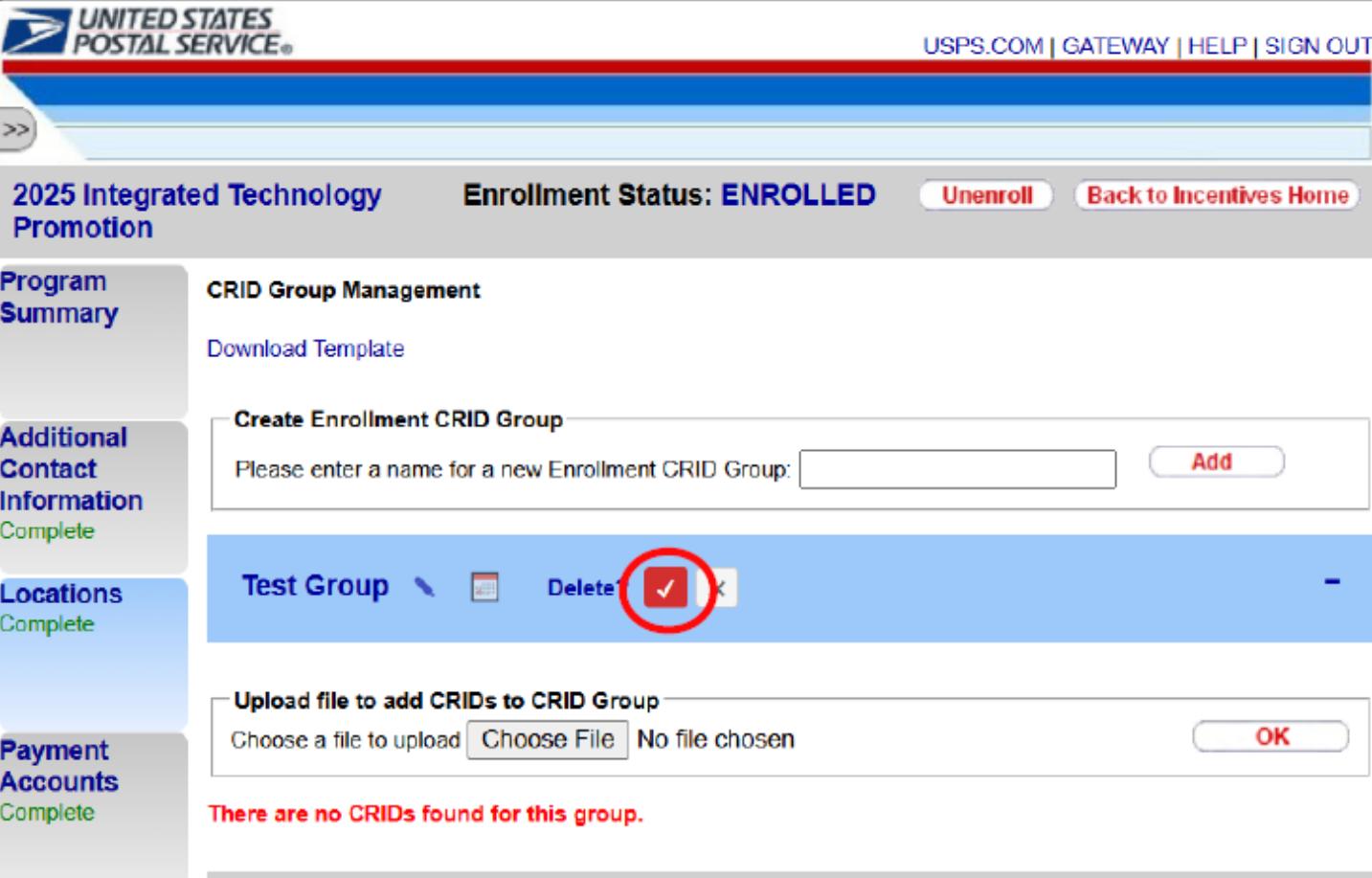
Please enter a name for a new Enrollment CRID Group: [Add](#)

Test Group [Edit](#) [Delete](#) [X](#)

Upload file to add CRIDs to CRID Group

Choose a file to upload [Choose File](#) 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 can icon to the right of the CRID group name

The screenshot shows the "CRID Group Management" section of the USPS Product Management website. At the top, the "2025 Integrated Technology Promotion" is displayed, along with the "Enrollment Status: ENROLLED" and "Unenroll" and "Back to Incentives Home" buttons. On the left, a sidebar lists "Program Summary", "Additional Contact Information Complete", "Locations Complete" (which is circled in red), and "Payment Accounts Complete". The main area shows a "Create Enrollment CRID Group" form with a text input field for the group name and an "Add" button. Below this, a list of existing CRID groups is shown, including "Test Group" and "Group 1". The "Test Group" entry has a pencil icon to its right, indicating it can be edited.

EDIT CRID GROUP TITLES



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

The screenshot shows the USPS Product Management interface for editing CRID group titles. The top navigation bar includes the USPS logo, a search bar, and links for "USPS.COM | GATEWAY | HELP | SIGN OUT". The main content area displays the "2025 Integrated Technology Promotion" and "Enrollment Status: ENROLLED". On the left, a sidebar lists "Program Summary", "Additional Contact Information Complete", "Locations Complete", and "Payment Accounts Complete". The right side features a "CRID Group Management" section with a "Create Enrollment CRID Group" form. The form asks for a group name, with "Test Group 2" entered. A red circle highlights the checkmark button next to the group name. Below the form, a list shows "Group 1" with a edit icon and a plus sign.

2025 Integrated Technology Promotion Enrollment Status: ENROLLED Unenroll Back to Incentives Home

Program Summary CRID Group Management

Additional Contact Information Complete

Locations Complete

Payment Accounts Complete

Create Enrollment CRID Group

Please enter a name for a new Enrollment CRID Group: Add

Test Group 2 ✓ ✗

Group 1 edit +

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](#)

Program Summary

CRID Group Management [Download Template](#)

Additional Contact Information Complete

Locations Complete

Group 1

[-](#)

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:

Additional Contact Information Complete

Locations Complete

Payment Accounts Complete

Certification Complete

My Activity Report

Program Assistance

[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

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

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

Program Summary

CRID Group Management

Download Template

Create Enrollment CRID Group 1

Please enter a name for a new Enrollment CRID Group:

Add

Additional Contact Information Complete

Locations Complete

Payment Accounts Complete

Certification Complete

Group 1 -

Upload file to add CRIDs to CRID Group 2

Choose a file to upload No file chosen

OK

CRIDs found under this group:
1234567 [Delete](#) 3

A screenshot of a web-based application for managing CRID groups. The top header shows "2025 Integrated Technology" and "Enrollment Status: ENROLLED". On the left, a sidebar lists program components: Program Summary (selected), Additional Contact Information (Complete), Locations (Complete), Payment Accounts (Complete), and Certification (Complete). The main content area is titled "CRID Group Management". Step 1 is highlighted with a blue oval around the "Create Enrollment CRID Group" button and its input field. Step 2 is highlighted with a blue oval around the "Upload file to add CRIDs to CRID Group" button and its file selection input. Step 3 is highlighted with a blue oval around the "Delete" link next to the CRID number 1234567 in the "CRIDs found under this group" list.