Enterprise Payment System
Account Creation

Eligible Products/Services

- PO Box, Caller & Reserve Services (EPOBOL)
- Address Quality Products (AEC, AECII and ACS)
- Priority Mail
- First-Class Mail, Letters, Cards, and Flats
- First-Class Package Service
- USPS Marketing Mail, Letters, Flats, and Parcels
- Parcel Select
- Media Mail
- Library Mail
- Bound Printed Matter
- Periodicals
- International Products
- Business Reply Mail (BRM)
- Every Door Direct Mail (EDDM) - BMEU

Eligible Submission Methods

- Business Mail Entry Unit (BMEU) hard copy
- eDoc (Mail.dat/Mail.XML)
- Postal Wizard
- Intelligent Mail small business (IMsb) Tool

Eligible Permit Types

- Permit Imprint
- Metered
- Pre-cancelled Stamps
- Periodicals (CPP/PP)
- Postage Due
- Business Reply

Eligible Transactions

- Postage Statement Processing (Domestic & International)
- Adjustments
- Mail Entry Postage Assessment
- Reversals
- Refunds (including Value Added Refunds (VAR))
- Deposits
- Transfers
- Fee Payments
- Postage Due
- FOIA Requests

*Products/Services Not Currently Supported

- Electronic Verification System (eVS)
- Parcel Return Service (PRS)
- PC Postage
- Scan Based Payment (SBP)
- Merchandise Return Service (MRS)
- Official Mail Accounting System (OMAS)
- Premium Forwarding Service Commercial (PFSC)
- Share Mail
- Intelligent Mail barcode Accounting (IMbA)

The Enterprise Payment System (EPS) allows customers to pay for Postal products and services through a single account, called the Enterprise Payment Account (EPA). The benefits of EPS include:

- Pay and manage services online using a single account
- Automatically pay annual fees from EPA
- Enhanced security features, centralized balance and account management
- Fund as ACH Debit or Trust Account
- Self-service customer experience
- No manual application forms submitted to CAPS Service Center
- Intuitive and interactive mailing reports

Funding permits has become much more convenient with EPS:

- If funding a permit through cash, check, or money order at a RSS you no longer have to go to the assigned Post Office, you can go to any Post Office.
- Now you can electronically fund permits through:
  - Electronic Funds Transfer
  - Mobile Check Deposit
  - ACH Debit

Easy Enrollment

If you're not already enrolled, sign up for a Business Customer Gateway account https://gateway.usps.com

1. Request invitation code to participate in EPS from local Business Mail Entry Unit or Postalone@usps.gov
2. Click link in invitation email to access EPS
3. Create an EPA
4. Manage user roles
5. Select payment method and update banking information
6. Activate a payment method
7. Link permits/publications
8. Notify your Mail Service Provider (MSP), if applicable

1. Request Invitation Code To Participate in EPS

1. To request invitation code:
   - Contact your local Business Mail Entry Unit

     -OR-
   - Send an email to Postalone@usps.gov
     - Include the following information:
       - Subject Line: "EPS Request"
       - BCG Username, Name, Address, and Contact Information (email)
       - CRID (Customer Registration ID)
2. Receive an email with an invitation code within two business days

   Note: The invitation code is unique to the requestor and grants the Business Service Administrator (BSA) access to EPS.

Hello *customer name*,

Congratulations! Your access request for the Enterprise Payment System (EPS) is enabled. Your Invitation Code is xxxxxxxx

Please use this link to complete the enrollment:
https://prodpx-promotool.usps.com/promoreg/secure/campaignSecureView.do?campaignId=EPS

Sign in with your Business Customer Gateway (BCG) account and password.

Note: You must click the link in the Invitation Code email to establish your EPS Account. The enrollment link in the BCG is ONLY for additional users within your organization to request access to your EPS Account.

2. Click Link in Invitation Email to Access EPS

Follow the steps below to login to the BCG and access EPS.

1. Click link in invitation email and use existing BCG username and password to login
2. Enter the "Invitation Code" located in the email
3. Select "Yes" to agree to the Terms & Conditions
4. Select "Submit"

5. Click "Other Services"

6. Click "Go to Service," in green, next to Enterprise Payment System

3. CREATE AN EPA

1. You are presented with two options:
   - If you are a new Payment Account customer or an existing Local Trust Account customer (funds are deposited at the retail unit where your mailing permit is held) you must select "Create New Account"
   - If you are a CAPS customer you have two options, "Create a New Account" or use the last 5-digits of your existing CAPS Account Number to create your EPA Number*
     - "Create a New Account" to generate a new 10-digit account number that begins with a "1"
     - "Use a CAPS Account" to generate a new 10-digit account number that begins with a "9" and ends with the last 5-digits of your current CAPS account number
       Note: CAPS and EPS are two separate systems which will never be linked.

2. Agree to the Terms & Conditions and click "Submit"

3. Enter the 5-digit CAPS number + PIN and click "Next"
   Skip this step if you chose a new account

4. Verify the profile and account information and click "Next"

5. Select the "Business Location/CRID" to associate with the EPA

6. You are assigned a 10-digit EPA number

4. MANAGE USER ROLES

1. The first person to request access is assigned the Administrator role. The Administrator will approve/deny additional users who request access.

   These are the roles and descriptions within EPS:
   Administrator:
   - Grant access for additional EPS users
   - Manage payment account (open/close accounts, approve products to be paid through account, perform transfers and withdrawals)
   - View and download payment transaction reports
   Payment Manager:
   - Manage payment account (open accounts, approve products to be paid through account, perform transfers and withdrawals)
   - View and download payment transaction reports
   Subscriber:
   - View and download payment transaction reports

2. Select the "Next" button to assign and save the roles.

This step can be skipped and completed at a later time. Access at a later time through Account Management Users & Roles.

## 5. SELECT PAYMENT METHOD AND UPDATE BANKING INFORMATION

To ensure a successful migration, work with your financial institution to update bank account information prior to activating your payment method. Review the updates for each funding method below:

Trust (Retail Deposit)	Trust (Fedwire)	Trust (ACH Credit)	ACH Debit

• Funds can be deposited at designated retail units (https://postalpro.usps.com/EPS/RetailLocations)
• Funds can be deposited via Mobile Check Deposit
• Options include check, cash, or money order
• Must provide the retail unit with your 10-digit EPA Number **NOT** your permit/publication number
• Checks can be deposited for any EPA regardless of CRID
• Retail deposits are available near real-time in your EPS account
• Mobile Check Deposits are available in your EPS account within 4-6 hours
	• Work with your financial department to update the account information to initiate the wire transfer
	• Validate USPS (receiver) financial information*:
	  • American Bankers Association (ABA) # (bank routing number): 121000248
	  • Bank Account # (Beneficiary Field) must be updated to reflect current 10-digit EPA number: 7038000XXXXXXXXXX **Note:** XXXXXXXXXX is your EPS Account Number
	• Fedwire deposits are available in your EPS account within 4-6 hours
		• Work with your financial department to update the required electronic transfer information for your ACH Credit deposits
		• Validate USPS (receiver) financial information*:
		  • ABA Number (bank routing number): 121000248
		  • Account Name (Payee's Name): United States Postal Services
		  • Bank Account Number (DFI Account Number Field) must be updated to reflect current 10-digit EPA number: 7038000XXXXXXXXXX **Note:** XXXXXXXXXX is your EPS Account Number
		• ACH Credit deposits are available in your EPS account the next business day
			• Work with your financial department to determine if any internal application/policy updates are needed e.g., W-9, Electronic Fund Transfer (EFT) Enrollment Form, letter from USPS bank verifying account
			• Identify <u>your</u> Bank Account Information:
			  • ABA Number (bank routing number)
			  • Bank account number
			• Update debit block/fraud filter code, if applicable, to allow USPS to withdraw funds via ACH Debit
			  • Originator Company Name: USPS Payment
			  • USPS Originator ID: 4135641517
			• Transactions/Debits will show site as "Washington, D.C."

* Complete list of deposit instructions are available in EPS when a payment method is chosen on the Payment Method Setup Screen.

6. ACTIVATE A PAYMENT METHOD

The next step is to activate your preferred payment method: Trust Account or ACH Debit.
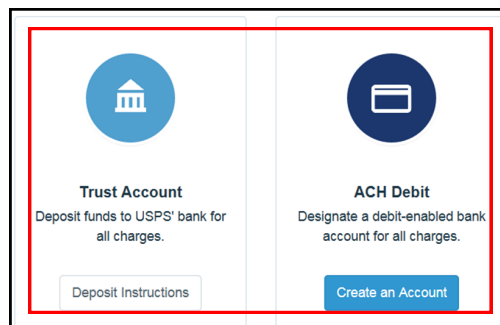
OPTION A: TRUST ACCOUNT
*A Trust Account is automatically created and is activated upon funding.

Trust Accounts can be funded by:
• Check, Cash or Money Order deposited at designated retail units (https://postalpro.usps.com/EPS/RetailLocations): Posted in near real-time
• Fedwire Transfer: 4-6 hours processing
• ACH Credit: Available the next business day

Note: Click the "Deposit Instructions" button to display the Electronic Fund Transfer Procedures. This is where to find Wells Fargo Banking information including ABA# (Routing Transit Number) for ACH Credit and ABA# (Receiver FI) for Fedwire Transfer.

OPTION B: ACH DEBIT
Daily transactions are aggregated and withdrawn directly from the customer's banking account. To use an ACH Debit a debit enabled bank account must be provided.
• Select "Create an Account"
• Enter bank account information:
  • ABA Number (bank routing number)
  • Bank account number
• Enterprise Payment posts two micro-transactions less than $1 each to your bank account within 48 hours
After micro-transactions post to your bank account:
• Select EPS - Go to service
• Select "Continue" under EPA #
• Select "Payment Methods" tab
• Select "Verify Micro-Transaction" link
• Enter the amount of each micro-transaction
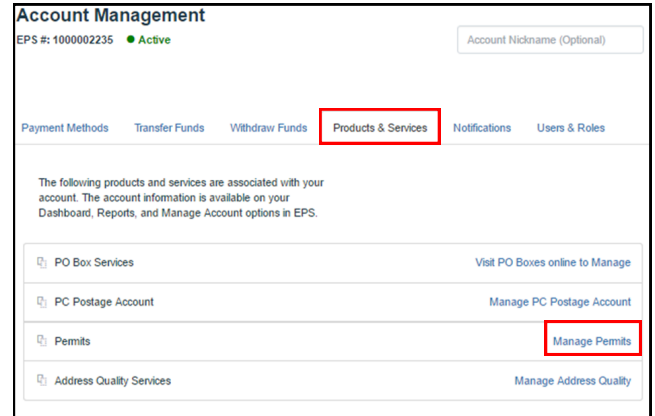• Click "Submit" to activate your account

7. LINK PERMITS/PUBLICATIONS

1. Navigate to "Manage Account" screen
2. Select "Product & Services"
3. Select "Manage Permits"
4. From the "Manage Permits" screen, select an EPA Number from the drop-down
5. Select "Link" to link the account
6. Select "Save Linkages" to complete the process
   Note: Be careful when linking permits, once a permit is linked to the EPA it cannot be delinked.
7. Select "Change Linkage" to update the linkage of any permit/publication currently linked to an EPA

The "Manage Permits" screen shows your available permits/publication numbers. If a permit/publication number has a negative balance it will not show on this screen until the negative balance is resolved.
Note: You must have access to Manage Mailing Activity Service for the CRID to view available permits/publications.

Note: All permits that you have MMA access to appear as available to link.

BALANCE TRANSFERS

- Trust Account balances will migrate to EPS upon final permit/publication linkage
- CAPS Accounts balances will migrate upon final permit/publication linkage or service linkage, for example:
  - If the same CAPS Account is used to pay for ACS and mailing transactions your balance will not transfer until both products have been linked to EPS
  - If you have multiple permits linked to your CAPS Account, you must link all permits/publications to EPS before the remaining funds are migrated

8. NOTIFY YOUR MAIL SERVICE PROVIDER (MSP), IF APPLICABLE

If you are a Mail Owner, using a MSP or vendor, notify them of your new EPA number and work with them to make any necessary changes. The MSP must have MMA access to the CRID to create a permit online and an Account Administrator or Payment Manager role to link the permit to an EPA.

RESOURCES

POSTALONE! CUSTOMER CARE
- Assistance with the EPS set-up process
- Assist with password reset, system logon, and site administrator roles

Call: 1-800-522-9085
Email: Postalone@usps.gov

USPS WEBSITES
Business Customer Gateway
https://gateway.usps.com

PostalPro
https://postalpro.usps.com/
Access the *Payment Modernization Overview* document for in-depth information about EPS

RETAIL LOCATIONS
Find Enterprise Payment System Retail Locations here:
https://postalpro.usps.com/EPS/RetailLocations

W-9 Form
If the W-9 Form is needed contact your local BME