How To Create a USPS Business Customer Gateway Account (BCG)

If you don't have a USPS Business Customer(BCG) Log On – below are the steps to create one. Almost all Mail Owners and Mail Service Providers have a USPS CRID. A CRID is a Customer Registration ID with the USPS. This is a step-by-step guide to create a BCG account and use your exiting CRID and not create a new CRID which can cause issues.

Go to BCG Website: https://gateway.usps.com/eAdmin/view/signin

Click Sign Up for the BCG

Next you will go to a page to create your USPS Account. You will pick a username, create a password, and then select 2 security questions.

Please answer two secret questions. Answers are not case-sensitive. If you forget your password, you will be asked for this information to re-gain access to our site.

· indicates a required field

Pick Two Security Questions

* First Security Question

[Select First Question   ⌄]

* Your Answer

[   ]

* Re-Type your answer

[   ]

* Second Security Question

[Select Second Question   ⌄]

* Your Answer

[   ]

* Re-Type your answer

[   ]

Step 3: Enter your contact information

Please review and edit your contact information for your USPS account

· indicates a required field

Name

Title

[Select   ⌄]

* First Name

[   ]

M.I.

[   ]

* Last Name

[   ]

Email & Phone

* Email Address ⓘ

[   ]

* Re-Type Email Address

[   ]

* Type   * Phone ⓘ   Ext.

[US ⌄] [   ] [   ]

Mobile (U.S. Only)

[   ]

Step 4 – Find your company and CRID. It is best to select Company Identifier and then enter your existing CRID. This will give you access to services with that CRID vs creating a new CRID by mistake.

Step 4: Find address by...

Please enter the address so USPS can find the best deliverable option for you.

Please choose how you would like to find your address

○ Address   ○ ZipCode™   ○ Company Identifier

Step 5: Find by CRID

Search for your Company Identifier (CRID) and validate your company so it can be verified as a valid delivery address.

· indicates a required field

Enter Your Company Identifier (CRID)

Please enter your CRID so we can get an accurate address for you.

· CRID

[|]

CRID is required.

Your company name and address will then appear. If all looks correct, select CREATE ACCOUNT.

Your deliverable address:
This address has been verified as a valid delivery address.

Your Address

✓ **PRINT & MAILING SOLUTIONS, LLC**
1053 N SCHMIDT RD
ROMEOVILLE IL 60446-1181

[Change this address]   [**Create Account**]

Next you will get an email of your account. On the screen you will be able to select the services you would like:

Getting Started

Welcome to the Business Customer Gateway

You've successfully registered your business account, and you are almost ready to get started using the BCG Portal.

Your Business Location

PRINT & MAILING SOLUTIONS, LLC
1053 N SCHMIDT RD
ROMEOVILLE, IL 60446-1181
UNITED STATES
CRID: 5072724 ⓘ

Add Services

Business Services are tools that can help you to make better use of all that the Postal Service has to offer.

- ○ Core Suite of Services. (Recommended)

- ○ Custom Select Services

It is important to find out who (if there is one) the BSA – Business Service Administrator for different services. If there is no BSA then you will become the BSA.

User Agreement

If you are the first user to request a service for your location, you can become the **Business Service Administrator (BSA)** of that service; you would be responsible for managing that service for any future users, controlling who can and cannot use it at your business location.

Do you agree to become the BSA for any service that doesn't already have one assigned?

- ○ Yes
- ○ No

By clicking Continue you agree to the terms and conditions of the Business Customer Gateway and consent to any future updates.

[Continue]

If you are not the BSA then your request will be emailed to the BSA email address on the account to approve.