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Every Door Direct Mail®

User Guide // Simplified Mailing Process

UNITED STATES
POSTAL SERVICE ®

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Overview

What Is Every Door Direct Mail® Service?

With Every Door Direct Mail® (EDDM®) service from the U.S. Postal Service®, you can get help reaching potential customers in nearby neighborhoods—and you don't even need to know names or street addresses. Simply identify the delivery routes you want to reach, prepare your mailpieces, drop off your mailpieces with us, and we'll deliver the printed pieces to the active addresses in your designated area.

You can use Every Door Direct Mail® Service to:
- Help reach a location without an address list.
- Send out local mailings or national campaigns.
- Help build more traffic.
- Seek new customers.
- Potentially increase revenue.
- Help reduce mail preparation costs.

What Are My Mailing Options?

Every Door Direct Mail® service can help you get your marketing messages into the hands of your consumers. Most local businesses choose Retail service for sending up to 5,000 mailpieces per day, while Business Mail Entry Unit (BMEU) mailings of more than 5,000 mailpieces per day work best for large businesses.

1. **With Every Door Direct Mail—Retail®, you can drop off your mailings at the local Post Office™ for processing if you've satisfied all of the following criteria:**

   You must log in to access the EDDM tool and complete or save your order. New EDDM Retail® accounts can be created at https://reg.usps.com/register
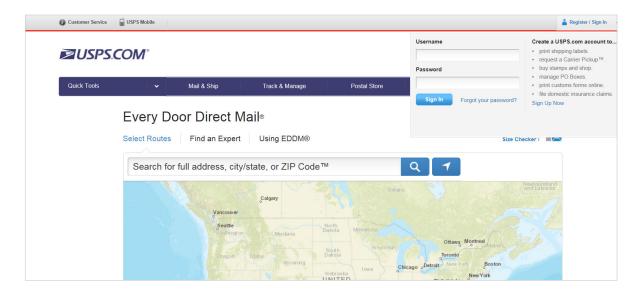
   - Appropriate documentation will be provided online to take with your mailing to the Post Office™.
   - You can choose to pay for your mailing online with a valid credit card or debit card, or choose to pay for your mailing at the Post Office™ where you drop the mailing off by cash, check, debit card, or credit card.
   - Mailpieces are limited to USPS Marketing Mail™ flats only.
   - Each mailpiece must be at least 0.007" thick (approx. 3 sheets of copy paper) and cannot exceed 3.3 ounces. We've also added a Mailpiece Size Checker to the EDDM tool. At any point while creating a mailing, you will be able to check your mailpiece size against the requirements. For more information on mailpiece size restrictions please reference the EDDM Quick Reference Guide: https://www.usps.com/business/pdf/quick-reference-guide.pdf [pdf]
   - Each mailpiece must display the Every Door Direct Mail—Retail indicia.
   - For more information, please visit USPS® Every Door Direct Mail: https://www.usps.com/business/every-door-direct-mail.htm
   - Business Rules for EDDM – Retail® orders:
     - Retail Users may mail up to 5000 mailpieces per day per ZIP Code™
       - Customers who select to Pay at Post Office™ and do not induct the order can cancel orders through their Order History to prevent that order from counting against their daily limit for that ZIP Code™
     - Retail Users can create orders of up to 5000 mailpieces per order, unless a single route contains over 5000 delivery points
     - Retail Users order must contain at least 200 mailpieces in a ZIP Code™ unless the routes in the ZIP Code™ do not total over 200 mailpieces
     - Retail Users can pay for up to 5000 mailpieces per transaction day using a credit card
     - Retail Users cannot add part of a route to an order; when a route is added, it is the entire route
     - Refund requests for Pay at Post Office™ orders must be made at the Post Office™ and cannot be made online
     - Refund requests for Paid Online EDDM orders must be initiated through a customer's Order History (Request Refund button located on the order's detail page)
     - Retail Users can only create EDDM orders within the United States and its territories

2. **With Every Door Direct Mail — BMEU® (Business Mail Entry Unit), you can drop off your mailings at a Business Mail Entry Unit where the permit is held for processing if you've satisfied the following criteria:**

   - You must have or must obtain an active USPS Marketing Mail™ permit number to process an order.
   - BMEU orders must be paid by permit.
   - You may register or log in via https://reg.usps.com/register to access the online tool, or obtain updated delivery statistics via one of the appropriate NCSC (National Customer Support Center) products.
   - You must bring appropriate documentation with your mailing to the BMEU where the permit used for the mailing is held.
   - Mailpieces may weigh less than 16 ounces and postage prices may vary based on piece weight and entry point. For more information on mailpiece size restrictions, please reference the EDDM Quick Reference Guide:
     https://www.usps.com/business/pdf/quick-reference-guide.pdf [pdf]
   - For more information, please visit USPS Every Door Direct Mail
     https://www.usps.com/business/every-door-direct-mail.htm
   - Business Rules for EDDM – BMEU® orders:
     - A user is considered a BMEU user if a valid USPS Marketing Mail permit is attached to the user's account
     - BMEU orders must contain at least 200 mailpieces
     - BMEU refund requests must be made through the BMEU associated with the permit used to pay for the order.
     - BMEU Users cannot add part of a route to an order; when a route is added, it is the entire route
     - BMEU Users can only create EDDM orders within the United States and its territories

Registration

New EDDM Retail Registration

1 Go to https://eddm.usps.com/eddm/customer/routeSearch.action

2 **Select Register/Sign In within the global header.**
You will be taken to the registration page.

Note: Existing customers, enter your username and password.

3 **Enter the required information.**

4 **Select [Create Account].**
And you're registered. It's that simple.

5 **After your new USPS.com® account has been created,**
you will automatically be redirected to the online mapping tool so you can begin to create your order.

New EDDM BMEU Registration

1 **For existing BMEU customers, return to Business Customer Gateway.**
https://gateway.usps.com/eAdmin/view/signin

2 **Select [Get Access] next to the EDDM® listing** under the mailing services section.

3 **Select** [Go To Service] **to go to EDDM® Tool.**

Enter Starting Location

1 **To sign in to the EDDM® Tool,**

select the Register/Sign In link in the global navigation. A flyout window will prompt you to sign in to your USPS.com® account. If you do not have an account, you can create a new one by selecting the [Sign Up Now] button on the right side of the flyout.

2 **Begin your search to determine your mailing audience.**

You can search by street address, city and state, or ZIP Code™ by entering in your search criteria into the text field within the search location box and selecting the magnifying glass button or hitting `[Enter]` on your keyboard.

Note: If searching by city and state, you may be presented with the option to select up to five ZIP Code™ locations to target for delivery. This is accomplished by selecting the checkboxes that appear to the left of each ZIP Code™. It is also possible your search will result in more than one address result. If this is the case, you will need to select the appropriate address.

Select Routes	Saved Orders (0)	Order History (7)	Find an Expert	Using EDDM®	Mailpiece Size Checker ›

1351 NORTH ST., HARRISBURG, PA, 17103

3 **Results are displayed on the route table and map.**

Selecting routes is covered on the next section.

Choose Routes

RETAIL // Table View

1 **Selection results are available in a table for all search options.**

Results of the starting location search are displayed in the route table by indicating the total routes and the total possible deliveries. Selecting the [Show Table] tab will reveal the table overlaid on the map.

Select Routes	Saved Orders (0)	Order History (7)	Find an Expert	Using EDDM®	Mailpiece Size Checker ›

20010

ROUTE	RESIDENTIAL	BUSINESS	TOTAL	AGE 25-44	SIZE	INCOME	COST
Select All (23 routes) ⌄							
20010-C001	831	10	841	--	--	$55.23k	$148.02
20010-C002	415	2	417	47%	2.30 ppl.	$112.80k	$73.39
20010-C004	108	84	192	--	2.50 ppl.	$43.73k	$33.79
20010-C007	528	31	559	--	2.80 ppl.	$62.07k	$98.38
20010-C008	724	42	766	--	--	$40.40k	$134.82
20010-C009	388	0	388	--	2.30 ppl.	$114.36k	$68.29
20010-C010	375	6	381	38%	2.95 ppl.	$50.22k	$67.06
20010-C011	725	16	741	47%	2.57 ppl.	$49.55k	$130.42
20010-C012	531	2	533	--	2.70 ppl.	$50.53k	$93.81
20010-C013	287	0	287	--	2.40 ppl.	$135.76k	$50.51
20010-C014	406	20	426	--	2.70 ppl.	$55.79k	$74.98
20010-C015	1177	14	1191	41%	2.40 ppl.	$38.77k	$209.62
20010-C016	785	30	815	44%	2.15 ppl.	$49.17k	$143.44
20010-C017	905	91	996	47%	2.23 ppl.	$57.13k	$175.30

Hide Table ⌃

Order Summary

Individual Routes Selected

0

Post Office™ Drop-Offs ›

0

Total Delivery Addresses

0

Approximate Cost ⓘ

$0.00

Continue

Save

2 **The Table view displays selection results and an approximate mailing cost**
for flats only to be dropped at a local Post Office™ retail unit. The table view columns include the following
data*.

ROUTE / Identifies the particular route by ZIP Code™ and carrier route ID.
Note that it is not possible to select a partial route.

RESIDENTIAL / Indicates the number of residential delivery points in a given route.

BUSINESS / Indicates the number of business delivery points in a given route.

TOTAL / Indicates the total number of delivery points in a given route.

AGE / Indicates the percentage of each route that matches a given age range criteria.

SIZE / Indicates the average household size of a given route.

INCOME / Indicates the average household income of a given route.

COST / Indicates total estimated cost for mailings included within that route.

*Demographic data is based on U.S. Census Reports.

3 **Additional filters are available within the first 3 columns,**
which can help narrow your search results. These filters include:

A **Select route types:**
- City / Results will include delivery points where mail is delivered by a USPS® employee.
- Rural/Highway / Results will include delivery points where mail is delivered by a USPS or contract
  employee.
- PO Box™ / Results will include delivery points where mail is delivered to USPS Post Office™ Boxes.
  Includes personal and business boxes.

B **Select delivery types:**
- Business & Residential / Results will include business and residential delivery points.
- Residential only / Results will only include residential delivery points.

When searching by a full address, it will also be possible to revise search results based on location
radius. To accomplish this, you can use the location slider to revise search location by .25 mile
increments. Remember that routes outside the selected radius will not appear. Expand your radius
to include those routes. Selecting the [Apply] button will update the table view results with
your selections.

4 **Route demographics are shown on the route table.**
Available demographics include age, household income, and household size*. You can narrow your search
results by selecting the column header for each demographic and selecting either [Show] or [Hide].
Selecting age shows the percentage of routes for the default age range of 25 to 44 years old. To edit this
criteria, select the [Age] column header and move the indicators to the beginning and end of your desired
age range. Once satisfied with the range, select [x] to close.
*Demographic data is based on U.S. Census Reports.

5 **Within the map view,**
hovering over a route will show the route details, including selected demographic data, in the route summary
pane. Selecting this route will add it to your selected list of routes in the table view.

Map Interaction for Tablet Users:

To View Route Information / First tap on a route
To Select a Route / Second tap on a route in hover state
To De-Select a Route / Third tap on a selected route

6 **All columns in the route table are sortable in ascending and descending order.**
This can be accomplished by selecting the column header and selecting [Highest] or [Lowest] in each column flyout.

7 **Within the route table view,**
you have the ability to select routes by selecting anywhere within a row containing route information.

Note: The possibility exists that your route selections will require you to drop-off mail pieces at more than one drop-off location. If this is the case, you will be prompted by an alert message that your selections require additional drop off locations. It is possible to continue forward with your order or remove that route from your selections.

8 **When using the route table view,**

the EDDM® map will change to indicate your selections. To view the changes within the map, select [Hide Table]. Your route selections on the map will be updated visually in the following ways:

- Your searched location will be indicated by a circular icon on the map.
- Hovering over a route within the table will apply a purple color to the route within the map.
- Selecting a business only route within the table will apply a green color to the route within the map.
- Selecting a residential & business route within the table will apply a blue color to the route within the map.
- Selecting a PO Box™ route within the table will add an orange icon to the map.

9 **When selections do not meet Retail qualifications**

(more than 200 but 5,000 or fewer deliveries per ZIP Code™ per day), a message appears indicating such. If your selections total more than 5,000 delivery points, you will be prompted to reduce that number.

10 **A summary of your selected routes are shown in the Order Summary.**

Included in the summary is the total number of routes selected, Post Office™ drop-offs, delivery addresses, and approximate cost.

11 **Selecting the Post Office™ drop-offs text will display the drop-off details of your order.** This includes the Post Office™ locations that you will need to drop off your order at, and which deliveries apply to which locations. You also have the option to deselect routes from your order as they apply to certain Post Office™(s).

12 **At this stage, you also have the ability to save the progress of your order with the ability to continue later.**

This can be accomplished by selecting the `[Save]` button, below the `[Continue]` button.

Note: User must be signed-in to Save Order.

13 **Selecting the Save link will bring up a window**

that will also allow you to add a nickname to your order. This step is optional.

14 **Once your order has been saved,**

you may review your saved order by selecting the Saved Orders text located above the EDDM® search bar on the top of page.

BMEU // Table View

① **Selection results are available in a table for all search options.**

Results of the starting location search are displayed in the route table by indicating the total routes and the total possible deliveries, in addition to approximate cost to mail. Selecting the `[Show Table]` tab will reveal the table overlaid on the map.

Select Routes	Saved Orders (0)	Order History (15)	Find an Expert	Using EDDM®	Mailpiece Size Checker ›

20007

ROUTE	RESIDENTIAL	BUSINESS	TOTAL	AGE 25-44	SIZE	INCOME	COST
Select All (38 routes) ⌄							
20007-C001	57	121	178	36%	1.90 ppl.	$139.30k	$36.67
20007-C002	313	0	313	--	2.70 ppl.	$140.19k	$64.48
20007-C004	250	146	396	18%	2.14 ppl.	$117.47k	$81.58
20007-C005	470	3	473	36%	1.90 ppl.	$91.11k	$97.44
20007-C006	581	3	584	--	2.10 ppl.	$100.28k	$120.30
20007-C007	288	8	296	--	1.80 ppl.	$113.63k	$60.98
20007-C010	92	106	198	38%	1.80 ppl.	$131.81k	$40.79
20007-C011	330	34	364	22%	2.20 ppl.	$135.28k	$74.98
20007-C014	575	20	595	41%	1.60 ppl.	$72.32k	$122.57
20007-C015	251	6	257	--	2.30 ppl.	$137.66k	$52.94
20007-C016	327	5	332	--	2.20 ppl.	$122.52k	$68.39
20007-C017	265	1	266	30%	2.70 ppl.	$147.64k	$54.80
20007-C018	285	73	358	36%	1.90 ppl.	$81.57k	$73.75
20007-C019	251	12	263	30%	2.10 ppl.	$132.08k	$54.18

Hide Table ⌃

Order Summary

Entry Type

Non-Discounted - $0.206 ⌄

Individual Routes Selected

0

Total Delivery Addresses

0

Approximate Cost ⓘ

$0.00

Continue

Save

2 **The Table view displays selection results and an approximate mailing cost**
for flats only to be dropped at a local Post Office™ retail unit. The table view columns include the following data*.

ROUTE / Identifies the particular route by ZIP Code™ and carrier route ID.
Note that it is not possible to select a partial route.
RESIDENTIAL / Indicates the number of residential delivery points in a given route.
BUSINESS / Indicates the number of business delivery points in a given route.
TOTAL / Indicates the total number of delivery points in a given route.
AGE / Indicates the percentage of each route that matches a given age range criteria.
SIZE / Indicates the average household size of a given route.
INCOME / Indicates the average household income of a given route.
COST / Indicates total cost for mailings included within that route.
Demographic data is based on U.S. Census Reports.

3 **Additional filters are available within the first 3 columns,**
which can help target your search results. These filters include:

A **Select route types:**
- City / Results will include delivery points where mail is delivered by a USPS® employee.
- Rural/Highway / Results will include delivery points where mail is delivered by a USPS or contract employee.
- PO Box™ / Results will include delivery points where mail is delivered to USPS Post Office™ Boxes. Includes personal and business boxes.

B **Select delivery types:**
- Business & Residential / Results will include business and residential delivery points.
- Residential only / Results will only include residential delivery points.

When searching by a full address, it will also be possible to revise search results based on location radius. To accomplish this, you can use the location slider to revise search location by .25 mile increments. Remember that routes outside the selected radius will not appear. Expand your radius to include those routes. Selecting the [Apply] button will update the table view results with your selections.

4 **Route demographics are shown on the route table.**
Available demographics include age, household income, and household size*. You can narrow your search results by selecting the column header for each demographic and selecting either [Show] or [Hide]. Selecting age shows the percentage of routes for the default age range of 25 to 44 years old. To edit this criteria, select the [Age] column header and move the indicators to the beginning and end of your desired age range. Once satisfied with the range, select [x] to close.
Demographic data is based on U.S. Census Reports.

5 **All columns in the route table are sortable in ascending and descending order.**
This can be accomplished by selecting the column header and selecting [Highest] or [Lowest] in each column flyout.

6 **Within the map view,**

hovering over a route will show the route details, including selected demographic data, in the route summary pane. Selecting this route will add it to your selected list of routes in the table view.

For tablet users:

To View Route Information / First tap on a route
To Select a Route / Second tap on a route in hover state
To De-Select a Route / Third tap on a selected route

7 **Within the Order Summary, the drop-off location**

can be selected, which affects the price per piece. The different locations include:

Non-Discounted
Regional Plant / Destination Network Distribution Center (DNDC)
Local Plant / Destination Sectional Center Facility (DSCS)
Local PO / Destination Delivery Unit (DDU)

8 **Within the route table view,**

you have the ability to select routes by selecting anywhere within a row containing route information.

Note: If you have selected DDU as the drop-off location you may be required to drop off mail pieces at more than one location. If this is the case, you will be prompted by an alert message that your selections require additional drop off locations. It is possible to continue forward with your order or remove that route from your selections.

9 **When using the route table view,**

the EDDM® map will change to indicate your selections. To view the changes within the map, select [Hide Table]. Your route selections on the map will be updated visually in the following ways:

- Your searched location will be indicated by a circular icon on the map.
- Hovering over a route within the table will apply a purple color to the route within the map.
- Selecting a business only route within the table will apply a green color to the route within the map
- Selecting a residential & business route within the table will apply a blue color to the route within the map.
- Selecting a PO Box™ route within the table will add an orange icon to the map.

Note: There is also a key within the lower right corner of the map explaining each visual indicator.

10 **A summary of your selected routes is shown in the Order Summary.**

Included in the summary is the total number of routes selected, Post Office™ drop-offs, delivery addresses, and approximate cost. Hovering over the [i] tooltip icon located next to Approximate Cost will reveal an approximate cost per mail piece. When logged in, selecting the [Continue] button will bring you to Select Drop-Off Date.

11 **If DDU has been selected as the drop-off location, selecting the** [Post Office™ Drop-Offs]

text will display the drop-off details of your order. This includes which Post Office™ locations that you will need to drop off your order at, and which deliveries apply to which locations. You also have the option to deselect routes from your order as they apply to certain Post Office™(s).

12 **If you are a Nonprofit organization with an authorization number tied to your Customer Registration Identifier (CRID), you may be eligible for Nonprofit pricing for your Every Door Direct Mail – BMEU order.**

If your CRID is associated only with a Nonprofit authorization number, when using the EDDM Online Tool, you will only be shown Nonprofit pricing options. If your CRID is associated with both a for-profit permit and a Nonprofit authorization number, you will be given the option to view Nonprofit and for-profit prices for your order. Your mailing must satisfy certain requirements to be eligible for Nonprofit USPS Marketing Mail™ prices. For details, please see Domestic Mail Manual 703.

13 **At this stage, you also have the ability to save the progress of your order with the ability to continue later.**

This can be accomplished by selecting the [Save] button, below the [Continue] button.

Note: User must be signed-in to Save Order.

14 **Selecting the Save link will bring up a window**

that will also allow you to add a nickname to your order. This step is optional.

15 **Once your order has been saved, you may review your saved order**

by selecting the Saved Orders text located above the EDDM® search bar on the top of page.

16 **If your selected routes total 5,000 or fewer delivery points,**

then a window will open to offer you the option to checkout using the EDDM Retail® checkout. Your mailing must comply with the requirements specific to EDDM Retail procedures, including dropping the mailpieces off at the local Post Office™. Selecting [Retail Entry] and pressing [Continue] will continue your order with retail options and pricing.

Select Drop-Off Date & Payment Options

This flow will allow you to select a Drop-Off Date for your mailings and will include a summary of all information pertaining to your EDDM® order including:

- Total Deliveries
- Drop-off location, hours, address, and contact information
- Scheduled drop-off date
- Total order cost
- By-For flow (Optional)

RETAIL // Select Drop-off Date & Payment Options

1 **First you must select a drop-off date for your EDDM® mailings using the calendar.**

Note: Dates may be selected up to 30 days in advance.

2 **Select a Company/Mailer name from the drop-down.**

3 **Select Mailer ID from drop-down.**

4 **Once you have agreed to the Terms & Conditions,** you will be presented with the option to pay at your local Post Office™, pay online, or save for later.

5 Selecting the `[Pay at Post Office]` button will take you to Order Confirmation/Print Forms.

6 Selecting the `[Pay Online]` button will take you into the online payment portal,
where you can complete your order.

7 Selecting the `[Save]` button will bring up a window that will also allow you to add a nickname to your order.
This step is optional. Once your order has been saved, you may review your saved order using the navigation links located in the top right corner of the page.

8 **Creating this order for someone else?**
will bring up a By-For flow to create a mailing on another person's behalf. You will need a valid Company CRID. If a coupon is available, you will be able to enter and apply a coupon code to the total cost of the mailing. Going through this flow is optional.

Select Routes	Saved Orders (0)	Order History (7)	Find an Expert	Using EDDM®	Mailpiece Size Checker ›

Order Summary

Individual Routes Selected
1

Post Office™ Drop-Offs ›
1

Total Delivery Addresses
417

‹ Back to Map

Select Drop-Off Date & Payment Options

‹ September 2016 ›

SUN	MON	TUE	WED	THU	FRI	SAT
				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	

*Choose Company/Mailer Name

Select Company/Mailer Name

Close

Enter their Company CRID   Apply

☑ I have read, understand and agree to the
Terms & Conditions.

Take order to Post Office™:   **09/21**

Total Cost   **$73.39**

Pay at Post Office™   Pay Online

Save

BMEU // Select Drop-off Date & Payment Options

1 **First you must select a drop-off date for your EDDM® mailings using the calendar.**

Note: Dates may be selected up to 30 days in advance.

Select Routes   Saved Orders (0)   Order History (15)   Find an Expert   Using EDDM®   Mailpiece Size Checker ›

Order Summary

Entry Type
Non-Discounted

Individual Routes Selected
1

Total Delivery Addresses
396

‹ Back to Map

Select Drop-Off Date & Payment Options

September 2016 ›

SUN	MON	TUE	WED	THU	FRI	SAT
				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	

*Choose Company/Mailer Name
Select Company/Mailer Name

*Choose Permit Number
Select Permit Number

☐ I have read, understand and agree to the Terms & Conditions.

Take order to BMEU: --/--

Total Cost $--.--

Save   Finalize Order

2 **Within the confirmation step,**

you will be required to select your company/mailer name using the drop down menu to the right of the Drop-Off Date Calendar. To associate a different company/mailer name with your account, you will need to update your account in the Business Portal Gateway.

Select Routes   Saved Orders (0)   Order History (15)   Find an Expert   Using EDDM®   Mailpiece Size Checker ›

Order Summary

Select Drop-Off Date & Payment Options

Entry Type
Non-Discounted

Individual Routes Selected
1

Total Delivery Addresses
396

‹ Back to Map

September 2016 ›

SUN	MON	TUE	WED	THU	FRI	SAT
				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	

*Choose Company/Mailer Name
Select Company/Mailer Name
MYSTERY DUNGEON (CRID 94551930)
PINKMAN SHIPPING (CRID 94551826)
PINKSHIPPING (CRID 94551929)

☐ I have read, understand and agree to the Terms & Conditions.

Take order to BMEU: --/--

Total Cost $--.--

Save   **Finalize Order**

3 **You will also be required to select a permit**

associated with your account using the drop down menu to the right of the Drop-Off Date Calendar. To associate a different permit with your account, you will need to update your account in the Business Portal Gateway.

Select Routes   Saved Orders (0)   Order History (15)   Find an Expert   Using EDDM®   Mailpiece Size Checker ›

Order Summary

Select Drop-Off Date & Payment Options

Entry Type
Non-Discounted

Individual Routes Selected
1

Total Delivery Addresses
396

‹ Back to Map

September 2016 ›

SUN	MON	TUE	WED	THU	FRI	SAT
				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	

*Choose Company/Mailer Name
MYSTERY DUN...CRID 94551930

Permit Number
999922 - PI - 535

☑ I have read, understand and agree to the Terms & Conditions.

Take order to BMEU: 09/21

Total Cost $81.58

Save   **Finalize Order**

4 **You will also be required to agree to the Terms & Conditions for EDDM® service.**
This can be accomplished by reading the Terms & Conditions box and selecting the checkmark to indicate agreement.

5 **Once you have agreed to the Terms & Conditions,**
you will be presented with the option to finalize your order.

6 **Selecting the [Save] button will bring up a window**
that will also allow you to add a nickname to your order. This step is optional. Once your order has been saved, you may review your saved order using the navigation links located in the top right corner of the page.

7 **Before completing your order,**
you are required to enter mailpiece weight and container information
related to your order.

Order Confirmation & Print Forms

RETAIL // Order Confirmation & Print Forms

Thank You for Your Order

Don Smith
Account # - 34660659
CRID # - 94800535

Your Order Number:	**105023**
Post Office™ Drop-offs Required:	**1**
Individual Routes Selected:	**1**
Delivery Addresses:	**417**
Cost of Order:	**$73.39**
Payment Method:	**Pay at Post Office™**
Drop Off Order On:	**Thursday, September 22, 2016**

Check your email for an order confirmation.

Other Actions

Select a New Route ›
View Saved Orders ›
View Order History ›
Add Order as a Favorite ›
Cancel Your Order ›
Find an EDDM® Expert ›

What do I do next?

1. Double-check your mailpieces.

We have certain restrictions on the size of mailpieces sent and how they should be labeled for mailing. You can use our Mailpiece Size Checker or read our EDDM® Quick Reference guide to make sure your mailings will be accepted.

If you would like assistance creating or preparing your mailpieces, choose from one of our affiliated, third-party vendors. Many printers can help you format, design, print, and prepare your mailing. View Mailing & Printing Services ›

2. Prepare your mailing bundles.

We recommend that for each route, you bundle your mailing in stacks of **50-100** mailpieces. Bundles may not be higher than 6".

3. Print out your processing forms.

Facing Slips and the Mailing Statement forms tell the Postal Service™ how to process and deliver your order.

You will need to have **1** separate Facing Slip for **each** bundle you create.

For example:
*Bundles of 50 would require **9** Facing Slips.*
*Bundles of 100 would require **5** Facing Slips.*

WASHINGTON POST OFFICE™ FACILITY (1 route, 417 deliveries)
20010-C002   417 deliveries

Download Facing Slips (PDF) ›

Download Mailing Statement (PDF | USPS Form PS3587) ›

To print all pages at once click here:

---

1 **The order confirmation page will include a summary of the information** pertaining to your EDDM® order. This includes:

- Total deliveries
- Total order cost
- Scheduled drop-off date
- Post Office™ drop-offs
- Payment method

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2 **Once your order is confirmed, you can choose whether you want**

help creating your mailpieces. If you would like assistance with mailpiece format, design, print, or preparation, select the View Mailing & Printing Services link. This step is optional.

3 **Within the confirmation page, there are several forms relating to your order**

that you will need to print prior to dropping off your order at the drop-off location, which are prepopulated with your order information. The forms include:

A **Retail Post Office™ Listing Form** / Identifies the Post Office™ retail units that service the ZIP Code™ locations and routes included in your mailing. The form is pre-populated with:

- Retail Post Office™ address
- Phone number
- Fax number
- Hours of operations
- The total number of mailpieces to submit to each unit
- Approximate cost at each unit

B **Mailing Statement (USPS Form PS 3587)** / Includes information specific to your EDDM® mailing order, including:

- 5-digit ZIP Code™
- Route number
- Number of mailpieces per route

C **Facing Slips** / Includes information for the Post Office™ on how to process your EDDM order. One facing slip should be printed for each route selected.

4 **Printing can be accomplished by selecting each of the individual forms**

and printing manually or by selecting the blue [Print Forms Now] button.

Once you have printed your forms, you are ready to bring your EDDM order to your scheduled drop-off location.

Note: You must bring your printed forms to your scheduled drop-off location in order to complete your order.

5 **Other Actions may be performed after receiving confirmation**

Other Actions include:

- Select a New Route
- View Order History
- View Saved Orders
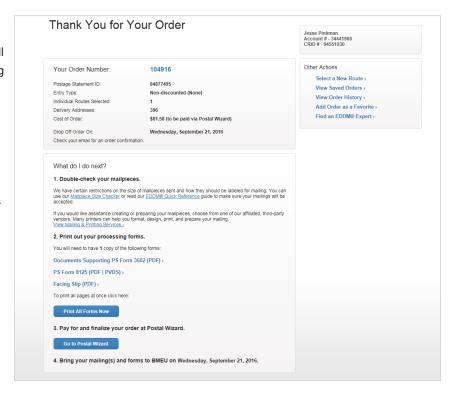- Find an EDDM Expert
- Add Order as a Favorite
- Request a Refund

BMEU // Order Confirmation & Print Forms

1 **The order confirmation page**

will include a summary of all of the information pertaining to your EDDM® order. This includes:

- Total deliveries
- Total order cost
- Scheduled drop-off date
- Post Office™ drop-offs
- Payment method.

Thank You for Your Order

Jesse Pinkman
Account # - 34441968
CRID # - 94551930

Your Order Number:	**104916**
Postage Statement ID:	84877495
Entry Type:	**Non-discounted (None)**
Individual Routes Selected:	**1**
Delivery Addresses:	**396**
Cost of Order:	**$81.58 (to be paid via Postal Wizard)**
Drop Off Order On:	**Wednesday, September 21, 2016**

Check your email for an order confirmation.

Other Actions

Select a New Route ›
View Saved Orders ›
View Order History ›
Add Order as a Favorite ›
Find an EDDM® Expert ›

What do I do next?

1. Double-check your mailpieces.

We have certain restrictions on the size of mailpieces sent and how they should be labeled for mailing. You can use our Mailpiece Size Checker or read our EDDM® Quick Reference guide to make sure your mailings will be accepted.

If you would like assistance creating or preparing your mailpieces, choose from one of our affiliated, third-party vendors. Many printers can help you format, design, print, and prepare your mailing.
View Mailing & Printing Services ›

2. Print out your processing forms.

You will need to have **1** copy of the following forms:

Documents Supporting PS Form 3602 (PDF) ›

PS Form 8125 (PDF | PVDS) ›

Facing Slip (PDF) ›

To print all pages at once click here:

[Print All Forms Now]

3. Pay for and finalize your order at Postal Wizard.

[Go to Postal Wizard]

4. Bring your mailing(s) and forms to BMEU on Wednesday, September 21, 2016.

2 **Within the confirmation page, there are several forms that you will need to print**

prior to dropping off your order at the drop-off location, which are prepopulated with your order information. The forms include:

- PS Form 3602 (Mailing Statement).
- PS Form 8125 (Plant Verified Drop Shipment).
- Facing Slip.

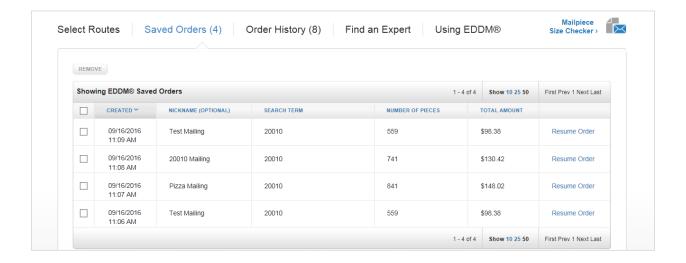**3** **Once you have printed your forms, you will need to proceed to the Postal Wizard to complete your order.**

Note: You must bring your printed forms to your scheduled drop-off location to complete your order.
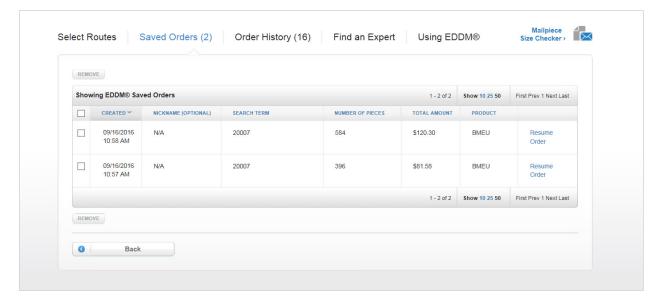
Saved Orders

RETAIL // Saved Orders

1 **To review your saved orders, select the saved orders link**
located just above the EDDM® map on the EDDM tool page.

2 **Within the saved orders page, several columns of information are provided:**
- Date order was created
- Nickname (if given one, not required)
- Search term for saved order
- Number of pieces in order
- Total amount
- Payment method (Paid with Permit, Pay at Post Office™, Paid Online)

| Select Routes | Saved Orders (4) | Order History (8) | Find an Expert | Using EDDM® | Mailpiece Size Checker › |

REMOVE

| Showing EDDM® Saved Orders | | | | 1 - 4 of 4 | Show 10 25 50 | First Prev 1 Next Last |

	CREATED ▼	NICKNAME (OPTIONAL)	SEARCH TERM	NUMBER OF PIECES	TOTAL AMOUNT	
☐	09/16/2016 11:09 AM	Test Mailing	20010	559	$98.38	Resume Order
☐	09/16/2016 11:08 AM	20010 Mailing	20010	741	$130.42	Resume Order
☐	09/16/2016 11:07 AM	Pizza Mailing	20010	841	$148.02	Resume Order
☐	09/16/2016 11:06 AM	Test Mailing	20010	559	$98.38	Resume Order
				1 - 4 of 4	Show 10 25 50	First Prev 1 Next Last

3 **To resume a saved order,**
select the resume order link in the far right column of the saved orders page. This will return you to the EDDM® tool with all previous entries and selections completed.

4 **To remove a saved order from view,**
select the box in the far left column of the order. Then select the [Remove] button located in the lower left corner. You will be prompted to confirm removal of the order, at which point the order will be removed from your saved order history.
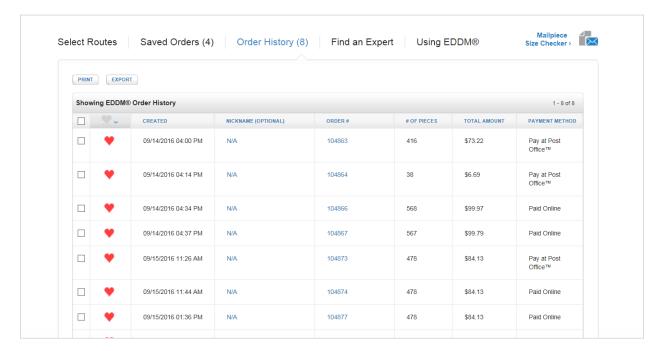
BMEU // Saved Orders

1 **To review your saved orders, select the saved orders link**
located on the top right of the page just above the EDDM® map on the EDDM tool page.

2 **Within the saved orders page, several columns of information are provided:**
- Date order was created
- Nickname (if given one, not required)
- Search term for saved order
- Number of pieces in order
- Total amount
- Payment method (Paid with Permit, Pay at Post Office™, Paid Online)

	Select Routes	Saved Orders (2)	Order History (16)	Find an Expert	Using EDDM®	Mailpiece Size Checker ›

REMOVE

Showing EDDM® Saved Orders   1 - 2 of 2   Show 10 25 50   First Prev 1 Next Last

☐	CREATED ▾	NICKNAME (OPTIONAL)	SEARCH TERM	NUMBER OF PIECES	TOTAL AMOUNT	PRODUCT	
☐	09/16/2016 10:58 AM	N/A	20007	584	$120.30	BMEU	Resume Order
☐	09/16/2016 10:57 AM	N/A	20007	396	$81.58	BMEU	Resume Order

1 - 2 of 2   Show 10 25 50   First Prev 1 Next Last

REMOVE

ⓘ Back

3 **To resume a saved order,**
select the resume order link in the far right column of the saved orders page. This will return you to the EDDM® tool with all previous entries and selections completed.

4 **To remove a saved order from view,**
select the box in the far left column of the order. Then select the [Remove] button located in the lower left corner. You will be prompted to confirm removal of the order, at which point the order will be removed from your saved order history.
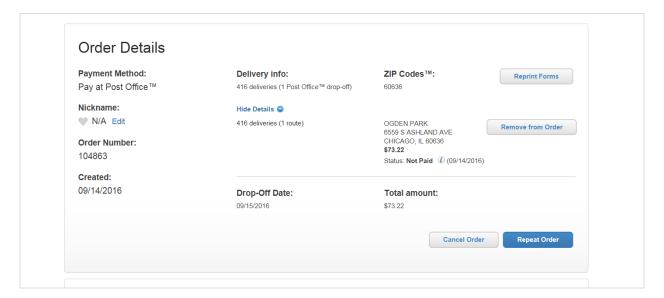
Order History

1 **To review your order history,**

select the Order History link located just above the EDDM® map on the EDDM tool page.

2 **Within the order history page, there are several columns of information about your orders:**

- If order is a Favorite Order
- Date order was created
- Nickname (if given one, not required)
- Search term for saved order
- Number of pieces in order
- Total amount
- Payment Method

		Select Routes	Saved Orders (4)	Order History (8)	Find an Expert	Using EDDM®		Mailpiece Size Checker ›

PRINT   EXPORT

Showing EDDM® Order History   1 - 8 of 8

☐	♥ ⌄	CREATED	NICKNAME (OPTIONAL)	ORDER #	# OF PIECES	TOTAL AMOUNT	PAYMENT METHOD
☐	♥	09/14/2016 04:00 PM	N/A	104863	416	$73.22	Pay at Post Office™
☐	♥	09/14/2016 04:14 PM	N/A	104864	38	$6.69	Pay at Post Office™
☐	♥	09/14/2016 04:34 PM	N/A	104866	568	$99.97	Paid Online
☐	♥	09/14/2016 04:37 PM	N/A	104867	567	$99.79	Paid Online
☐	♥	09/15/2016 11:26 AM	N/A	104873	478	$84.13	Pay at Post Office™
☐	♥	09/15/2016 11:44 AM	N/A	104874	478	$84.13	Paid Online
☐	♥	09/15/2016 01:36 PM	N/A	104877	478	$84.13	Paid Online

3 **To print or export orders,**

select the box in the far left column of the order(s), then select the [Print] or [Export] buttons at the bottom left of page.

4 **To view the details of a specific order,**

select the Nickname link or Order # link.

5 **To mark an order as a Favorite,**

select the heart icon which will turn red when order is marked as Favorite.

6 **Within the order details page you will find:**

- Payment Method
- Favorite Order / Nickname of Order (if given one, not required)
- Order number
- Date order was created
- Delivery information: Shows the number of deliveries and local Post Office drop-offs of each order
- Drop-off date
- Total amount
- ZIP Code(s)
- Option to reprint forms

Order Details

Payment Method:
Pay at Post Office™

Nickname:
♡ N/A Edit

Order Number:
104863

Created:
09/14/2016

Delivery info:
416 deliveries (1 Post Office™ drop-off)

Hide Details ⊙

416 deliveries (1 route)

Drop-Off Date:
09/15/2016

ZIP Codes™:
60636

OGDEN PARK
6559 S ASHLAND AVE
CHICAGO, IL 60636
$73.22
Status: **Not Paid** ⓘ (09/14/2016)

Total amount:
$73.22

[Reprint Forms]

[Remove from Order]

[Cancel Order] [Repeat Order]

7 **To repeat an order,**

select the `[Repeat Order]` button in the bottom right corner of the page. This will take you to the EDDM®
Tool page with your order's routes already pre-selected.

8 **To request a refund,**

select the `[Request Refund]` button in the bottom right corner of the page. Once selected, you will be
prompted to select what individual Post Office™(s) from your order you would like a refund from. Each
selection provides cost and amount of deliveries associated with each Post Office™. Once selection(s) are
made, select the `[Submit Request]` button. This process can only be made for orders that were EDDM –
Retail® Orders that were paid for online.

9 **To cancel an order,**

select the `[Cancel Order]` button in the bottom right side of the Order Details page. Canceling an order
automatically updates your daily allowable volume. This process can only be made for orders that were paid
for at a local Post Office.

10 **To cancel an undelivered delivery segment,**

select the [Show Details] button below the deliveries info area. Select the [Remove from Order] button next to the delivery segment that you would like to cancel and confirm its removal.