

**Using A Chamber Of Commerce Permit
To Do A Mailing With A Different Mail Owner**

To Begin with "Sign-In" to the Business Customer Gateway. This is what the BCG HOME Screen looks like...

BUSINESS CUSTOMER GATEWAY

Home Hello [REDACTED]

Mailing Services Shipping Services Additional Services

Alerts
 Pending Requests
 Manage Account
USPS.com
Help

1 of 1 >>
Elimination of Corporate Accounts ...more
✕

Welcome, [REDACTED]

CHAMBER OF COMMERCE (2856885), PO BOX D, FORT COLLINS, CO 80522-0460 ▼

Next Permit Fee: \$290.00 due [REDACTED]/2024

[Balance and Fees](#)

Account Overview

Access to the Enterprise Payment System is required for this information. Request access to the Enterprise Payment System.

Mailer Scorecard

eDoc Submitter
Mail Preparer
Mail Owner

May 2023

You either do not participate in this program, or we have yet to receive data for this CRID.

[Mailing Report](#)

Favorite Services [Edit](#)

- Dashboard >
- Mailer ID >
- Mailing Reports >
- Manage Permits >
- Online Enrollment >
- Postal Wizard >

Recent Mailings

All Mailings ▼

05/05/2023

Job ID	Mail Class	Mailers Mailing Date	Mailing Group ID	Number of Pieces	Permit USPS No.	Post Office Of Mailing	Postage	Postage Statement ID	Statement Status	Submission Date

Next, Click on the "Postal Wizard" located in the lower right hand corner of the "Favorite Services" Box.

BUSINESS CUSTOMER GATEWAY Home Hello [REDACTED]

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

1 of 1 >> Elimination of Corporate Accounts ...more X

Welcome, [REDACTED]

CHAMBER OF COMMERCE (2856885), PO BOX D, FORT COLLINS, CO 80522-0460 Next Permit Fee: \$290.00 due [REDACTED]/2024 [Balance and Fees](#)

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[Mailing Report](#)

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- Dashboard >
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- Postal Wizard >**

Recent Mailings

All Mailings 05/05/2023

Job ID	Mail Class	Mailers Mailing Date	Mailing Group ID	Number of Pieces	Permit USPS No.	Post Office Of Mailing	Postage	Postage Statement ID	Statement Status	Submission Date
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This will take you to the "Postal Wizard" Forms page.



- Manage Mailing Activity
- > Home
- > Summary
- > Balance and Fees
- > Postal Wizard
- > Electronic Data Exchange
- > Mailing Reports
- > Dashboard
- > Manage Permits
- > IMsb Tool
- e-VS Customer
- > e-VS Monthly Account and Sampling Summary
- > eVS/PRS Dashboard
- > Manifest Search
- > Mailer ID Report
- > Third Party Billing Reports
- > Dispute Queue
- > eVS Alerts
- > Print and Deliver Return Label Service
- PRS Customer

[Home](#) > [Postal Wizard](#)
Postal Wizard

Allows you to complete, print, save, and submit common forms used in the business mailing process.

Complete a Mailing Form

Online Form	Description
3541	Postage Statement — Periodicals
3541	Postage Statement — Periodicals - Combined
3600 FCM	Postage Statement — First-Class Mail
3600 PM	Postage Statement — Priority Mail
3602	Postage Statement — USPS Marketing Mail
3605	Postage Statement — Bound Printed Matter
3605	Postage Statement — Parcel Select
3605	Postage Statement — Media Mail or Library Mail
3700-A	Postage Statement — Part A - First Class Mail International
3700-B	Postage Statement — Part B - First Class Package International Service
3700-C	Postage Statement — Part C - International Surface Air Lift
3700-D	Postage Statement — Part D - International Priority Airmail
3700-E	Postage Statement — Part E - Priority Mail International - Transmits Customs Data
3700-G	Postage Statement — Part G - Priority Mail Express International - Transmits Customs Data
3700-H	Postage Statement — Part H - Global Express Guaranteed - Transmits Customs Data
3700-P	Postage Statement — Part P - Commercial ePacket
3700-Q	Postage Statement — Part Q - Global Direct

[View Pending Postage Statements Report](#)

Saved Forms

[View forms I have submitted](#)

[View incomplete forms I have started](#)

Complete Customer Service Form

Online Form	Description
3526	Statement of Ownership, Management, and Circulation
3623	Request for Confirmation of Authorization or Pending Application to Mail at Nonprofit USPS Marketing Mail Rates
3624	Application to Mail at Nonprofit USPS Marketing Mail Rates
6015	Nonprofit Database Change Request
3533	Application for Refund of Fees, Products and Withdrawals of Customer Accounts
3510	Application for Re-entry or Special Price Request for Periodicals Publication

Complete a Periodicals Payment

[Consolidated Payment Request](#)

Click on the appropriate form:

Use the "3600 FCM" for First Class Mail, or "3602" for Marketing Mail, or "3541" for Periodicals.

For this example, use the PS Form 3602 for Marketing Mail.



Manage Mailing Activity

- > Home
- > Summary
- > Balance and Fees
- > Postal Wizard
- > Electronic Data Exchange
- > Mailing Reports
- > Dashboard
- > Manage Permits
- > IMsb Tool
- e-VS Customer**
 - > e-VS Monthly Account and Sampling Summary
 - > eVS/PRS Dashboard
 - > Manifest Search
 - > Mailer ID Report
 - > Third Party Billing Reports
 - > Dispute Queue
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- PRS Customer**

Home > Postal Wizard

Postal Wizard

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3600 PM	Postage Statement — Priority Mail
3602	Postage Statement — USPS Marketing Mail
3605	Postage Statement — Round Owned Matter
3605	Postage Statement — Parcel Select
3605	Postage Statement — Media Mail or Library Mail
3700-A	Postage Statement — Part A - First Class Mail International
3700-B	Postage Statement — Part B - First Class Package International Service
3700-C	Postage Statement — Part C - International Surface Air Lift
3700-D	Postage Statement — Part D - International Priority Airmail
3700-E	Postage Statement — Part E - Priority Mail International - Transmits Customs Data
3700-G	Postage Statement — Part G - Priority Mail Express International - Transmits Customs Data
3700-H	Postage Statement — Part H - Global Express Guaranteed - Transmits Customs Data
3700-P	Postage Statement — Part P - Commercial ePacket
3700-Q	Postage Statement — Part Q - Global Direct

[View Pending Postage Statements Report](#)

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Complete a Periodicals Payment

[Consolidated Payment Request](#)

This takes you to the "USPS Marketing Mail >> Account" Page.





USPS Marketing Mail » Account

Enter Account Information

1 Account Information 2 Mailing Details 3 Rates 4 Summary

When do you plan to submit your mailing?



**“When do you plan to submit your mailing?” is the first question asked.
Click on the “Selected Date” from the Drop Down button on the calendar.**

USPS Marketing Mail » Account

Enter Account Information

1 Account Information 2 Mailing Details 3 Rates 4 Summary

When do you plan to submit your mailing?

**Choose the date of mailing. This should be the date that you plan to physically bring the mailing to the Post Office.
NOTE: You have a "two-week window" to submit and bring in the mailing.**

USPS Marketing Mail » Account

Enter Account Information

1

Account Information

2

Mailing Details

3

Rates

4

Summary

When do you plan to submit your mailing?

05/05/2023

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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	10

The next question is "Are you submitting this mailing for yourself or on behalf of another company?"
Choose "Another Company" since you are using the Chamber's permit to submit a mailing for someone else.

UNITED STATES POSTAL SERVICE® Home

USPS Marketing Mail » Account

Enter Account Information

1 Account Information 2 Mailing Details 3 Rates 4 Summary

When do you plan to submit your mailing?
05/05/2023

Are you submitting this mailing for yourself or on behalf of another company?

Myself Another Company

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Although "Another Company" was chosen, we still are using the Chamber of Commerce's permit, so "Select" the appropriate permit radio button (PI or PC) for this Permit Imprint transaction for the Chamber of Commerce and then Click on the green "Select" button in the lower righthand corner of the screen.

USPS Marketing Mail » Account

Enter Account Information

1 Account Information 2 Mailing Details 3 Rates 4 Summary

When do you plan to submit your mailing?
05/10/2023

Are you submitting this mailing for yourself or on behalf of another company?
Myself **Another Company**

Please select your Account Information

Display 10 records Search:

Select	CRID	Account #	Finance #	Permit #	Permit Type	Company Name	City	State
<input checked="" type="radio"/>	2856885	677501	073168	2	PI	CHAMBER OF COMMERCE	FORT COLLINS	CO
<input type="radio"/>	2856885	928129	073168	2	PC	CHAMBER OF COMMERCE	FORT COLLINS	CO

Showing 1 to 2 of 2 entries

Select

Then, the next screen asks "Great! Which account are you using to pay for the mailing?"
Choose the "My Account" button.

UNITED STATES POSTAL SERVICE® Home

USPS Marketing Mail » Account

Enter Account Information

1 Account Information 2 Mailing Details 3 Rates 4 Summary

When do you plan to submit your mailing?
05/10/2023

Are you submitting this mailing for yourself or on behalf of another company?
Myself Another Company

Great! Which account are you using to pay for the mailing?
(This should match the permit on the mail piece)

My Account Mail Owner's Account

[A Third Party is paying for the mail](#)

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Now you search for the CRID of the MAIL OWNER who is paying for the mailing, and "Select" the green "Search" bar in the middle of the page near the bottom.

UNITED STATES POSTAL SERVICE Home

USPS Marketing Mail > Account

Enter Account Information

1 Account Information 2 Mailing Details 3 Rates 4 Summary

When do you plan to submit your mailing?
05/10/2023

Are you submitting this mailing for yourself or on behalf of another company?
Myself Another Company

Great! Which account are you using to pay for the mailing?
(This should match the permit on the mail piece)
My Account Mail Owner's Account

[A Third Party is paying for the mail](#)

Mail Owner Search	
CRID	6587354
Account Number	
BMEU City	FT COLLINS
BMEU State	COLORADO
Permit Number	
Permit Type	-- Select --
Company Name	

Minimum Search Requirements
Search by CRID.
Search by Account Number.
Search by Company Name.
Search by Permit Number and BMEU City and State.
Search by Permit Type and BMEU City and State.

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From the results, select the Radio Button of the Corresponding Mail Owner, and then click on "Select" the green "Search" bar in the middle of the page near the bottom.

USPS Marketing Mail > Account

Enter Account Information

1 Account Information 2 Mailing Details 3 Rates 4 Summary

When do you plan to submit your mailing?
05/10/2023

Are you submitting this mailing for yourself or on behalf of another company?
Myself Another Company

Great! Which account are you using to pay for the mailing?
(This should match the permit on the mail piece)
My Account Mail Owner's Account
[A Third Party is paying for the mail](#)

Please select the Mail Owner

Display 10 records Search:

Select	CRID	Company Name	Address	City	State	Nonprofit Authorization
<input checked="" type="radio"/>	6587352	NORTH FORTY NEWS		FORT COLLINS	CO	

Showing 1 to 1 of 1 entries

The next question is "Are you submitting this mailing as Regular or Nonprofit?" Answer accordingly. If you have a registered Nonprofit number for the Mail Owner, search accordingly for the CRID.

UNITED STATES POSTAL SERVICE ® Home

USPS Marketing Mail > Account

Enter Account Information

1 Account Information 2 Mailing Details 3 Rates 4 Summary

When do you plan to submit your mailing?
05/10/2023

Are you submitting this mailing for yourself or on behalf of another company?
Myself Another Company

Great! Which account are you using to pay for the mailing?
(This should match the permit on the mail piece)
My Account Mail Owner's Account

[A Third Party is paying for the mail](#)

Are you submitting this mailing as Regular or Nonprofit?
Regular Nonprofit

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***NOTE: Nonprofit authorization must be approved in advance by the PCSC (Pricing and Classifications Services Center)**

See your local BMEU tech for more information.

The last question is "Are you bringing your mail to..." the appropriate BMEU Mailing Office?

UNITED STATES POSTAL SERVICE® Home

USPS Marketing Mail > Account

Enter Account Information

1 Account Information 2 Mailing Details 3 Rates 4 Summary

When do you plan to submit your mailing?
05/10/2023

Are you submitting this mailing for yourself or on behalf of another company?
Myself Another Company

Great! Which account are you using to pay for the mailing?
(This should match the permit on the mail piece)
My Account Mail Owner's Account
[A Third Party is paying for the mail](#)

Are you submitting this mailing as Regular or Nonprofit?
Regular Nonprofit

Are you bringing your mailing to FORT COLLINS CO 80525-9998 ?
Yes Change

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After clicking on the "Yes" button here, proceed to fill out the rest of the Form accordingly and submit the mailing.

When done correctly, the "Account Information" on the Summary Page will show:

The screenshot displays the USPS Marketing Mail Rates Summary Page. On the left, the 'Account Information' section is highlighted with red circles around the 'Account Holder', 'Mailing Agent', and 'Mail Owner' details. On the right, the 'Enter Rates' section shows a table of rates for 'Machinable Letters 3.5 oz (0.2188 lbs) or less' and 'Nonmachinable Letters 4 oz (0.25 lbs) or less'.

Account Information:

- Account Holder:** Account Number: 677501, Permit: 912, CRID: 2856885, USPS Marketing Mail Fee Status: Current, USPS Marketing Mail Fee Expiration: 02/10/2024, Company Address: CHAMBER OF COMMERCE, PO BOX D, FORT COLLINS, CO 80522
- Mailing Agent:** CRID: 2856885, Company Address: CHAMBER OF COMMERCE, PO BOX D, FORT COLLINS, CO 80522
- Mail Owner:** CRID: 6587352, Company Address: NORTH FORTY NEWS, 2801 S LEMAY AVE UNIT 1 PMB 227, FORT COLLINS, CO 80525
- Post Office of Mailing:** FORT COLLINS CO 80525-9998

Enter Rates Summary:

Account Information | Mailing Details | Rates | Summary

Part B Nonautomation Letters

Part C Carrier Route Letter

Part S Extra Services

Machinable Letters 3.5 oz (0.2188 lbs) or less

#	Entry	Presort/Automation	No. of Pieces	Piece Price
B1	None	AADC		\$0.346
B2	None	Mixed AADC		\$0.366
B3	DND	AADC		\$0.323
B4	DND	Mixed AADC		\$0.343
B5	DSCF	AADC		\$0.316

Nonmachinable Letters 4 oz (0.25 lbs) or less

#	Entry	Presort/Automation	No. of Pieces	Piece Price
B6	None	5-Digit		\$0.653
B7	None	3-Digit		\$0.778
B8	None	ADC		\$0.842
B9	None	Mixed ADC		\$0.923
B10	DND	5-Digit		\$0.584
B11	DND	3-Digit		\$0.709
B12	DND	ADC		\$0.773
B13	DND	Mixed ADC		\$0.854
B14	DSCF	5-Digit		\$0.564
B15	DSCF	3-Digit		\$0.689
B16	DSCF	ADC		\$0.753

The "Account Holder" is the: Chamber of Commerce

The "Mailing Agent" is the: Chamber of Commerce

The "Mail Owner" is the: Selected Mail Owner

In this case: The North Forty News (Not the Chamber of Commerce)