

Business Customer Gateway

Steps for Customers to Acquire a Mailer ID

1. Go to www.usps.com . The link to the Business Customer gateway is in the lower right corner. This link will take you to the Log-In page.
2. An existing user may “Sign In” with an existing Username and Password. New users should click “Sign Up”
3. On the ‘New User” “Sign In” screen, create a Username and Password (Record this somewhere for future use). Then click “Continue”.
4. On the “Profile Account Type” screen, select “Business” (“Personal” will send you back to usps.com). Then click “Continue” .
5. Create your business Profile. Red asterisks indicate required information. Then click “Continue” .
6. Verify your Company Account Information on the Company Profile Summary. Then click “Continue” (or “Edit” to change any information)
7. Agree to the Privacy Act Statement. Click “Continue”.
8. On the Select a Business Service screen, select ‘Mailer ID”. Click ‘Continue”.
9. New Users will have to go through the Business Service administrator (BSA) process, click “I certify....” Then click “yes”.
10. On the “Business Service Administrator” (Access Granted) page, click ‘Continue”.
11. Continue by clicking on Mailer ID under ‘Design & Prepare”
12. On the “Welcome to the Mailer ID System” page, click “Request a MID”. On this screen or the next you may need to check box located before your business name.
13. At the “Apply for MID” screen, use drop down arrow box and select 9-digit MID, then select 1 (One) MID requested, then, click Request MID.
14. At the next screen, be sure that there is a check before the “Automatically generate this MID” and in the right column, check ONLY “Full/Basic Service” (this is probably all you need at this time), then click Request MID.
15. The system should issue your new Mailer ID (MID) on the next screen. Print or record this number and sign out.

***Once you have registered on the Gateway, you may need to log out and then re-enter with your user name and password to continue the process.