UNITED STATES
POSTAL SERVICE

January 22, 2021

RECEIVED
JAN 2 5 2021

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7019 2280 0001 7461 4541

Dear Brian:

As a matter of general interest, the Postal Service has developed a web-based training course titled *Business Reply Mail*.

The subject training course is intended to train and educate clerk craft employees who handle Business Reply Mail on standard operating procedures for Business Reply Mail (BRM), Qualified Business Reply Mail (QBRM), and Intelligent Mail Barcode Accounting (IMbA). It is anticipated that this training course will provide clerk craft employees a strong understanding of how to handle and process BRM, QBRM, and QBRM processed on IMbA in an effective and efficient manner.

The subject training course, once finalized, will replace the current web-based training course (2019MKTG4187CR04) that is used to train and educate clerk employees on the handling of Business Reply Mail.

Enclosed on compact disc is a draft copy of the training course, which is composed of five individual modules.

Please contact Mike Faber at 215-432-0613 if you have any questions concerning this matter.

Sincerely,

Shannon R. Richardson
A/Manager
Contract Administration (APWU)

Enclosure

(CA2021-28)

Navigation

Course Introduction
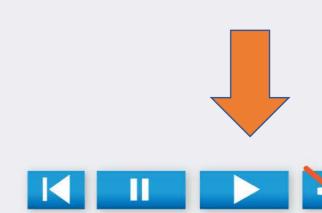
Scenario 1: Business Reply Mail Basics

Scenario 2: Basic and High-Volume Business Reply Mail

Scenario 3: Basic and High-Volume Qualified Business Reply Mail ™

Scenario 4: Intelligent Mail barcode Accounting ™

Scenario 5: Closing an Account

In this scenario, you will help a new BRM customer.

As a BRM Clerk, it is important for you to know the benefits of BRM, the different types, how to calculate the break-even point for each of them, and how to help a customer set up a permit.

You need to know the requirements for BRM mailpieces and be able to answer common questions.

UPSP.com, your one stop shop for all Postal Services

UNITED STATES POSTAL SERVICE

Retail Systems Software

Touch the screen or any key to continue

RSS Powered By Riposte®

Qualifiers	Basic BRM	High-volume BRM	Qualified BRM *(QBRM)	High-volume *QBRM
per-piece fee	$.85	$.093	$.072	$.015
First-Class Mail Postage	$.55	$.55	$.534	$.534
Paid by advance deposit account or by cash/check on delivery	x			
Advance deposit account required		x	x	x
Annual Permit Fee	$240	$240	*	*
Annual Account Maintenance Fee (at each delivery unit)		$725	$725	$725
Quarterly fee (for any consecutive 3-calendar-month period)				$2460.
Postcards	x	x	x	x
Letters up to 2oz	x	x	x	x
Letters over 2oz	x	x		
Flats	x	x		
Parcels	x	x		

Qualifiers	Basic BRM	High-volume BRM	Qualified BRM *(QBRM)	High-volume *QBRM
Per-piece fee	$.85	$.093	$.072	$.015
First-Class Mail Postage	$.55	$.55	$.534	$.534
Paid by advance deposit account or by cash/check on delivery	x			
Advance deposit account required		x	x	x
Annual Permit Fee	$240	$240	*	*
Annual Account Maintenance Fee (at each delivery unit)		$725	$725	$725
Quarterly fee (for any consecutive 3-calendar-month period)				$2460.
Postcards	x	x	x	x
Letters up to 2oz	x	x	x	x
Letters over 2oz	x	x		
Flats	x	x		
Parcels	x	x		

** Prices will vary. Chart illustrates First-Class one-ounce mailpiece prices.

Here is a chart that shows you the fees and break even points for each type of BRM. You can access it in the Quick-Service Guide 507A located on Postal Explorer.
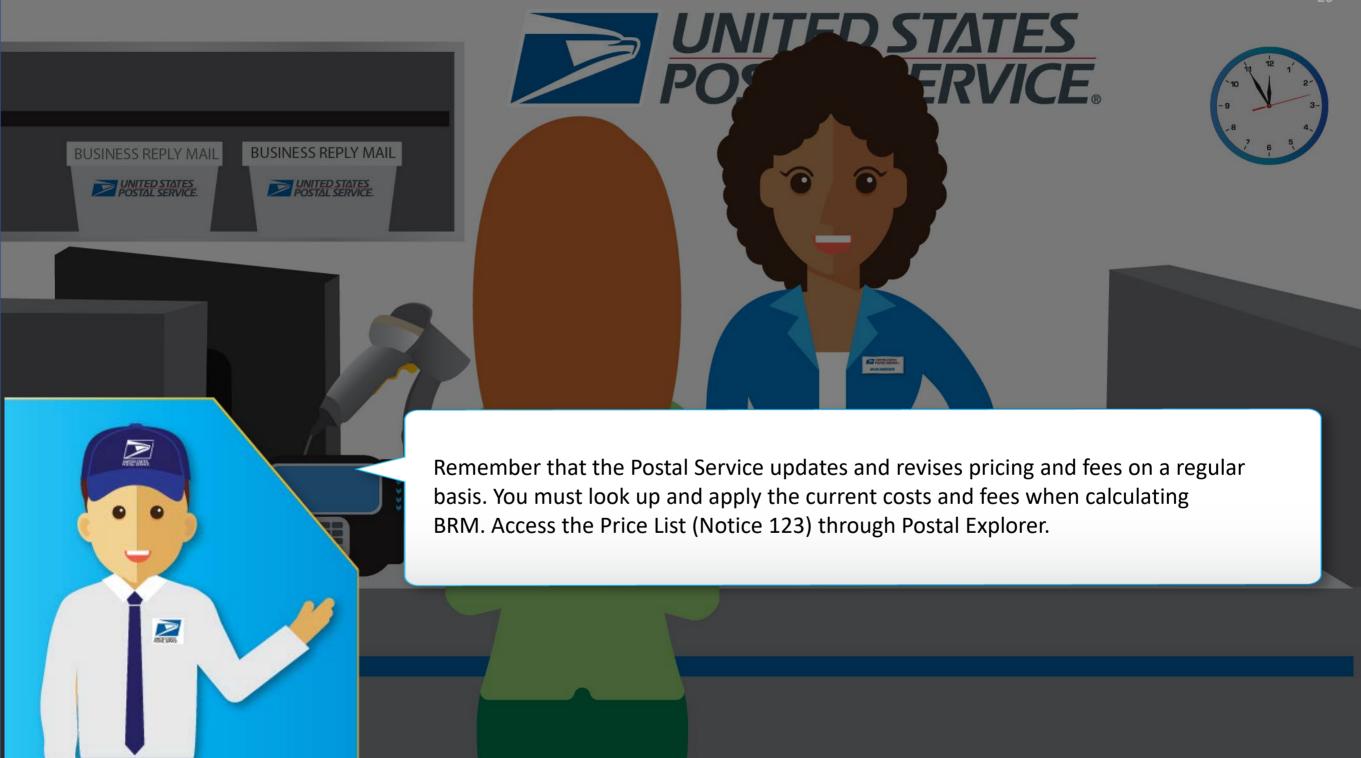
Prepaid Return Options	Anticipated Annual Return Volume	Annual Fees	Per Piece Cost
Business Reply Mail (BRM)	<934 pieces	$240	$1.40
BRM High Volume	>934 pieces	$240 + $725	$0.643
Qualified Business Reply Mail (QBRM)	>616 pieces	$725	$0.606
QBRM High Volume	>167,276 pieces	$725 + $2,460 quarterly	$0.549
Stamps	N/A	N/A	$0.55
Metered Reply Mail	N/A	N/A	$0.50

Blue United States Postal Service

You deliver for the country, we deliver for you.

UNITED STATES POSTAL SERVICE

Log On | Search | LiteBlue | Help | USPS.com

| Home | My Work | My Life | Inside USPS | Wednesday, December 9, 2020 |

Essential Links

- Accounting
- BlueTube(R)
- Board of Governors
- Connecting with Customers
- Continuous Improvement
- Corporate Information Security Office
- Corporate library
- CSDC
- Digital Signature
- eAccess
- eAwards
- eBuyPlus
- eCareer
- eHRSSC forms
- Election Mail
- ePayroll
- ePassword reset

General Tools

- ACE
- Attendance Control Training
- CAMS
- eAccess
- eBuyPlus
- eFlash
- Fuel Cards
- eRMS
- eTravel
- Enterprise Data Whse
- GetThere
- Network Operations Dashboard
- Postal Explorer
- Section 508
- SPEC (Pub112)
- TACS
- Transfer of Accountability Forms
- UPU

Moving The Mail Tools

- AMS DPFNow
- AVUS
- CPMS
- CSDRS
- Delivery Helper
- DOIS
- DMS (Delivery Management System)
- EDDM Lookup
- eMARS
- eMIR
- Employee BarCode
- eUARS
- FAMS
- FCO (Fleet Commander Online)
- IMDHELP
- Informed Visibility (Mailer)
- Informed Visibility (Postal)
- MHTS
- MSP

Track & Confirm

Select Timeframe

Recent Items ◉   Over 45 Days Old ○

[Enter Item Number]   [Go]

Calendars

Monthly Planning Calendar

Contains pay periods, pay dates and holidays.

- FY 2021 Monthly Planning Schedule - pdf | excel
- FY 2020 Monthly Planning Schedule - pdf | excel
- FY 2019 Monthly Planning Schedule - pdf | excel
- FY 2018 Monthly Planning Schedule - pdf | excel
- FY 2017 Monthly Planning Schedule - pdf | excel

TACS Monthly Planning Calendar

Contains pay periods, pay dates and holidays.

- 2021 Monthly Planning Schedule - pdf | excel
- 2020 Monthly Planning Schedule - pdf | excel
- 2019 Monthly Planning Schedule - pdf | excel
- 2018 Monthly Planning Schedule - pdf | excel

| Travel | References |

Reservations   **Policies**

MyAccounting/Self Help

My Post Office

National Events

National Preparedness

News

NPA

Organizational changes

Performance Evaluation System (PES)

Phone directory

PolicyNet

Postage Due Calculator

Postal Bulletin

Postal Communicator's Toolbox

PostalEASE

Postal Explorer

Postal Facts

PostalOne!

Postal Service Profile

Ready Now → Future Ready

Remote instructions

RIMS

Safety resources

SEAM

https://pe.usps.com/

USPS.COM® Postal Explorer

PE Tools ▾   Publications ▾   Business Solutions ▾   Archives ▾   Help ▾   🔍 Search

Domestic Mail

Domestic Mail Manual (DMM)   HTML | PDF

DMM Subject Index   HTML | PDF

DMM Summary of Changes   HTML | PDF

Quick Service Guides   HTML | PDF

Customer Support Rulings (CSR)   HTML

Postal Addressing Standards (PUB 28)   HTML | PDF

Nonprofit USPS Marketing Mail Eligibility (PUB 417)   HTML | PDF

A Customer's Guide to Mailing (DMM 100)   HTML | PDF

Hazardous, Restricted, and Perishable Mail (PUB 52)   HTML | PDF

HAZMAT PUB Search

📄 Get Adobe Acrobat

International Mail

International Mail Manual (IMM)   HTML | PDF

IMM Subject Index   HTML | PDF

Individual Country Listings   HTML | PDF

Country Price Groups and Weight Limits   HTML | PDF

Prices

Price List (Notice 123)   HTML | Click Here!

January 2021 Price Change Effective 1/24/21   Documents

January 2020 Price Change 1/26/20-10/17/20 & 12/27/20-1/23/21   Archive

HELPFUL LINKS   ON ABOUT USPS.COM   OTHER USPS SITES   LEGAL INFORMATION

UNITED STATES POSTAL SERVICE®

Price List

Notice 123 • Effective January 24, 2021

Postal Explorer® *pe.usps.com*

Domestic—Other Services and Fees

Address Correction Service

	Fee
Per manual notice issued	$0.63
Per electronic notice (or manual notice for electronic option customers issued)	
First-Class Mail	0.15
First-Class Package Service–Retail	0.15
Other than First-Class Mail	0.33
Per automated notice issued	
First-Class Mail letters (first two notices)	0.09
First-Class Mail letters (per additional notice)	0.16
USPS Marketing Mail letters (first two notices)	0.12
USPS Marketing Mail letters (per additional notice)	0.29
Pieces eligible for Full-Service Intelligent Mail option	0.00
Per piece forwarding fee (when service is provided in conjunction with ACS and applicable ancillary service endorsements)	
Forwarded USPS Marketing Mail Letter	0.49
Forwarded USPS Marketing Mail Flat	1.60
Forwarded USPS Marketing Mail Parcel	4.99
Forwarded Bound Printed Matter Flat	3.27
Forwarded Parcel Select Lightweight Parcel	4.95

Business Reply Mail

	High Volume	Basic
Annual permit fee (letters and flats)	$245.00	$245.00
Annual permit fee (parcels only)	0.00	0.00
Annual account maintenance fee	740.00	none
1-ounce letter price + per piece[1]	0.55 + 0.096	0.55 + 0.86
1-ounce flat price + per piece[1]	1.00 + 0.096	1.00 + 0.86
Parcels per piece fee[2,3]	0.096	0.86

Caller Service

Fee Group—Semi Annual	Fee
1 (30,31,38)	$830.00
2 (32,39)	765.00
3 (33,40)	705.00
4 (34,41)	660.00
5 (35,42)	630.00
6 (36,43)	585.00
7 (37,44)	560.00
Additional Caller Services for each reserved call number, per calendar year	56.00

Fee groups in parentheses are corresponding fee groups for Competitive Post Office Box service locations, identified at usps.com/manage/po-boxes.

Credit Card Authentication Fee

	Fee
Per Authentication (COA only)	$1.05

Live Animal Transportation Fee

	Fee
(Day Old Poultry Only) Priority Mail Express and Priority Mail, Zones 5–9, per pound	$0.20

Money Orders

	Fee
Domestic money order	
$0.01 to $500	$1.30
500.01 to 1,000 (max. amount $1,000)	1.75
Postal military money order (issued by military facilities)	0.45
Inquiry fee (includes the issuance of a copy of a paid money order)	6.25

Parcel Airlift (PAL)

Weight Not Over	Fee

First-Class Mail letters (first two notices)	0.09	
First-Class Mail letters (per additional notice)	0.16	
USPS Marketing Mail letters (first two notices)	0.12	
USPS Marketing Mail letters (per additional notice)	0.29	
Pieces eligible for Full-Service Intelligent Mail option	0.00	
Per piece forwarding fee (when service is provided in conjunction with ACS and applicable ancillary service endorsements)		
Forwarded USPS Marketing Mail Letter	0.49	
Forwarded USPS Marketing Mail Flat	1.60	
Forwarded USPS Marketing Mail Parcel	4.99	
Forwarded Bound Printed Matter Flat	3.27	
Forwarded Parcel Select Lightweight Parcel	4.95	

Business Reply Mail

	High Volume	Basic
Annual permit fee (letters and flats)	$245.00	$245.00
Annual permit fee (parcels only)	0.00	0.00
Annual account maintenance fee	740.00	none
1-ounce letter price + per piece[1]	0.55 + 0.096	0.55 + 0.86
1-ounce flat price + per piece[1]	1.00 + 0.096	1.00 + 0.86
Parcels per piece fee[2,3]	0.096	0.86
Card price + per piece[1]	0.36 + 0.096	0.36 + 0.86

Qualified Business Reply Mail (QBRM)

	High Volume	Basic
Annual permit fee	$0.00	$0.00
Annual account maintenance fee	740.00	740.00
Quarterly Fee	2460.00	none
1-ounce letter price + per piece	0.532 + 0.014	0.532 + 0.072
2-ounce letter price + per piece	0.732 + 0.014	0.732 + 0.072
Card price + per piece	0.342 + 0.014	0.342 + 0.072

Bulk Weight Averaged Nonletter-Size BRM

	Fee

7 (37,44)	560.00
Additional Caller Services for each reserved call number, per calendar year	56.00

Fee groups in parentheses are corresponding fee groups for Competitive Post Office Box service locations, identified at usps.com/manage/po-boxes.

Credit Card Authentication Fee

	Fee
Per Authentication (COA only)	$1.05

Live Animal Transportation Fee

	Fee
(Day Old Poultry Only) Priority Mail Express and Priority Mail, Zones 5–9, $0.20 per pound	

Money Orders

	Fee
Domestic money order	
$0.01 to $500	$1.30
500.01 to 1,000 (max. amount $1,000)	1.75
Postal military money order (issued by military facilities)	0.45
Inquiry fee (includes the issuance of a copy of a paid money order)	6.25

Parcel Airlift (PAL)

Weight Not Over	Fee
2 pounds	$0.85
3 pounds	1.50
4 pounds	2.00
30 pounds	2.70

Package Intercept

	Fee
Per Piece (domestic only)	$15.25

Pickup on Demand

	Fee
Per Pickup	$25.00

Qualifiers	Basic BRM	HV BRM	Basic QBRM	HV QBRM
per-piece fee	$.85	$.093	$.072	$.015
First-Class Mail Postage	$.55	$.55	$.534	$.534
Paid by advance deposit account or by cash/check on delivery	x			
Advance deposit account required		x	x	x
Annual Permit Fee	$240	$240	*	*
Annual Account Maintenance Fee (at each delivery unit)		$725	$725	$725
Quarterly fee (for any consecutive 3-calendar-month period)				$2460.

Type	Postage	+	Per-Piece Fees	=		X	Number of Returns	=		+	Fees	=	Total cost
Basic BRM	.55	+	.85	=	$1.40	X	500	=	$700.00	+	$240.00	=	$940.00
HV BRM	.55	+	.093	=	.643	X	500	=	$321.50	+	$240.00 $725.00	=	$1,286.50
QBRM	.534	+	.072	=	.606	X	500	=	$303.00	+	$725.00	=	$1,028.00
HV QBRM	.534	+	.015	=	.549	X	500	=	$274.50	+	$725.00 $2,460.00 x 4	=	$10,839.50

United States Postal Service®
Mailing Permit Application and Customer Profile

Instructions available on reverse

Two forms of identification are required when submitting this application. One form of ID must contain a photograph of the applicant(s). The applicant must enter the two ID numbers on line 8a and line 8b which is subject to verification by the postal employee completing the application. Social Security cards, credit cards and birth certificates are not acceptable forms of identification.

A. Applicant Information (*Please print or type requested information*)

1. Mail Owner (*Individual or Company Name*)

2. Date

3. Applicant's Signature *(See Privacy Notice below)*
▶

4. Email Address (*required if known*)

5. Address (*Street and number, apt. or suite no., city, state, and ZIP + 4®*)

6. Other Names Under Which Company Does Business (*If applicable*)

7. How Can We Contact You?
☐ Telephone ☐ Email ☐ Mail

8a. Enter first ID number.

9. Federal Agency Cost Code (*If applicable*)
— — — — — — — —

10. Will Present Plant Verified Drop Shipment (PVDS)?
☐ Yes ☐ No

8b. Enter second ID number.

11. Contact Person

12. Telephone No. (*Include area code*)

B. Check Applicable Type of Permit/Authorization Requested

Will you be mailing anything that is liquid, fragile, perishable, or potentially hazardous?
See DMM 601   Yes ☐   No ☐

	For Postal Service™ Use Only			
	Permit Number	Date Issued	Date Canceled	Sample Approved
1. ☐ **Permit Imprint Authorization** (*One time Application fee required*)*				
First-Class® Mail ☐ Standard Mail® ☐ Package Services ☐ Company Permit Imprint ☐				
2. ☐ **Precanceled Stamp Authorization***				
☐ **Government Precanceled Stamped Envelope Authorization***				
Mailer Precanceled Postmark/Preprinted Rate Markings Authorization*				
See DMM 604.3 Preprinting of Rate Markings ☐ Mailer Precancel Postmark ☐				
3. ☐ **Postage Evidencing System (Meter/PC Postage™) Authorization***				
4. ☐ **Business Reply Mail™ (BRM) Authorization*** (Cards, Letters and Flats Only)				
a. Post Office™ (Station or Branch) where BRM will be received:	(a)			

Permit Imprint Authorization
(*Please keep this card for your records. Instructions available on reverse.*)

Permit Number	Date Permit Issued	Issuing Office

Application Fee Due	AIC
$	140

Postmaster or Designee Signature

Authorization for Precanceled Stamps or Postage Evidencing Systems (Meter/PC Postage) to Present Presorted Mail in Bulk
(*Please keep this card for your records. Instructions available on reverse.*)

Permit Number	Date Permit Issued	Issuing Office

Postmaster or Designee Signature

Business Reply Mail Authorization
(*Please keep this card for your records. Instructions available on reverse.*)

Permit Number	Date Permit Issued	Issuing Office

United States Postal Service®
Mailing Permit Application and Customer Profile

Instructions available on reverse

Two forms of identification are required when submitting this application. One form of ID must contain a photograph of the applicant(s). The applicant must enter the two ID numbers on line 8a and line 8b which is subject to verification by the postal employee completing the application. Social Security cards, credit cards and birth certificates are not acceptable forms of identification.

A. **Applicant Information** *(Please print or type requested information)*

Permit Imprint Authorization

Acceptable Identification

Photo IDs (Primary forms of identification)
- U.S. Government ID.
    - Valid driver's license or state non-driver's ID card.
    - Armed forces, government, university, or recognized corporate ID card.
    - Passport, passport card, alien registration card, or certificate of naturalization.
- Corporate ID.
- U.S. University ID.

Non-photo IDs (Secondary forms of identification)
- Lease, mortgage, or deed of trust.
- Voter or vehicle registration card.
- Home or vehicle insurance policy.
- Utility bill.
- Form I-94, *Arrival and Departure Record*.

Note: Social Security cards, credit cards, and birth certificates are not acceptable forms of ID.

For further information access the *Domestic Mail Manual* 608.10.0 in Postal Explorer.

United States Postal Service®
Mailing Permit Application and Customer Profile

Instructions available on reverse

Two forms of identification are required when submitting this application. One form of ID must contain a photograph of the applicant(s). The applicant must enter the two ID numbers on line 8a and line 8b which is subject to verification by the postal employee completing the application. Social Security cards, credit cards and birth certificates are not acceptable forms of identification.

A. Applicant Information *(Please print or type requested information)*

1. Mail Owner *(Individual or Company Name)*	2. Date

3. Applicant's Signature *(See Privacy Notice below)* ▶	4. Email Address *(required if known)*

5. Address *(Street and number, apt. or suite no., city, state, and ZIP + 4®)*

6. Other Names Under Which Company Does Business *(If applicable)*	7. How Can We Contact You? ☐ Telephone ☐ Email ☐ Mail

8a. Enter first ID number.	9. Federal Agency Cost Code *(If applicable)* — — — — — — —	10. Will Present Plant Verified Drop Shipment (PVDS)? ☐ Yes ☐ No
8b. Enter second ID number.	11. Contact Person	12. Telephone No. *(Include area code)*

B. Check Applicable Type of Permit/Authorization Requested | For Postal Service™ Use Only

Will you be mailing anything that is liquid, fragile, perishable, or potentially hazardous?
See DMM 601   Yes ☐   No ☐

	Permit Number	Date Issued	Date Canceled	Sample Approved
1. ☐ **Permit Imprint Authorization** *(One time Application fee required)** Company Permit Imprint ☐ — First-Class® Mail ☐ Standard Mail® ☐ Package Services ☐				
2. ☐ **Precanceled Stamp Authorization***				
☐ **Government Precanceled Stamped Envelope Authorization***				
Mailer Precanceled Postmark/Preprinted Rate Markings Authorization* See DMM 604.3 Preprinting of Rate Markings ☐ Mailer Precancel Postmark ☐				
3. ☐ **Postage Evidencing System (Meter/PC Postage™) Authorization***				
4. ☐ **Business Reply Mail™ (BRM) Authorization**** (Cards, Letters and Flats Only) a. Post Office™ (Station or Branch) where BRM will be received:	(a)			

Permit Imprint Authorization
(Please keep this card for your records. Instructions available on reverse.)

Permit Number	Date Permit Issued	Issuing Office

Application Fee Due $	AIC 140	

Postmaster or Designee Signature

Authorization for Precanceled Stamps or Postage Evidencing Systems (Meter/PC Postage) to Present Presorted Mail in Bulk
(Please keep this card for your records. Instructions available on reverse.)

Permit Number	Date Permit Issued	Issuing Office

Postmaster or Designee Signature

Business Reply Mail Authorization
(Please keep this card for your records. Instructions available on reverse.)

Permit Number	Date Permit Issued	Issuing Office

submitting this application. One form of ID must contain a photograph of the applicant(s). The applicant must enter the two ID numbers on line 8a and line 8b which is subject to verification by the postal employee completing the application. Social Security cards, credit cards and birth certificates are not acceptable forms of identification.

5. Address *(Street and number, apt. or suite no., city, state, and ZIP + 4®)*

6. Other Names Under Which Company Does Business *(If applicable)*

7. How Can We Contact You?

☐ Telephone ☐ Email ☐ Mail

8a. Enter first ID number.

9. Federal Agency Cost Code *(If applicable)*

___ ___ ___   ___ ___ ___ ___

10. Will Present Plant Verified Drop Shipment (PVDS)?

☐ Yes ☐ No

8b. Enter second ID number.

11. Contact Person

12. Telephone No. *(Include area code)*

Application Fee Due	AIC
$	140

Postmaster or Designee Signature

B. Check Applicable Type of Permit/Authorization Requested — For Postal Service™ Use Only

Will you be mailing anything that is liquid, fragile, perishable, or potentially hazardous?
See DMM 601   Yes ☐   No ☐

	Permit Number	Date Issued	Date Canceled	Sample Approved
1. ☐ **Permit Imprint Authorization** *(One time Application fee required)** First-Class® Mail ☐ Standard Mail® ☐ Package Services ☐ Company Permit Imprint ☐				
2. ☐ **Precanceled Stamp Authorization***				
☐ **Government Precanceled Stamped Envelope Authorization***				
Mailer Precanceled Postmark/Preprinted Rate Markings Authorization* See DMM 604.3 Preprinting of Rate Markings ☐ Mailer Precancel Postmark ☐				
3. ☐ **Postage Evidencing System (Meter/PC Postage™) Authorization***				
4. ☐ **Business Reply Mail™ (BRM) Authorization*** (Cards, Letters and Flats Only)				
a. Post Office™ (Station or Branch) where BRM will be received:	(a)			
b. Post Office where BRM permit number was issued and annual fee was paid, if applicable:	(b)			
☐ **Business Reply Mail Account Maintenance Fee** *(For advance deposit account)****				
☐ **Qualified Business Reply Mail™ (QBRM) Approved****				

*   Annual mailing fee is required to present presorted mail
** Annual permit fee required
*** Annual permit and annual account maintenance fee required

PS Form **3615**, August 2020 PSN 7530-03-000-6048 *Privacy Notice: Information provided may be used for marketing purposes, see our privacy policy at* usps.com

---

Authorization for Precanceled Stamps or Postage Evidencing Systems (Meter/PC Postage) to Present Presorted Mail in Bulk
(Please keep this card for your records. Instructions available on reverse.)

Permit Number	Date Permit Issued	Issuing Office

Postmaster or Designee Signature

Business Reply Mail Authorization
(Please keep this card for your records. Instructions available on reverse.)

Permit Number	Date Permit Issued	Issuing Office
Fee Due $	Unique BRM ZIP+4(s)	
BRM w/Advance Deposit Account Maintenance Fee Due $		

Postmaster or Designee Signature

UNITED STATES POSTAL SERVICE ®

BRM/QBRM Application
For ZIP+4 Code Assignment/Validation and QBRM Approval
See instructions on reverse.

1. Customer Information (To Be Completed by the Customer)

Company Name / Permit Holder	Type of Customer (Check one)	Permit Number (Existing customer only)
	☐ New Customer ☐ Existing Customer	

Address (Street / PO Box)	City	State	ZIP+4®

Contact Name	Contact Telephone Number	Contact E-mail

Address Information To Be Printed on the Mailpiece: (Print or Type)	Rate Category Information

Company Name Shown on Mailpiece	Rate Category Requested (Check one) ☐ BRM (Sections 5 and 6 are not applicable.) ☐ QBRM™ (All sections are applicable.)

Address (Street / PO Box)	Mailpiece Information (Check All That Apply — Use Inches for Height and Length) ☐ Postcard (QBRM only): Height_____ Length_____ ☐ 1-oz. letter (QBRM only): Height_____ Length_____

City	State	BRM ZIP+4 (Existing customer only)	☐ 2-oz. letter (QBRM only): Height_____ Length_____ ☐ Other (BRM only): Height_____ Length_____

Signature: By signing this form, I hereby affirm that I am not requesting any additional ZIP+4 codes for which I do not intend to distribute QBRM.

Signature of Customer or Mail Service Provider	City of Reply Office Where Submitted	State	ZIP+4

Customer: After completing Section 1, submit this form to the local Post Office™ that issues/holds the permit.

When filling out the form, in the Mailpiece Information section, if you have more than one mailpiece (one-ounce, two-ounce, etc.) in the same rate category (BRM, QBRM), you should note them on a single PS Form 6805.

UNITED STATES POSTAL SERVICE.

BUSINESS REPLY MAIL

UNITED STATES POSTAL SERVICE.

BUSINESS REPLY MAIL

UNITED STATES POSTAL SERVICE.

When referencing artwork for mailpieces, we are referring to what the customer returns. The customer can send whatever communication they wish, but the return envelope and any inserts that are included must meet USPS standards to receive discounted prices.

The customer is responsible for ensuring that the final approved BRM envelope and any insert that will be returned, weigh the number of ounces documented on the PS Form 6805. In our case Emily's cost comparison is based on a one-ounce mailpiece.
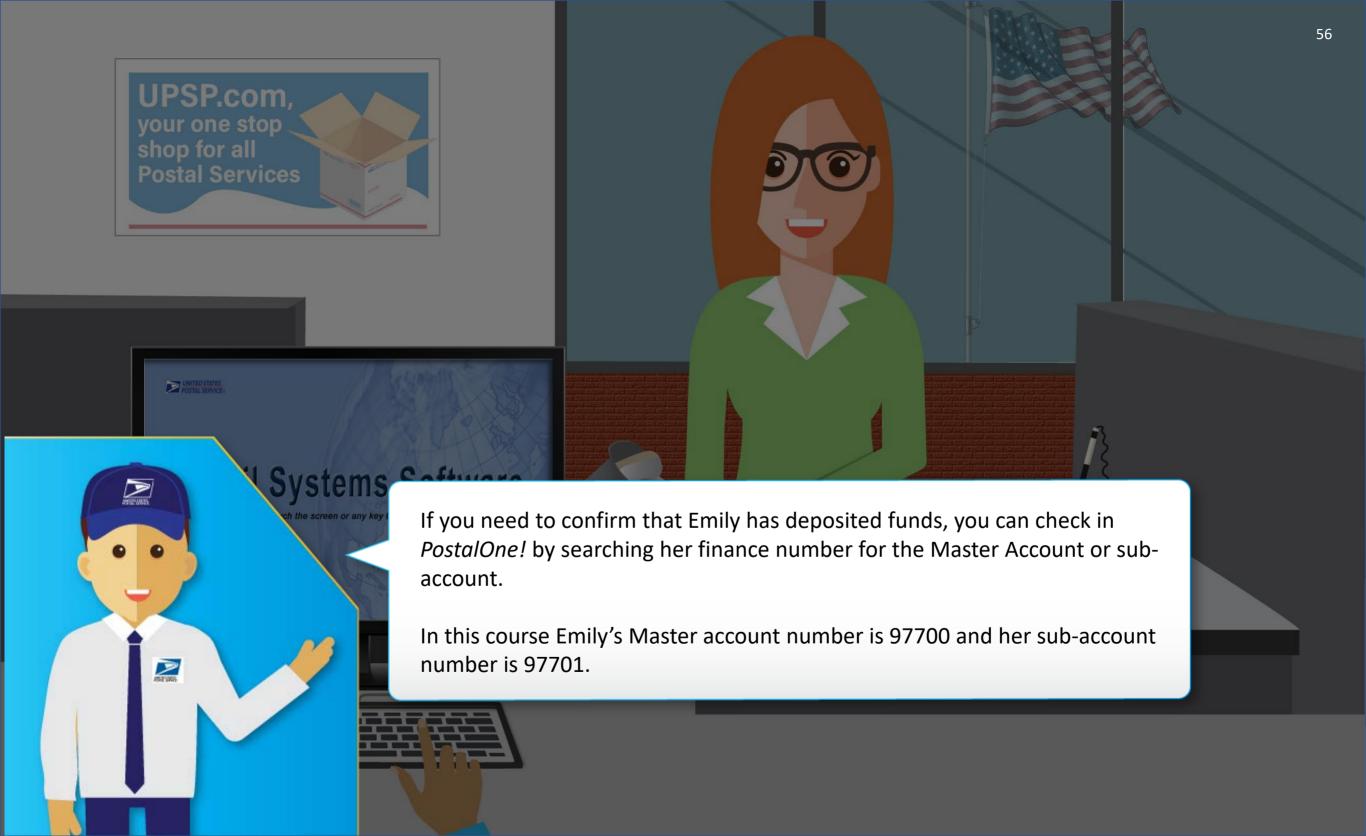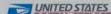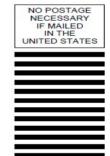
UNITED STATES POSTAL SERVICE®

REPLY MAIL

UNITED STATES POSTAL SERVICE®
SHIPPING AND SERVICES

When you are talking with the MRC it is critical that you make note of and provide the customer with the:

- Customer Registration Identification (CRID)
- MSSC Ticket Number
- The MSSC Phone Number: 1-877-672-0007 (1-877-MRC-0007)

When establishing an account, the BRM fees must be paid at a retail window through the Retail System Software or e1412 process before you can access the account further in *PostalOne!*.

If you need to confirm that Emily has deposited funds, you can check in *PostalOne!* by searching her finance number for the Master Account or sub-account.

In this course Emily's Master account number is 97700 and her sub-account number is 97701.

BUSINESS REPLY MAIL
FIRST-CLASS MAIL   PERMIT NO. 180   LEVITTOWN, NY
POSTAGE WILL BE PAID BY ADDRESSEE

ISLAND TREES SCHOOL DISTRICT
74 FARMEDGE RD
LEVITTOWN NY 11756-9801

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

UNITED STATES POSTAL SERVICE®

BUSINESS REPLY MAIL

BUSINESS REPLY MAIL

UNITED STATES POSTAL SERVICE.

UNITED STATES POSTAL SERVICE.

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL
FIRST-CLASS MAIL   PERMIT NO. 180   LEVITTOWN, NY

POSTAGE WILL BE PAID BY ADDRESSEE

ISLAND TREES SCHOOL DISTRICT
74 FARMEDGE RD
LEVITTOWN NY 11756-9801

The preferred format for the return address is to use all capital letters and no punctuation.

BUSINESS REPLY MAIL
FIRST-CLASS MAIL   PERMIT NO. 180   LEVITTOWN, NY

POSTAGE WILL BE PAID BY ADDRESSEE

ISLAND TREES SCHOOL DISTRICT
74 FARMEDGE RD
LEVITTOWN NY 11756-9801

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES
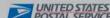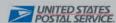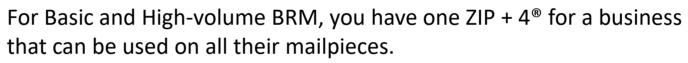
For Basic and High-volume BRM, you have one ZIP + 4® for a business that can be used on all their mailpieces.
- The ZIP + 4 cannot be altered or redirected. You cannot put in a Change of Address (COA) for BRM.
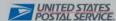
For Basic QBRM and High-volume QBRM™, there is a unique ZIP + 4 for each weight of mailpiece the customer is sending: postcard, one-ounce, and two-ounce.

BUSINESS REPLY MAIL
FIRST-CLASS MAIL   PERMIT NO. 180   LEVITTOWN, NY

POSTAGE WILL BE PAID BY ADDRESSEE

ISLAND TREES SCHOOL DISTRICT
74 FARMEDGE RD
LEVITTOWN NY 11756-9801

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

BUSINESS REPLY MAIL

UNITED STATES
POSTAL SERVICE.

UNITED STATES
POSTAL SERVICE.

UNITED STATES
POSTAL SERVICE.

BUSINESS REPLY MAIL
FIRST-CLASS MAIL   PERMIT NO. 180   LEVITTOWN, NY

POSTAGE WILL BE PAID BY ADDRESSEE

ISLAND TREES SCHOOL DISTRICT
74 FARMEDGE RD
LEVITTOWN NY 11756-9801

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL
FIRST-CLASS MAIL   PERMIT NO. 180   LEVITTOWN, NY

POSTAGE WILL BE PAID BY ADDRESSEE

ISLAND TREES SCHOOL DISTRICT
74 FARMEDGE RD
LEVITTOWN NY 11756-9801

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

ISLAND TREES SCHOOL DISTRICT
74 FARMEDGE RD
LEVITTOWN NY 11756-9801

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

BUSINESS REPLY MAIL

UNITED STATES
POSTAL SERVICE.

UNITED STATES
POSTAL SERVICE.

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

ISLAND TREES SCHOOL DISTRICT
74 FARMEDGE RD
LEVITTOWN NY 11756-9801

Upcoming USPS Holidays

USPS will be closed on Friday, December 25th in observance of Christmas Day.

See All Holidays

Holiday Newsroom

Get details on USPS Operation Santa®, read the latest holiday news releases, and find other resources.

Go Now

USPS.COM®

HELPFUL LINKS

Contact Us

Site Index

FAQs

Feedback

USPS JOBS

Careers

ON ABOUT.USPS.COM

About USPS Home

Newsroom

USPS Service Updates

Forms & Publications

Government Services

OTHER USPS SITES

Business Customer Gateway

Postal Inspectors

Inspector General

Postal Explorer

National Postal Museum

Resources for Developers

PostalPro

LEGAL INFORMATION

Privacy Policy

Terms of Use

FOIA

No FEAR Act EEO Data

73

Reply Mail

USPS Automated Business Reply Mail® (ABRM) Application

The USPS Automated Business Reply Mail (ABRM) application is a web-based self-service tool to assist Reply Mail customers in creating approved camera-ready Courtesy Reply Mail™ (CRM), Business Reply Mail (BRM)®, Qualified Business Reply Mail™ (QBRM) and Meter Reply Mail™ (MRM) artwork with an Intelligent Mail barcode (IMb) for card and letter-sized mailpieces. **Getting started with creating official artwork online**

Customers will need the following information before using the Automated Business Reply Mail (ABRM) tool:

- A valid Mailer ID (review the steps to acquire a Mailer ID at https://gateway.usps.com
- Company Name and a valid business address, including the associated nine-digit ZIP code.
- A valid PostalOne! Permit Number (Business Reply Mail® or Qualified Business Reply Mail™)
- 9-digit Business Reply Mail ZIP+4 code (Business Reply Mail® or Qualified Business Reply Mail™).

Choose the type of Reply Mail that's right for you.

There are four different types of Reply Mail: Courtesy Reply Mail™, Business Reply Mail®, Qualified Business Reply Mail™ and Meter Reply Mail™. Choose a Reply Mail type that best suits your business needs.

Informed Visibility® Mail Tracking & Reporting (IV®-MTR) is not supported on this site, please visit IV-ITR® for this service.

Share Mail®

Share Mail provides an easy and convenient way to send domestic Single-Piece First-Class Mail 1 oz. letters and postcards without affixing a stamp. Share Mail relies on Intelligent Mail barcode® (IMb) technology to identify and count each pre-approved mailpiece as it moves through mail processing equipment.

Before a Share Mail® account holder may distribute Share Mail® First-Class Mail single-piece letters or postcards with an IMb, the Postal Service must approve the submitted mailpiece sample prior to their production. For more details about the program, please refer to Publication 600-Share Mail®

Select one of the Share Mail options below to create artwork with the FIM and Indicia only; or to create artwork with the FIM, Indicia and Static IMb.

NOTE: *To create the Static IMb, customers must enroll for Share Mail via Business Customer Gateway to request a Mailer ID specifically assigned for Share Mail* (you must have different Mailer IDs for Letters and Postcards).
For Unique IMB, customers will need to create the IMb separately, then apply to the artwork prior to submitting to the program office at sharemail@usps.gov for review and approval.

Question 1

All of the following are benefits of Business Reply Mail EXCEPT:
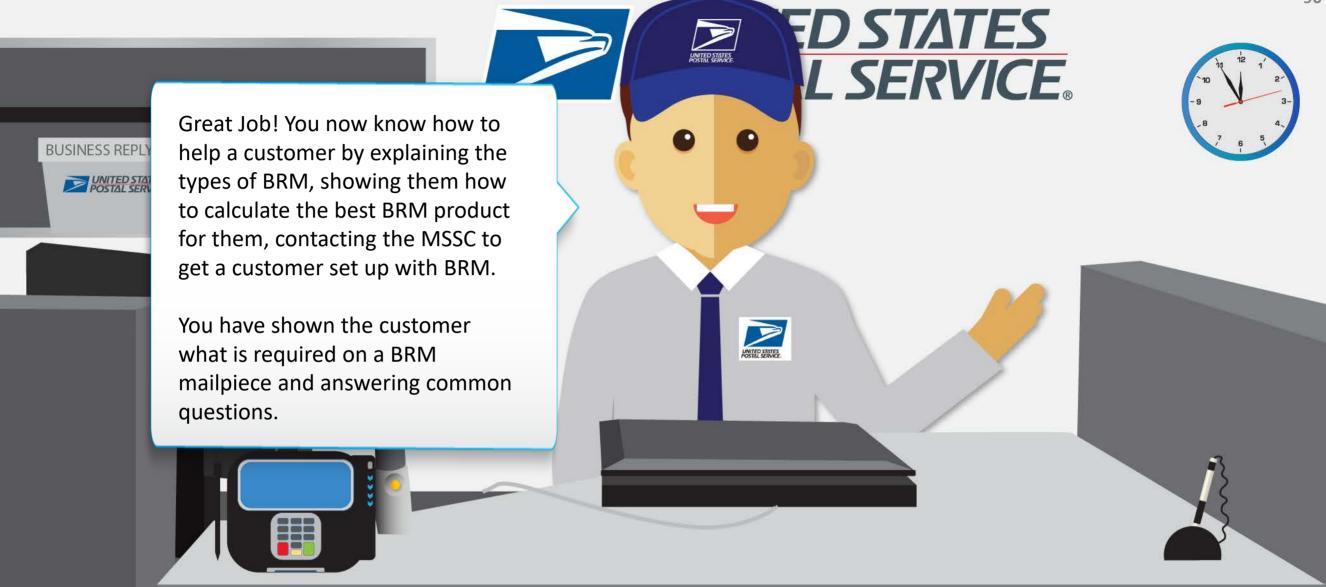
	Answer Key	Answers:	Feedback Correct:
A		As recipients reply, they indicate interest allowing for the creation of a targeted list for future mailings.	That's correct! The Postal Service does not provide printed envelopes for BRM customers. The MDA will assist the customer in creating approved mailpiece artwork for their envelopes, but USPS does not print them.
B		Easy of use for the recipient. They don't have to find an envelope or stamps.	**Feedback Try Again:** Try Again.
C		Much less expensive than returning a self-addressed stamped envelope or other return services. Permit holders only pay for mailpieces returned.	**Feedback Incorrect:** That's incorrect. The Postal Service does not provide printed envelopes for BRM customers. The MDA will assist the customer in creating approved mailpiece artwork for their envelopes, but UPSP does not print them.
D	X	The Postal Service provides printed envelopes for Business Reply Mail customers.	

Question 2

Which of the following exhibits the correct elements that are required for an approved Business Reply Mail envelope?

A. x

That's correct! This envelope has all the required elements.

B.

That's incorrect! This envelope is missing the FIM Marks.

C.

That's incorrect! This envelope is missing the BUSINESS REPLY MAIL legend.

D.

That's incorrect! This envelope has the IMb in the wrong place. It must be displayed in the lower left corner or directly above below the delivery address.

Great Job! You now know how to help a customer by explaining the types of BRM, showing them how to calculate the best BRM product for them, contacting the MSSC to get a customer set up with BRM.

You have shown the customer what is required on a BRM mailpiece and answering common questions.

BUSINESS REPLY MAIL®

UNITED STATES POSTAL SERVICE®

POST

Select the X in the upper right corner to return to HERO and select the next scenario.

BUSINESS REPLY MAIL®

UNITED STATES POSTAL SERVICE®

POST

Scenario 2: Regular and High-Volume Business Reply Mail

Basic BRM and High-volume BRM have different pricing and fees, but the mail is processed the same way. Emily's account is Basic BRM.

As you sort, pay attention to the mailpieces. To qualify as BRM, the mailpieces must have the legend, FIM, permit, address, and, if they have chosen to have a barcode, that it is the right type and in the right location.

If not, they do not qualify as BRM. Set those mailpieces aside and process as postage due.

BUSINESS REPLY MAIL
FIRST-CLASS MAIL   PERMIT NO. 180   LEVITTOWN, NY
POSTAGE WILL BE PAID BY ADDRESSEE

EMILYS ANIMAL RESCUE
3801 S CENTRAL AVE
CCIERO IL 60804-4300

PETS ARE
PEOPLE TOO

Emily's Animal Rescue

Keep in mind that all mailings are different, you may have multiple mail types from a single customer in various ounce increments.

It is a best practice to write down the count as you go so you do not lose your place.

As a tip, when you have large numbers of mailpieces, you can bundle them together in groups of one hundred to make counting easier.

Today's Date: 12/09/2020

BRM Postage (First-Class Mail)

Account Information

Account Number:	22787955	Current Balance:	$991,890.00
Permit:	BR 977-001	Contact:	EMILY MORRIS
Company:	EMILY'S ANIMAL RESCUE	Phone Number:	(555)555-5555
Address:	3801 S CENTRAL AVE CICERO, IL 60804-4300		
Where Issued:	n/a	Finance Number:	16-1542
Comments:			
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL	PO of Permit:	Cost Center 16-1508-0501 CICERO, IL

Please enter data in the following form to submit BRM postage to the system.

BRM Invoice Type: Basic BRM   Opening Balance: $991,890.00

	Mailing Date:	12/09/2020

Weight Not Over(Ounces)	Letter Price Pieces	Flat Price Pieces
Postcards		
1 oz.		
2 oz.		
3 oz.		
3.5 oz.		
Nonmachinable Surcharge		

21

BRM Postage (First-Class Mail)

Account Information

Account Number:	22787955	Current Balance:	$991,890.00
Permit:	BR 977-001	Contact:	EMILY MORRIS
Company:	EMILY'S ANIMAL RESCUE	Phone Number:	(555)555-5555
Address:	3801 S CENTRAL AVE CICERO, IL 60804-4300	Finance Number:	16-1542
Where Issued:	n/a		
Comments:			
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL	PO of Permit:	Cost Center 16-1508-0501 CICERO, IL

Please enter data in the following form to submit BRM postage to the system.

BRM Invoice Type: Basic BRM   Opening Balance: $991,890.00

Mailing Date:	12/09/2020

Weight Not Over(Ounces)	Letter Price Pieces	Flat Price Pieces
Postcards		
1 oz.	200	
2 oz.	74	
3 oz.		
3.5 oz.		
Nonmachinable Surcharge		
4 oz.		
5 oz.		
6 oz.		
7 oz.		

5 oz.		
6 oz.		
7 oz.		
8 oz.		
9 oz.		
10 oz.		
11 oz.		
12 oz.		
13 oz.		

Parcel Prices [First-Class Package Service - Retail™]			
Weight *	**ZONE ***	**Price per Piece**	**No of Pieces ***
Select Weight ▾	Select a ZONE ▾		
Select Weight ▾	Select a ZONE ▾		
Select Weight ▾	Select a ZONE ▾		
Select Weight ▾	Select a ZONE ▾		
Select Weight ▾	Select a ZONE ▾		
Select Weight ▾	Select a ZONE ▾		

Postage Due
(The number of pieces listed under POSTAGE DUE needs to be exact or 1 please do not estimate.)   Pieces [ ]   Postage [ ]

Customer Reference ID   [ ]

[Add New Line]   [Continue]

23

BRM Postage (First-Class Mail)

Account Information

Account Number:	22787955		
Permit:	BR 977-001	Current Balance:	$991,890.00
Company:	EMILY'S ANIMAL RESCUE	Contact:	EMILY MORRIS
Address:	3801 S CENTRAL AVE	Phone Number:	(555)555-5555
	CICERO, IL 60804-4300		
Where Issued:	n/a	Finance Number:	16-1542
Comments:			
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL	PO of Permit:	Cost Center 16-1508-0501 CICERO, IL

BRM POSTAGE REVIEW PAGE

The following postage and per piece fees (if applicable) will be charged to this account. Review and verify the calculated postage. If necessary, scroll down to access the [SUBMIT] button.

BRM Invoice Type: Basic BRM   Opening Balance: $991,890.00

Mailing Date: 12/09/2020

Planned

Letter Prices

Line Seq#	Description	Weight Not Over (Ounces)	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
A1	Postcards	0	0	0.360	0.860	0.000
A2	1 oz.	1	200	0.550	0.860	282.000
A3	2 oz.	2	74	0.750	0.860	119.140
A4	3 oz.	3	0	0.950	0.860	0.000
A5	3.5 oz.	3.5	0	1.150	0.860	0.000

Address:	3801 S CENTRAL AVE CICERO, IL 60804-4300	Phone Number:	(555)555-5555
Where Issued:	n/a	Finance Number:	16-1542
Comments:			
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL	PO of Permit:	Cost Center 16-1508-0501 CICERO, IL

The following postage and per piece fees (if applicable) have been charged to this account.

BRM Invoice Type: Basic BRM   **Opening Balance:** $991,890.00

Mailing Date: 12/09/2020

Final

TRANS# 202034412491136BM

Letter Prices

Line Seq#	Description	Weight Not Over (Ounces)	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
A1	Postcards	0	0	0.360	0.860	0.000
A2	1 oz.	1	200	0.550	0.860	282.000
A3	2 oz.	2	74	0.750	0.860	119.140
A4	3 oz.	3	0	0.950	0.860	0.000
A5	3.5 oz.	3.5	0	1.150	0.860	0.000
A6	Nonmachinable Surcharge	3.5	0	0.200	0.000	0.000

Seq#	Description	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
A128	Postage Due	0	0.000	0.000	0.000
					Total Postage: $401.14

Closing Balance: $991,488.86

Clerk Initials: ADA

[Print] [New Transaction On The Same Account]

The above entered data have been submitted to the System Successfully. Click "Print" button to get printable copy of this transaction.

| Logout |

Address: 3801 S CENTRAL AVE
CICERO, IL 60804-4300

Phone Number: (555)555-5555

Where Issued: n/a

Finance Number: 16-1542

Comments:

PO of Mailing: Cost Center 16-1508-0501 CICERO, IL

PO of Permit: Cost Center 16-1508-0501 CICERO, IL

The following postage and per piece fees (if applicable) have been charged to this account.

BRM Invoice Type: Basic BRM

Opening Balance: $991,890.00

Mailing Date: 12/09/2020

	Final
	TRANS# 202034412491136BM

Letter Prices

Line Seq#	D...	...er of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
A1	P...	0	0.360	0.860	0.000
A2		200	0.550	0.860	282.000
A3		74	0.750	0.860	119.140
A4		0	0.950	0.860	0.000
A5	3.	0	1.150	0.860	0.000
A6	Nonmachin...	0	0.200	0.000	0.000

Seq#	Descript...	...per Piece	Per Piece Handling Charge	Postage
A128	Postage	...00	0.000	0.000
			Total Postage: $401.14

Closing Balance: $991,488.86

Print   New Transaction On The Same Account

The above entered data have been submitted to the System Successfully. Click "Print" button to get printable copy of this transaction.

| Logout |

Print dialog:

Print

General   Options

Select Printer

- Microsoft XPS Document Writer
- Print Anywhere
- Send To OneNote 2013
- Send To OneNote 201
- Snagit 2019
- WebEx Document Loa

Status: Ready
Location:
Comment:

Print to file   Preferences

Find Printer...

Page Range
- All
- Selection
- Current Page
- Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1
Collate

Click Box   Cancel   Apply

Address:	3801 S CENTRAL AVE CICERO, IL 60804-4300
Where Issued:	n/a
Comments:	
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL

Phone Number:	(555)555-5555
Finance Number:	16-1542
PO of Permit:	Cost Center 16-1508-0501 CICERO, IL

The following postage and per piece fees (if applicable) have been charged to this account.

BRM Invoice Type: Basic BRM

Opening Balance: $991,890.00

Mailing Date: 12/09/2020

Final

TRANS# 202034412491136BM

Letter Prices

Line Seq#	Description	Weight Not Over (Ounces)	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
A1	Postcards	0	0	0.360	0.860	0.000
A2	1 oz.	1	200	0.550	0.860	282.000
A3	2 oz.	2	74	0.750	0.860	119.140
A4	3 oz.	3	0	0.950	0.860	0.000
A5	3.5 oz.	3.5	0	1.150	0.860	0.000
A6	Nonmachinable Surcharge	3.5	0	0.200	0.000	0.000

Seq#	Description	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
A128	Postage Due	0	0.000	0.000	0.000

Total Postage: $401.14

Closing Balance: $991,488.86

Clerk Initials: ADA

[Print] [New Transaction On The Same Account]

The above entered data have been submitted to the System Successfully. Click "Print" button to get printable copy of this transaction.

| Logout |

Question 1

When sorting mailpieces, how do you process mailpieces that do not have the required BRM elements?

	Answer Key	Answers:	Feedback Correct:
A		Add the mailpieces to the invoice count at the current rate and notify the customer.	That's correct! When you receive BRM that do not have the required elements, process them as postage due.
B		Invoice them at the next higher rate of BRM.	**Feedback Try Again:** Try Again.
C		No action is needed, provide the mailpieces to the customer.	**Feedback Incorrect:** That's incorrect. When you receive BRM that do not have the required elements, process them as postage due.
D	X	Process them as postage due.	

Question 2

What is the process for preparing the mail for invoicing in *PostalOne!*?

	Answer Key	Answers:	Feedback Correct:
A	X	1. Sort by customer 2. Sort by mail type 3. Weigh the mailpieces 4. Sort by Weight 5. Count the mailpieces in each weight category	That's correct! 1. Sort by customer 2. Sort by mail type 3. Weigh the mailpieces 4. Sort by Weight 5. Count the mailpieces in each weight category
B		1. Sort by customer 2. Weigh the mailpieces 3. Sort by Weight 4. Count the mailpieces in each weight category 5. Sort by mail type	**Feedback Try Again:** Try Again.
C		1. Sort by mail type 2. Sort by customer 3. Weigh the mailpieces 4. Sort by Weight 5. Count the mailpieces in each weight category	**Feedback Incorrect:** That's incorrect. 1. Sort by customer 2. Sort by mail type 3. Weigh the mailpieces 4. Sort by Weight 5. Count the mailpieces in each weight category
D		1. Weigh the mailpieces 2. Sort by Weight 3. Count the mailpieces in each weight category 4. Sort by customer 5. Sort by mail type	

BUSINESS REPLY MAIL®

UNITED STATES POSTAL SERVICE®

POST

BUSINESS REPLY MAIL®

UNITED STATES POSTAL SERVICE®

POST

Scenario 3: Regular and High-Volume Qualified Business Reply Mail™

As a Business Reply Mail Clerk, it is important to know how BRM and QBRM differ, how to calculate whether a customer needs a high-volume permit, how to assist them with changing a BRM permit from one type to another, how to invoice their mail, and how to read an End of Run(EOR) report.

You also need to know how to handle insufficient funds, procedures for holding mail, and how to process pending transactions.

At this point, you will calculate the cost comparison for each of the four types of BRM for Emily.

Remember to always use the Notice 123 costs and fees to calculate to ensure you are using the most current pricing. For a two-ounce mailpiece, look at the First-Class mail postage costs in the Notice 123 to determine the rate to charge.

Letters (Stamped)[1,4]

Weight Not Over (oz.)	
1	$0.55
2	0.70
3	0.85
3.5	1.00

Business Reply Mail

	High Volume	Basic
1-ounce letter price + per piece[1]	0.55 + 0.093	0.55 + 0.85
1-ounce flat price + per piece[1]	1.00 + 0.093	1.00 + 0.85

Qualified Business Reply Mail (QBRM)

	High Volume	Basic
1-ounce letter price + per piece	0.534 + 0.015	0.534 + 0.072
2-ounce letter price + per piece	0.684 + 0.015	0.684 + 0.072

Qualifiers	Basic BRM	High Volume BRM	Qualified BRM *(QBRM)	High Volume *QBRM
Annual Permit Fee	$240	$240	*	*
Annual Account Maintenance Fee (at each delivery unit)		$725	$725	$725
Quarterly fee (for any consecutive 3-calendar-month period)				$2460.

Type	Postage	+	Per-Piece	=		X	Returns	=		+	Fees	=	Total cost
Basic BRM													
One-ounce letter	.55	+	.85	=	$1.40	X	1500	=	$2,100.00	+	$240.00 Annual fee	=	$3,115.00
Two-ounce letter	.70	+	.85	=	$1.55	X	500	=	$2,875.00	+			
HV BRM													
One-ounce letter	.55	+	.093	=	.643	X	1500	=	$964.50	+	$240.00 Annual fee $725.00 Annual Account Fee	=	$2,326.00
Two-ounce letter	.70	+	.093	=	.793	X	500	=	$396.20	+			
QBRM													
One-ounce letter	.534	+	.072	=	.606	X	1500	=	$909.00	+	$725.00 Annual Account Fee	=	$2,012.00
Two-ounce letter	.684	+	.075	=	.756	X	500	=	$378.00	+			
HV QBRM													
One-ounce letter	.534	+	.015	=	.549	X	1500	=	$823.50	+	$725.00 Annual Account Fee $2,460.00 Annual fee x4	=	$11,738.00
Two-ounce letter	.684	+	.015	=	.699	X	500	=	$349.50	+			

When updating an account, if the customer has an existing sub-account with funds in place, she can use available funds to pay for her fees.

Or she can choose to deposit funds to cover the upcoming charges to her subaccount. This includes annual maintenance fees and any quarterly fees, depending on the type of BRM.

Remind Emily to check with her printer to ensure that they provide barcode serialization services.

If the customer is unable to secure unique, serialized barcodes, detailed tracking information will not be available.

Close Window | Print

DHTML Viewer | ActiveX Viewer | Report

Site | Sort Program | Times | Pieces | Statistics | Bins | Bin Downflows

File-DIOSS Detailed Viewer

Site Information

back to Top

Site	Northern NJ Metro P&DC
Finance Number	33-5950
Separate Reporting Facility	0

Sort Program

back to Top

NDSS Sort Program	AV07503U	Operation No.	891013
Machine Sort Program	891FILNG	Machine Type	DIOSS
Sort Program Creation Date	11/24/2020 4:32:00 PM		
Run No.	19	Machine No.	36
DOD	None	Mode	BCS

Times

back to Top

Fiscal Year	2021	MODS Date	12/09/2020
Run Start	12/09/2020 22:11:48	Run End	12/09/2020 23:43:47
Run Time	01:04:56	Down Time	00:00:13
Idle Time	00:26:50	Maintenance Time	00:00:00
Tour	Split Tour	Jam Time	00:02:01

- Run Time 69%
- Jam Time 2%
- Idle Time 29%

Piece Counts

back to Top

Total Fed	36624	OSS Reject	0	Out Of Sequence	0	Sorted A	0
Total Rejects	372	OCR Reject	0	Gap Errors	13	Sorted AB	0
Total Sorted	36252	BCS Reject	372	Over Length	22	Sorted AB+	0
Non-Reads	1	Expired	0	ZIPs Not Received	0	Sorted C	0
No Codes	185	Out Of Sort	0	Rerun	0	Sorted C+	0
Jams	5	Misfaced	0	DCO Double Fed	0	HW Double Fed	0
Stops	8	Last Stacker	186	Under Height	0	Rerun Fed	0
Stacker Full	1	Skew Errors	0	Mech Reject	35	Rerun Accepted	0
API POSTNET	0	POSTNET Verify	0	Unreadable NOI	0	Rerun Rejected	0
Unreadable ID Codes	0	Read Reject	0	Unplanned Fault Stops	0	Diverter Fault Stops	1
NCP Count	372	Tracking Rejects	151	Run PARS Disabled	0	Confirmed UAA	395

Close Window | Print   ● DHTML Viewer   ○ ActiveX Viewer   Report

Site | Sort Program | Times | Pieces | Statistics | Bins | Bin Downflows

File-DIOSS Detailed Viewer

Site Information   back to Top

Site Northern NJ Metro P&DC
Finance Number 33-5950
Separate Reporting Facility 0

Sort Program   back to Top

NDSS Sort Program AV07503U   Operation No. 891013
Machine Sort Program 891FILNG   Machine Type DIOSS
Sort Program Creation Date 11/24/2020 4:32:00 PM
Run No. 19   Machine No. 36
DOD None   Mode BCS

Times   back to Top

Fiscal Year 2021   MODS Date 12/09/2020

Run Start 12/09/2020 22:11:48   Run End 12/09/2020 23:43:47
Run Time 01:04:56   Down Time 00:00:13

The bin used to sort the mail is listed on the tray label. Correlate it with the report to determine the mail count.

```
8503816741179543102998865
THU                          NLM BIN23
1/21/2021 06:14  897MIBRM FRF  DBCS  G2-1    85062
EMILY ANIMAL
RESCUE85062-48001
Phoenix FDC

850621674117954310299855
```

APT POSTNET 0   POSTNET Verify 0   Unreadable NDT 0   Rerun Rejected 0
Unreadable ID Codes 0   Read Reject 0   Unplanned Fault Stops 0   Diverter Fault Stops 1
NCP Count 372   Tracking Rejects 151   Run PARS Disabled 0   Confirmed UAA 395

Statistics

MPE Software Version	9.0.0		
Pieces Accepted	36252	Gross Acceptance Rate	98.98%
Pieces Rejected	372	Machine Acceptance Rate	100%
Pieces Accepted per Run Hour	33498	Throughput per Run Hour	33841
Pieces Accepted per Operation Hour	23647	Throughput per Operation Hour	23890

	Sorted	BCR	OSS/ICS
5 Digit	1623	1623	0
9 Digit	1	1	0
11 Digit	34233	34232	1

Multi Mode Sub Mode	DBCS	OSS	OCR	ISS/OCR
Mail Pieces	0	0	0	0

Bin Counts

Bin	Ct	Bin	Ct	Bin	Ct	Bin	Ct	Bin	Ct	Bin	Ct	Bin	Ct	Bin	Ct	Bin	Ct	Bin	Ct
1	1	25	403	49	72	73	0	97	54	121	56	145	80	169	61	193	19	217	0
2	0	26	388	50	289	74	223	98	164	122	295	146	250	170	271	194	353	218	0
3	395	27	488	51	354	75	167	99	122	123	104	147	377	171	266	195	257	219	0
4	0	28	193	52	178	76	135	100	109	124	85	148	242	172	87	196	214	220	0
5	185	29	0	53	1	77	115	101	0	125	3	149	127	173	39	197	18	221	0
6	0	30	190	54	386	78	451	102	255	126	229	150	372	174	297	198	340	222	0
7	0	31	202	55	259	79	139	103	328	127	148	151	254	175	103	199	118	223	0
8	0	32	313	56	88	80	87	104	84	128	0	152	135	176	121	200	36	224	0
9	0	33	207	57	290	81	59	105	66	129	2	153	92	177	54	201	28	225	0
10	0	34	244	58	192	82	406	106	198	130	333	154	226	178	357	202	269	226	0
11	0	35	172	59	245	83	337	107	202	131	454	155	258	179	163	203	0	227	0
12	0	36	172	60	225	84	126	108	194	132	103	156	155	180	117	204	188	228	0
13	0	37	64	61	436	85	0	109	62	133	73	157	40	181	40	205	0	229	0
14	0	38	357	62	209	86	166	110	200	134	219	158	350	182	374	206	0	230	0
15	34	39	172	63	9	87	202	111	53	135	252	159	286	183	288	207	0	231	0
16	0	40	208	64	270	88	155	112	65	136	187	160	146	184	128	208	0	232	0
17	866	41	0	65	290	89	91	113	82	137	138	161	57	185	49	209	0	233	0
18	10	42	321	66	417	90	333	114	228	138	453	162	358	186	245	210	0	234	0
19	5	43	90	67	251	91	105	115	242	139	195	163	515	187	265	211	0	235	0
20	3	44	207	68	260	92	145	116	98	140	163	164	119	188	139	212	0	236	0
21	0	45	0	69	214	93	91	117	57	141	45	165	57	189	34	213	0	237	0
22	267	46	290	70	178	94	258	118	214	142	283	166	566	190	571	214	0	238	186
23	310	47	258	71	266	95	296	119	200	143	340	167	172	191	198	215	0		
24	198	48	258	72	0	96	134	120	111	144	160	168	124	192	114	216	0		

Bin Downflow Info

Bin	Volume	Label	Next Handling	Code
1	1	RERUN ONCE THEN MAN	MANUAL	LTRS READ REJECT
2	0	TO:	MANUAL	OUT OF SORT PROGRAM
3	395	CIOSS LIFT MODE	CIOSS LIFT MODE	LTRS UAA CIOSS LIFT
4	0	RERUN ONCE THEN MAN	MANUAL	CODE MISMATCH
5	185	TO: ISS	MANUAL	LTRS NO CODE
7	0	TO: CIOSS	CFPS	LTRS COA FORM TO SCA
9	0	MANUAL	MANUAL	INVALID ZIPS
15	34	METRO TO 891FIKLO	SCF D#07500	FCM LTRS SCF BC
16	0	METRO INHOUSE	SCF D#07500	FCM LTRS 3D BC
17	866	DVD AUTO TO> 891FIKLO	DISP F#07099	FCM LTRS MXD ZONES B
18	10	W PALM BEACH	DISP F#33458	FCM LTRS MXD ZONES B
19	5	WEST PALM BEACH P&DC	DISP F#33455	FCM LTRS MXD ZONES B
20	3	WEST PALM BEACH P&DC	DISP F#34996	FCM LTRS MXD ZONES B
21	0	CENSUS RETURNS	DISP F#85043	FCM LTRS FIRM DRX BC
22	150	EMILY ANIMAL RESCUE	DISP C#1300	FCM LTRS FRM DRX BC
23				
24	89	EMILY ANIMAL RESCUE	DISP C#1300	FCM LTRS FRM DRX BC

Statistics

MPE Software Version 9.0.0

Pieces Accepted	36252	Gross Acceptance Rate	98.98%
Pieces Rejected	372	Machine Acceptance Rate	100%
Pieces Accepted per Run Hour	33498	Throughput per Run Hour	33841
Pieces Accepted per Operation Hour	23647	Throughput per Operation Hour	23890

	Sorted	BCR	OSS/ICS
5 Digit	1623	1623	0
9 Digit	1	1	0
11 Digit	34233	34232	1

Multi Mode Sub Mode DBCS	OSS	OCR	ISS/OCR
Mail Pieces 0	0	0	0

Bin Counts

1	1	25	403	49	72	73	0	97	54	121	56	145	80	169	61	193 19	217 0
2	0	26	388	50	289	74	223	98	164	122	295	146	250	170	271	194 353	218 0
3	395	27	488	51	354	75	167	99	122	123	104	147	377	171	266	195 257	219 0
4	0	28	193	52	178	76	135	100	109	124	85	148	242	172	87	196 214	220 0
5	185	29	0	53	1	77	115	101	0	125	3	149	127	173	39	197 18	221 0
6	0	30	190	54	386	78	451	102	255	126	229	150	372	174	297	198 340	222 0
7	0	31	202	55	259	79	139	103	328	127	148	151	254	175	103	199 118	223 0
8	0	32	313	56	88	80	87	104	84	128	0	152	135	176	121	200 36	224 0
9	0	33	207	57	290	81	59	105	66	129	2	153	92	177	54	201 28	225 0
10	0	34	244	58	192	82	406	106	198	130	333	154	226	178	357	202 269	226 0
11	0	35	172	59	245	83	337	107	202	131	454	155	258	179	163	203 0	227 0
12	0	36	172	60	225	84	126	108	194	132	103	156	155	180	117	204 188	228 0
13	0	37	64	61	436	85	0	109	62	133	73	157	40	181	40	205 0	229 0
14	0	38	357	62	209	86	166	110	200	134	219	158	350	182	374	206 0	230 0
15	34	39	172	63	9	87	202	111	53	135	252	159	286	183	288	207 0	231 0
16	0	40	208	64	270	88	155	112	65	136	187	160	146	184	128	208 0	232 0

19	5	WEST PALM BEACH P&DC	DISP F#33455	FCM LTRS MXD ZONES B
20	3	WEST PALM BEACH P&DC	DISP F#34996	FCM LTRS MXD ZONES B
21	0	CENSUS RETURNS	DISP F#85043	FCM LTRS FIRM DRX BC
22	267	AADC TRENTON NJ	DISP C#08500	FCM LTRS AADC BC
23	310	AADC WESTCHESTER NY	DISP C#10500	FCM LTRS AADC BC
24	198	AADC QUEENS NY	DISP C#11300	FCM LTRS AADC BC

You may be able to tell by looking at your stacks if one is significantly bigger than the other. Otherwise, select the smaller stack and count it. The number should match one of the volume numbers on the report.

By process of elimination, you know which is the one-ounce bin and which is the two-ounce bin. Make a note of the bin assignments for the next time you invoice her mail.

Statistics

MPE Software Version	9.0.0		
Pieces Accepted	36252	Gross Acceptance Rate	98.98%
Pieces Rejected	372	Machine Acceptance Rate	100%
Pieces Accepted per Run Hour	33498	Throughput per Run Hour	33841
Pieces Accepted per Operation Hour	23647	Throughput per Operation Hour	23890

	Sorted	BCR	OSS/ICS
5 Digit	1623	1623	0
9 Digit	1	1	0
11 Digit	34233	34232	1

Multi Mode Sub Mode	DBCS	OSS	OCR	ISS/OCR
Mail Pieces	0	0	0	0

Bin Counts

back to Top

Bin	Count	Bin	Count	Bin	Count	Bin	Count	Bin	Count	Bin	Count	Bin	Count	Bin	Count	Bin	Count	Bin	Count
1	1	25	403	49	72	73	0	97	54	121	56	145	80	169	61	193	19	217	0
2	0	26	388	50	289	74	223	98	164	122	295	146	250	170	271	194	353	218	0
3	395	27	488	51	354	75	167	99	122	123	104	147	377	171	266	195	257	219	0
4	0	28	193	52	178	76	135	100	109	124	85	148	242	172	87	196	214	220	0
5	185	29	0	53	1	77	115	101	0	125	3	149	127	173	39	197	18	221	0
6	0	30	190	54	386	78	451	102	255	126	229	150	372	174	297	198	340	222	0
7	0	31	202	55	259	79	139	103	328	127	148	151	254	175	103	199	118	223	0
8	0	32	313	56	88	80	87	104	84	128	0	152	135	176	121	200	36	224	0
9	0	33	207	57	290	81	59	105	66	129	2	153	92	177	54	201	28	225	0
10	0	34	244	58	192	82	406	106	198	130	333	154	226	178	357	202	269	226	0
11	0	35	172	59	245	83	337	107	202	131	454	155	258	179	163	203	0	227	0
12	0	36	172	60	225	84	126	108	194	132	103	156	155	180	117	204	188	228	0
13	0	37	64	61	436	85	0	109	62	133	73	157	40	181	40	205	0	229	0
14	0	38	357	62	209	86	166	110	200	134	219	158	350	182	374	206	0	230	0
15	34	39	172	63	9	87	202	111	53	135	252	159	286	183	288	207	0	231	0
16	0	40	208	64	270	88	155	112	65	136	187	160	146	184	128	208	0	232	0
17	866	41	0	65	290	89	91	113	82	137	138	161	57	185	49	209	0	233	0
18	10	42	321	66	417	90	333	114	228	138	453	162	358	186	245	210	0	234	0
19	5	43	90	67	251	91	105	115	242	139	195	163	515	187	265	211	0	235	0
20	3	44	207	68	260	92	145	116	98	140	163	164	119	188	139	212	0	236	0
21	0	45	0	69	214	93	91	117	57	141	125	165	57	189	34	213	0	237	0
22	267	46	290	70	178	94	258	118	214	142	283	166	566	190	571	214	0	238	186
23	310	47	258	71	266	95	296	119	200	143	340	167	172	191	198	215	0		
24	198	48	258	72	0	96	134	120	111	144	160	168	124	192	114	216	0		

Bin Downflow Info

back to Top

Bin	Volume	Label	Next Handling	Code
1	1	RERUN ONCE THEN MAN	MANUAL	LTRS READ REJECT
2	0	TO:	MANUAL	OUT OF SORT PROGRAM
3	395	CIOSS LIFT MODE	CIOSS LIFT MODE	LTRS UAA CIOSS LIFT
4	0	RERUN ONCE THEN MAN	MANUAL	CODE MISMATCH
5	185	TO: ISS	MANUAL	LTRS NO CODE
7	0	TO: CIOSS	CFPS	LTRS COA FORM TO SCA
9	0	MANUAL	MANUAL	INVALID ZIPS
15	34	METRO TO 891FIKLO	SCF D#07500	FCM LTRS SCF BC
16	0	METRO INHOUSE	SCF D#07500	FCM LTRS 3D BC
17	866	DVD AUTO TO> 891FIKLO	DISP F#07099	FCM LTRS MXD ZONES B
18	10	W PALM BEACH	DISP F#33458	FCM LTRS MXD ZONES B
19	5	WEST PALM BEACH P&DC	DISP F#33455	FCM LTRS MXD ZONES B
20	3	WEST PALM BEACH P&DC	DISP F#34996	FCM LTRS MXD ZONES B
21				
22	150	EMILY ANIMAL RESCUE	DISP C#1300	FCM LTRS FRM DRX BC
23	89	EMILY ANIMAL RESCUE	DISP C#1300	FCM LTRS FRM DRX BC
24				

If you do not have an End of Run report, ask your Postmaster or supervisor to contact In-Plant Support at the plant that services your office.

If you can't get an EOR report for this mail, use the manual process and sort, weight, and count the mail yourself.

blue

Welcome to the
United States Postal Service Intranet

UNITED STATES POSTAL SERVICE®

| Home | Headquarters | Field | Transformation | Commission | | Help | usps.com |

PostalOne!

Essential Links

eLinks

- eAccess
- eAwards
- eBuy
- eFlash
- eIdeas
- eTravel

Tools

- ACE
- CSM/TTMS
- MTSC
- My Post Office
- PostalEASE
- Postal Explorer
- Postmaster's Toolkits
- Rate Calculators
- RIBBS
- TACS
- WebEIS

More Essential Links>

Executive Organizations

- Finance
- General Counsel
- Government

LOG ON

ACE Logon ID: Click Box

ACE Password: [   ]

If you have forgotten your ACE password
go to **ePasswordReset** to reset it.

WARNING! FOR OFFICIAL USE ONLY

I AGREE

Quick Search

[   ] GO

Advanced Search

Locators

- Phone Directory
- Email Address
- Address Management
- Locate Post Office by Address
- Locate Post Office by Delivery Address
- Track and Confirm
- ZIP Code Look-up

References

- Forms
- ASM - text | pdf
- DMM - text | pdf
- ELM - text | pdf
- IMM - text | pdf
- POM - text | pdf
- Purchasing Manual - text | pdf
- Corporate Library
- Handbooks
- Management Instructions
- Postal Bulletin

More References

https://cat1a.uspspostalone.com/postal1/index.cfm?com=false

Search...

UNITED STATES POSTAL SERVICE

| Personal Profile | Logout |

Restricted Information

BMEU

Message Center

Account Management

Balance and Fees

Mail.DAT & Mail.XML Metrics

Customer Assistance

Dashboard

Reports

Transactions

Select Acceptance Unit

Unpaid Mail (Update)

Unpaid Mail (Add Item)

Nonprofit

BMEU Reporting

Activate POS Finance Numbers

BMEU Reporting

BMEU Admin

Certification Tool

Data Admin Console

Error Mapping Admin Console

Five Day Delivery

Load Utility

Select Unit

Today's Date: 12/10/2020

Search Finance Numbers

| Finance Number | Cost Center Name | Search |

My Favorites

02-0312 ANCHORAGE BMEU ☆
10-5000 WASHINGTON BMEU ☆
16-1542 CHICAGO BMEU ☆
22-6900 BMEU PORTLAND ☆
31-7280 BMEU RENO ☆
35-2770 FARMINGDALE BMEU ☆
35-3775 HICKSVILLE BMEU ☆
35-7185 RONKONKOMA BMEU ☆
35-7485 BMEU SARATOGA ☆
35-7840 SMITHTOWN BMEU ☆
35-8360 BMEU SYRACUSE ☆
41-4444 LANGHORNE BMEU ☆

Select the Acceptance Site at which you are working [161542].

Acceptance Site	Cost Center
BMEU CHICAGO BMEU	161542-0812
DMU DAHLGRENS MAILING SVC DMU	161542-3815
DMU DMU PRECISION DIALOGUE DIRECT	161542-3813
DMU FCL GRAPHICS INC DMU	161542-3827
DMU INSERT USA DMU	161542-3816
DMU JOHNSON & QUINN DMU	161542-3823
DMU K-D MAILING SERVICE DMU	161542-3817
DMU RAPID DISPLAYS DMU	161542-3818
DMU SPECIALTY PRINT COMMUNICATIONS DMU	161542-3821
DMU THE CALMARK GROUP DMU	161542-3842

Select the Acceptance Site at which you are working [161542].

Acceptance Site	Cost Center
BMEU CHICAGO BMEU	161542-0812
DMU DAHLGRENS MAILING SVC DMU	161542-3815
DMU DMU PRECISION DIALOGUE DIRECT	161542-3813
DMU FCL GRAPHICS INC DMU	161542-3827
DMU INSERT USA DMU	161542-3816
DMU JOHNSON & QUINN DMU	161542-3823
DMU K-D MAILING SERVICE DMU	161542-3817
DMU RAPID DISPLAYS DMU	161542-3818
DMU SPECIALTY PRINT COMMUNICATIONS DMU	161542-3821
DMU THE CALMARK GROUP DMU	161542-3812
DMU THE ENVELOPE CONNECTION INC	161542-3826
DMU XL MARKETING	161542-3825
BMEU Satellite FT DEARBORN STATION-BMEU	161542-0818
BMEU Satellite JT WEEKER INTL SVC CTR-BMEU	161542-0814
BMEU Satellite NORTHTOWN STATION-BMEU	161542-0815
PO 606 DISTRICT REPORTING UNIT	161542-0999
PO CHI-AMOCO FSTA	161562-0013
PO CHI-ASHBURN STA	161501-0521
PO CHI-AUBURN PARK STA	161502-0201
PO CHI-CARDISS COLLINS PSTL STR (A)	161503-0804
PO CHI-CESAR CHAVEZ STA	161504-0081
PO CHI-CHARLES HAYES STA	161505-0491
PO CHI-CHICAGO LAWN FSTA	161587-0291
PO CHI-CHINATOWN FSTA	161592-0162
PO CHI-CICERO BR	161508-0501
PO CHI-CLEARING STA	161509-0381
PO CHI-CRAGIN STA	161510-0391
PO CHI-DANIEL J DOFFYN STA	161511-0181
PO CHI-EDGEBROOK PSTL STR	161513-0461
PO CHI-ELSDON FSTA	161587-0321
PO CHI-ENGLEWOOD STA	161515-0211
PO CHI-EVERGREEN PARK BR	161516-0421
PO CHI-FT DEARBORN STA	161517-0101
PO CHI-GRACELAND FSTA	161520-0572
PO CHI-HARWOOD HEIGHTS FSTA	161522-0561
PO CHI-HAYMARKET FSTA	161503-0062

UNITED STATES POSTAL SERVICE

| Personal Profile | Logout |

BMEU

- Message Center
- Account Management
- Balance and Fees
- Mail.DAT & Mail.XML Metrics
- Customer Assistance
- Dashboard
- Reports
- Transactions
- Select Acceptance Unit
- Unpaid Mail (Update)
- Unpaid Mail (Add Item)
- Nonprofit

BMEU Reporting

- Activate POS Finance Numbers
- BMEU Reporting

BMEU Admin

- Certification Tool
- Data Admin Console
- Error Mapping Admin Console
- Five Day Delivery
- Load Utility

Transactions ❓

Today's Date: 12/10/2020

Postage Statement Processing has been disabled due to incomplete site profile.
Please contact the Help Desk at (800) 877-7435 for additional assistance.

Return Services	Financial Transactions	Postage Statement Processing	Manual Job Verification

Business Reply Mail
-- Business Reply   Click Box
-- Postage Due
-- Postage Assessment Module

Return Services
-- Merchandise Returns
-- Parcel Mailings
-- Postage Assessment Module

General Postage Assessment
-- Postage Assessment Module

Financial
-- Adjustments
-- Fee Payments
-- FOIA
-- Reversals/Refunds
-- Transfers

-- CPP Request
-- Concur Transactions for Adjustment
-- Concur Transactions for Refund
-- Concur Transactions for Transfer
-- Concur Transactions for BRM Restore
-- BRM Pending Transactions
-- MRS Pending Transactions
-- Paused Sessions
-- Firm Sheet Report

Transactions
-- Certificate Of Bulk Mailing

Co-Container Placard
-- Periodicals (3541):
-- First-Class (3600):
-- USPS Marketing Mail (3602):
-- Parcel Select (3605):
-- Bound Printed Matter(3605):
-- Media and Library Mail(3605):
-- International (3700):

Domestic
-- Periodicals (3541)
-- Periodicals - Combined (3541)
-- First-Class (3600)
-- Priority Mail (3600)
-- USPS Marketing Mail (3602)
-- Parcel Select (3605)
-- Bound Printed Matter (3605)
-- Media and Library Mail (3605)

International
-- A - First-Class Mail Intl.
-- B - First-Class Package Intl. Service
-- C - Intl. Surface Air Lift
-- D - Intl. Priority Airmail
-- E - Priority Mail Intl.- Transmits Customs Data
-- F - Priority Mail Intl. - Regional Rate Box - Transmits Customs Data
-- G - Priority Mail Express Intl. - Transmits Customs Data
-- H - Global Express Guaranteed - Transmits Customs Data
-- P - Commercial ePacket
-- Q - Global Direct
-- R - Reserved

▶ Pre-Price Change Domestic

Data Entry Forms
-- 3749
-- Bypass Mail Log
-- Disqualified Mail
-- One Pass

Worksheets
-- Presort Verification (PS Form 2866)
-- 8040
-- 8159/8160
-- SAVE
-- Shortpaid

The Unit ID you are working under is for

https://cat1a.uspspostalone.com/postal1/act_stop_backflow.cfm?mid=85178

UNITED STATES POSTAL SERVICE

| Personal Profile | Logout

BMEU

- Message Center
- Account Management
- Balance and Fees
- Mail.DAT & Mail.XML Metrics
- Customer Assistance
- Dashboard
- Reports
- Transactions
- Select Acceptance Unit
- Unpaid Mail (Update)
- Unpaid Mail (Add Item)
- Nonprofit

BMEU Reporting

- Activate POS Finance Numbers
- BMEU Reporting

BMEU Admin

- Certification Tool
- Data Admin Console
- Error Mapping Admin Console
- Five Day Delivery
- Load Utility
- Location Admin
- MERLIN Admin

BRM

Transactions > Account Search (Business Reply)

Today's Date: 12/10/2020

Account Search - Business Reply

Please search for the account. Click the "Search" button to continue.

The following criteria combinations are valid for searching :

- Search by CRID.
- Search by Account Number.
- Search by Company Name.
- Search by Company Name and Address, City, State or ZIP Code.
- Search by Permit Number and BMEU City and State.
- Search by Permit Type and BMEU City and State.
- Search by Country (other than the United States).

CRID:		
Account Number:		
BMEU City:		CHICAGO
BMEU State:		ILLINOIS
Permit Number:	starts with	977001 x
Permit Type:		BR - Business Reply
Company Name:	starts with	
Address Line 1:		
Address Line 2:		
Customer City:		
State/Province:		[Select State]
ZIP/Postal Code:		
Country:		[Select Country]
Account Status:		ALL
		Search

394

🔍 150%

UNITED STATES POSTAL SERVICE®

| Personal Profile | Logout |

Today's Date: 12/10/2020

Fees and Invoicing

Account Information

Account Number:	22787955			
Permit:	BR 977-001	Current Balance:	$994,772.72	
Company:	EMILY'S ANIMAL RESCUE	Contact:	EMILY MORRIS	
Address:	3801 S CENTRAL AVE CICERO, IL 60804-4300	Phone Number:	555-555-5555	
Where Issued:	n/a	Finance Number:	16-1542	
Comments:				
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL	PO of Permit:	Cost Center 16-1508-0501 CICERO, IL	

Fee Information

Annual Fees	Fee Expires
BRM Annual Maintenance Fee	12/09/2021
BRM Monthly Weight Average Fee	01/09/2021
BRM High-Volume Quarterly Fee	02/28/2021

Invoicing

-- [(A-B-C-D) Business Reply Mail](#)   Click Box

-- (F) International Business Reply
-- Weight Averaged

UNITED STATES POSTAL SERVICE®

| Personal Profile | Logout |

Transaction > Account Search > Fees and Invoicing > BRM Mail Type >

Today's Date: 12/10/2020

BRM Mail Type

Account Information

Account Number:	22787955		Current Balance:	$994,772.72
Permit:	BR 977-001		Contact:	EMILY MORRIS
Company:	EMILY'S ANIMAL RESCUE		Phone Number:	(555)555-5555
Address:	3801 S CENTRAL AVE			
	CICERO, IL 60804-4300			
Where Issued:	n/a		Finance Number:	16-1542
Comments:				
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL		PO of Permit:	Cost Center 16-1508-0501 CICERO, IL

Please select the type of Mail to calculate Business Reply Mail (BRM) postage.

When Annual Permit Fees are not paid, BRM Pending Invoices are created and charged the Basic BRM Price. Mail is not released until the Permit Fee is paid and there are sufficient funds.

Type Of Mail:	First-Class Mail ▾	COST CENTER:	1615080501

[Continue]

| Logout |

Copyright © 1999-2020 USPS. All Rights Reserved.

Today's Date: 12/10/2020

BRM Invoice Type (First-Class Mail)

Account Information

Account Number:	22787955		
Permit:	BR 977-001	Current Balance:	$994,772.72
Company:	EMILY'S ANIMAL RESCUE	Contact:	EMILY MORRIS
Address:	3801 S CENTRAL AVE	Phone Number:	(555)555-5555
	CICERO, IL 60804-4300		
Where Issued:	n/a	Finance Number:	16-1542
Comments:			
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL	PO of Permit:	Cost Center 16-1508-0501 CICERO, IL

The selected permit number is eligible for the following Business Reply Mail prices based on fee and mailpiece approvals. Please click the account type to calculate the BRM postage.

When Annual Permit Fees are not paid, BRM Pending Invoices are created and charged the Basic BRM Price. Mail is not released until the Permit Fee is paid and there are sufficient funds.

A =	Basic BRM
B =	High-Volume BRM
C =	Basic Qualified BRM (Only eligible for this price if mailpiece approval letter is on file)
D =	High-Volume Qualified BRM (Only eligible for this price if mailpiece approval letter is on file)

| Logout |

QBRM rates are only available for postcards, one-ounce, and two-ounce letter mailpieces.

When you are sorting Emily's mail, if she has three-ounce letter mailpieces, flats, or packages, those mailpiece must be charged at the next lowest rate of service. In this case, those mailpieces would be calculated at high-volume BRM rates.

BRM Postage (First-Class Mail)

Account Information

Account Number:	22787955		
Permit:	BR 977-001	Current Balance:	$991,087.72
Company:	EMILY'S ANIMAL RESCUE	Contact:	EMILY MORRIS
Address:	3801 S CENTRAL AVE	Phone Number:	(555)555-5555
	CICERO, IL 60804-4300		
Where Issued:	n/a	Finance Number:	16-1542
Comments:			
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL	PO of Permit:	Cost Center 16-1508-0501 CICERO, IL

Please enter data in the following form to submit BRM postage to the system.

BRM Invoice Type: Basic Qualified BRM   Opening Balance: $991,087.72

Mailing Date:	12/14/2020

Weight Not Over(Ounces)	Number of Pieces	Postage per Piece	Postage
Postcards			
1 oz.			
2 oz.			
Postage Due (The number of pieces listed under POSTAGE DUE needs to be exact or 1 please do not estimate.)	Pieces		Postage
Customer Reference ID			

Continue

BRM Postage (First-Class Mail)

Account Information

Account Number:	22787955	Current Balance:	$991,087.72
Permit:	BR 977-001	Contact:	EMILY MORRIS
Company:	EMILY'S ANIMAL RESCUE	Phone Number:	(555)555-5555
Address:	3801 S CENTRAL AVE CICERO, IL 60804-4300		
Where Issued:	n/a	Finance Number:	16-1542
Comments:			
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL	PO of Permit:	Cost Center 16-1508-0501 CICERO, IL

Please enter data in the following form to submit BRM postage to the system.

BRM Invoice Type: Basic Qualified BRM   Opening Balance: $991,087.72

Mailing Date:	12/14/2020		
Weight Not Over(Ounces)	**Number of Pieces**	**Postage per Piece**	**Postage**
Postcards			
1 oz.	150		
2 oz.	89		
Postage Due (The number of pieces listed under POSTAGE DUE needs to be exact or 1 please do not estimate.)	**Pieces**	**Postage**	
Customer Reference ID			
	Continue		

| Logout |

BRM Postage (First-Class Mail)

Account Information

Account Number:	22787955		
Permit:	BR 977-001	Current Balance:	$991,087.72
Company:	EMILY'S ANIMAL RESCUE	Contact:	EMILY MORRIS
Address:	3801 S CENTRAL AVE	Phone Number:	(555)555-5555
	CICERO, IL 60804-4300		
Where Issued:	n/a	Finance Number:	16-1542
Comments:			
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL	PO of Permit:	Cost Center 16-1508-0501 CICERO, IL

BRM POSTAGE REVIEW PAGE

The following postage and per piece fees (if applicable) will be charged to this account. Review and verify the calculated postage. If necessary, scroll down to access the [SUBMIT] button.

BRM Invoice Type: Basic Qualified BRM   Opening Balance: $991,087.72

Mailing Date: 12/14/2020					
					Planned
Seq#	Description	Weight Not Over (Ounces)	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
C1	Postcards	0	0	0.342	0.072	0.000
C2	1 oz.	1	150	0.532	0.072	90.600
C3	2 oz.	2	89	0.732	0.072	71.556
C6	**Postage Due**	0	0	0.000	0.000	0.000
Total Postage:						**$162.16**
Customer Reference ID						

Please review and verify the calculated postage. Click the [SUBMIT] button to execute this transaction.

Submit   **Cancel**

BRM Postage (First-Class Mail)

Account Information

Account Number:	22787955
Permit:	BR 977-001
Company:	EMILY'S ANIMAL RESCUE
Address:	3801 S CENTRAL AVE CICERO, IL 60804-4300
Where Issued:	n/a
Comments:	
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL

Opening Balance:	$991,087.72
Contact:	EMILY MORRIS
Phone Number:	(555)555-5555
Finance Number:	16-1542
PO of Permit:	Cost Center 16-1508-0501 CICERO, IL

The following postage and per piece fees (if applicable) have been charged to this account.

BRM Invoice Type: Basic Qualified BRM   **Opening Balance:** $991,087.72

Mailing Date: 12/14/2020

Final

TRANS# 202034911135267BM

Seq#	Description	Weight Not Over (Ounces)	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
C1	Postcards	0	0	0.342	0.072	0.000
C2	1 oz.	1	150	0.532	0.072	90.600
C3	2 oz.	2	89	0.732	0.072	71.556
C6	**Postage Due**	0	0	0.000	0.000	0.000
Total Postage:						**$162.16**

Closing Balance: $990,925.56

Customer Reference ID	

Clerk Initials: ADA

[Print] [New Transaction On The Same Account]

The above entered data have been submitted to the System Successfully. Click "Print" button to get printable copy of this transaction.

| **Logout**

Print

General | Options

Select Printer

- Microsoft XPS Document Writer
- ☑ Print Anywhere
- Send To OneNote 2013
- Send To OneNote 201
- Snagit 2019
- WebEx Document Loa

Status: Ready
Location:
Comment:

☐ Print to file   Preferences
Find Printer...

Page Range

- ⦿ All
- ○ Selection   ○ Current Page
- ○ Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1

☑ Collate

Print | Cancel | Apply

BRM Postage (First-Class Mail)

Opening Balance:	$991,087.72
Contact:	EMILY MORRIS
Phone Number:	(555)555-5555
Finance Number:	16-1542
PO of Permit:	Cost Center 16-1508-0501 CICERO, IL

The following postage and per piece fees (if applicable) have been charged to this account.

BRM Invoice Type: Basic Qualified BRM   Opening Balance: $991,087.72

Mailing Date: 12/14/2020

Final

TRANS# 202034911135267BM

Seq#	Description	Weight Not Over (Ounces)	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
C1	Postcards	0	0	0.342	0.072	0.000
C2	1 oz.	1	150	0.532	0.072	90.600
C3	2 oz.	2	89	0.732	0.072	71.556
C6	**Postage Due**	0	0	0.000	0.000	0.000
Total Postage:						**$162.16**

Closing Balance: $990,925.56

Customer Reference ID	

Clerk Initials: ADA

Print | New Transaction On The Same Account

The above entered data have been submitted to the System Successfully. Click "Print" button to get printable copy of this transaction.

| Logout |

BRM Postage (First-Class Mail)

Account Information

Account Number:	22787955		**Opening Balance:**	$991,087.72
Permit:	BR 977-001		**Contact:**	EMILY MORRIS
Company:	EMILY'S ANIMAL RESCUE		**Phone Number:**	(555)555-5555
Address:	3801 S CENTRAL AVE CICERO, IL 60804-4300			
Where Issued:	n/a		**Finance Number:**	16-1542
Comments:				
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL		**PO of Permit:**	Cost Center 16-1508-0501 CICERO, IL

The following postage and per piece fees (if applicable) have been charged to this account.

BRM Invoice Type: Basic Qualified BRM   **Opening Balance:** $991,087.72

Mailing Date: 12/14/2020

Final

TRANS# 202034911135267BM

Seq#	Description	Weight Not Over (Ounces)	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
C1	Postcards	0	0	0.342	0.072	0.000
C2	1 oz.	1	150	0.532	0.072	90.600
C3	2 oz.	2	89	0.732	0.072	71.556
C6	**Postage Due**	0	0	0.000	0.000	0.000
Total Postage:						**$162.16**

Closing Balance: $990,925.56

Customer Reference ID	

Clerk Initials: ADA

Print   New Transaction On The Same Account

The above entered data have been submitted to the System Successfully. Click "Print" button to get printable copy of this transaction.

| Logout |

USPS PostalOne!

blue
Welcome to the
United States Postal Service Intranet

UNITED STATES POSTAL SERVICE®

| Home | Headquarters | Field | Transformation | Commission | | Help | usps.com |

PostalOne!

Quick Search

[   ] GO

Advanced Search

■ Locators

LOG ON

ACE Logon ID: [Click Box]

ACE Password: [   ]

If you have forgotten your ACE password
go to **ePasswordReset** to reset it.

WARNING! FOR OFFICIAL USE ONLY

This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

I AGREE

Essential Links

eLinks

- ■ eAccess
- ■ eAwards
- ■ eBuy
- ■ eFlash
- ■ eIdeas
- ■ eTravel

Tools

- ■ ACE
- ■ CSM/TTMS
- ■ MTSC
- ■ My Post Office
- ■ PostalEASE
- ■ Postal Explorer
- ▪ Postmaster's Toolkits
- ■ Rate Calculators
- ■ RIBBS
- ■ TACS
- ■ WebEIS

More Essential Links>

Executive Organizations

- ■ Finance
- ■ General Counsel
- Government

- ▪ Phone Directory
- ▪ Email Address
- ▪ Address Management
- ▪ Locate Post Office by Address
- ▪ Locate Post Office by Delivery Address
- ▪ Track and Confirm
- ▪ ZIP Code Look-up

References

- ■ Forms
- ■ ASM - text | pdf
- ■ DMM - text | pdf
- ■ ELM - text | pdf
- ■ IMM - text | pdf
- ■ POM - text | pdf
- ▪ Purchasing Manual - text | pdf
- ■ Corporate Library
- ■ Handbooks
- ▪ Management Instructions
- ■ Postal Bulletin

More References

https://cat1a.uspspostalone.com/postal1/index.cfm?com=false

USPS PostalOne!

Search...

Page ▾ Safety ▾ Tools ▾

UNITED STATES POSTAL SERVICE

Personal Profile | Logout

Restricted Information

BMEU

- Message Center
- Account Management
- Balance and Fees
- Mail.DAT & Mail.XML Metrics
- Customer Assistance
- Dashboard
- Reports
- Transactions
- Select Acceptance Unit
- Unpaid Mail (Update)
- Unpaid Mail (Add Item)
- Nonprofit
- Seamless Acceptance Incentive Report

BMEU Reporting

- Activate POS Finance Numbers
- BMEU Reporting

BMEU Admin

- Certification Tool
- Data Admin Console
- Error Mapping Admin Console
- Five Day Delivery
- Load Utility
- Location Admin

Transactions > Account Search (Business Reply)

Today's Date: 12/14/2020

Account Search - Business Reply

Please search for the account. Click the "Search" button to continue.

The following criteria combinations are valid for searching :

- Search by CRID.
- Search by Account Number.
- Search by Company Name.
- Search by Company Name and Address, City, State or ZIP Code.
- Search by Permit Number and BMEU City and State.
- Search by Permit Type and BMEU City and State.
- Search by Country (other than the United States).

CRID:		
Account Number:		
BMEU City:	CHICAGO	
BMEU State:	ILLINOIS	
Permit Number:	starts with	977001
Permit Type:	BR - Business Reply	
Company Name:	starts with	
Address Line 1:		
Address Line 2:		
Customer City:		
State/Province:	[Select State]	
ZIP/Postal Code:		
Country:	[Select Country]	
Account Status:	ALL	
	Search	

150%

UNITED STATES POSTAL SERVICE

Personal Profile | Logout |

Today's Date: 12/14/2020

Fees and Invoicing

Account Information

Account Number:	22787955	Current Balance:	$0.00
Permit:	BR 977-001		
Company:	EMILY'S ANIMAL RESCUE	Contact:	EMILY MORRIS
Address:	3801 S CENTRAL AVE	Phone Number:	555-555-5555
	CICERO, IL 60804-4300		
Where Issued:	n/a	Finance Number:	16-1542
Comments:			
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL	PO of Permit:	Cost Center 16-1508-0501 CICERO, IL

***Warning: this account BR 977-001 has a zero dollar account balance $0.00 .

Fee Information

Annual Fees	Fee Expires
BRM Annual Maintenance Fee	12/09/2021
BRM Monthly Weight Average Fee	01/09/2021
BRM High-Volume Quarterly Fee	02/28/2021

Invoicing

-- (A-B-C-D) Business Reply Mail *Click Box*

-- (F) International Business Reply

-- Weight Averaged

| Logout |

Transaction > Account Search > Fees and Invoicing > BRM Mail Type >

Today's Date: 12/14/2020

BRM Mail Type

Account Information

Account Number:	22787955		Current Balance:	$0.00
Permit:	BR 977-001			
Company:	EMILY'S ANIMAL RESCUE		Contact:	EMILY MORRIS
Address:	3801 S CENTRAL AVE		Phone Number:	(555)555-5555
	CICERO, IL 60804-4300			
Where Issued:	n/a		Finance Number:	16-1542
Comments:				
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL		PO of Permit:	Cost Center 16-1508-0501 CICERO, IL

Please select the type of Mail to calculate Business Reply Mail (BRM) postage.

***Warning: this account BR 977-001 has a zero balance $0.00.

When Annual Permit Fees are not paid, BRM Pending Invoices are created and charged the Basic BRM Price. Mail is not released until the Permit Fee is paid and there are sufficient funds.

Type Of Mail:	First-Class Mail	COST CENTER:	1615080501

Continue

UNITED STATES POSTAL SERVICE®

Restricted Information

Transaction > Account Search > Fees and Invoicing > BRM Mail Type > BRM Invoice Type >

Today's Date: 12/14/2020

BRM Invoice Type (First-Class Mail)

Account Information

Account Number:	22787955	**Current Balance:**	$0.00
Permit:	BR 977-001	**Contact:**	EMILY MORRIS
Company:	EMILY'S ANIMAL RESCUE	**Phone Number:**	(555)555-5555
Address:	3801 S CENTRAL AVE CICERO, IL 60804-4300		
Where Issued:	n/a	**Finance Number:**	16-1542
Comments:			
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL	**PO of Permit:**	Cost Center 16-1508-0501 CICERO, IL

The selected permit number is eligible for the following Business Reply Mail prices based on fee and mailpiece approvals. Please click the account type to calculate the BRM postage.

***Warning: this account BR 977-001 has a zero balance $0.00.

When Annual Permit Fees are not paid, BRM Pending Invoices are created and charged the Basic BRM Price. Mail is not released until the Permit Fee is paid and there are sufficient funds.

A =	Basic BRM
B =	High-Volume BRM
C =	Basic Qualified BRM (Only eligible for this price if mailpiece approval letter is on file)
D =	High-Volume Qualified BRM (Only eligible for this price if mailpiece approval letter is on file)

| Logout |

BRM Postage (First-Class Mail)

Account Information

Account Number:	22787955		**Current Balance:**	$0.00
Permit:	BR 977-001		**Contact:**	EMILY MORRIS
Company:	EMILY'S ANIMAL RESCUE		**Phone Number:**	(555)555-5555
Address:	3801 S CENTRAL AVE			
	CICERO, IL 60804-4300			
Where Issued:	n/a		**Finance Number:**	16-1542
Comments:				
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL		**PO of Permit:**	Cost Center 16-1508-0501 CICERO, IL

Please enter data in the following form to submit BRM postage to the system.

***Warning: this account BR 977-001 has a zero balance $0.00.

BRM Invoice Type: Basic Qualified BRM   **Opening Balance: $0.00**

Mailing Date:	12/14/2020

Weight Not Over(Ounces)	Number of Pieces	Postage per Piece	Postage
Postcards			
1 oz.	150		
2 oz.	89		

Postage Due (The number of pieces listed under POSTAGE DUE needs to be exact or 1 please do not estimate.)	**Pieces** [ ]	**Postage** [ ]
Customer Reference ID		[ ]

Continue

| **Logout** |

Account Information

Account Number:	22787955	**Current Balance:**	$0.00
Permit:	BR 977-001		
Company:	EMILY'S ANIMAL RESCUE	**Contact:**	EMILY MORRIS
Address:	3801 S CENTRAL AVE CICERO, IL 60804-4300	**Phone Number:**	(555)555-5555
Where Issued:	n/a	**Finance Number:**	16-1542
Comments:			
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL	**PO of Permit:**	Cost Center 16-1508-0501 CICERO, IL

BRM POSTAGE REVIEW PAGE

The following postage and per piece fees (if applicable) will be saved in a pending transaction. Review and verify the calculated postage. If necessary, scroll down to access the [Save As Pending] button.

BRM Invoice Type: Basic Qualified BRM   **Opening Balance:** $0.00

Mailing Date: 12/14/2020

Planned

Seq#	Description	Weight Not Over (Ounces)	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
C1	Postcards	0	0	0.342	0.072	0.000
C2	1 oz.	1	150	0.532	0.072	90.600
C3	2 oz.	2	89	0.732	0.072	71.556
C6	**Postage Due**	0	0	0.000	0.000	0.000
Total Postage:						**$162.16**
Customer Reference ID						

Please review and verify the calculated postage. Click the [Save As Pending] button to execute this transaction.

Warning: This account has insufficient account balance of $0.00 to cover the invoice amount $162.16. Select "Save As Pending" and HOLD the mail.

Save As Pending   Cancel

| Logout |

Print

General | Options

Select Printer

- Microsoft XPS Document Writer
- Print Anywhere
- Send To OneNote 2013
- Send To OneNote 201
- Snagit 2019
- WebEx Document Loa

Status: Ready
Location:
Comment:

☐ Print to file   [Preferences]   [Find Printer...]

Page Range

- ⦿ All
- ○ Selection   ○ Current Page
- ○ Pages: [1]

Enter either a single page number or a single page range. For example, 5-12

Number of copies: [1]

☑ Collate

[Print] [Cancel] [Apply]

Opening Balance: $0.00
Contact: EMILY MORRIS
Phone Number: (555)555-5555
Finance Number: 16-1542
PO of Permit: Cost Center 16-1508-0501 CICERO, IL

following postage and per piece fees (if applicable) have been saved as a pending transaction with Pending Number 550868

***Warning: This account has insufficient account balance of $0.00 to cover the invoice amount $162.16.
Reply mail should not be given to the account holder until payment is made.***

BRM Invoice Type: Basic Qualified BRM

Mailing Date: 12/14/2020					
					Pending
				Pending Number 550868	
Seq#	Description	Weight Not Over (Ounces)	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
C1	Postcards	0	0	0.342	0.072	0.000
C2	1 oz.	1	150	0.532	0.072	90.600
C3	2 oz.	2	89	0.732	0.072	71.556
C6	Postage Due	0	0	0.000	0.000	0.000
Total Postage:						$162.16
Customer Reference ID						

[Print] [New Transaction On The Same Account]

The above entered data have been saved to the System Successfully. Click "Print" button to get printable copy of this pending transaction.

| Logout |

Account Information

Account Number:	22787955		
Permit:	BR 977-001	Opening Balance:	$0.00
Company:	EMILY'S ANIMAL RESCUE	Contact:	EMILY MORRIS
Address:	3801 S CENTRAL AVE CICERO, IL 60804-4300	Phone Number:	(555)555-5555
Where Issued:	n/a	Finance Number:	16-1542
Comments:			
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL	PO of Permit:	Cost Center 16-1508-0501 CICERO, IL

The following postage and per piece fees (if applicable) have been saved as a pending transaction with Pending Number 550868

***Warning: This account has insufficient account balance of $0.00 to cover the invoice amount $162.16.
Reply mail should not be given to the account holder until payment is made.***

BRM Invoice Type: Basic Qualified BRM

Mailing Date: 12/14/2020

					Pending

Pending Number 550868

Seq#	Description	Weight Not Over (Ounces)	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
C1	Postcards	0	0	0.342	0.072	0.000
C2	1 oz.	1	150	0.532	0.072	90.600
C3	2 oz.	2	89	0.732	0.072	71.556
C6	**Postage Due**	0	0	0.000	0.000	0.000
Total Postage:						**$162.16**
Customer Reference ID						

[Print] [New Transaction On The Same Account]

The above entered data have been saved to the System Successfully. Click "Print" button to get printable copy of this pending transaction.

| Logout |

Account Information

Account Number:	22787955			
Permit:	BR 977-001	Opening Balance:	$0.00	
Company:	EMILY'S ANIMAL RESCUE	Contact:	EMILY MORRIS	
Address:	3801 S CENTRAL AVE CICERO, IL 60804-4300	Phone Number:	(555)555-5555	
Where Issued:	n/a	Finance Number:	16-1542	
Comments:				
PO of Mailing:	Cost Center 16-1508-0501 CICERO, IL	PO of Permit:	Cost Center 16-1508-0501 CICERO, IL	

The following postage and per piece fees (if applicable) have been saved as a pending transaction with Pending Number 550868

***Warning: This account has insufficient account balance of $0.00 to cover the invoice amount $162.16.
Reply mail should not be given to the account holder until payment is made.***

BRM Inv

Mailing Dat
Seq
C1
C2
C3
C6
Total Posta
Customer F

You must wait until Emily deposits sufficient funds in her account to cover her current charges before releasing her mail.

Contact Emily to notify her of the status of her account via phone or email. Continue to contact the customer on a regular basis until resolved. Log every attempt to contact the customer to ensure follow-up.

Unless the customer is actively communicating with the postal unit, inform the Postmaster or your supervisor when you have pending transactions for longer than 15 days after customer notification. After 15 days, follow the escalation process outlined in the *Field Accounting Procedures Handbook* 101 (F101) 17.7.

USPS PostalOne!

UNITED STATES POSTAL SERVICE

| Personal Profile | Logout

BMEU

- Message Center
- Account Management
- Balance and Fees
- Mail.DAT & Mail.XML Metrics
- Customer Assistance
- Dashboard
- Reports
- Transactions
- Select Acceptance Unit
- Unpaid Mail (Update)
- Unpaid Mail (Add Item)
- Nonprofit
- Seamless Acceptance Incentive Report

BMEU Reporting

- Activate POS Finance Numbers
- BMEU Reporting

BMEU Admin

- Certification Tool
- Data Admin Console
- Error Mapping Admin Console

Restricted Information

Transactions

Today's Date: 12/15/2020

Postage Statement Processing has been disabled due to incomplete site profile.
Please contact the Help Desk at (800) 877-7435 for additional assistance.

Return Services	**Financial Transactions**	**Postage Statement Processing**	**Manual Job Verification**

Business Reply Mail
-- Business Reply
-- Postage Due
-- Postage Assessment Module

Return Services
-- Merchandise Returns
-- Parcel Mailings
-- Postage Assessment Module

General Postage Assessment
-- Postage Assessment Module

Financial
-- Adjustments
-- Fee Payments
-- FOIA
-- Reversals/Refunds
-- Transfers

-- CPP Request
-- Concur Transactions for Adjustment
-- Concur Transactions for Refund
-- Concur Transactions for Transfer
-- Concur Transactions for BRM Restore
-- BRM Pending Transactions   Click Box
-- MRS Pending Transactions
-- Paused Sessions
-- Firm Sheet Report

Transactions
-- Certificate Of Bulk Mailing

Co-Container Placard
-- Periodicals (3541):
-- First-Class (3600):
-- USPS Marketing Mail (3602):
-- Parcel Select (3605):
-- Bound Printed Matter(3605):
-- Media and Library Mail(3605):
-- International (3700):

Domestic
-- Periodicals (3541)
-- Periodicals - Combined (3541)
-- First-Class (3600)
-- Priority Mail (3600)
-- USPS Marketing Mail (3602)
-- Parcel Select (3605)
-- Bound Printed Matter (3605)
-- Media and Library Mail (3605)

International
-- A - First-Class Mail Intl.
-- B - First-Class Package Intl. Service
-- C - Intl. Surface Air Lift
-- D - Intl. Priority Airmail
-- E - Priority Mail Intl.- Transmits Customs Data
-- F - Priority Mail Intl. - Regional Rate Box - Transmits Customs Data
-- G - Priority Mail Express Intl. - Transmits Customs Data
-- H - Global Express Guaranteed - Transmits Customs Data
-- P - Commercial ePacket
-- Q - Global Direct
-- R - Reserved

▶ Pre-Price Change Domestic

Data Entry Forms
-- 3749
-- Bypass Mail Log
-- Disqualified Mail
-- One Pass

Worksheets
-- Presort Verification (PS Form 2866)
-- 8040
-- 8159/8160
-- SAVE
-- Shortpaid

The Unit ID you are working under is for

9:54 AM
12/15/2020

Browser / PostalOne! screen:

https://cat1a.uspspostalone.com/postal1/index.cfm?com=false

USPS PostalOne!

UNITED STATES POSTAL SERVICE®

| Personal Profile | Logout |

Restricted Information

BMEU

- Message Center
- Account Management
- Balance and Fees
- Mail.DAT & Mail.XML Metrics
- Customer Assistance
- Dashboard
- Reports
- Transactions
- Select Acceptance Unit
- ...paid Mail (Update)
- ... Mail (Add Item)
- ...nce

Transactions ❓

Today's Date: 12/15/2020

Postage Statement Processing has been disabled due to incomplete site profile.
Please contact the Help Desk at (800) 877-7435 for additional assistance.

Return Services	Financial Transactions	Postage Statement Processing	Manual Job Verification
Business Reply Mail	**Financial**	**Domestic**	**Data Entry Forms**
-- Business Reply	-- Adjustments	-- Periodicals (3541)	-- 3749

Speech bubble:

The "BRM Pending Transaction" link in *PostalOne!* will be highlighted if there are pending transactions.

It is important that you check the pending transaction list each business day and hold the mail until the account is paid.

In some units, a financial analysist conducts BRM audits of your practices to protect postal revenue and ensure compliance to postal policies. Pending transactions are one of the items that are monitored.

BRM Pending Transactions

Click on the YES button to approve or click on the NO button to remove a BRM pending transaction, one at a time.

You can only approve or remove pending transactions at this site.

Pending Details	Company Name & Address	Account Number	CRID	Permit Type/Number	Mailing Date	Pieces	Amount	Post Office of Mailing	Post Office of Permit	Clerk ID	Date Transactions Placed in Pending Status	Approve Y / N
161	AMERICAN FAMILY INSURANCE CHICAGO, IL	1517994	3015472	BR 26537	May 09, 2012	55	$77.55	161561-0141	161561-0141	XF2NR0	May 09, 2012	YES NO
330	AMERICAN FAMILY INSURANCE NILES, IL	1518056	2997450	BR 26528	Apr 04, 2013	10	$7.10	164806-0950	161569-0142	VYZSH0	Apr 04, 2013	YES NO
1020	POSTAL2 CHICAGO, IL	1000001114	94813027	BR 3001	Sep 25, 2017	2	$3.00	661204-0002	161503-0804	R41CSB	Sep 25, 2017	YES NO
1079	POSTAL2 CHICAGO, IL	1000001114	94813027	BR 3001	Oct 03, 2017	2	$2.58	200264-0096	161503-0804	R41CSB	Oct 03, 2017	YES NO
1086 (PD)	POSTAL2 CHICAGO, IL	1000001114	94813027	PI 2149	Oct 04, 2017	5	$2.45	161562-0013	161542-0812	R41CSB	Oct 04, 2017	YES NO
1088 (PD)	POSTAL2 CHICAGO, IL	1000001114	94813027	PI 2149	Oct 04, 2017	100	$49.00	161562-0013	161542-0812	R41CSB	Oct 04, 2017	YES NO
548864	EMILY'S ANIMAL RESCUE CICERO, IL	22787955	94828515	BR 977001	Dec 10, 2020	274	$401.14	161508-0501	161508-0501	RR7QR0	Dec 10, 2020	YES NO
550866	EMILY'S ANIMAL RESCUE CICERO, IL	22787955	94828515	BR 977001	Dec 14, 2020	274	$401.14	161508-0501	161508-0501	RR7QR0	Dec 14, 2020	YES NO
550867	EMILY'S ANIMAL RESCUE CICERO, IL	22787955	94828515	BR 977001	Dec 14, 2020	3	$5.43	161508-0501	161508-0501	RR7QR0	Dec 14, 2020	YES NO
550868	EMILY'S ANIMAL RESCUE CICERO, IL	22787955	94828515	BR 977001	Dec 14, 2020	239	$162.16	161508-0501	161508-0501	RR7QR0	Dec 14, 2020	YES NO

1

Viewing page 1 of 1

Back

Clear

| Logout |

USPS PostalOne! - Internet Explorer provided by US Postal Service

BRM Postage (First-Class Mail)

Account Information

Account Number:	22787955		
Permit:	BR 977001	Current Balance:	$990,777.27
Company:	EMILY'S ANIMAL RESCUE	Contact:	EMILY MORRIS
Address:	3801 S CENTRAL AVE CICERO, IL 60804-4300	Phone Number:	(555)555-5555
Where Issued:	n/a	Finance Number:	161542
Comments:			
PO of Mailing:	16-1508-0501 CHI-CICERO BR CICERO, IL	PO of Permit:	16-1508-0501 CHI-CICERO BR CICERO, IL

BRM Invoice Type: Basic Qualified BRM

Reminder: QBRM held for more than 3 business days and future accumulated QBRM held for Insufficient Funds must be charged the Basic BRM prices until sufficient funds are on account **(DMM 505.1.6.3.D)**. NOTIFY CUSTOMER IMMEDIATELY.

Mailing Date: 12/14/2020

Date Transactions Placed in Pending Status: 12/14/2020

Pending

Pending Number: 550868

Letter Prices

Line Seq#	Description	Weight Not Over (Ounces)	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
C2	1 oz.	1.0	150	$0.532	$0.072	$90.600
C3	2 oz.	2.0	89	$0.732	$0.072	$71.556
					Total Postage:	$162.16

Are you sure you want to approve this transaction?

[Cancel] [Submit]

Finance Number: 161542

Click on the YES button to approve or click on the N... at a time.

...ceptance Site: 16-1508-0501 CHI-CICERO BR CICERO, IL ...rove or remove pending transactions at this site.

Pending Details	Company Name & Address	Accou... Numbe...		Date Transactions Placed in Pending Status	Approve Y / N
161	AMERICAN FAMILY INSURANCE CHICAGO, IL	15...	NR0	May 09, 2012	YES NO
330	AMERICAN FAMILY INSURANCE NILES, IL	15...	SH0	Apr 04, 2013	YES NO
1020	POSTAL2 CHICAGO, IL	100...	CSB	Sep 25, 2017	YES NO
1079	POSTAL2 CHICAGO, IL	100...	CSB	Oct 03, 2017	YES NO
1086 (PD)	POSTAL2 CHICAGO, IL	100...	CSB	Oct 04, 2017	YES NO
1088 (PD)	POSTAL2 CHICAGO, IL	100...	CSB	Oct 04, 2017	YES NO
548864	EMILY'S ANIMAL RESCUE CICERO, IL	22...	QR0	Dec 10, 2020	YES NO
550866	EMILY'S ANIMAL RESCUE CICERO, IL	22...	QR0	Dec 14, 2020	YES NO
550867	EMILY'S ANIMAL RESCUE CICERO, IL	22...	QR0	Dec 14, 2020	YES NO
550868	EMILY'S ANIMAL RESCUE CICERO, IL	22...	QR0	Dec 14, 2020	YES NO

| Logout |

Copyright © 1999-2020 USPS. All Rights Reserved.

Account Information

Account Number:	22787955		
Permit:	BR 977001	Current Balance:	$990,615.11
Company:	EMILY'S ANIMAL RESCUE	Contact:	EMILY MORRIS
Address:	3801 S CENTRAL AVE	Phone Number:	(555)555-5555
	CICERO, IL 60804-4300		
Where Issued:	n/a	Finance Number:	161542
Comments:			
PO of Mailing:	16-1508-0501 CHI-CICERO BR CICERO, IL	PO of Permit:	16-1508-0501 CHI-CICERO BR CICERO, IL

The following postage and per piece fees (if applicable) have been charged to this account.
Mail can be released at this time.

BRM Invoice Type: Basic Qualified BRM   **Opening Balance:** $990,777.27

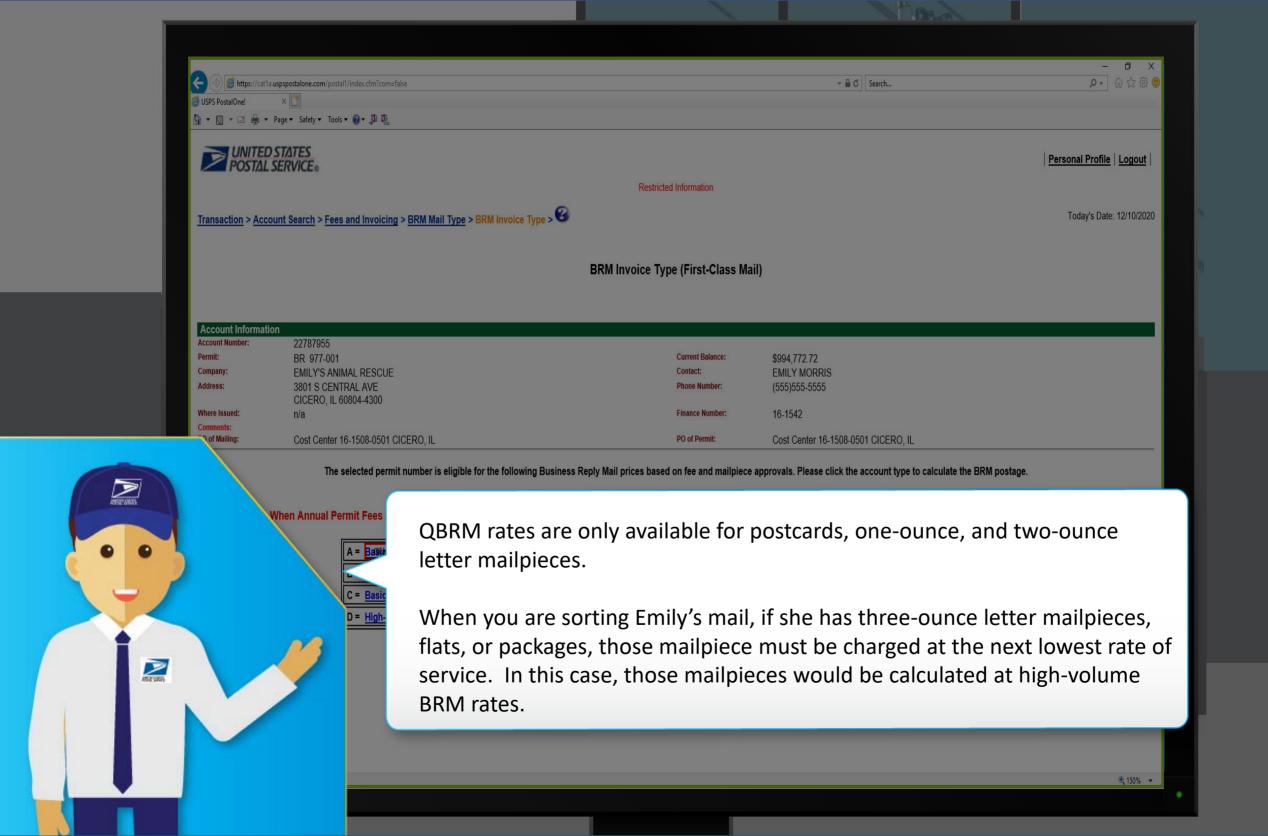**Reminder:** QBRM held for more than 3 business days and future accumulated QBRM held for Insufficient Funds must be charged the Basic BRM prices until sufficient funds are on account **(DMM 505.1.6.3.D)**. NOTIFY CUSTOMER IMMEDIATELY.

Mailing Date:
12/14/2020

						Final
						TRAN#: 202035009550884BM

Letter Prices						
Line Seq#	Description	Weight Not Over (Ounces)	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
C2	1 oz.	1.0	150	$0.532	$0.072	$90.600
C3	2 oz.	2.0	89	$0.732	$0.072	$71.556
					Total Postage:	**$162.16**

Closing Balance: $990,615.11

Clerk Initials: ADA

[Print] [Back To BRM Pending Transactions]

The above entered data have been submitted to the System Successfully. Click "Print" button to get printable copy of this transaction.

Account Information

Account Number:	22787955		
Permit:	BR 977001	Current Balance:	$990,615.11
Company:	EMILY'S ANIMAL RESCUE	Contact:	EMILY MORRIS
Address:	3801 S CENTRAL AVE CICERO, IL 60804-4300	Phone Number:	(555)555-5555
Where Issued:	n/a	Finance Number:	161542
Comments:			
PO of Mailing:	16-1508-0501 CHI-CICERO BR CICERO, IL	PO of Permit:	16-1508-0501 CHI-CICERO BR CICERO, IL

The following postage and per piece fees (if applicable) have been charged to this account.
Mail can be released at this time.

BRM Invoice Type: Basic Qualified BRM   **Opening Balance: $990,777.27**

Reminder: QBRM held for more than 3 business days and future accumulated QBRM held for Insufficient Funds must be charged the Basic BRM prices until sufficient funds are on account **(DMM 505.1.6.3.D)**. NOTIFY CUSTOMER IMMEDIATELY.

Mailing Date:
12/14/2020

Final

TRAN#: **202035009550884BM**

Line Seq#	Description	Weight Not Over (O...		Per Piece Handling Charge	Postage
C2	1 oz.	1.0		$0.072	$90.600
C3	2 oz.	2.0		$0.072	$71.556
				Total Postage: $162.16	

Closing Balance: $990,615.11

The above entered data have been sub... ...t printable copy of this transaction.

Print Dialog:

Print

General | Options

Select Printer
- doPDF v7
- Fax
- Microsoft Print to PDF
- Microsoft XPS Docum...
- Print Anywhere
- Send To OneNote 201

Status: Ready
Location:
Comment:

Print to file   Preferences
Find Printer...

Page Range
- All
- Selection
- Current Page
- Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1
Collate

Print   Cancel   Apply

9:55 AM
12/15/2020

Account Information

Account Number:	22787955		
Permit:	BR 977001	Current Balance:	$990,615.11
Company:	EMILY'S ANIMAL RESCUE	Contact:	EMILY MORRIS
Address:	3801 S CENTRAL AVE	Phone Number:	(555)555-5555
	CICERO, IL 60804-4300		
Where Issued:	n/a	Finance Number:	161542
Comments:			
PO of Mailing:	16-1508-0501 CHI-CICERO BR CICERO, IL	PO of Permit:	16-1508-0501 CHI-CICERO BR CICERO, IL

The following postage and per piece fees (if applicable) have been charged to this account.
Mail can be released at this time.

BRM Invoice Type: Basic Qualified BRM   **Opening Balance:** $990,777.27

Reminder: QBRM held for more than 3 business days and future accumulated QBRM held for Insufficient Funds must be charged the Basic BRM prices until sufficient funds are on account **(DMM 505.1.6.3.D)**. NOTIFY CUSTOMER IMMEDIATELY.

Mailing Date:
12/14/2020

						Final
					TRAN#:	**202035009550884BM**

Letter Prices

Line Seq#	Description	Weight Not Over (Ounces)	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
C2	1 oz.	1.0	150	$0.532	$0.072	$90.600
C3	2 oz.	2.0	89	$0.732	$0.072	$71.556
					Total Postage:	**$162.16**

Closing Balance: $990,615.11

Clerk Initials: ADA

[Print]   [Back To BRM Pending Transactions]

The above entered data have been submitted to the System Successfully. Click "Print" button to get printable copy of this transaction.

Account Information

Account Number:	22787955		
Permit:	BR 977001	**Current Balance:**	$990,615.11
Company:	EMILY'S ANIMAL RESCUE	**Contact:**	EMILY MORRIS
Address:	3801 S CENTRAL AVE CICERO, IL 60804-4300	**Phone Number:**	(555)555-5555
Where Issued:	n/a	**Finance Number:**	161542
Comments:			
PO of Mailing:	16-1508-0501 CHI-CICERO BR CICERO, IL	**PO of Permit:**	16-1508-0501 CHI-CICERO BR CICERO, IL

The following postage and per piece fees (if applicable) have been charged to this account.
Mail can be released at this time.

BRM Invoice Type: Basic Qualified BRM   Opening Balance: $990,777.27

Reminder: QBRM held for more than 3 business days and future accumulated QBRM held for Insufficient Funds must be charged the Basic BRM prices until sufficient funds are on account **(DMM 505.1.6.3.D)**. NOTIFY CUSTOMER IMMEDIATELY.

Mailing Date:
12/14/2020

If a customer does not pay their annual QBRM fee on time, they run the risk of having their mail downgraded to a lower level of service/discount. They have three days to bring their account current from the fee expiration.

If they do not, they no longer qualify for the QBRM discount and all mailpieces from that point on are charged the postage and per-piece fee for Basic BRM. *PostalOne!* will gray out the options on the QBRM screen as a visual cue that this mail is no longer qualified for QBRM pricing.

Question 1

What steps do you take when a customer has insufficient funds?

	Answer Key	Answers:	Feedback Correct:
A		Do not invoice the mail and notify the Postmaster and the customer of insufficient funds.	That's correct! Invoice the mail, put the mail in a pending status, and hold the mail until the customer makes a deposit sufficient to cover the postage on the held mail.
B	X	Invoice the mail, put the mail in a pending status, and hold the mail until the customer makes a deposit sufficient to cover the postage on the held mail.	**Feedback Try Again:** Try Again. **Feedback Incorrect:** That's incorrect. Invoice the mail, put the mail in a pending status, and hold the mail until the customer makes a deposit sufficient to cover the postage on the held mail.
C		Invoice the mail, put the mail in a pending status, release the mail to the customer, and notify the Postmaster of the insufficient funds.	
D		Invoice the mail, release the mail to the customer, and notify the customer that funds are due to cover the previously accrued costs.	

Question 2

What do you charge a customer who has outstanding QBRM fees who has not paid them within three days?

	Answer Key	Answers:	Feedback Correct:
A	X	Basic BRM.	That's correct! If they do not, they no longer qualify for the QBRM discount and all mailpieces from that point on are charged the postage and per-piece fee for Basic BRM.
B		First-Class Mail postage due.	**Feedback Try Again:** Try Again.
C		High Volume BRM.	**Feedback Incorrect:** That's incorrect. If they do not, they no longer qualify for the QBRM discount and all mailpieces from that point on are charged the postage and per-piece fee for Basic BRM.
D		High-Volume QBRM.	

BUSINESS REPLY MAIL®

BUSINESS REPLY MAIL®

UNITED STATES POSTAL SERVICE®

Scenario 4: Intelligent Mail barcode Accounting ™

As you help customers with BRM, you will need to be able to respond to their changing business needs.

In this scenario, you will help Emily as she begins using IMbA with her mailings.

Letters (Stamped)[1,4]

Weight Not Over (oz.)	
1	$0.55
2	0.70
3	0.85
3.5	1.00

Business Reply Mail

	High Volume	Basic
1-ounce letter price + per piece[1]	0.55 + 0.093	0.55 + 0.85
1-ounce flat price + per piece[1]	1.00 + 0.093	1.00 + 0.85

Qualified Business Reply Mail (QBRM)

	High Volume	Basic
1-ounce letter price + per piece	0.534 + 0.015	0.534 + 0.072
2-ounce letter price + per piece	0.684 + 0.015	0.684 + 0.072

Qualifiers	Basic BRM	High Volume BRM	Qualified BRM *(QBRM)	High Volume *QBRM
Annual Permit Fee	$240	$240	*	*
Annual Account Maintenance Fee (at each delivery unit)		$725	$725	$725
Quarterly fee (for any consecutive 3-calendar-month period)				$2460.

Type	Postage	+	Per-Piece	=		X	Returns	=		+	Fees	=	Total cost
QBRM													
One-ounce letter	.534	+	.072	=	.606	X	75,000	=	$45,450.00	+	$725.00 Annual Account Fee	=	$57,515.00
Two-ounce letter	.684	+	.072	=	.756	X	15,000	=	$11,340.00	+			
HV QBRM													
One-ounce letter	.534	+	.015	=	.549	X	75,000	=	$41,175.00	+	$725.00 Annual Account Fee $2,460.00 Annual fee x2	=	$56,580.00
Two-ounce letter	.684	+	.015	=	.699	X	15,000	=	$10,485.00	+			

Organizationally, as IMbA is implemented, QBRM and High-volume QBRM accounts that have serialized barcodes and that use the Enterprise Payment System (EPS), will be eligible for IMbA services.
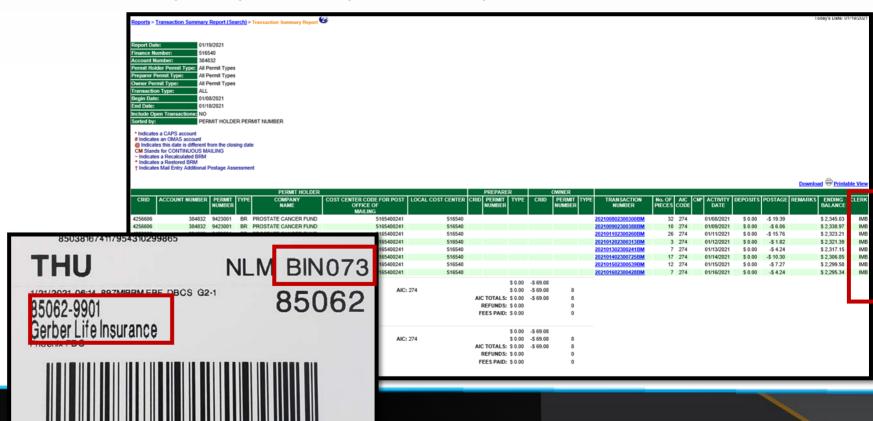
The MRC will contact the local in-plant support team to initiate sort plan and bin assignments for the mailpieces. Data will be monitored for two weeks prior to moving the customer to automated accounting through IMbA. For these two weeks, process the mail manually.

Once the IMbA service is in place, you will see that IMbA is noted on the trays for Emily's mail and in the *PostalOne!* transaction summary. On the transaction summary, the Clerk's initials will read IMB. At that point, you can stop the manual process.

PET-A-PALOOZA!

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

THU
1/21/2021 06:14 897MBRM:EBF DBOS G2-1
NLMBIN23
85062

EMILY ANIMAL
RESCUE85062-
48001

0.7

ON
TARE

OFF

USPS PostalOne!

blue

Welcome to the
United States Postal Service Intranet

UNITED STATES POSTAL SERVICE

| Home | Headquarters | Field | Transformation | Commission | | Help | usps.com |

PostalOne!

Essential Links

eLinks

- eAccess
- eAwards
- eBuy
- eFlash
- eIdeas
- eTravel

Tools

- ACE
- CSM/TTMS
- MTSC
- My Post Office
- PostalEASE
- Postal Explorer
- Postmaster's Toolkits
- Rate Calculators
- RIBBS
- TACS
- WebEIS

More Essential Links>

Executive Organizations

- Finance
- General Counsel
- Government

LOG ON

ACE Logon ID: Click Box

ACE Password:

If you have forgotten your ACE password
go to **ePasswordReset** to reset it.

WARNING! FOR OFFICIAL USE ONLY

This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

[I AGREE]

Quick Search

[   ] GO

Advanced Search

Locators

- Phone Directory
- Email Address
- Address Management
- Locate Post Office by Address
- Locate Post Office by Delivery Address
- Track and Confirm
- ZIP Code Look-up

References

- Forms
- ASM - text | pdf
- DMM - text | pdf
- ELM - text | pdf
- IMM - text | pdf
- POM - text | pdf
- Purchasing Manual - text | pdf
- Corporate Library
- Handbooks
- Management Instructions
- Postal Bulletin

More References

UNITED STATES POSTAL SERVICE

| Personal Profile | Logout |

BMEU

- Message Center
- Account Management
- Balance and Fees
- Mail.DAT & Mail.XML Metrics
- Customer Assistance
- Dashboard
- Reports
- Transactions
- Select Acceptance Unit
- Unpaid Mail (Update)
- Unpaid Mail (Add Item)
- Nonprofit

BMEU Reporting

- Activate POS Finance Numbers
- BMEU Reporting

BMEU Admin

- Certification Tool
- Data Admin Console
- Error Mapping Admin Console
- Five Day Delivery
- Load Utility

Select Unit

Today's Date: 12/10/2020

Search Finance Numbers

| Finance Number | Cost Center Name | | Search |

My Favorites

- 02-0312 ANCHORAGE BMEU ☆
- 10-5000 WASHINGTON BMEU ☆
- 16-1542 CHICAGO BMEU ☆
- 22-6900 BMEU PORTLAND ☆
- 31-7280 BMEU RENO ☆
- 35-2770 FARMINGDALE BMEU ☆
- 35-3775 HICKSVILLE BMEU ☆
- 35-7185 RONKONKOMA BMEU ☆
- 35-7485 BMEU SARATOGA ☆
- 35-7840 SMITHTOWN BMEU ☆
- 35-8360 BMEU SYRACUSE ☆
- 41-4444 LANGHORNE BMEU ☆

UNITED STATES POSTAL SERVICE®

| Personal Profile | Logout |

BMEU

Message Center

Account Management

Balance and Fees

Mail.DAT & Mail.XML Metrics

Customer Assistance

Dashboard

Reports

Transactions

Select Acceptance Unit

Unpaid Mail (Update)

Unpaid Mail (Add Item)

Nonprofit

BMEU Reporting

Activate POS Finance Numbers

BMEU Reporting

BMEU Admin

Certification Tool

Data Admin Console

Error Mapping Admin Console

Five Day Delivery

Load Utility

Select Unit

Today's Date: 12/10/2020

Search Finance Numbers

[Finance Number] [Cost Center Name] [Search]

02-0312 ANCHORAGE BMEU ☆
10-5000 WASHINGTON BMEU ☆
16-1542 CHICAGO BMEU ☆
22-6900 BMEU PORTLAND ☆
31-7280 BMEU RENO ☆
35-2770 FARMINGDALE BMEU ☆
35-3775 HICKSVILLE BMEU ☆
35-7185 RONKONKOMA BMEU ☆
35-7485 BMEU SARATOGA ☆
35-7840 SMITHTOWN BMEU ☆
35-8360 BMEU SYRACUSE ☆
41-4444 LANGHORNE BMEU ☆

My Favorites

Select the Acceptance Site at which you are working [161542].

Acceptance Site	Cost Center
BMEU CHICAGO BMEU	161542-0812
DMU DAHLGRENS MAILING SVC DMU	161542-3815
DMU DMU PRECISION DIALOGUE DIRECT	161542-3813
DMU FCL GRAPHICS INC DMU	161542-3827
DMU INSERT USA DMU	161542-3816
DMU JOHNSON & QUINN DMU	161542-3823
DMU K-D MAILING SERVICE DMU	161542-3817
DMU RAPID DISPLAYS DMU	161542-3818
DMU SPECIALTY PRINT COMMUNICATIONS DMU	161542-3821
DMU THE CALMARK GROUP DMU	161542-3812

Select the Acceptance Site at which you are working [161542].

Acceptance Site	Cost Center
BMEU CHICAGO BMEU	161542-0812
DMU DAHLGRENS MAILING SVC DMU	161542-3815
DMU DMU PRECISION DIALOGUE DIRECT	161542-3813
DMU FCL GRAPHICS INC DMU	161542-3827
DMU INSERT USA DMU	161542-3816
DMU JOHNSON & QUINN DMU	161542-3823
DMU K-D MAILING SERVICE DMU	161542-3817
DMU RAPID DISPLAYS DMU	161542-3818
DMU SPECIALTY PRINT COMMUNICATIONS DMU	161542-3821
DMU THE CALMARK GROUP DMU	161542-3812
DMU THE ENVELOPE CONNECTION INC	161542-3826
DMU XL MARKETING	161542-3825
BMEU Satellite FT DEARBORN STATION-BMEU	161542-0818
BMEU Satellite JT WEEKER INTL SVC CTR-BMEU	161542-0814
BMEU Satellite NORTHTOWN STATION-BMEU	161542-0815
PO 606 DISTRICT REPORTING UNIT	161542-0999
PO CHI-AMOCO FSTA	161562-0013
PO CHI-ASHBURN STA	161501-0521
PO CHI-AUBURN PARK STA	161502-0201
PO CHI-CARDISS COLLINS PSTL STR (A)	161503-0804
PO CHI-CESAR CHAVEZ STA	161504-0081
PO CHI-CHARLES HAYES STA	161505-0491
PO CHI-CHICAGO LAWN FSTA	161587-0291
PO CHI-CHINATOWN FSTA	161592-0162
PO CHI-CICERO BR	161508-0501
PO CHI-CLEARING STA	161509-0381
PO CHI-CRAGIN STA	161510-0391
PO CHI-DANIEL J DOFFYN STA	161511-0181
PO CHI-EDGEBROOK PSTL STR	161513-0461
PO CHI-ELSDON FSTA	161587-0321
PO CHI-ENGLEWOOD STA	161515-0211
PO CHI-EVERGREEN PARK BR	161516-0421
PO CHI-FT DEARBORN STA	161517-0101
PO CHI-GRACELAND FSTA	161520-0572
PO CHI-HARWOOD HEIGHTS FSTA	161522-0561
PO CHI-HAYMARKET FSTA	161503-0062

https://www.uspspostalone.com/postal1/view.cfm

USPS PostalOne!

Mail Entry Additional Postage Assessment Management Report

Mail Entry Additional Postage Assessment Pending Review Report

Mail Entry Additional Postage Assessment Report

Mail Entry Overdue Additional Postage Assessment Report

BRM

Message Center

Account Management

Customer Assistance

Transactions

Reports

BRM Dashboard

Select Acceptance Unit

e-VS Admin

e-VS/PRS Reports

e-VS/PRS Management Reports

eVS/PRS Dashboard

Manifest/Sampling Reports

Manifest Search

e-VS Admin Notes

Unregistered/Pending Mailer ID Report

PRS NDC Sampling Report

Third Party Billing Reports

Mailer ID Report

e-VS Sampling Compliance Parameters Admin

Dispute Queue

e-VS Sampling Facilities Admin

Help

Email Settings

UNITED STATES POSTAL SERVICE®

Restricted Information

BRM Dashboard Search

BMEU

Message Center

Account Management

Balance and Fees

Mail.DAT & Mail.XML Metrics

Customer Assistance

Dashboard

Reports

Transactions

Select Acceptance Unit

Unpaid Mail (Update)

Unpaid Mail (Add Item)

Nonprofit

eInduction Facilities

eInduction Reporting

eInduction Master

eInduction Reporting

eInduction Error Deactivation

Mail Entry Additional Postage Assessment Management Report

Mail Entry Additional Postage Assessment Pending Review Report

Mail Entry Additional Postage Assessment Report

Mail Entry Overdue Additional

BRM Dashboard Search

Today's Date: 12/15/2020

Dashboard Search

Date of Invoice :

Begin: 12/01/2020

End:

PO of Permit: 036381-0069 PHX-MAIN

Invoice Status: Finalized
Pending - Insufficient Funds Hold Mail

Transaction Number/
Pending Seq Number:

Account Number:

Permit Number:

Permit Type: BR

	December 2020					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today   Clear   Close

https://www.uspspostalone.com/postal1/view.cfm

UNITED STATES POSTAL SERVICE®

| Personal Profile | Logout |

BMEU

Message Center

Account Management

Balance and Fees

Mail.DAT & Mail.XML Metrics

Customer Assistance

Dashboard

Reports

Transactions

Select Acceptance Unit

Unpaid Mail (Update)

Unpaid Mail (Add Item)

Nonprofit

eInduction Facilities

eInduction Reporting

eInduction Master

eInduction Reporting

eInduction Error Deactivation

Mail Entry Additional Postage Assessment Management Report

Mail Entry Additional Postage Assessment Pending Review Report

Mail Entry Additional Postage Assessment Report

Mail Entry Overdue Additional

BRM Dashboard Search

BRM Dashboard Search

Today's Date: 12/15/2020

Dashboard Search

Date of Invoice:
Begin: 12/01/2020
End: 12/01/2020

Transaction Number/
Pending Seq Number:

Account Number:

Permit Number: 554   ✕

Permit Type:
554001

PO of Permit: 036381-0069 PHX-MAIN

Invoice Status:
Finalized
Pending - Insufficient Funds Hold Mail
Pending - Fees Not Paid Hold Mail
Finalized - No Longer Pending
Pending - EPS

Verification Status: Verification Required

Search

BRM Dashboard Search

BRM Dashboard Search

Today's Date: 12/15/2020

Dashboard Search

Date of Invoice :	Begin: 12/01/2020	PO of Permit: 036381-0069 PHX-MAIN
	End: 12/01/2020	Invoice Status: Finalized
		Pending - Insufficient Funds Hold Mail
Transaction Number/ Pending Seq Number:		Pending - Fees Not Paid Hold Mail
Account Number:		Finalized - No Longer Pending
		Pending - EPS
Permit Number:	554001	Verification Status: Verification Required
Permit Type:	BR	

Search

BMEU

Message Center

Account Management

Balance and Fees

Mail.DAT & Mail.XML Metrics

Customer Assistance

Dashboard

Reports

Transactions

Select Acceptance Unit

Unpaid Mail (Update)

Unpaid Mail (Add Item)

Nonprofit

eInduction Facilities

eInduction Reporting

eInduction Master

eInduction Reporting

eInduction Error Deactivation

Mail Entry Additional Postage Assessment Management Report

Mail Entry Additional Postage Assessment Pending Review Report

Mail Entry Additional Postage Assessment Report

Mail Entry Overdue Additional

UNITED STATES POSTAL SERVICE®

| Personal Profile | Logout |

https://www.uspspostalone.com/postal1/view.cfm

USPS PostalOne!

https://www.uspspostalone.com/BRMDashboard/dashboard-search-results.html

BRM Dashboard Search Results

BRM Dashboard Search> BRM Dashboard Results

Today's Date: 12/15/2020

My Search Criteria Selections

Transaction Number:	PO of Permit: 0363810069
Account Number:	Date of Invoice: 12/01/2020 - 12/01/2020
Permit Number: 554001	Invoice Status: Finalized
Permit Type: BR	Verification Status: Verification Required

One transaction found.

1

Transaction Number	Account Number	Permit Type	Permit Number	Cost Center for PO of Permit	Date of Invoice Creation	Invoice Status	Verification Status	Verification(s) Required	Verification(s) Performed	BRM Type	Pieces	Postage	Last Processed By
202033602300472BM	686049	BR	554001	03-6381-0069 PHX-MAIN	12/01/2020	Finalized	Verification Required	Mailpiece Review Weight Verification		Basic Qualified BRM	9	$5.45	IMB

Export options: CSV| Excel | PDF

[Refresh My Results] [Modify My Search] [Start New Search]

Navigation (left sidebar)

BMEU

- Message Center
- Account Management
- Balance and Fees
- Mail.DAT & Mail.XML Metrics
- Customer Assistance
- Dashboard
- Reports
- Transactions
- Select Acceptance Unit
- Unpaid Mail (Update)
- Unpaid Mail (Add Item)
- Nonprofit

eInduction Facilities

- eInduction Reporting

eInduction Master

- eInduction Reporting
- eInduction Error Deactivation
- Mail Entry Additional Postage Assessment Management Report
- Mail Entry Additional Postage Assessment Pending Review Report
- Mail Entry Additional Postage Assessment Report
- Mail Entry Overdue Additional

| Personal Profile | Logout |

UNITED STATES POSTAL SERVICE®

UNITED STATES
POSTAL SERVICE®

| Personal Profile | Logout |

BMEU

Message Center

Account Management

Balance and Fees

Mail.DAT & Mail.XML Metrics

Customer Assistance

Dashboard

Reports

Transactions

Select Acceptance Unit

Unpaid Mail (Update)

Unpaid Mail (Add Item)

Nonprofit

eInduction Facilities

eInduction Reporting

eInduction Master

eInduction Reporting

eInduction Error Deactivation

Mail Entry Additional Postage Assessment Management Report

Mail Entry Additional Postage Assessment Pending Review Report

Mail Entry Additional Postage Assessment Report

Mail Entry Overdue Additional Postage Assessment Report

BRM Dashboard Search> BRM Dashboard Results> BRM Transaction Details

Today's Date: 12/15/2020

BRM Transaction Details

Account Information			
Account Number:	686049	Current Balance:	$49,990.03
Permit:	BR 554001	Contact:	KIM MACKERT
Company:	MARICOPA COUNTY ASSESSOR	Phone Number:	(602)506-1392
Address:	PO BOX 61178	Finance Number:	036364
	PHOENIX, AZ 85082-1178		
PO of Mailing:	03-6381-0069 PHOENIX, AZ	PO of Permit:	03-6381-0069 PHOENIX, AZ

Type of BRM Invoice: Basic Qualified BRM

Final
TRANS# 202033602300472BM

Line Seq#	Description	Weight Not Over (Ounces)	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
C2	Letter 1 oz.	1.000	9	$0.534	$0.072	-$5.450

Customer Reference ID : IMBAccounting

Clerk Initials: IMB

Print   Back To Results

Verification Assessment Summary	
Verification Method:	Mailpiece Review,Weight Verification
Verification Required:	Yes
Sample Size:	9
Verifying Employees Initials:	

Continue To Verification

When you are sampling, it is common for *PostalOne!* to require more samples from new customers to ensure they are in compliance with postal requirements.

UNITED STATES POSTAL SERVICE

| Feedback | Personal Profile | Logout |

BMEU

- Message Center
- Account Management
- Balance and Fees
- Mail.DAT & Mail.XML Metrics
- Customer Assistance
- Dashboard
- Reports
- Transactions
- Select Acceptance Unit
- Unpaid Mail (Update)
- Unpaid Mail (Add Item)
- Nonprofit

eInduction Facilities
- eInduction Reporting

eInduction Master
- eInduction Reporting
- eInduction Error Deactivation
- Mail Entry Additional Postage Assessment Management Report
- Mail Entry Additional Postage Assessment Pending Review Report
- Mail Entry Additional Postage Assessment Report
- Mail Entry Overdue Additional Postage Assessment Report

BMEU Reporting
- BMEU Reporting

e-VS Admin Super User
- e-VS/PRS Reports
- e-VS/PRS Management Reports
- eVS Management Dashboard
- eVS/PRS Dashboard
- Manifest Search
- Manifest/Sampling Reports
- e-VS Admin Notes
- e-VS Sampling Compliance Parameters Admin

Verification Results

Today's Date: Dec 15, 2020

Verification Results

Account Information

Account Number:	686049	Current Balance:	$49,990.03
Permit:	BR 554001	Contact:	
Company:	MARICOPA COUNTY ASSESSOR	Phone Number:	(602)506-1392
Address:	PO BOX 61178	Finance Number:	036364
	PHOENIX, AZ 85082-1178		
PO of Mailing:	03-6381-0069 PHOENIX, AZ	PO of Permit:	03-6381-0069 PHOENIX, AZ

Verification Results Information

Verifying Employees ACE ID:

Override: ☐

Override Reason:

Mailing Review Verification

Do the pieces sampled meet all machine readable criteria? -- Select one: --

Percentage of pieces sampled that meet machine readable criteria: %

Weight Verification

Number of Pieces to Sample: 9

Number of Pieces Compliant (1oz):

Number of Pieces found in error at 2 oz:

Number of Pieces found in error at 3 oz:

Number of Pieces found in error at 3.5 oz:

Number of Pieces found in error at 4 oz:

Number of Pieces found in error at 5 oz:

Number of Pieces found in error at 6 oz:

Number of Pieces found in error at 7 oz:

Number of Pieces found in error at 8 oz:

Number of Pieces found in error at 9 oz:

Number of Pieces found in error at 10 oz:

Number of Pieces found in error at 11 oz:

Number of Pieces found in error at 12 oz:

Number of Pieces found in error at 13 oz:

UNITED STATES POSTAL SERVICE

https://www.uspspostalone.com/postal1/view.cfm — USPS PostalOne!

| Feedback | Personal Profile | Logout |

BMEU
- Message Center
- Account Management
- Balance and Fees
- Mail.DAT & Mail.XML Metrics
- Customer Assistance
- Dashboard
- Reports
- Transactions
- Select Acceptance Unit
- Unpaid Mail (Update)
- Unpaid Mail (Add Item)
- Nonprofit

eInduction Facilities
- eInduction Reporting

eInduction Master
- eInduction Reporting
- eInduction Error Deactivation
- Mail Entry Additional Postage Assessment Management Report
- Mail Entry Additional Postage Assessment Pending Review Report
- Mail Entry Additional Postage Assessment Report
- Mail Entry Overdue Additional Postage Assessment Report

BMEU Reporting
- BMEU Reporting

e-VS Admin Super User
- e-VS/PRS Reports
- e-VS/PRS Management Reports
- eVS Management Dashboard
- eVS/PRS Dashboard
- Manifest Search
- Manifest/Sampling Reports
- e-VS Admin Notes

Verification Results

Today's Date: Dec 15, 2020

Verification Results

Account Information

Account Number:	686049	Current Balance:	$49,990.03
Permit:	BR 554001	Contact:	
Company:	MARICOPA COUNTY ASSESSOR	Phone Number:	(602)506-1392
Address:	PO BOX 61178 PHOENIX, AZ 85082-1178	Finance Number:	036364
PO of Mailing:	03-6381-0069 PHOENIX, AZ	PO of Permit:	03-6381-0069 PHOENIX, AZ

Verification Results Information

Verifying Employees ACE ID: KPJ7HY

Override: ☐

Override Reason:

Mailing Review Verification

Do the pieces sampled meet all machine readable criteria? -- Select one:

Percentage of pieces sampled that meet machine readable criteria: %

Weight Verification

Number of Pieces to Sample:	9
Number of Pieces Compliant (1oz):	
Number of Pieces found in error at 2 oz:	
Number of Pieces found in error at 3 oz:	
Number of Pieces found in error at 3.5 oz:	
Number of Pieces found in error at 4 oz:	
Number of Pieces found in error at 5 oz:	
Number of Pieces found in error at 6 oz:	
Number of Pieces found in error at 7 oz:	
Number of Pieces found in error at 8 oz:	
Number of Pieces found in error at 9 oz:	
Number of Pieces found in error at 10 oz:	
Number of Pieces found in error at 11 oz:	

2:30 PM
12/15/2

USPS PostalOne!

eInduction Master

- eInduction Reporting
- eInduction Error Deactivation
- Mail Entry Additional Postage Assessment Management Report
- Mail Entry Additional Postage Assessment Pending Review Report
- Mail Entry Additional Postage Assessment Report
- Mail Entry Overdue Additional Postage Assessment Report

BMEU Reporting

- BMEU Reporting

e-VS Admin Super User

- e-VS/PRS Reports
- e-VS/PRS Management Reports
- eVS Management Dashboard
- eVS/PRS Dashboard
- Manifest Search
- Manifest/Sampling Reports
- e-VS Admin Notes
- e-VS Sampling Compliance Parameters Admin
- Unregistered/Pending Mailer ID Report
- Mailer ID Report
- PRS NDC Sampling Report
- Third Party Billing Reports
- Dispute Queue
- e-VS Adjustment Log Monthly Audit
- Help
- Email Settings
- SBP PIC Search
- SBP Mailer ID Report
- SBP Admin Report
- SBP Reports
- SBP Corporate Site Admin
- SBP Help
- Print and Deliver Return Label Service

e-VS Sampler Admin

Mailing Review Verification

Do the pieces sampled meet all machine readable criteria? `YES`

Percentage of pieces sampled that meet machine readable criteria: `100` %

Weight Verification

Number of Pieces to Sample: `9`

Number of Pieces Compliant (1oz): `9`

Number of Pieces found in error at 2 oz:

Number of Pieces found in error at 3 oz:

Number of Pieces found in error at 3.5 oz:

Number of Pieces found in error at 4 oz:

Number of Pieces found in error at 5 oz:

Number of Pieces found in error at 6 oz:

Number of Pieces found in error at 7 oz:

Number of Pieces found in error at 8 oz:

Number of Pieces found in error at 9 oz:

Number of Pieces found in error at 10 oz:

Number of Pieces found in error at 11 oz:

Number of Pieces found in error at 12 oz:

Number of Pieces found in error at 13 oz:

Number of Pieces found in error above 13 oz:

Weight of each piece found in error above 13 oz:

Message from webpage

Verification Results have been saved

OK

Back

Continue

| Personal Profile | Logout |

BRM Dashboard Search > BRM Dashboard Results > BRM Transaction Details

Today's Date: 12/15/2020

BRM Transaction Details

Account Information

Account Number:	686049		Current Balance:	$49,990.03
Permit:	BR 554001		Contact:	KIM MACKERT
Company:	MARICOPA COUNTY ASSESSOR		Phone Number:	(602)506-1392
Address:	PO BOX 61178		Finance Number:	036364
	PHOENIX, AZ 85082-1178			
PO of Mailing:	03-6381-0069 PHOENIX, AZ		PO of Permit:	03-6381-0069 PHOENIX, AZ

Type of BRM Invoice: Basic Qualified BRM

Final
TRANS# 202033602300472BM

Line Seq#	Description	Weight Not Over (Ounces)	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
C2	Letter 1 oz.	1.000	9	$0.534	$0.072	-$5.450

Customer Reference ID : IMBAccounting

Clerk Initials: IMB

[Print] [Back To Results]

Verification Assessment Summary

Verification Method:	Mailpiece Review,Weight Verification
Verification Required:	Yes
Sample Size:	9
Verifying Employees Initials:	GW

[Continue To Verification]

Left navigation menu

- Message Center
- Account Management
- Balance and Fees
- Mail.DAT & Mail.XML Metrics
- Customer Assistance
- Dashboard
- Reports
- Transactions
- Select Acceptance Unit
- Unpaid Mail (Update)
- Unpaid Mail (Add Item)
- Nonprofit

eInduction Facilities

- eInduction Reporting

eInduction Master

- eInduction Reporting
- eInduction Error Deactivation
- Mail Entry Additional Postage Assessment Management Report
- Mail Entry Additional Postage Assessment Pending Review Report
- Mail Entry Additional Postage Assessment Report
- Mail Entry Overdue Additional Postage Assessment Report

UNITED STATES POSTAL SERVICE®

| Personal Profile | Logout |

Restricted Information

BMEU

- Message Center
- Account Management
- Balance and Fees
- Mail.DAT & Mail.XML Metrics
- Customer Assistance
- Dashboard
- Reports
- Transactions
- Select Acceptance Unit
- Unpaid Mail (Update)
- Unpaid Mail (Add Item)
- Nonprofit

eInduction Facilities

- eInduction Reporting

eInduction Master

- eInduction Reporting
- eInduction Error Deactivation
- Mail Entry Additional Postage Assessment Management Report
- Mail Entry Additional Postage Assessment Pending Review Report
- Mail Entry Additional Postage Assessment Report
- Mail Entry Overdue Additional Postage Assessment Report

BRM Dashboard Search> BRM Dashboard Results> BRM Transaction Details

Today's Date: 12/15/2020

BRM Transaction Details

Account Information

Account Number:		Current Balance:	$49,990.03
Permit:		Contact:	KIM MACKERT
Company:		Phone Number:	(602)506-1392
Address:		Finance Number:	036364
PO of Mailing:		PO of Permit:	03-6381-0069 PHOENIX, AZ

Final
TRANS# 202033602300472BM

	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
	9	$0.534	$0.072	-$5.450

Clerk Initials: IMB

Print | Back To Results

Verification Method: Mailpiece Review, Weight Verification
Verification Required: Yes
Sample Size: 9
Verifying Employees Initials: GW

Continue To Verification

Print dialog

General | Options

Select Printer

DF v7
402

- HP M402
- Microsoft Print to PDF
- Microsoft XPS Document Writer

Status: Ready   ☐ Print to file   Preferences
Location:
Comment: Find Printer...

Page Range
- ⦿ All
- ○ Selection   ○ Current Page
- ○ Pages: [1]

Enter either a single page number or a single page range. For example, 5-12

Number of copies: [1]

☐ Collate

Print | Cancel | Apply

UNITED STATES POSTAL SERVICE®

| Personal Profile | Logout |

BMEU

- Message Center
- Account Management
- Balance and Fees
- Mail.DAT & Mail.XML Metrics
- Customer Assistance
- Dashboard
- Reports
- Transactions
- Select Acceptance Unit
- Unpaid Mail (Update)
- Unpaid Mail (Add Item)
- Nonprofit

eInduction Facilities

- eInduction Reporting

eInduction Master

→ eInduction Reporting
- eInduction Error Deactivation
- Mail Entry Additional Postage Assessment Management Report
- Mail Entry Additional Postage Assessment Pending Review Report
- Mail Entry Additional Postage Assessment Report
- Mail Entry Overdue Additional Postage Assessment Report

BRM Dashboard Search> BRM Dashboard Results> BRM Transaction Details

Today's Date: 12/15/2020

BRM Transaction Details

Account Information

Account Number:	686049	Current Balance:	$49,990.03
Permit:	BR 554001	Contact:	KIM MACKERT
Company:	MARICOPA COUNTY ASSESSOR	Phone Number:	(602)506-1392
Address:	PO BOX 61178 PHOENIX, AZ 85082-1178	Finance Number:	036364
PO of Mailing:	03-6381-0069 PHOENIX, AZ	PO of Permit:	03-6381-0069 PHOENIX, AZ

Type of BRM Invoice: Basic Qualified BRM

Final
TRANS# 202033602300472BM

Line Seq#	Description	Weight Not Over (Ounces)	Number of Pieces	Postage per Piece	Per Piece Handling Charge	Postage
C2	Letter 1 oz.	1.000	9	$0.534	$0.072	-$5.450

Customer Reference ID : IMBAccounting

Clerk Initials: IMB

[Print] [Back To Results]

Verification Assessment Summary

Verification Method:	Mailpiece Review,Weight Verification
Verification Required:	Yes
Sample Size:	9
Verifying Employees Initials:	GW

[Continue To Verification]

USPS PostalOne!

blue
Welcome to the
United States Postal Service Intranet

UNITED STATES POSTAL SERVICE®

Home | Headquarters | Field | Transformation | Commission | Help | usps.com

PostalOne!

Essential Links

eLinks
■ eAccess
■ eAwards
■ eBuy
■ eFlash
■ eIdeas
■ eTravel

Tools
■ ACE
■ CSM/TTMS
■ MTSC
■ My Post Office
■ PostalEASE
■ Postal Explorer
  Postmaster's Toolkits
■ Rate Calculators
■ RIBBS
■ TACS
■ WebEIS
More Essential Links>

Executive Organizations
■ Finance
■ General Counsel
  Government

Quick Search

[   ] GO

Advanced Search

Locators
■ Phone Directory
■ Email Address
■ Address Management
■ Locate Post Office by Address
■ Locate Post Office by Delivery Address
■ Track and Confirm
■ ZIP Code Look-up

References
■ Forms
■ ASM - text | pdf
■ DMM - text | pdf
■ ELM - text | pdf
■ IMM - text | pdf
■ POM - text | pdf
  Purchasing Manual - text | pdf
■ Corporate Library
■ Handbooks
  Management Instructions
■ Postal Bulletin
More References

LOG ON

ACE Logon ID: [Click Box]

ACE Password: [   ]

If you have forgotten your ACE password
go to **ePasswordReset** to reset it.

WARNING! FOR OFFICIAL USE ONLY

This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

[I AGREE]

Question 1

When processing IMbA, what steps do you take once you have signed into PostalOne! and searched the BRM Dashboard for the account?

	Answer Key	Answers:	Feedback Correct:
A		1. Determine if a verification is due. 2. If so, sample and verify the mail as prompted. 3. PostalOne! will invoice the customer through the Business Customer Gateway.	That's correct! 1. Determine if a verification is due. 2. If so, sample and verify the mail as prompted. 3. Print an invoice and attach it to the mail.
B	X	1. Determine if a verification is due. 2. If so, sample and verify the mail as prompted. 3. Print an invoice and attach it to the mail.	**Feedback Try Again:** Try Again.
C		1. Determine if a verification is due. 2. If so, use the End of Run report to enter the mail count. 3. Print an invoice and attach it to the mail.	**Feedback Incorrect:** That's incorrect. 1. Determine if a verification is due. 2. If so, sample and verify the mail as prompted. 3. Print an invoice and attach it to the mail.
D		1. No verifications are due because the mail is IMbA. 2. Release the mail to the customer. 3. PostalOne! will invoice the customer through the Business Customer Gateway.	

BUSINESS REPLY MAIL®

UNITED STATES POSTAL SERVICE®

POST

Scenario 5: Closing an Account

A customer account may also be closed due to non-payment of fees.

UNITED STATES POSTAL SERVICE®

| Personal Profile | Logout |

Click Box
Account Search > Customer Assistance

Today's Date: 12/16/2020

Company Information

Company:	EMILY'S ANIMAL RESCUE	Contact:	EMILY MORRIS
Address:	3801 S CENTRAL AVE	Phone:	(555) 555-5555
	CICERO, IL 60804-4300	Finance Number:	16-1542
CRID:	94828515		
Other Authorizations:	N/A		

Transaction Search

Account Information

Click here to manage additional addresses, mailing agents and contacts   **Click here to enter Check Capture**

Permit:	BR 977-001			Account Number:	22787955
Balance:	$990,615.11	Issue Date:	12/09/2020		
Cancel Date:					
Status:	ACTIVE	Cancel Code:			
Last Mailing Date:	12/14/2020				
Comments:					

Fee	Expiration Date	Full Service %	Full Service Eligible %	Status of Fee	Transaction Number	Location
* # BRM Permit	12/15/2021	N/A	N/A	Current	202035011031829F	0041
BRM Annual Maintenance	12/09/2021	N/A	N/A	Current	202034413375325F	0041
BRM Quarterly	05/31/2021	N/A	N/A	Current	202034613504754F	0041
BRM Weight Averaged	02/09/2021	N/A	N/A	Current	202034613504755F	0041

* Indicates a shared fee
~ FS% and FS Eligible% will be used to determine the fee waiver
# If all Sub-Accounts under the Master Permit invoice ONLY Parcels or QBRM, the noted fee will not be required to be paid

Search For Another Account

| Logout |
Copyright © 1999-2020 USPS. All Rights Reserved.

15

Home | My Work | My Life | Inside USPS

Wednesday, December 16, 2020

PolicyNet Home

Learn about Directives and Forms →

Publish a Directive or Form →

Postal Bulletin Information →

Clearance Information →

About Brand and Policy

Frequently Asked Questions

Forms 3000-3999

Sort by Form	Sort by Title	Sort by Edition Date	Print	Fillable
PS 3000-G	Postage Statement Register for Penalty Mail	SEP 1997	📄	
PS 3002	Data Request	APR 2018	📄	
PS 3033	Receipt for Blank Checks or Savings Bonds	DEC 1970	📄	
PS 3036	Record of Stamp Stock Requisitions	JUL 1987	📄	
PS 3037	Telecommunications Service Request	SEP 1995	📄	
PS 3074	Request for Waiver of Claim for Erroneous Payment of Pay	SEP 2010	📄	
PS 3077	Request to Forward Salary Check	SEP 2011	📄	
PS 3083	Trust Accounts Receipts and Withdrawals	DEC 1996	📄	
PS 3111	Federal Employees Health Benefits (FEHB) Coverage or Termination While in Leave Without Pay (LWOP) Status	SEP 2008	📄	
PS 3114	Intelligent Mail® Tray Label Certification	OCT 2008	📄	
PS 3115	USPS Health Benefits Plan Election Form	OCT 2015	📄	

Published Forms and Directives

Forms ↓

0 – 999

1000 – 1999

2000 – 2999

3000 – 3999

4000 – 4999

5000 – 5999

6000 – 6999

7000 – 7999

8000 – 8999

Handbooks

Kits

Labels

Management Instructions

Manuals

Memorandums of Policy →

Notices

Posters

Publications

PS 3337-A	Community Service Participation Pre-Event Evaluation	JAN 2017	📄	
PS 3337-C	Postal Vehicle Request	JUL 2020	📄	
PS 3368-P	Accountability Examination Record	JAN 2001	📄	
PS 3369	Consigned Credit Receipt	AUG 2010	📄	
PS 3499	Operations Analysis Report	JUN 1988	📄	
PS 3500	Application for Periodicals Mailing Privileges	DEC 2014	📄	
PS 3508	Requisition for Saleable Items (Other than Stamps)	SEP 1992	📄	
PS 3510	Application for Reentry or Special Price Request for Periodicals Publication	DEC 2014	📄	
PS 3510-M	Application for Additional Mailing Office for Periodicals Publication	DEC 2014	📄	
PS 3526	Statement of Ownership, Management, and Circulation (All Periodicals Publications Except Requester Publications)	JUL 2014	📄	
PS 3526-R	Statement of Ownership, Management, and Circulation (Requester Publications Only)	JUL 2014	📄	
PS 3533	Application for Refund of Fees, Products and Withdrawal of Customer Accounts	DEC 2016	📄	**Click Box**
PS 3541	Postage Statement — Periodicals - One Issue or One Edition	JAN 2020	📄	
PS 3541-MW	Postage Statement — Periodicals Monthly Data Collection Worksheet	MAR 2012	📄	

Back to top

eIWS OnLine Forms ✕ +

🔒 olf.usps.gov/OLF/home.do?

UNITED STATES POSTAL SERVICE ∘ eIWS OnLine Forms

Welcome, Wakely, Geriann | Quick Search Seq N° | Support ▾ Log Out

🏠 ✕

EDMR

PS-1011

PS-1164-A

PS-1221

PS-1839

PS-1902

PS-2130

PS-2240

PS-2240-R

PS-2240-RA

PS-2551

PS-3533

🗋 New Form

🗋 Draft

⇄ Pending

✉ Sent

✔ Received

⚠ Failed

☰ Advanced Search (Filter Applied)

Reset Filter

Create New PS-3533 ✕

1. Please enter a title for the new Form:

Emily's Animal Rescue

2. Online Submission Type:

🔘 Online Form   Check here to complete and submit your online form

* The printed form with required signatures must be retained on file locally.

⚪ Manual Form   Check here to submit a manually completed form online, with required signatures, if applicable

➕ Additional Options

Create Form   **Cancel**

Status

Previous   Next

28

olf.usps.gov/OLF/home.do?

UNITED STATES POSTAL SERVICE — eIWS OnLine Forms

Welcome, Wakely, Geriann   Quick Search Seq Nº   Support ▾   Log Out

Menu ▾   Case:1437668 - Emily's Animal Rescue   Status: Draft   Select Submission Type: | **Online Form** | Manual Form

| EDMR |
| PS-1011 |
| PS-1164-A |
| PS-1221 |
| PS-1839 |
| PS-1902 |
| PS-2130 |
| PS-2240 |
| PS-2240-R |
| PS-2240-RA |
| PS-2551 |
| PS-3533 |
| 🗏 New Form |
| 🗋 Draft |
| ⇄ Pending |
| ✉ Sent |
| ✔ Received |
| ⚠ Failed |

Page 1 of 2   Page 2 of 2

[   ]   [12/16/2020]

Privacy Act Statement

Your information will be used to process and respond to your transaction. Collection is authorized by 39 USC 401, 403, 404, 407, 411, 2008 & 31 USC 7701. Providing the information is voluntary, but if not provided, we may not process your refund request. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). For more information regarding our privacy policies, visit usps.com/privacypolicy.

Request Disbursement For: *(Select the appropriate box)*

○ Post Office Postage Meter/PVI Error **(AIC 509)**
   (If actual postage meter label is attached, no witness signature is required.)

○ Refund Postage and Fees **(AIC 553)**
   (Extra services not rendered, e.g., Certified Mail™, Registered Mail™, Delivery Confirmation™.)

○ Spoiled/Unused Printed Customer Meter Postage **(AIC 526)**
   (Legible postage meter stamps must be submitted to USPS.)

○ Refund of Permit Postage and Fees **(AIC 528)**
   ○ Postage Affixed on BRM Pieces
   ○ Damaged Mailings, Refund of Annual Fees

○ Refund of Fees and Retail Services **(AIC 535)**
   (PO Box keys and service fees)

○ Refund for Postal Service™ Related Products **(AIC 608)**
   (e.g., merchandise)

○ Refund Miscellaneous Non-Postal Service Revenue - **(AIC 624)**
   (Previously recorded into AIC 126)

○ Priority Mail Express™ Refunds **(AIC 676)**
   (Postage and fees for service failure or not rendered)

○ Sure Money Refund **(AIC 645/646) - Issued Locally**

● Withdrawal from Advance Deposit Account **(AIC 470/453)**
   ○ Close Account
   ○ Partial Refund

○ Other Refunds

   AIC [   ]

   Explanation [   ]

Value Added Services **(AIC 541)** - Refunds to mailing agents that perform value added

Delete   Print Preview   Save   Attachments   Submit

32

olf.usps.gov/OLF/home.do?

UNITED STATES POSTAL SERVICE • **eIWS OnLine Forms**

Welcome, Wakely, Geriann   Quick Search Seq Nº   Support ▾   Log Out

Menu ▾   Case:1437668 - Emily's Animal Rescue   Status: Draft   Select Submission Type: | **Online Form** | Manual Form

Page 1 of 2   Page 2 of 2

○ Partial Refund

○ Refund of Fees and Retail Services **(AIC 535)**
    (PO Box keys and service fees)

○ Other Refunds

AIC [   ]

Explanation [   ]

○ Value Added Services **(AIC 541)** - Refunds to mailing agents that perform value added service and submit mail at discounted rates. This refund will require the Customer Tax Identification Number (TIN).

Customer TIN [   ]

Part 2 - Verification of Disbursements *(This area is for Official Use only)*

Post Office

Cicero, IL

Approved Amount of Disbursement

[🟥]

Post Office Zip + 4

60804-3280

Finance Number

036364

Telephone No. *(Include area code)*

(555) 555-5555

Contact Name   Emily Morris

Note: Customer signature required in Part 1.

Certifying Employee Signature   Date   Witness Signature   Date

PS-3533

Sidebar

🏠   ✕

EDMR
PS-1011
PS-1164-A
PS-1221
PS-1839
PS-1902
PS-2130
PS-2240
PS-2240-R
PS-2240-RA
PS-2551
PS-3533

🗐 New Form
🗋 Draft
⇄ Pending
✉ Sent
✔ Received
⚠ Failed

Delete   Print Preview   Save   Attachments   Submit

34

← → C ⟳ ⌂   🔒 olf.usps.gov/OLF/home.do?   ☆ 🧩 👤 ⋮

UNITED STATES POSTAL SERVICE®   **eIWS OnLine Forms**

Welcome, Wakely, Geriann   [Quick Search Seq Nº]   Support ▾   Log Out

🏠   ✕

Menu ▾   Case:1437668 - Emily's Animal Rescue   Status: Draft   Select Submission Type: **Online Form**   Manual Form

EDMR
PS-1011
PS-1164-A
PS-1221
PS-1839
PS-1902
PS-2130
PS-2240
PS-2240-R
PS-2240-RA
PS-2551
PS-3533

📄 New Form
📄 Draft
⇄ Pending
✉ Sent
✔ Received
⚠ Failed

Page 1 of 2   Page 2 of 2

○ Refund of Fees and Retail Services **(AIC 535)**
(PO Box keys and service fees)

○ Partial Refund

○ Other Refunds

AIC [ ]

Explanation [ ]

○ Value Added Services **(AIC 541)** - Refunds to mailing agents that perform value added service and submit mail at discounted rates. This refund will require the Customer Tax Identification Number (TIN).

Customer TIN [ ]

Part 2 - Verification of Disbursements *(This area is for Official Use only)*

Post Office
[Cicero, IL]

Approved Amount of Disbursement
[990615.]

Post Office Zip + 4
[60804-3280]

Finance Number
[036364]

Telephone No. *(Include area code)*
[(555) 555-5555]

Contact Name
[Emily Morris]

Note: Customer signature required in Part 1.

Certifying Employee Signature
[ ]

Date
[ ]

Witness Signature
[ ]

Date
[ ]

PS-3533

Delete   Print Preview   Save   Attachments   Submit

35

USPS | OLF | Audit Form Entry - Google Chrome

olf.usps.gov/OLF/formEntry/printFormEntry.do

se: 1437668 - Emily's Animal Rescue (Last Draft on 2020-12-16 10:43:06.0)

Mouse over Pdf document to get the Print and Save functions in adobe.

tachments can be viewed by scrolling to the lower section of this Pdf.

printForm.do   1 / 10

UNITED STATES POSTAL SERVICE®

Application for Refund of Fees, Products and Withdrawal of Customer Accounts

0000036364201216103444

Part 1 - Application *(Customer completes and submit to local Post Office™ for processing)*

Customer/Company Name

Emily's Animal Rescue

Attention

Emily Morris

Mailing Address *(Address to which the funds will be mailed)*   Apt. or Suite No.

3801 S Central Ave

City   State

Cicero   IL

ZIP + 4®   Telephone No. *(Include area code)*

60804

Amount of Refund Request   Customer Account No. or Postage Meter No.

$990,615.11

X _____   12/16/2020

Signature of Customer *(Required)*   Date of Request *(MM/DD/YYYY)*

Privacy Act Statement

Your information will be used to process and respond to your transaction. Collection is authorized by 39 USC 401, 403, 404, 407, 411, 2008 & 31 USC 7701. Providing the information is voluntary, but if not provided, we may not process your refund request. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). For more information regarding our privacy policies, visit *usps.com/privacypolicy*.

Request Disbursement For: *(Select the appropriate box)*

☐ Post Office Postage Meter/PVI Error **(AIC 509)**
   (If actual postage meter label is attached, no witness signature is required.)

☐ Refund for Postal Service™ Related Products **(AIC 608)**
   (e.g., merchandise)

☐ Refund Postage and Fees **(AIC 553)**
   (Extra services not rendered, e.g., Certified Mail™, Registered Mail™,

☐ Refund Miscellaneous Non-Postal Service Revenue - **(AIC 624)**
   (Previously recorded into AIC 126)

38

olf.usps.gov/OLF/formEntry/printFormEntry.do

se: 1437668 - Emily's Animal Rescue (Last Draft on 2020-12-16 10:43:06.0)
Mouse over Pdf document to get the Print and Save functions in adobe.
tachments can be viewed by scrolling to the lower section of this Pdf.

printForm.do   1 / 10

Emily Morris

Mailing Address *(Address to which the funds will be mailed)*	Apt. or Suite No.
3801 S Central Ave	

City	State
Cicero	IL

ZIP + 4®	Telephone No. *(Include area code)*
60804	

Amount of Refund Request	Customer Account No. or Postage Meter No.
$990,615.11	

X _____   12/16/2020
Signature of Customer *(Required)*   Date of Request *(MM/DD/YYYY)*

Privacy Act Statement

Your information will be used to process and respond to your transaction. Collection is authorized by 39 USC 401, 403, 404, 407, 411, 2008 & 31 USC 7701. Providing the information is voluntary, but if not provided, we may not process your refund request. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). For more information regarding our privacy policies, visit *usps.com/privacypolicy*.

Request Disbursement For: *(Select the appropriate box)*

☐ Post Office Postage Meter/PVI Error **(AIC 509)**
(If actual postage meter label is attached, no witness signature is required.)

☐ Refund Postage and Fees **(AIC 553)**
(Extra services not rendered, e.g., Certified Mail™, Registered Mail™, Delivery Confirmation™.)

☐ Spoiled/Unused Printed Customer Meter Postage **(AIC 526)**
(Legible postage meter stamps must be submitted to USPS.)

☐ Refund of Permit Postage and Fees **(AIC 528)**
　☐ Postage Affixed on BRM Pieces
　☐ Damaged Mailings, Refund of Annual Fees

☐ Refund of Fees and Retail Services **(AIC 535)**
(PO Box keys and service fees)

☐ Value Added Services **(AIC 541)** - Refunds to mailing agents that perform value added service and submit mail at discounted rates. This refund will require the Customer Tax Identification Number (TIN).

☐ Refund for Postal Service™ Related Products **(AIC 608)**
(e.g., merchandise)

☐ Refund Miscellaneous Non-Postal Service Revenue - **(AIC 624)**
(Previously recorded into AIC 126)

☐ Priority Mail Express™ Refunds **(AIC 676)**
(Postage and fees for service failure or not rendered)

☐ Sure Money® Refund **(AIC 645/646)** - Issued Locally

☒ Withdrawal from Advance Deposit Account **(AIC 470/453)**
　☒ Close Account
　☐ Partial Refund

☐ Other Refunds (AIC _____)
Explanation:_____

Customer TIN

39

olf.usps.gov/OLF/home.do?

UNITED STATES POSTAL SERVICE® eIWS OnLine Forms

Welcome, Wakely, Geriann | Quick Search Seq Nº | Support ▾ | Log Out

Menu ▾ | Case:1437668 - Emily's Animal Rescue | Status: Draft | Select Submission Type: | Online Form | Manual Form

EDMR
PS-1011
PS-1164-A
PS-1221
PS-1839
PS-1902
PS-2130
PS-2240
PS-2240-R
PS-2240-RA
PS-2551
PS-3533

📱 New Form
📄 Draft
⇄ Pending
☑ Sent
✔ Received
⚠ Failed

Page 1 of 2 | Page 2 of 2

○ Partial Refund

○ Refund of Fees and Retail Services **(AIC 535)**
(PO Box keys and service fees)

○ Other Refunds

AIC [ ]

Explanation [ ]

○ Value Added Services **(AIC 541)** - Refunds to mailing agents that perform value added service and submit mail at discounted rates. This refund will require the Customer Tax Identification Number (TIN).

Customer TIN [ ]

Part 2 - Verification of Disbursements *(This area is for Official Use only)*

Post Office
Cicero, IL

Approved Amount of Disbursement
$990,615.11

Post Office Zip + 4
60804-3280

Finance Number
036364

Telephone No. *(Include area code)*
(555) 555-5555

Contact Name
Emily Morris

Note: Customer signature required in Part 1.

Certifying Employee Signature | Date | Witness Signature | Date

PS-3533

Delete | Print Preview | Save | Attachments | Submit

43

UNITED STATES POSTAL SERVICE ⚬ **eIWS OnLine Forms**

Welcome, Wakely, Geriann

Quick Search Seq Nº

Support ▾ Log Out

🏠 ✕

EDMR
PS-1011
PS-1164-A
PS-1221
PS-1839
PS-1902
PS-2130
PS-2240
PS-2240-R
PS-2240-RA
PS-2551
PS-3533

📱 New Form
📄 Draft
⇄ Pending
✉ Sent
✔ Received
⚠ Failed

Menu ▾ Case:1437668 - Emily's Animal Rescue   Status: Draft

Select Submission Type: Online Form Manual Form

Page 1 of 2 Page 2 of 2

○ Refund of Fees and Retail Services **(AIC 535)**
 (PO Box keys and service fees)

○ Partial Refund
○ Other Refunds

AIC

Explanation

○ Value Added Services **(AIC 541)** - Refunds to mailing agents that perform value
 added service ~~...~~
 Customer Tax Id

Part 2 - Verification

Post Office

Cicero, IL

Post Office Zip + 4

60804-3280

Contact Name Emily Morris

Note: Customer signature required in Part 1.

Certifying Employee Signature   Date   Witness Signature   Date

PS-3533

Attachments ✕

The maximum number of attachments is 10.

Attached File(s)   Type

Reminder: Print Preview allows preview of the attachments prior to submitting.

Upload New Attachments   **Close**

Delete   Print Preview   Save   Attachments   Submit

44

Remember, you need to scan Emily's letter and the signed form and save them to the computer you are using to fill out the PS Form 3533 in order to attach the documents as required.

olf.usps.gov/OLF/home.do?

UNITED STATES POSTAL SERVICE® **eIWS OnLine Forms**

Welcome, Wakely, Geriann   Quick Search Seq Nº   Support ▾   Log Out

EDMR

PS-1011

PS-1164-A

PS-1221

PS-1839

PS-1902

PS-2130

PS-2240

PS-2240-R

PS-2240-RA

PS-2551

PS-3533

📄 New Form

📄 Draft

⇄ Pending

✉ Sent

✔ Received

⚠ Failed

Menu ▾   Case:1437668 - Emily's Animal Rescue   Status: Draft   Select Submission Type: Online Form   Manual Form

Page 1 of 2   Page 2 of 2

○ Refund of Fees and Retail Services **(AIC 535)**
   (PO Box keys and service fees)

○ Partial Refund

○ Other Refunds

AIC

Explanation

○ Value Added Services **(AIC 541)** - Refunds t
   added service and submit mail at discounte
   Customer Tax Identification Number (TIN).

Part 2 - Verification of Disbursements *(This a

Post Office

Cicero, IL

Post Office Zip + 4

60804-3280

(Include area code)

555

Contact Name   Emily Morris

Note: Customer signature required in Part 1.

Certifying Employee Signature   Date   Witness Signature   Date

PS-3533

Upload Attachments   ✕

Attachment size limit per file is 5 megabytes.
Please ensure your files are within this limit or you may experience errors.

[   ]   Browse

Attachment Type: Completed, Signed Form   ▾

Upload File   Cancel

Delete   Print Preview   Save   Attachments   Submit

48

olf.usps.gov/OLF/home.do

UNITED STATES POSTAL SERVICE® eIWS OnLine Forms

Welcome, Wakely, Geriann   Quick Search Seq Nº   Support ▾   Log Out

Menu ▾   Case:1438110 - ACD   Status: Draft   Select Submission Type: Online Form   Manual Form

Page 1 of 2   Page 2 of 2

UNITED STATES POSTAL SERVICE®

Application for Refund of Fees, Products and Withdrawal of Customer Accounts

Barcode Number

Part 1 - Application

Customer/Company Name

Attention

Mailing Address (Address to which the funds will be mailed)

Apt. or Suite No.

City   State

Telephone No. (Include area code)

Amount Refund Request

Upload Attachments   ✕

Attachment size limit per file is 5 megabytes.
Please ensure your files are within this limit or you may experience errors.

Emily Animal Rescue Close Account Request.pdf   Browse

Attachment Type: Completed, Signed Form   ▾

| Completed, Signed Form |
| AIC 280 support documentation |
| Other |

Signature of Customer (Required)   Date of Request

Privacy Act Statement

Your information will be used to process and respond to your transaction. Collection is authorized by 39 USC 401, 403, 404, 407, 411, 2008 & 31 USC 7701. Providing the information is voluntary, but if not provided, we may not process your refund request. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). For more information regarding our privacy policies, visit usps.com/privacypolicy.

Request Disbursement For: (Select the appropriate box)

○ Post Office Postage Meter/PVI Error (AIC 509)
   (If actual postage meter label is attached, no witness signature is required.)

○ Refund for Postal Service™ Related Products (AIC 608)
   (e.g., merchandise)

Delete   Print Preview   Save   Attachments   Submit

Sidebar menu:
- EDMR
- PS-1011
- PS-1164-A
- PS-1221
- PS-1839
- PS-1902
- PS-2130
- PS-2240
- PS-2240-R
- PS-2240-RA
- PS-2551
- PS-3533
- New Form
- Draft
- Pending
- Sent
- Received
- Failed
- Template
- View All
- PS-7227
- PS-7228
- PS-8127

50

CICERO, IL 60804-4300
Where Issued: N/A   Finance Number: 16-1542
Comments:
PO of Mailing: PO of Permit:

Reversal

Transaction Number: [   ]

OR

Transaction Type: [ALL TRANSACTION TYPES ▾]

Date Range: FROM: * [12/02/2020]   (mm/dd/yyyy)

TO: * [12/16/2020]   (mm/dd/yyyy)

* Required

[Submit] [Reset]

Refund

Refund Money to the Customer from their Permit Account (3533 Required) ▼

Close Permit Account and Refund the Balance to Customer ◀

Withdrawal from Permit Account ◀

Refund Money into Customer's Permit Account (3533 Required) ◀

Refund from Customer's Permit Account to the Post Office (AIC 126) ◀

[Logout](#)

Copyright © 1999-2020 USPS. All Rights Reserved

CICERO, IL 60804-4300

Where Issued: N/A   Finance Number: 16-1542

Comments:

PO of Mailing: PO of Permit:

Reversal

Transaction Number: [_____]

OR

Transaction Type: [ALL TRANSACTION TYPES ▾]

Date Range: FROM: * [12/02/2020]   (mm/dd/yyyy)

TO: * [12/16/2020]   (mm/dd/yyyy)

* Required

[Submit] [Reset]

Refund

Refund Money to the Customer from their Permit Account (3533 Required) ▾

Close Permit Account and Refund the Balance to Customer ▾

• Requested by Customer
• Account not used in 24 Months

Withdrawal from Permit Account ◀

Refund Money into Customer's Permit Account (3533 Required) ◀

Refund from Customer's Permit Account to the Post Office (AIC 126) ◀

59

Company Name EMILY'S ANIMAL RESCUE

*Country United States

*Address Line 1 `3801 S CENTRAL AVE`

*Address Line 2

*City `CICERO`

*State `ILLINOIS`

*ZIP code `60804` - `4300`

*Amount of Refund: `990615.11`

New Balance: $990,615.11

New Available Balance:

*Refund Type: Close Permit Account and Refund the Balance to Customer

*Reason: Requested by Customer

Comments: `Click Box`

☐ * I CERTIFY that this refund has been reviewed for each item below if required:

(1) eligibility for refund amount claimed;

(2) proper completion of PS Form 3533; and

(3) supporting documentation retained (manual entry).

*Enter your password in order to authorize this transaction:

61

New Balance: $0.00

New Available Balance: [   ]

*Refund Type: Close Permit Account and Refund the Balance to Customer

*Reason: Requested by Customer

Comments: Letter of request on file

☑ * I CERTIFY that this refund has been reviewed for each item below if required:

(1) eligibility for refund amount claimed;

(2) proper completion of PS Form 3533; and

(3) supporting documentation retained (manual entry).

*Enter your password in order to authorize this transaction:

[   ]

Concurring Employee:

☐ * I CERTIFY this Transaction:

ACE ID [   ]

Password [   ]

Submit   Reset

* Required

Logout

Copyright © 1999-2020 USPS. All Rights Reserved

62

New Balance: $0.00

New Available Balance:

*Refund Type: Close Permit Account and Refund the Balance to Customer

*Reason: Requested by Customer

Comments: Letter of request on file

☑ * I CERTIFY that this refund has been reviewed for each item below if required:

(1) eligibility for refund amount claimed;

(2) proper completion of PS Form 3533; and

(3) supporting documentation retained (manual entry).

*Enter your password in order to authorize this transaction:

Concurring Employee:

☐ * I CERTIFY this Transaction:

ACE ID

Password

Submit   Reset

* Required

Copyright © 1999-2020 USPS. All Rights Reserved.

63

New Balance: $0.00

New Available Balance:

*Refund Type: Close Permit Account and Refund the Balance to Customer

*Reason: Requested by Customer

Comments: Letter of request on file

☑ * I CERTIFY that this refund has been reviewed for each item below if required:

(1) eligibility for refund amount claimed;

(2) proper completion of PS Form 3533; and

(3) supporting documentation retained (manual entry).

*Enter your password in order to authorize this transaction:

•••••••••••••••

Concurring Employee:

☐ * I CERTIFY this Transaction:

ACE ID

Password

Submit   Reset

* Required

Logout

Copyright © 1999-2020 USPS. All Rights Reserved.

64

New Balance: $0.00

New Available Balance:

*Refund Type: Close Permit Account and Refund the Balance to Customer

*Reason: Requested by Customer

Comments: Letter of request on file

☑ * I CERTIFY that this refund has been reviewed for each item below if required:

(1) eligibility for refund amount claimed;

(2) proper completion of PS Form 3533; and

(3) supporting documentation retained (manual entry).

*Enter your password in order to authorize this transaction:

●●●●●●●●●●●●●●●●

Concurring Employee:

☑ * I CERTIFY this Transaction:

ACE ID kpj7hy

Password ●●●●●●●●●●●●●●●●

Submit   Reset

* Required

Logout

Copyright © 1999-2020 USPS. All Rights Reserved.

65

Once the customer has left, close the account in *PostalOne!*.

BMEU

Message Center

Account Management

Balance and Fees

Mail.DAT & Mail.XML Metrics

Customer Assistance

Dashboard

Reports

Transactions

Select Acceptance Unit

Unpaid Mail (Update)

Unpaid Mail (Add Item)

Nonprofit

Seamless Acceptance Incentive Report

BMEU Reporting

Activate POS Finance Numbers

BMEU Reporting

BMEU Admin

Certification Tool

Data Admin Console

Error Mapping Admin Console

Five Day Delivery

Personal Profile | Logout

Account Management

Today's Date: 12/16/2020

Create New Account	Update Customer Account

Process Customer Application
-- New Permit/Periodical Account
-- New OMAS Account

Edit Account
-- Edit Permit/Periodical Account
-- Search

Nonprofit Application
-- Log PS Form 3624
-- Track Pending Activity

Periodicals
-- Exceptional Dispatch
-- Statement of Ownership (Form 3526)
-- Reassignment of Form 3526 to the Original Entry Office
-- Master Account - Link/Delink
-- Nonsubscriber/ Nonrequester Percentage Report
-- PCSC Notification Worklog

Customer Supplier Agreements
-- Create/Manage Customer Supplier Agreements

Report Links Removed to Reports Screen
-- Pending Account Activity Tracking
-- Advertising Percentage Report
-- Nonsubscriber Percentage Report

Your last browsing session closed unexpectedly.   Restore session   x

70

Edit Permit Account

Required fields are indicated by an asterisk - *

Permit Information

Finance Number	**16-1542**
Permit Type	**BR**
Permit Number	**977-000**
Current Balance	**N/A**
Cost Center	1615080501 - CHI-CICERO BR

* Account Status — CANCEL

Cancellation Reason —

Cancellation Date — 12/16/2020

Postage Payment Systems — Alternate Mailing System
Manifest Mailing System
Optional Procedure

Message from webpage ✕

⚠ Note: All active Out-of-Town and Intown sub accounts associated to this master will also be canceled.

[OK]

Applicant Information

Non-valid Address ☐ *NOTE: There are no Online users associated to this permit.

* Company Name — EMILY'S ANIMAL RESCUE

Account Number:

Other Authorizations — Not Applicable

This is a Continuous Mailer ☐

* Country — UNITED STATES

* Address Line 1 — 3801 S CENTRAL AVE

Address Line 2 —

* City — CICERO

* State — ILLINOIS

* ZIP Code — 60804 - 4300

Message Center
Account Management
Balance and Fees
Mail.DAT & Mail.XML Metrics
Customer Assistance
Dashboard
Reports
Transactions
Select Acceptance Unit
Unpaid Mail (Update)
Unpaid Mail (Add Item)
Nonprofit
Seamless Acceptance Incentive Report

BMEU Reporting
Activate POS Finance Numbers
BMEU Reporting

BMEU Admin
Certification Tool
Data Admin Console
Error Mapping Admin Console
Five Day Delivery
Load Utility
Location Admin

74

Emily has a master account and in-town sub-account. Both accounts are at the same location, so we will close the master account, which will close both at the same time.

If she had a master account and an out-of-town sub-account, they are in different locations:
- If she wanted to close her entire account, you would close the master account. All out-of-town sub-accounts would close automatically.
- If she wanted to continue to use the master account for other mailing location, only close the out-of-town sub-account.

https://cat1a.uspspostalone.com/postal1/index.cfm?com=false

Edit Permit Account

Today's Date: 12/16/2020

Required fields are indicated by an asterisk - *

| Message Center |
| Account Management |
| Balance and Fees |
| Mail.DAT & Mail.XML Metrics |
| Customer Assistance |
| Dashboard |
| Reports |
| Transactions |
| Select Acceptance Unit |
| Unpaid Mail (Update) |
| Unpaid Mail (Add Item) |
| Nonprofit |
| Seamless Acceptance Incentive Report |

BMEU Reporting

| Activate POS Finance Numbers |
| BMEU Reporting |

BMEU Admin

| Certification Tool |
| Data Admin Console |
| Error Mapping Admin Console |
| Five Day Delivery |
| Load Utility |
| Location Admin |

Permit Information

Finance Number	16-1542
Permit Type	BR
Permit Number	977-000
Current Balance	N/A
Cost Center	1615080501 - CHI-CICERO BR
* Account Status	CANCEL
Cancellation Reason	

Request by customer
Nonuse
Illegal Use
Other

Optional Procedure

| Cancellation Date | |
| Postage Payment Systems | |

Applicant Information

Non-valid Address	☐ *NOTE: There are no Online users associated to this permit.
* Company Name	EMILY'S ANIMAL RESCUE
Account Number:	
Other Authorizations	Not Applicable
This is a Continuous Mailer	☐
* Country	UNITED STATES
* Address Line 1	3801 S CENTRAL AVE
Address Line 2	
* City	CICERO
* State	ILLINOIS
* ZIP Code	60804 - 4300

🔍 150%

77

https://cat1a.uspspostalone.com/postal1/index.cfm?com=false

Home | Page ▾ | Safety ▾ | Tools ▾ | ❓ ▾

Navigation Menu:
- Activate POS Finance Numbers
- BMEU Reporting
- BMEU Admin
  - Certification Tool
  - Data Admin Console
  - Error Mapping Admin Console
  - Five Day Delivery
  - Load Utility
  - Location Admin
  - MERLIN Admin
- BRM
  - Message Center
  - Account Management
  - Customer Assistance
  - Transactions
  - Reports
  - BRM Dashboard
  - Select Acceptance Unit

NOTE: There are no Online users associated to this permit.

* Company Name: EMILY'S ANIMAL RESCUE

Account Number:

Other Authorizations: Not Applicable

This is a Continuous Mailer: ☐

* Country: UNITED STATES

* Address Line 1: 3801 S CENTRAL AVE

Address Line 2:

* City: CICERO

* State: ILLINOIS

* ZIP Code: 60804 - 4300

* Contact Name: EMILY MORRIS

* Contact Phone Number: (555) 555 - 5555 Ext.

Contact Email: emilysanimalrescue@email.com

Comments:

Comments should be less than 250 characters/spaces in length.

Click here to manage additional addresses, mailing agents and contacts

* Incentive Mailer: ☐ Yes ☑ No

[Submit] [Reset] [Go Back]

863

🔍 150%

79

Question 1

What supporting documentation is required form the customer to close an account and process a refund?

	Answer Key	Answers:	Feedback Correct:
A		A government-issued ID and verbal confirmation that the customer wishes to close the account.	That's correct! A PS Form 3533 , *Application for Refund of Fees, Products, and Withdrawal of Customer Accounts* and a request to close the account written on company letterhead.
B		A PS Form 3533 , *Application for Refund of Fees, Products, and Withdrawal of Customer Accounts.*	**Feedback Try Again:** Try Again.
C	X	A PS Form 3533 , *Application for Refund of Fees, Products, and Withdrawal of Customer Accounts* and a request to close the account written on company letterhead.	**Feedback Incorrect:** That's incorrect. A PS Form 3533 , *Application for Refund of Fees, Products, and Withdrawal of Customer Accounts* and a request to close the account written on company letterhead.
D		A request to close the account written on company letterhead and a government-issued ID.	

Question 2

A customer has a master account and an out-of-town sub-account in different locations. They no longer wish to mail with the Postal Service, what do you do?

	Answer Key	Answers:	Feedback Correct:
A		Change the permit status to inactive.	That's correct! Close the Master account, the sub-account will close automatically.
B	X	Close the Master account, the sub-account will close automatically.	**Feedback Try Again:** Try Again. **Feedback Incorrect:**
C		Close the Master Account and set the permit status to inactive.	That's incorrect. Close the Master account, the sub-account will close automatically.
D		Close the sub-account, the Master will close automatically.	

BUSINESS REPLY MAIL®

UNITED STATES POSTAL SERVICE®

POST