

How to Submit Samples for the 2024 Tactile Sensory Interactive Promotion

Log into the USPS Business Customer Gateway: gateway.usps.com/eAdmin/view/signin

If you don't have a log in to the BCG you can sign up. Please refer to HOW TO CREATE A USPS BUSINESS CUSTOMER GATEWAY ACCOUNT document.

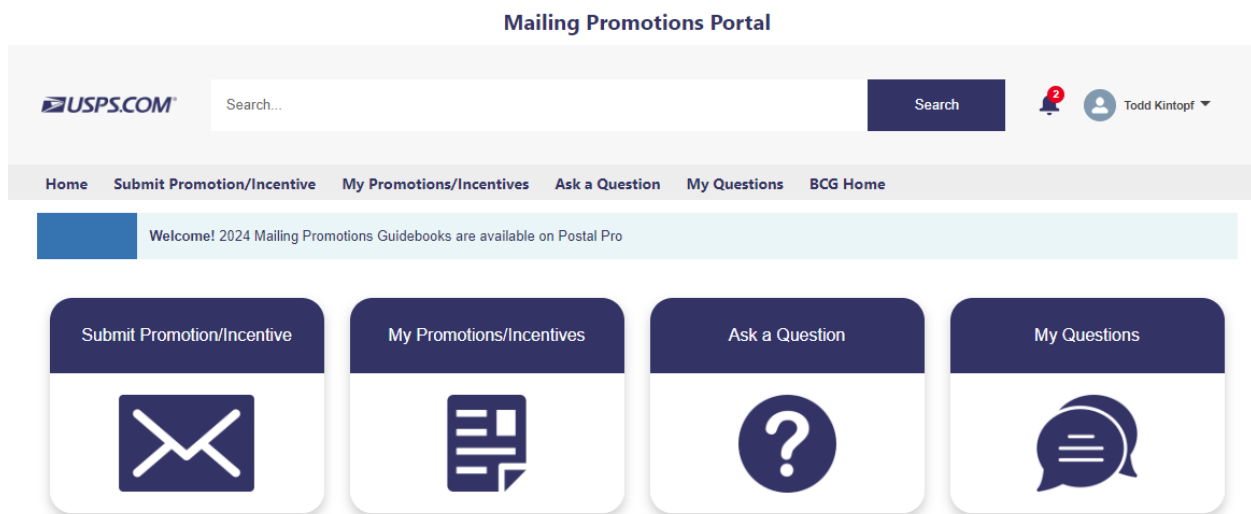
Once logged in go to Manage Account at the top right of the page and choose Manage Services from the drop down:



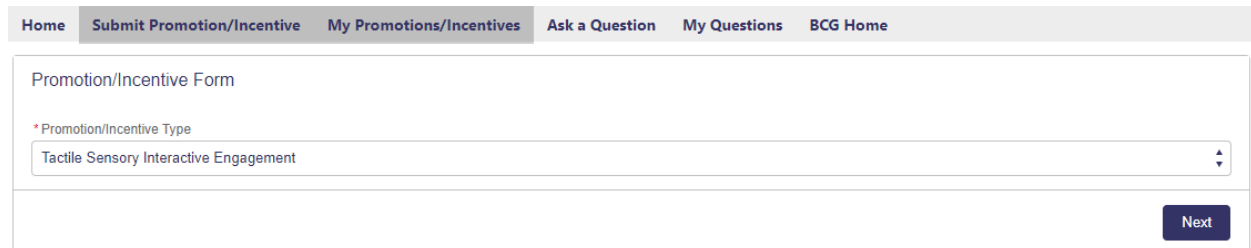
Scroll down and select Mailing Promotions Portal:



Once inside the Mailing Promotions Portal select Submit Promotion/Incentive



Choose Tactile Sensory Interactive Engagement from the drop down menu.



Enter the Mail Piece Title, select Sensory Treatments (5% Discount) from the drop down menu, select Texture for Treatments used, select the date you will be sending in the actual mailpiece, and select the state from which you will be sending the actual mailpiece from.

Home **Submit Promotion/Incentive** My Promotions/Incentives Ask a Question My Questions BCG Home

Promotion/Incentive Form

* Mailpiece Title
UNIBiz Magazine 2024

* Type of Technique Used
Sensory Treatments (5% Discount)

* Treatments Used
Texture

Physical Mailpiece Submission Date
Jan 23, 2024

Physical Mailpiece will be mailed from this State **WI**

I am a Mail Service Provider Submitting on Behalf of a Mail Owner

I affirm that I have read the submission guidelines for this promotion campaign and that the information I have provided meets these guidelines

[Click to view the submission guidelines for the selected promotion](#)

Previous **Next**

Enter the Contact Name and Company Name.

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Promotion/Incentive Form

* On Behalf of Contact Name
Jordan McNamara

* On Behalf of Company Name
University of Northern Iowa

[Click to view guidance and knowledge articles for your request](#)



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Upload PDF of the front or back cover of the mail piece seeking approval.

Home **Submit Promotion/Incentive** My Promotions/Incentives Ask a Question My Questions BCG Home

Promotion/Incentive Form

Please attach a digital copy of the mailpiece you are submitting for preapproval.

 **72216 BC.pdf** 

 Upload Files Or drop files

Next

After successfully submitting the file you will get a Service Request (SR) number.

Home Submit Promotion/Incentive My Promotions/Incentives Ask a Question My Questions BCG Home

Promotion/Incentive Form

Mailing Instructions

Prepare

Print the submission letter and include a copy inside the package. This step ensures that your mailpiece submission can be easily matched with your preapproval request. If you do not have access to a printer, save the document as a PDF so that you can print at your earliest convenience. **Once a Mailing Promotions Team Member has accepted your Service Request, they will email you their mailing address to complete your submission. This Mailing address will also be available in the Service Request on Mailing Promotions Portal after it has been accepted.**

Please note: Do not send your submission to USPS HQ as we have expanded the review team to expedite the submission process.

Ship

Drop off your submission at any Post Office or USPS Drop-off Location.

Track

Follow the status of your mailpiece preapproval in the Mailing Promotions Portal under My Mailpiece Preapprovals. If you have questions or concerns after mailing your submission, use the Ask a Question tool to contact the support team. Once the USPS Promotions team receives the submission, they should respond within 4 business days. If approved, you will receive a letter via email.

Click the button below to print the delivery address and submission letter.

[Print Submission Letter](#)

[Next](#)

Print the Submission Letter.

[Print](#)

Print submission letter below. Include a copy of the submission letter inside the package.

Please cut here and include the following inside of your submission:

.....

Service Request Details:

Contact:	Todd Kintopf
Account:	Royle Printing
Service Request Number :	59859870
Mailpiece Title :	UNIBiz Magazine 2024
Technique Used :	Sensory Treatments
Treatments Used :	Texture
Date :	Tue Jan 23 19:43:07 GMT 2024
PO / Mailing Address:	745 S BIRD ST Sun Prairie Wisconsin 53590 United States

Select Finish.

Home Submit Promotion/Incentive My Promotions/Incentives Ask a Question My Questions BCG Home

Promotion/Incentive Form

Your Pre-Approval Request, SR# 59859870, has been submitted. Upon receipt of your hardcopy mailpiece, you will receive a notification from a Mailing Promotions Team Member. Please allow up to 4 business days for a response.

(**NOTE** Should additional information be needed, the Promotions Manager will notify via email)

[Previous](#) [Finish](#)

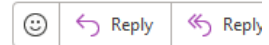
An email will be sent to the email addresses the USPS has on file for your Business Customer Gateway account.

USPS Mailpiece Preapproval Request SR #59859870 Created



DO NOT REPLY Customer Support <donotreplyuspscustomerservice@usps.gov>

To Kintopf, Todd



[If there are problems with how this message is displayed, click here to view it in a web browser.](#)



Hello Todd Kintopf,

Thank you for submitting Service Request 59859870 to the USPS Mailing Promotions Portal.

Your Service Request has been accepted and will be reviewed in the order it was received.

To check the status of your Service Request, please log back into the Mailing Promotions Portal through [BCG](#).

For further information about USPS Mailing Promotions & Incentives, please visit the Postal Pro [Homepage](#).

Thank you for your business!

USPS Mailing Promotions Team

THIS IS AN EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Once the Service Request is assigned to a USPS Mail piece Design Analyst you will get another email telling you where to send the sample mail piece for approval. You must include the Service Request Details page you printed upon submission along with a sample mailpiece. Best to put a note on the page identifying what you are asking approval on (ie. gloss stock).

USPS Mailpiece Preapproval Request SR 59859870 Awaiting Physical [ref:!00Dj00GyYH.!500BY...



Mailing Promotions Questions <mailingpromotions@u>

To Kintopf, Todd



Wed 1/24/2024 6:47 AM

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)



Hello Todd Kintopf,

This message is in regard to **Service Request Number:** 59859870

Service Request Summary: 1/23/2024- UNIBiz Magazine 2024

Thank you for participating in the 2024 Tactile, Sensory, and Interactive Promotion. Please submit your hardcopy mailpiece to the address below within **10 business days** with a copy of this letter.

Delivery Address:

ROBBIE BUTLER - MDA
UNITED STATES POSTAL SERVICE
4644 POWDER SPRINGS DALLAS RD
POWDER SPRINGS GA 30127-9998

Once the Service Request has been reviewed and approved or rejected, you will receive another email.

USPS Mailpiece Preapproval Request SR 59859870 Approved



DO NOT REPLY Customer Support <donotreplyuspscustomerservice@usps.gov>
To: Kintopf, Todd

Today at 11:13 AM

1/23/2024

This message is in regard to **Service Request Number: 59859870**
Service Request Summary: 1/23/2024-UNIBiz Magazine 2024

Thank you for participating in the 2024 Tactile Sensory Interactive Engagement.

Thank you for submitting the mailpiece for Todd Kintopf to the Tactile Sensory Interactive Engagement Program Office. After reviewing the attached mailpiece, it meets all program requirements and is **APPROVED for 2024**.

This is an approval for the 2024 iteration of Tactile Sensory Interactive Engagement with Sensory Treatments (5% Discount).

This letter is for promotion eligibility only and does not supersede any other requirement verifications.

Thank you,

USPS Mailing Promotions Team
