

# Business Customer Gateway

## Steps for Customers to Acquire a Mailer ID

1. Go to USPS.COM. The link to the Business Customer Gateway is in the lower right corner. This link will take you to the Log-In page.
2. A current user may "Sign In" with an existing Username and Password. New users should click "Sign Up."
3. On the "New User""Sign Up" screen, create a Username and Password. Then click "Continue."
4. On the "Profile Account Type" screen, select "Business." ("Personal" will send you back to USPS.COM.) Then click "Continue."
5. Create your Business Profile. Red asterisks indicate required information. Then click "Continue."
6. Verify your Company Account Information on the Company Profile Summary. Then click "Edit" or "Continue."
7. Agree to the Privacy Act Statement. Then click "Continue."
8. On the Select a Business Service screen, select "Mailer ID." Then click "Continue."
9. New Users will have to go through the Business Service Administrator (BSA) process, click "I certify....", then click "yes".
10. On the "Business Service Administrator (Access Granted)" Page, click "Continue."
11. "Business Customer Gateway" page opens. Click "Sign Out" at the top of page.
12. Go to your email and open the email from USPS. Scroll down to and Click "Sign in and get started link".
13. At the Business Customer Gateway page, Log-in with user name and password.
14. On the Gateway page, click on Mailer ID under Design and Prepare.
15. On the "Welcome to the Mailer ID System" page, click "Request a MID."
16. At "Apply for MID" screen, use drop down arrow and select 9-digit MID, then select # of MIDs requested (1), then click Request MIDs.
17. At next screen, select "automatically generate this MID" and select "Full/Basic Service", then click Request MIDs.
18. At next screen, system issues a new MID. Record this number and sign out.