United States Postal Service

### **Postal Wizard**

**Postage Statement Entry** 



## Mailing Services Tab – Select Postal Wizard



### **BUSINESS CUSTOMER G∆TEW∆Y**

Mailing Services Shipping Services Additional Services

You can locate Postal Wizard by clicking on the Mailing Services tab. You can also save it as a favorite under Favorite Services.

By EPS# By Permit#

Couldn't find any EPS Accounts for this CRID.



Favorite Services	<u>Edit</u>
Balance & Fees	>
Dashboard	>
EPS	>
IMsb	>
Mailing Reports	>
Manage Permits	>
Postal Wizard	>

## Statement Information – Select Your PS Form



#### **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

» PRS Monthly Account and Sampling Summary

#### Home > Postal Wizard

#### Postal Wizard

From this page, choose the form number to be completed.

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

Complete a Ma	ailing 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-F	Postage Statement — Part F - Priority Mail International - Regional Rate Box - 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

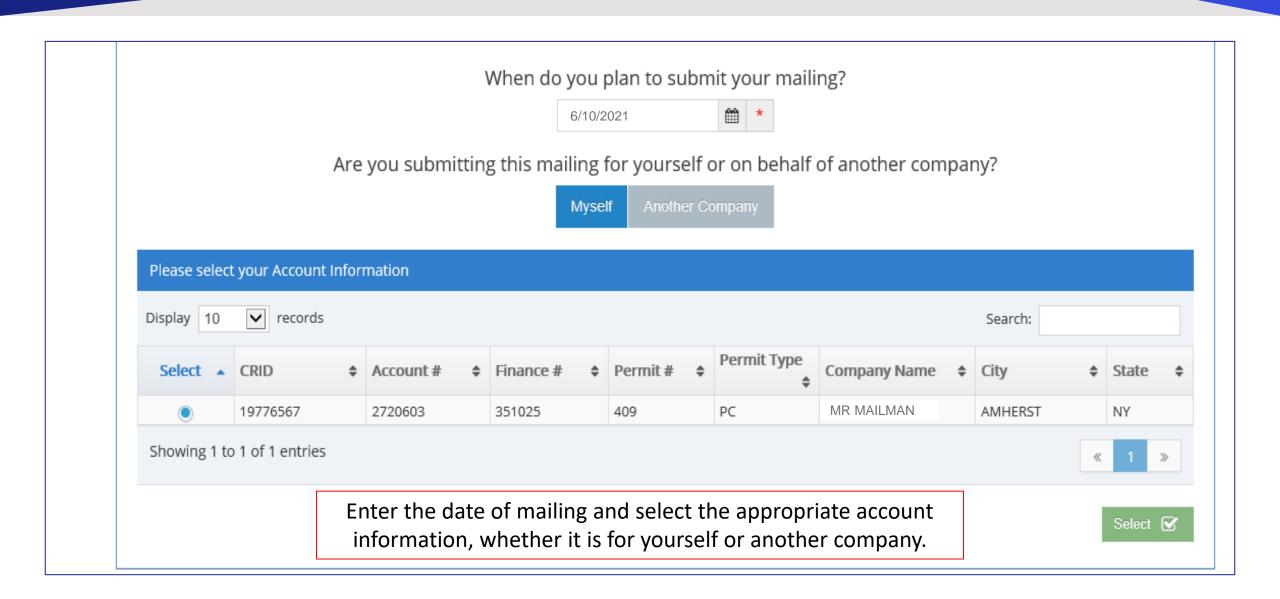
<u>3526</u>	Statement of Ownership, Management, and Circulation
3623	Request for Confirmation of Authorization or Pending Application to Mail at Nonprofit USPS Marketing Mail Rates
3624	Application to Mail at Nonprofit USPS Marketing Mail Rates
6015	Nonprofit Database Change Request
3533	Application 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

## Permit Information – Select Your Permit

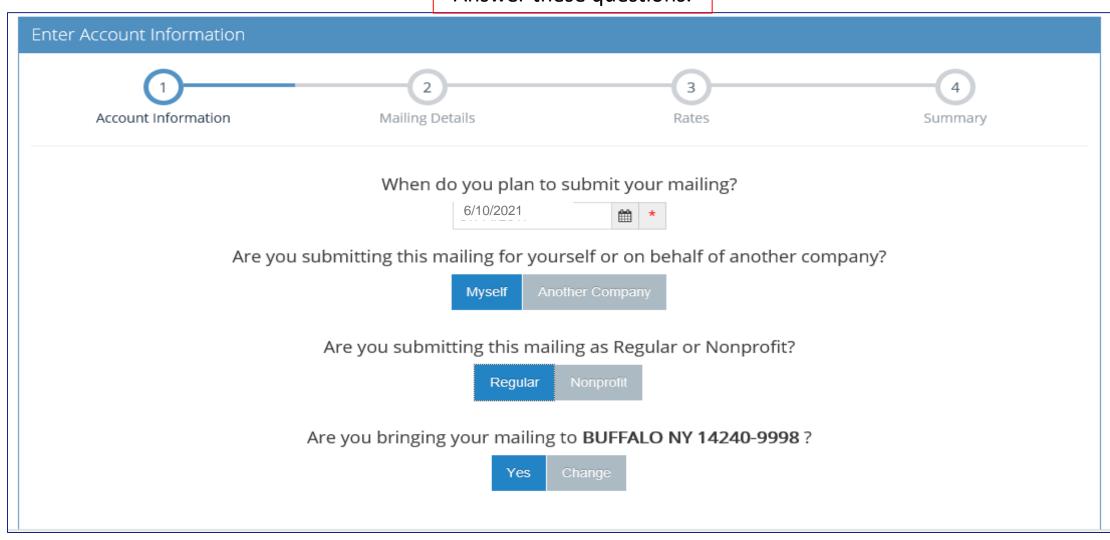




## Account Information Selections (Regular/Nonprofit)



Answer these questions.



### **Mailing Characteristics**



genda Enter Mailing Details Account Information Mailing Details Mailing Characteristics Mailing Characteristics General Information Container Information Incentives Mailing Date 04/04/2022 1' MM Trays Total Pieces 2' MM Trays Move Update Method Alternative Address Format 2' EMM Trays ~ Special Postage Payment - None -System Flat Trays Destination Entry Sacks ☐ Full Service **Pallets Mail Piece Information** Other Full Service / Barcode Information \* Processing Category Letters 0.025 Piece Weight Mailer ID (MID) ● Pounds ○ Ounces Mailing ID 

Lowest Piece ID Non-identical Lowest Piece ID Total Weight (lbs) Highest Piece ID Intelligent Mail Barcode (IMb) ✓ Barcode Info. Available **\*** Windowed Letters or Flats

\* O Political Mailing O Official Election Mail 

None

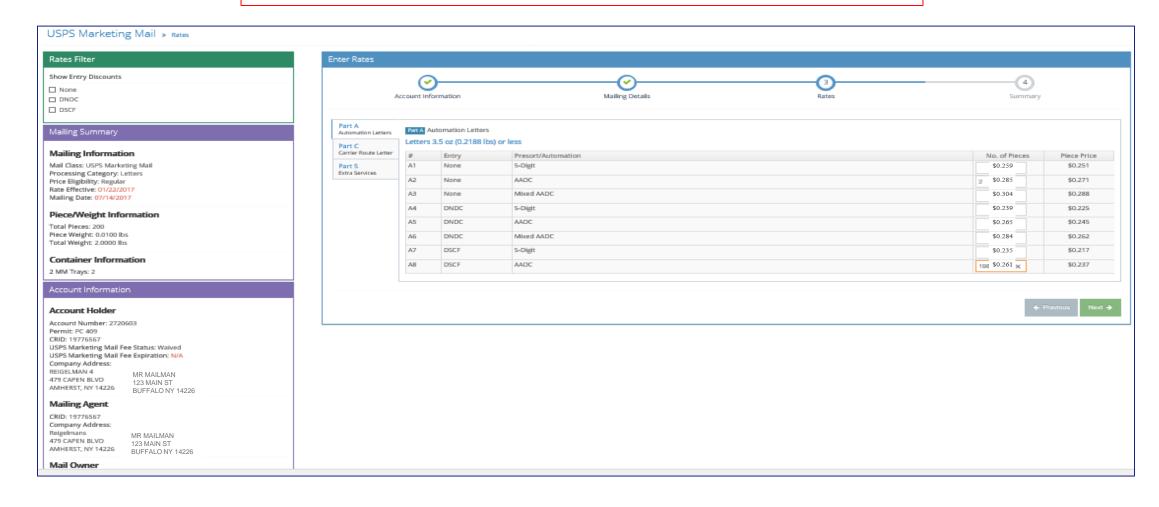
To document IMbs for FS and Non-FS mailings:

- 1. Choose Barcode Type
- Check box for Full-Service
   OR
   Check box for Barcode Info.
   Available (non-Full-Service)
- 3. Enter 6- or 9-digit Mailer ID
  - a) Select Mailing ID if using an identical serial number for all mailpieces in mailing
  - b) Select Lowest Piece ID if applying a range of unique IMb serial numbers through out the mailing.

### Rates – Enter Piece Counts

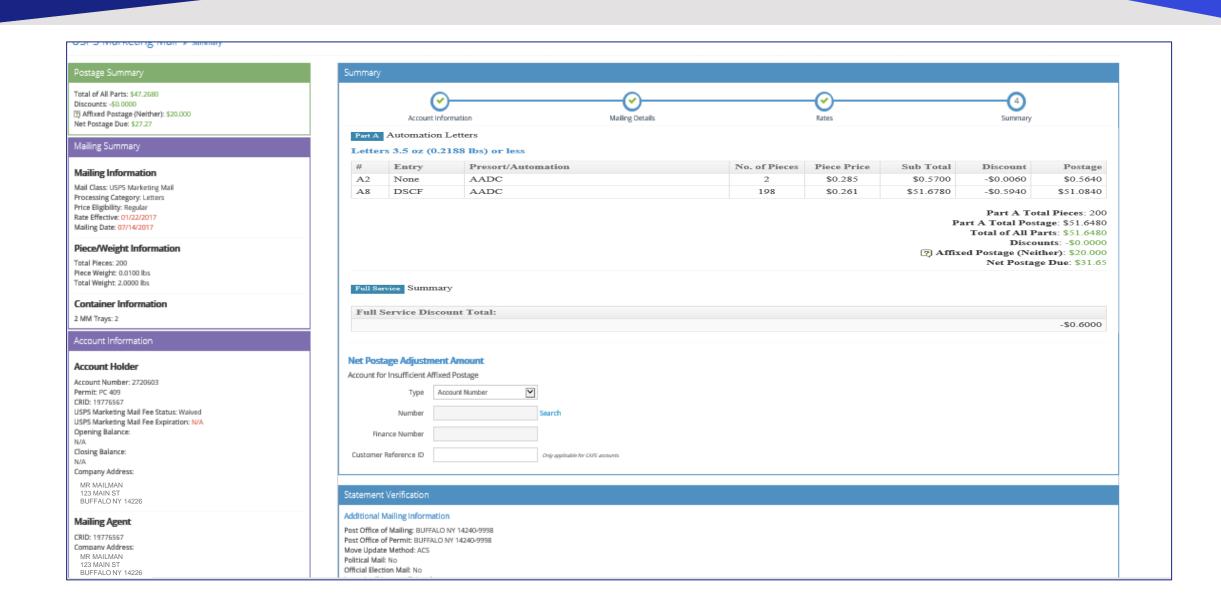


Enter Piece counts on proper price lines. Verify info on the left side.



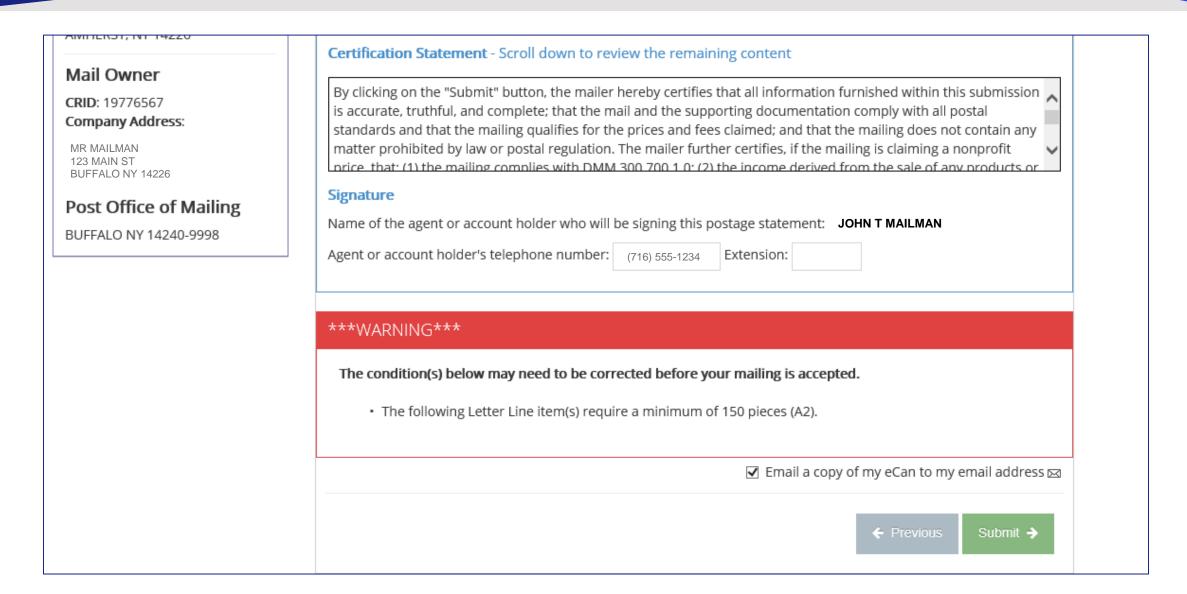
## **Summary Screen – Verify Information**





# Statement Submission – Read Certification Statement and Submit





### **Confirmation Page**



