



2012 Registration Guide: Every Door Direct Mail

UNITED STATES POSTAL SERVICE® *Every Door Direct Mail*
Simplified Mailing Process

User Guide EDDM Retail EDDM BMEU

Welcome to the Every Door Direct Mail (EDDM) Web Tool.

Our online tool helps you choose mailing routes by neighborhood, ZIP Code™, city, or a target area around your business. The tool even identifies the number of active households and businesses in your chosen areas to estimate postage. The tool also generates and prints the appropriate documentation to take with your mailing to the Post Office.

Every Door Direct Mail
discover an effective way to
meet local consumers.

EDDM Retail Mailings are taken to the local Post Office retail unit for processing. Requirements:

- Customer must register via the [Business Customer Gateway](#)
- Mailing includes [standard mail flats only](#)
- Each mailpiece must be equal to or less than 3.3 ounces
- Each mailpiece must display the EDDM Retail ...

[Read More >](#)

EDDM BMEU Mailings are prepared for processing at a Business Mail Entry Unit (BMEU). Requirements:

- Customer must have an active USPS Standard mail [permit number](#)
- Customer must register via the [Business Customer Gateway](#)
- Mailing must be accompanied by PS Form 3602R, or the applicable mailing statement; in addition to Delivery Statistics File...

[Read More >](#)

Questions about EDDM or EDDM Retail? Call 877-747-6249.

Go to:

<https://eddm.usps.com/eddm>

Click on EDDM Retail

Unless you have already logged in, you will be redirected to the Business Customer Gateway

Business Customer Gateway

Welcome to the Business Customer Gateway! This portal gives you a single entry point for Postal Service® online business services. Options support Intelligent Mail® products and services, including *PostalOne!*, Facility Access and Shipment Tracking, Mailer IDs, eInduction and tracking. Use the Online Enrollment service to join Shipping Service programs.



Login

Username

Password

[New User Registration](#)

[I forgot my password](#)



Design & Prepare

- Electronic Data Exchange (PostalOne!)
- Mailer ID
- Intelligent Mail Services
- Online Enrollment

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer/Supplier Agreements (CSAs)
- Customer Label Distribution System (CLDS)
- Schedule a Mailing Appointment (FAST)

Track & Report

- ADVANCE
- Manage Mailing Activity
- Track & Confirm
- Delivery Confirmation
- Product Performance Reports

Customer Support

LEGAL

- Privacy Policy >
- Terms of Use >
- FOIA >
- No FEAR Act EEO Data >

ON USPS.COM

- Government Services >
- Buy Stamps & Shop >
- Print a Label with Postage >
- Customer Service >
- Site Index >

ON ABOUT.USPS.COM

- About USPS Home >
- Newsroom >
- Mail Service Updates >
- Forms & Publications >
- Careers >

OTHER USPS SITES

- Business Customer Gateway >
- Postal Inspectors >
- Inspector General >
- Postal Explorer >

If you have already registered and requested access to use the Every Door Direct Mail program, log in.

If not **CLICK ON: 'New User Registration'**

Create Your USPS.com Account

Choose an account type

[Which account type should you pick?](#)

Personal Business



Choose Business Account

Create a username & password

* Indicates a required field

*Pick a Username

Usernames need 6 characters. You can use your email address. ?

CHECK THIS NAME

*Pick a Password

Passwords need 7 characters, including a letter and number. They are case-sensitive. They can include special characters, but not your username or more than two repeat characters in a row. ?

Password

Password Strength

 0% Too Short

Re-Type Password

Pick Two Security Questions

Please answer two secret questions. If you forget your password, you will be asked for this information to re-gain access to our site.

*Pick Your First Security Question

Your Answer

Answers are not case-sensitive. ?

Re-Type Your Answer

CONFIRM FIRST SECURITY ANSWER

Create Username & password

Choose Security questions & answers

Enter name and contact info

Next, we need your name and contact info

* indicates a required field

Enter Your Name

Title

Enter Your Address ?

*Country

Enter Your Phone Number

*Type

*Phone ?

Ext.

Submit Information



And you're registered!

You've registered the username `yesenia.mendez@usps.gov`. Check your inbox for an email with details on your new account.
Now, you'll be directed to your account, where you can explore its tools.



You will see this page.

[Profile >>](#) [Request Access >>](#) [Request Status >>](#)

Select a Business Service

The Business Services that display on the Business Customer Gateway are grouped into categories. Click the details link next to the service to get more information. To apply for access to a Business Service, select one of the service links from the list below.

To search for a specific service, enter a key word about that service and then click the **Submit** button for a customized result set.

Locate service where contains:

Small Business Services

- [Select Multiple Services \(details\)](#)

Account Services

- [Incentive Programs \(details\)](#)
- [Verification Assessment Evaluator \(PostalOne!\) \(details\)](#)

Design & Prepare

- [Intelligent Mail Small Business \(IMsb\) \(details\)](#)
- [Mailer ID \(details\)](#)

Mail & Transport

- [Customer Label Distribution System \(CLDS\) \(details\)](#)
- [Customer/Supplier Agreements \(CSAs\) \(details\)](#)
- [Schedule a Mailing Appointment \(FAST\) \(details\)](#)
- [Transportation Location Service \(TLS\) \(details\)](#)

Mailing Services

- [Audit Mailing Activity \(PostalOne!\) \(details\)](#)
- [Every Door Direct Mail \(details\)](#)

Shipping Services

- [Manage Electronic Return Activity \(PRS\) \(details\)](#)
- [Manage Electronic Verification Activity \(eVS\) \(details\)](#)
- [Manage Scan Based Payment Activity \(SBP\) \(details\)](#)
- [Online Enrollment \(details\)](#)

Track & Report

- [Manage Mailing Activity \(details\)](#)

Now register to use
service and get your
individual CRID

Click on Every Door
Direct Mail

Select Business Locations

Select at least one business location to associate to a service. This enables you to access the data for that business location.

You have selected the following online service:

Service
Every Door Direct Mail (details)

When using this service, you will be linked with the business locations you add to your user profile. If you would like to be linked with a business location that is not shown in the table below, click the **Add Location** button to add a new location to your profile.

After you have entered all of the desired business locations, attach them to the business service by selecting the check box next to each business name, and then click the **Next** button.

Click the **Cancel** button to return to the previous screen.

Existing Business Locations

[Add Location](#)

	Business Name	CRID	Address	City	State/Province	ZIP/Postal Code
<input type="checkbox"/>	USPS	7954276	800 RINEHART RD	LAKE MARY	FL	32746

[Cancel](#)

[Next >](#)

Check box

Add locations if necessary

Click next

LEGAL

- [Privacy Policy >](#)
- [Terms of Use >](#)
- [FOIA >](#)
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- [Postal Inspectors >](#)
- [Inspector General >](#)
- [Postal Explorer >](#)

[Profile >>](#) [Request Access >>](#) [Request Status >>](#)

Permissions Granted

You have been granted access to the services at the business locations you have chosen. You can access them from the Business Customer Gateway by clicking below.

[Continue](#)

Permission will be granted.

Click Continue.

Business Customer Gateway

From your homepage you can request access to services. Online services help you manage day-to-day activities of your mailing and shipments, from design and prepare to transport and tracking.

When you select a service and you do not have access, the system will give you the option to add a service.



Your Account Settings Welcome Yesenia

Profile

- Profile
- Request Access
- Request Status

Account Services

- Balance & Fees (PostalOne!)
- Verification Assessment Evaluator (PostalOne!)
- Manage Permits (PostalOne!)

Design & Prepare

- Automated Business Reply Mail
- Intelligent Mail Services
- Mailer ID
- Electronic Data Exchange (PostalOne!)
- Intelligent Mail Small Business (IMsb)

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer/Supplier Agreements (CSAs)
- Customer Label Distribution System (CLDS)
- Schedule a Mailing Appointment (FAST)

Mailing Services

- Audit Mailing Activity (PostalOne!)
- [Every Door Direct Mail](#)

Shipping Services

- Manage Electronic Return Activity (PRS)
- Manage Scan Based Payment Activity (SBP)
- Manage Electronic Return Activity (PRS)
- Online Enrollment

Track & Report

- ADVANCE
- Product Performance Reports
- Delivery Confirmation
- Track & Confirm



Every Door Direct Mail allows small volume mailers to use the Simplified Addressing format for saturation Standard Flats destined to a local Post Office. Saturation mail is delivered to every address on a carrier route. Flats mail includes large envelopes and fliers often used for advertising. Every Door Direct Mail enables you to reach your customers via saturation mail with no mailing lists, permits, or permit fees. Register now for USPS online services, and create a business user account.

To use the program:

Click on Every Door Direct Mail

This will take you back to the entry site to begin!

User Guide

EDDM Retail

EDDM BMEU

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