

**INTELLIGENT MAIL<sup>®</sup> FOR SMALL  
BUSINESS MAILERS (IM<sup>®</sup> sb)**

USER GUIDE

FEBRUARY 2015

# Table of Contents

<i>OVERVIEW</i> .....	3
<i>GETTING STARTED</i> .....	3
<i>Prerequisites</i> .....	3
Database formats allowed: .....	5
Business Customer Gateway.....	8
Log In to IMsb.....	8
<i>STEP 1: CREATE NEW JOB</i> .....	9
Mailer Information .....	9
Postal Wizard Information.....	10
Service Type ID Information .....	10
Mail Piece Information .....	11
Additional Mailing Options .....	12
Return Address: Optional .....	13
Review and Confirm.....	13
Address File Uploading .....	14
Method of Entry .....	14
<i>STEP 2: ADDRESS PROCESSING</i> .....	15
Address Correction .....	15
Review .....	16
Duplicates .....	17
Confirm Affixed Postage <u>IF</u> using Meter Postage .....	18
<i>STEP 3: OUTPUT PROCESSING</i> .....	18
Tray Label.....	18
Tray Label Creation.....	19
Print Tray Labels .....	19
Downloads: .....	20
Option to save the corrected address lists: .....	22
<i>STEP 4: SUBMIT JOB</i> .....	23
Review and Submit.....	24
<i>ADDITIONAL FUNCTIONS:</i> .....	27
<i>RESOURCES</i> .....	28
1. The RIBBS Website .....	28
2. Guides, Specifications and Manuals.....	28
3. Personal Support Resources.....	29
<i>Address Correction Services (ACS)</i> .....	30
Retrieving ACS data from the BCG Dashboard .....	33
ACS Tree of Services and Pricing.....	35
<i>Convert MS Word to MS Excel</i> .....	39

## OVERVIEW

Intelligent Mail<sup>®</sup> for Small Business Mailers (IMsb) is a **FREE- of- CHARGE** online tool which will allow you to produce the presorted Intelligent Mail barcodes (IMb) for your mail pieces, tray labels and submit an electronic postage statement to the acceptance units.

- Maximum mailing size is fewer than 10,000 pieces for mailings submitted at a BMEU
- Maximum number of mail pieces per year of fewer than 250,000!

\*The IMsb tool does not support incentives.

### Start Simple

To use the IMsb, no special software or installation is required. Users simply access the application via a Web Browser.

The IMsb Tool has been specifically developed for small business mailers to meet **Full-Service requirements.**

The IMsb tool generates a unique Intelligent Mail barcode within the address block.

The IMsb tool is designed for First-Class and Standard Mail permit holders. The IMsb tool supports generation on the following:

- Labels
- Envelopes
- 8 ½ x 11 insert
- Mail Merge option

## GETTING STARTED

### Prerequisites

Before using the IMsb tool, you need to make sure the following 3 prerequisites are completed:

- 1) Mailing Permit** – Mailer must have a postage permit, visit your local BMEU.
- 2) Be registered on Business Customer Gateway and have a linked permit**

If you haven't already please follow these steps to link your permit:

### Link Permit

Click on Mailing Services from the BCG Homepage

Mailing online services will help you manage day-to-day activities from design and preparation of your mail to tracking your mailings in the mail stream. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.

Automated Business Reply Mail	<a href="#">more info &gt;</a>	GO TO SERVICE
Balance & Fees (PostalOne!)	<a href="#">more info &gt;</a>	GO TO SERVICE
Customer Label Distribution System (CLDS)	<a href="#">more info &gt;</a>	GET ACCESS
Customer/Supplier Agreements (CSAs)	<a href="#">more info &gt;</a>	GET ACCESS
Dashboard (PostalOne!)	<a href="#">more info &gt;</a>	GO TO SERVICE
Electronic Data Exchange (PostalOne!)	<a href="#">more info &gt;</a>	GO TO SERVICE
Every Door Direct Mail	<a href="#">more info &gt;</a>	GET ACCESS
Incentive Programs	<a href="#">more info &gt;</a>	GET ACCESS
Intelligent Mail Small Business (IMsb) Tool	<a href="#">more info &gt;</a>	GO TO SERVICE
Mailer ID	<a href="#">more info &gt;</a>	GO TO SERVICE
Mailing Reports (PostalOne!)	<a href="#">more info &gt;</a>	GO TO SERVICE
<b>Manage Permits (PostalOne!)</b>	<a href="#">more info &gt;</a>	<b>GO TO SERVICE</b>
Postal Wizard (PostalOne!)	<a href="#">more info &gt;</a>	GO TO SERVICE

Then choose Manage Permits and Go To Service.

Name	CRID	Address	City	State/Province	ZIP/Postal Code	Country
<b>IMSBCAT183</b>	94541451	2350 BALSAM ST	RENO	NV	89509-2204	UNITED STATES

Select your Business Name by clicking the link in the 'Name' column. You will be taken to the following page:

UNITED STATES POSTAL SERVICE®

HOME | CUSTOMER CARE | SIGN OUT

Associated Business Locations > Business Location Information

**Business Location Information**  
View and manage business location profile information.

Name:	Mailing Information Systems
CRID:	94538232
Address:	8403 LEE HWY
City:	MERRIFIELD
State/Province:	VA
ZIP/Postal Code:	22082-8101
Country:	UNITED STATES
Mail Facility ID:	22082-8101
Discounts and Rebates:	<input type="checkbox"/>
e/VS Participant:	<input type="checkbox"/>
PRS Participant:	<input type="checkbox"/>
Web Service Enabled:	<input type="checkbox"/>

Permit Profile | Associated Business Locations | **Permit Validation** | Contact Information | Manage Additional Info

Permit Search Form

Scroll to the bottom and select the 'Permit Validation' tab. Enter the Permit Number, Permit Type, Post Office of Mailing ZIP code (5 digit) and enter the Amount of one of the last 10 transactions on this account. Example: for a fee payment of \$220.00, enter 220.00 and then click 'Validate'.

Permit Validation

You may validate your access to permit accounts currently in the system. Please enter the exact Account Number, Account Type, Post Office of Mailing ZIP Code, and the exact dollar value of one of last 10 transactions performed on that account. After successful authentication the permit account will be linked to your currently selected business location and will be visible on the Permit Profile tab.

[Click here](#) to see additional information on permit validation rules.

\*Required

\*Account (permit/publication) Number:

\*Account Type: (Please Select)

\*Post Office of Mailing ZIP Code:

\*Amount of one of last 10 transactions on this account:

Your permit account has been successfully validated.

Once linked, your permit information will be available to you within the IMsb application.

**If your permit does not link- call the help desk (800) 522-9085 option 3.  
Ask them to LINK YOUR PERMIT.**

### 3) Have a Database/Address list in one of the following formats:

#### Database formats allowed:

In order to upload an address list to the IMsb, the file must be in one of the following formats:

- Microsoft® Excel 2010
- Microsoft® Excel 2007
- Microsoft® Excel 2003
- Comma Separated Value (CSV)

## Match fields

The IMsb Tool will work with any database you have already created. Use the drop-down list to select the proper database field for each field. If the IMsb tool can't match a field

with a column from your data file, the fields will not be merged correctly.

Job Creation : Address Upload : Address Processing : Output Process

## Address File Mapping

Select the field from the dropdown list that you wish to be mapped to the required IMsb address component. Note that for the name and city/state/ZIP code sections you may select individual fields or a combined field but you may not select both.

IMSB Address Component: Mapped To:

First Name:	(Not matched) ▾
Middle Name:	(Not matched) ▾
Last Name:	(Not matched) ▾
Combined Name Field:	(Not matched) ▾

Company Name: company ▾

The elements of an address block are listed on the left. Column headings from your data file are listed on the right.

The IMsb tool searches for the column that matches each element. In the above illustration, the IMsb tool automatically matched the data file's **Company** column to the **Company**. But IMsb was unable to match other elements such as **First Name** or **Last Name**.

By using the lists on the right, you can select the column from your data file that matches the element on the left. In the illustration below, the **First Name, Middle Name, Last Name and Primary Address** column now matches **fname, mname, lname**, and the **Primary Address** column matches **Address**. It's okay if **Secondary Address** isn't matched, because it is not relevant for this address block.

IMSB Address Component: Mapped To:	
First Name:	fname
Middle Name:	mname
Last Name:	lname
Combined Name Field:	(Not matched)
Company Name:	(Not matched)
Urbanization:	(Not matched)
Primary Address:	address
Secondary Address:	(Not matched)

Below is an illustration of all the data elements in this database available for selection.

Note:

- The information will be included in the output address block in the following order:

<i>Name:</i>	Mr. Bill Jones
<i>company:</i>	DAISYS FLOWER SERVICE
<i>urbanization (PR addresses only)</i>	OPTIONAL
<i>sec-address:</i>	Third Floor
<i>address:</i>	475 LENFANT PLZA SW
<i>city, state, zip:</i>	WASHINGTON DC 20260-0912

Your address list will be standardized by the Address Management System. Some data that you provided may be corrected and/or combined. For example: suite or apartment

numbers provided in the sec-address field will likely be appended to the address field data to provide a complete primary delivery point address.

## Business Customer Gateway

Customers who had previously created an account in the BCG will not need to register again.

### Log In to IMsb

- 1) Go to usps.com and select the Business Customer Gateway link (located at bottom of page) lower right corner.
- 2) Access IMsb by clicking the “Mailing Service” link on the left side of the BCG home page.

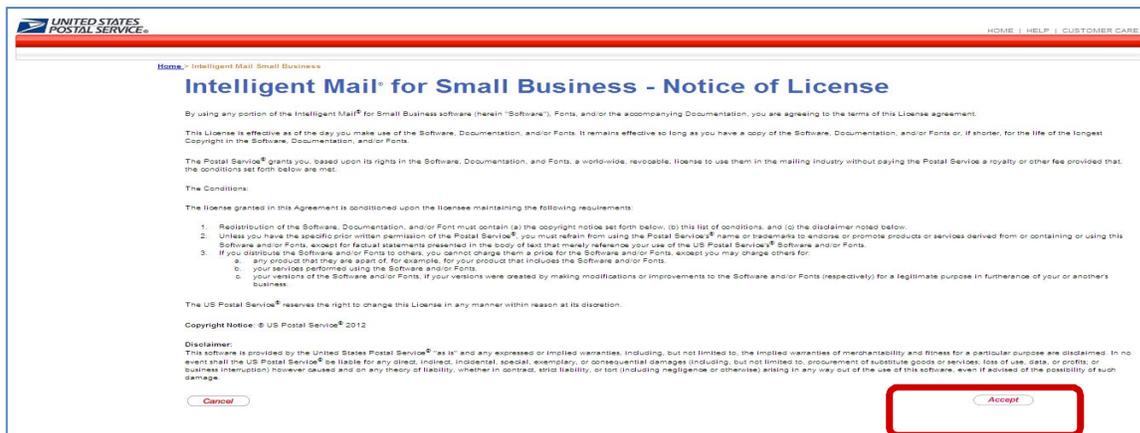


Choose Intelligent Mail Small Business (IMsb) Tool from list



From the Intelligent Mail for Small Business (IMSB) page, click “[Authorization complete. Click to Continue.](#)”

Read the terms on the ‘Notice of License’ and then click the “**Accept**” button to begin!



This is the landing page of the IMsb application. This page provides a brief description of the application as well as some of its features.

## STEP 1: CREATE NEW JOB

Select "Create New Job" from the Intelligent Mail for Small Business (IMsb) Tool page.



## Mailer Information

The first screen to appear after selecting **Create New Job** includes the Mailer Information. First enter a Description of the mailing for reference and then select via dropdown:

1. **Method of Entry:**
  - BMEU
  - **RETAIL-offered at select pilot sites**
2. **CRID (prepopulated)**
3. **Mailer ID (prepopulated)**

**Mailer Information**  
You can enter a description for this mailing. You can also select your preferred CRID or MID if you have multiple.

Description

Method of Entry **BMEU**

Postal Wizard

CRID **94538358 - YELLOW**

Mailer ID **900000723**

Business Name **YELLOW**

Business Address **325 SONDRIC WAY**

City **RENO**

State **NV**

ZIP Code™ **89521-3211**

Title **Dr**

First Name **donna**

Initial **I**

Last Name **yellow**

Suffix

Phone # **7757880773**

Extension

## Postal Wizard Information

1. Permit- select from drop down.
  - If you have multiple permits, select the permit you wish to use for this mailing.

**Postal Wizard Information**  
Please select desired permit type

Permit **YELLOW - 58 - PC - 317280**

Permit Number **58**

Permit Type **PC**

Finance Number **317280**

Permit Location ZIP Code™ **89521-3211**

CAPS Account #

If you have selected a "MT" metered permit, you will be asked to confirm the affixed postage later in the process.

**Click Continue.**

## Service Type ID Information

Selections are required for the following:

- (1) Class of Mail- select from drop down
  - First Class or
  - Standard
- (2) IM Service Type
  - Defaults to Full Service
- (3) Extra Service Type

- How do you get your Address corrections back?
    - Manually or Electronically
    - [View ACS Guide in 'Attachments' for guidance as there can be charges associated to the selection made.](#)
- (4) IM Tracing-
- (5) Ancillary Service Endorsement
- Select the ancillary service endorsement currently used on mailpiece if applicable.

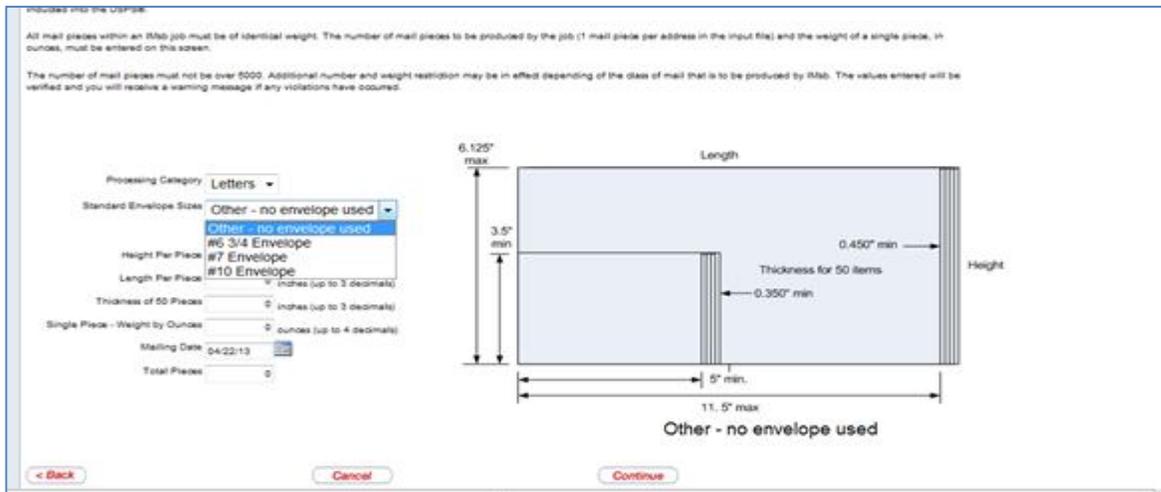
## Mail Piece Information

The Mail Piece information page lets you describe the **mailing piece**. The tool will tell you how many pieces of Mail Transport Equipment (MTE) you will need and which mailpiece goes into which tray based on the information you provide here.

1. Processing Category - select from the Drop Down menu.
  - Letters or
  - Flats
2. Standard Envelope Sizes
  - Other- mailer inputs dimensions- typically used for folded self-mailers
  - #6 ¾ envelope
  - #7 envelope
  - #10 envelope

Note: You will have the option to select a label size if so desired in a different section of the IMsb tool.

3. Enter the thickness of 50 pieces (in inches). (This is very important- the thickness determines how many trays will be needed for the mailing)
4. Enter the single piece weight of the mail (in ounces).
5. Select the approximate **Mailing Date** that you plan on bringing the mailing/job to the Postal Service. Mailings prepared by IMsb must be received by USPS **within 30 days** of creating your labels or envelopes.
6. Enter approximate number of pieces to be mailed. Final pieces mailed will come from your uploaded address list.



Click Continue

## Additional Mailing Options

1. Destination Entry Discounts
  - DSCF
    - Select DSCF if you enter your mail at a Sectional Center Facility.
    - *If unsure, ask your local acceptance unit.*
  - None

2. Move Update Service Method-

The Move Update standard is a means of reducing the number of mailpieces in a mailing that require forwarding or return by the periodic matching of a mailer's address records with change-of-address orders received and maintained by the Postal Service. Mailers who claim presorted or automation prices for First-Class Mail or Standard Mail must demonstrate that they have updated their mailing list within 95 days before the mailing date.

The Postal Service offers three preapproved methods: Address Change Service (ACS), National Change-of-Address Linkage System (NCOA<sup>Link</sup>), and Ancillary Service Endorsements except for Forwarding Service Requested. Alternative methods that require separate approval also are offered for First-Class Mail. Mailers must use one of the preapproved or alternative methods to meet the Move Update standard.

The Move Update standard is met when an address used on a mailpiece in a mailing for any class of mail is updated with an approved method and the same address is used in a commercial First-Class Mail or Standard Mail mailing within 95 days after the address has been updated. Except for mail bearing an alternative address format, addresses used on all pieces claiming Standard Mail prices are required to meet the Move Update standard.

- Select from the drop down, the method you used on this mailing to meet Move Update requirements!

[http://ribbs.usps.gov/move\\_update/documents/tech\\_guides/GuidetoMoveUpdate.pdf](http://ribbs.usps.gov/move_update/documents/tech_guides/GuidetoMoveUpdate.pdf)

3. Select the Price Category.

- Regular
  - **NON PROFIT- must be approved as NON PROFIT with the USPS.**
4. Is this a political mailing? yes or no answer required
  5. Mailing contains windowed envelopes or windowed flats? – click box if yes.

**Job Creation : Address Upload : Address Processing : Output Pr**

## Additional Mailing Options

Please select a Move Update Service Method and Price Category from the drop down below.

Destination Entry Discount:  DSCF  None

Move Update Method ASE - Ancillary Service Endorsement

Price Category Regular

This is a Political Mailing  Yes  No

This is Official Elections Mail  Yes  No

Mailing contains windowed envelopes or flats?

< Back Cancel Continue

## Return Address: Optional

The Return address screen provides you with the option to print the return address on your mailpiece. If you already have the return address printed on your piece, you would not populate this section.

*Note: The IMsb tool does not have the capability of printing the indicia.*

## Review and Confirm.

**Manage Mailing Activity**

- > IMsb
- > Create New Job
- > New Job Template
- > Review Jobs
- > My Profile
- > User Guide

**Home> Intelligent Mail Small Business : Job Creation : Address Upload : Address Processing : Output Processing : Job Finalization**

## Review and Confirm Job Selections

Please review the information below and press Accept to continue.

### Mailer Information

## Address File Uploading

Select "**Browse**" to search for your Address List file on your computer.

Manage Mailing Activity

- > IMsb
- > Create New Job
- > New Job Template
- > Review Jobs
- > My Profile
- > User Guide

Home > Intelligent Mail Small Business

Job Creation : Address Upload : Address Processing : Output Processing : Job Finalization

### Address File Uploading

You must now specify the address list to be processed by IMsb. This must be a comma separated value (csv), Excel 2003 (xls) or Excel 2007/2010 (xlsx) file formatted as specified in the IMsb User Guide. Once the file has been uploaded you will be given a chance to review it and confirm that it is the correct one to be processed.

FILE:

### USPS Global Address Book

The following address lists are available in your Global Address Book: All Contacts

Edit Global Address Book List:

Select the desired address list file from the pop-up window and click "**Open**". Click "**Upload**"

The IMsb tool will display the Address File Viewer on the Address File Uploading screen. This screen is used to verify the correct address list was used and the correct fields are displayed.

## Method of Entry

Defaults to where your permit is held. (PO of permit)

Home > Intelligent Mail Small Business

Job Creation : Address Upload : Address Processing : Output Processing : Job Finalization

### Method of Entry

#### BMEU Location

Select the appropriate state from the dropdown list. A list of cities with BMEU Locations within that state will then be displayed. When the desired city is selected a list of BMEU Locations that are available in that city will be displayed. The BMEU Location to be used can then be selected and the "BMEU" button clicked to finalize the selection.

Select a State and City

BMEUStates: NEVADA BMEUCities: RENO

BMEULocations: RENO, 2000 VASSAR ST, RENO, NEVADA, 89510-9991 - 1441446

BMEUHours	Day	Start	End
	mon	08:30	17:30
	tue	08:30	17:30
	wed	08:30	17:30
	thu	08:30	17:30
	Fri	08:30	17:30
	sat	10:00	13:00

< Back Cancel Continue

**If approved for Mail Anywhere-**  
An alternate location can be selected.

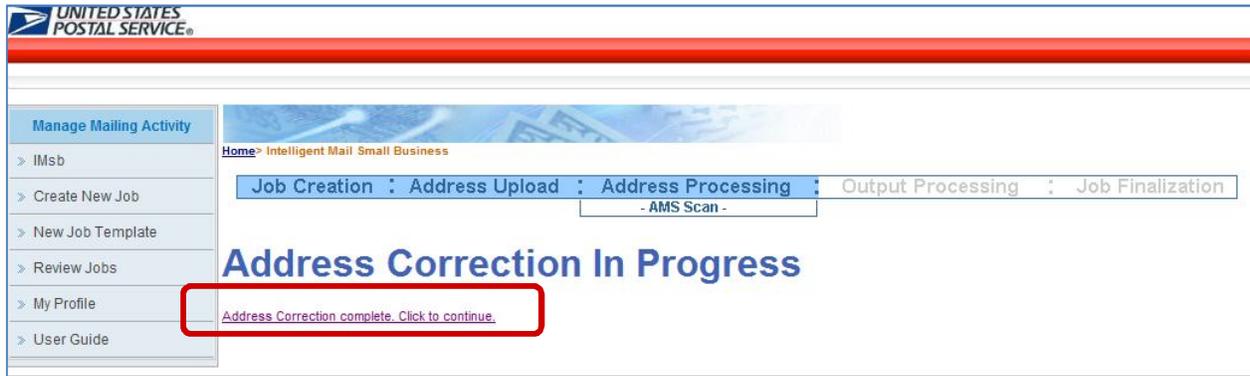
## STEP 2: ADDRESS PROCESSING

### Address Correction

AMS will verify that your addresses are valid addresses with the required delivery points. Your addresses will be reformatted to conform to USPS specifications.

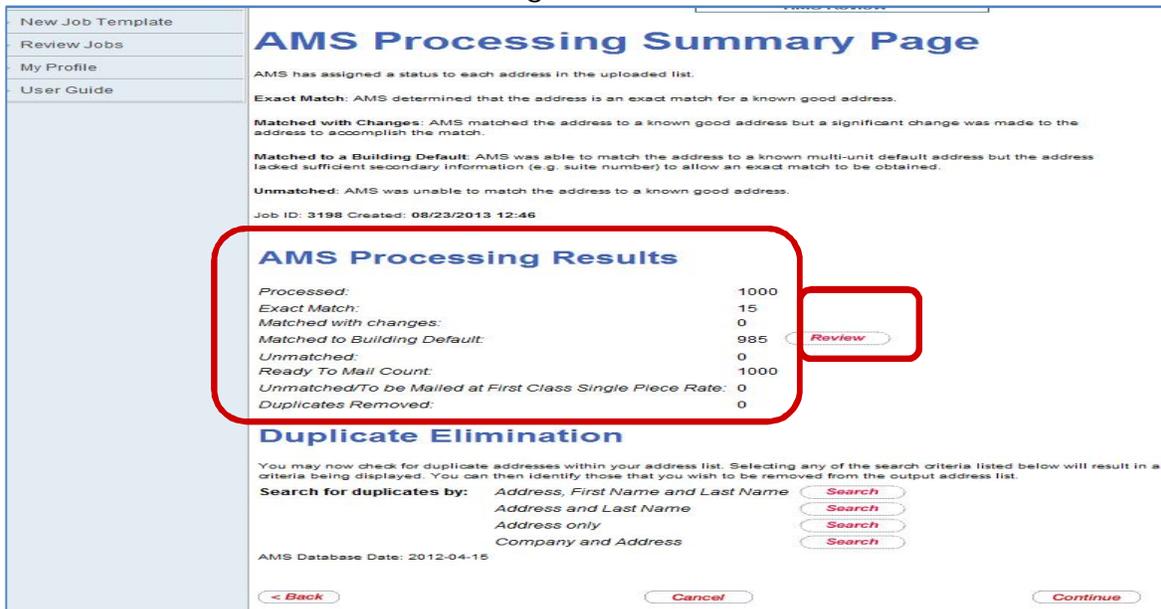
Note: The AMS process only verifies that the address is a good delivery address; it does not check that the name/business associated with the address is accurate.

Click "**ADDRESS CORRECTION COMPLETE. CLICK TO CONTINUE**"



By clicking the link above, you will be directed to the AMS Processing Summary Page. On this page, you will see data on your addresses. Each address within your address list is allocated one of four statuses by AMS.

- Exact Match- no correction was made to the address by the USPS
- Matched with changes- A correction was made to the address to make it correct.
- Matched to a building default- means its missing the apartment or suite #.
- Unmatched- Bad address according to USPS files.



## Review

At this point, by selecting the **“Review”** button, you may review the addresses in the matched with changes, matched to building default, unmatched addresses and non-DPV print count sections. During the review process you will have the option to take further actions regarding your address list. You also have the option to bypass the review process by selecting **“Continue”** if you want the tool to accept the results returned.

- If you select any of the review choices, you will be taken to an AMS Default Entry Editor screen where, for each address, you can choose between using the AMS supplied address, the address you originally supplied, or not to have the IMSb tool print the address.
- If you choose to use an original address that does not match, it will be removed from the Delivery Point Validated (DPV) list and added to a non-Delivery Point Address list. The non-Delivery Point Address list will still be available for downloading; however the IMSB tool will modify those address STIDs to specify First-Class Mail. The non-DPV mailpieces must be mailed at the full single piece price.
- You cannot make corrections to your non-DPV addresses within the IMSb Tool. If you want to include them you can download the non-DPV list to your computer and correct them. Once corrected add them back to your Excel or CSV file and then redo your mailing from the beginning uploading your newly corrected address list and then proceed.

## Duplicates

Next you can utilize the duplicate elimination function to check for duplicate addresses within your address list and remove any found duplicate address. This function allows you to search for duplicates by:

- Address, First Name and Last Name
- Address and Last Name
- Address Only
- Company and Address

When you click on a button the duplicate address entries will be displayed.

If more duplicates are found than can be reasonably displayed on one screen you will need to use the controls under the display box to step through the duplicate sets.

To mark addresses for deletion simply click the check boxes next to them. Once you have reviewed all the addresses; click the Accept button and all the marked addresses will be removed from the output list.

If you wish to remove all the identified duplicates at once you can click the Delete All button. This will mark all the addresses within each duplicate group, except the first one, for deletion. Again, clicking the Accept button will cause the marked duplicates to be removed from the output list.

If you change your mind about deleting a duplicate address you must UN check the box beside it before clicking on the Accept button. Once the Accept Button has been clicked the process cannot be reversed. If you wish to deselect all of the addresses you have selected simple click the Clear All button.

You may also exit the screen without performing deletions by clicking the Cancel button which will bring you back to the AMS Processing Summary page.

The screenshot shows the 'Duplicate Address Editor' interface. On the left is a navigation menu with options: IMsb, Create New Job, New Job Template, Review Jobs, My Profile, and User Guide. The main content area is titled 'Duplicate Address Editor' and 'Address Only'. It contains several paragraphs of instructions: 'The groups below contain those records that have been identified as having the same address. Click the check box to mark those address that you do not wish to be included in the output address list.', 'The Delete All button will mark all of the duplicate addresses in the file, except for the first in each group, for removal.', 'The Clear All button will reset all of the selections you have made.', 'The Accept button will remove the marked addresses from the output list and will return you to the AMS Processing Summary Page.', and 'The Cancel button will cancel any duplicate selections that were made and will return you to the AMS Processing Summary Page.' Below the text is a table with columns 'Action' and 'Duplicates'. The table lists several groups of duplicate addresses, each with a checkbox in the 'Action' column. At the bottom of the table are buttons for 'Delete All Duplicates', 'Clear All', and 'Accept'. Below the table are navigation controls: '<<', '<', '1 of 2', '>', '>>'. At the very bottom are 'Cancel' and 'Accept' buttons.

Action	Duplicates
<input type="checkbox"/>	ABC International Trading, . 14516 GARFIELD AVE, PARAMOUNT CA 90723-3420
<input type="checkbox"/>	Binho Industrial Co. Ltd., 14516 GARFIELD AVE, PARAMOUNT CA 90723-3426
<input type="checkbox"/>	A B & I, 7820 SAN LEANDRO ST, OAKLAND CA 94621-2515
<input type="checkbox"/>	American Brass & Iron Foundry (AB&I), . 7825 SAN LEANDRO ST, OAKLAND CA 94621-2515
<input type="checkbox"/>	Barday Products Limited, . 4000 PORETT DR, GURNEE IL 60031-1209
<input type="checkbox"/>	Convetos, . 4000 PORETT DR, GURNEE IL 60031-1209
<input type="checkbox"/>	Barnas Pumps, DIVISION OF CRANE PUMPS & SYSTEMS INC., 420 3RD ST, PIQUA OH 45356-2918
<input type="checkbox"/>	Burke Pumps Inc, DIV. OF CRANE PUMPS & SYSTEMS INC., 420 3RD ST, PIQUA OH 45356-3918
<input type="checkbox"/>	Beacon-Morris Corp., 260 N ELM ST, WESTFIELD MA 01085-1614
<input type="checkbox"/>	Cox Heating, A MESTEK CO., 260 N ELM ST, WESTFIELD MA 01085-1614

## Confirm Affixed Postage IF using Meter Postage

Total Postage Affixed- this is total number of addresses after you have cleansed the list thru the tool!

### STEP 3: OUTPUT PROCESSING

#### Tray Label

The next step in the IMsb process is to prepare Intelligent Mail **Tray** labels, for Full-Service mailings.

From the Tray/ Sack Information screen:

- IMsb will provide a recommended number and type of Containers (Trays or Sacks) to be used to prepare this mailing.
- Click **“New Label”** for the IMsb tool to generate your Unique Intelligent Mail Tray Barcode (IMtb) Label.

Note: The tray labels must be generated using card stock or a standard business card stock which is perforated at 2 x 3.5” such as an AVERY label 5371.

Sortation Level Display	Labeling Zip	Two Foot Extended Letter Tray	Two Foot Letter Tray	One Foot Letter Tray
MAADC	995	0	2	1

Select **“Edit containers”** if the amount of recommended containers is not sufficient.- *not recommended*.

## Tray Label Creation

Optional: Enter the Printer Line information (if applicable) as well as the Mailer's Area information. **Required:** click "**Create Label**" to generate PDF of tray/sack label.- name and save this file for use after job has been submitted.

*We strongly suggest you save the file to your desktop, finish the job and then print the labels!*

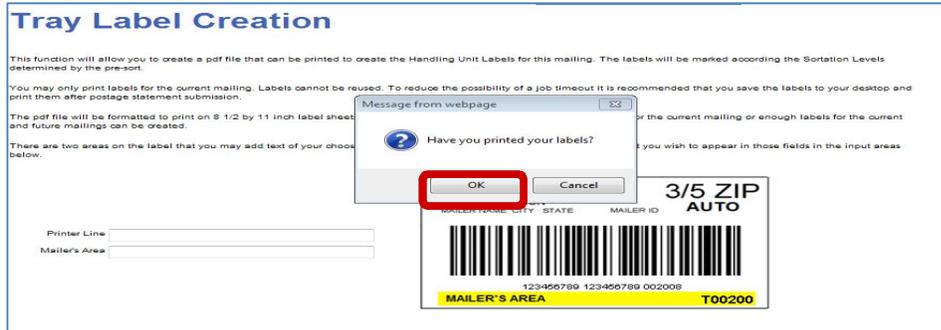
The screenshot displays the 'Tray Label Creation' web interface. On the left, there is a navigation menu with 'My Profile' and 'User Guide'. The main content area contains instructions: 'This function will allow you to create a pdf file that is determined by the pre-sort. You may only print labels for the current mailing. Labels will be printed after postage statement submission. The pdf file will be formatted to print on 8 1/2 by 11 inch paper and future mailings can be created. There are two areas on the label that you may add text to below.' Below the instructions are input fields for 'Printer Line' and 'Mailer's Area'. A 'File Download' dialog box is open, showing the file name 'imsb-tray-labels3198.pdf', type 'Adobe Acrobat Document', and source 'pwim-cat.usps.com'. The dialog has 'Open', 'Save', and 'Cancel' buttons. A preview of a label is shown, featuring a barcode and the text 'MAILER'S AREA T00200'. A callout box with the text 'First create label- then select continue!' has red boxes around the 'Create Label' and 'Continue' buttons at the bottom of the page.

## Print Tray Labels



Note- \*you may only print labels for the current mailing. Labels cannot be reused. To reduce the possibility of a job timeout, it is recommended that you save the labels to your desktop and print them after postage statement submission.

Click Continue and Click "OK" in the pop box "Have you printed your labels?" or select cancel to return to the screen.



## Downloads:

The **Downloads** screen shown below allows you to print your addresses on labels, envelopes or inserts. The addresses are provided in a PDF file which you can either open in Adobe® Reader or save to your computer.

Available label sizes are:

Avery 5161 or equivalent to 1" x 4" label (Postcards/Letters only)

Avery 5162 or equivalent to 1.33" x 4" label (Postcards/Letters only)

Avery 5163 or equivalent to 2" x 4" label (Postcards/Letters & **Flats**)

**Envelopes** sizes available:.

#6 3/4 - #7 - #10

Other- no envelope used

**Insert**-option allows you to print directly on an 8.5 x 11 insert.

The address block is configurable.

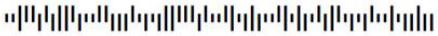
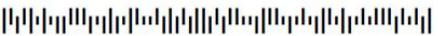
**Mail Merge** -allows downloading of file to be used during mail merge option.

- Must include the encodedimbno, presorttrayid, and presortdate fields from the mail merge file to be printed with address block.



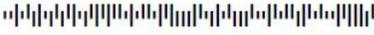
Below is an example of a PDF that will be generated upon choosing **1" Label** as your output format.

**Again, we strongly suggest you save the PDF and print the files after you have submitted the job!-**

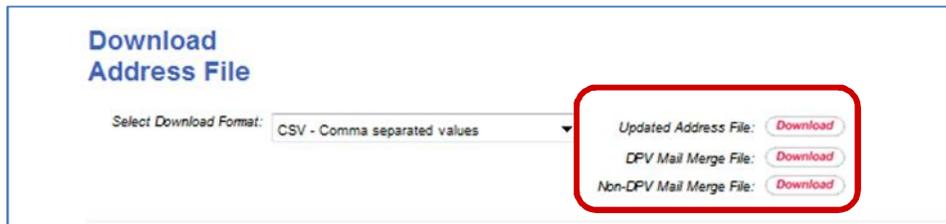
 T00722 08/23/2013 JOHN SMITH 475 LENFANT PLZ SW WASHINGTON DC 20260-0912	 T00722 08/23/2013 JILL SMITH 475 LENFANT PLZ SW WASHINGTON DC 20260-0004
 T00722 08/23/2013 AMY SMITH 475 LENFANT PLZ SW WASHINGTON DC 20260-0004	 T00722 08/23/2013 BEN SMITH 475 LENFANT PLZ SW WASHINGTON DC 20260-0004
 T00722 08/23/2013 CINDY SMITH 475 LENFANT PLZ SW WASHINGTON DC 20260-0004	 T00722 08/23/2013 JANE SMITH 475 LENFANT PLZ SW WASHINGTON DC 20260-0004

Example of user selecting Number **6 3/4 Envelope** from the output format:

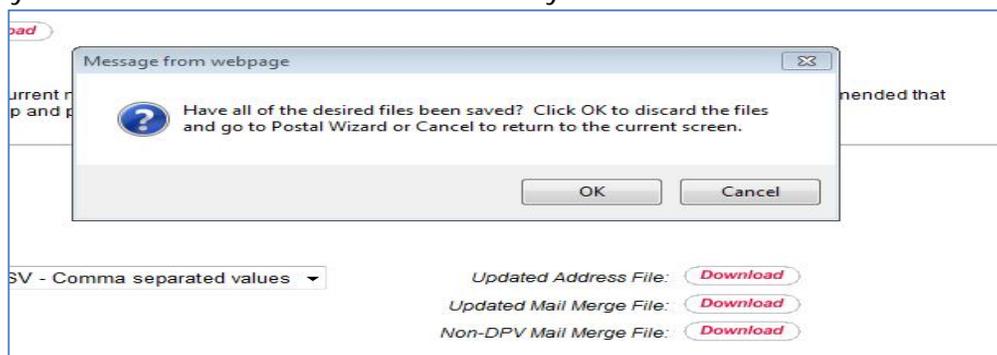
ADDRESS SERVICE REQUESTED

 T00801  
08/23/2013  
AMERICAN SAW & MFG. CO  
301 CHESTNUT ST  
E LONGMEADOW MA 01028-2742

## Option to save the corrected address lists:



The IMsb tool allows you to save your corrected address list for future use. The Privacy act does not allow the USPS to save your address files.



Downloading of:

1. **Updated address file** will provide the updated address list to be saved in either a CSV or Excel for future use. It will include in the file, the bad addresses tagged as unmatched.
2. **DPV Mail Merge** allows you to merge the address block into a mail merge template.
  - The DPS Mail Merge file includes the unique intelligent mail barcode for each piece to be inserted on your mailpiece as long as the IMb font has been installed from the RIBBs page.  
(<https://ribbs.usps.gov/onecodesolution/download.cfm>)
  - The **USPSIMB Standard Font** should be set at **16 point font**.
  - The *Postal One!* Help Desk is available to assist with downloading the font.

To download the font, go to

<https://ribbs.usps.gov/onecodesolution/download.cfm?downloads=Office&selection=5>

UNITED STATES POSTAL SERVICE

Intelligent Mail® Barcode

[Return to Intelligent Mail Barcode for Mailpieces](#)

### Fonts and Encoders Download

This page lists USPS Intelligent Mail barcode files, Fonts and Encoders, available for download.

Select an entry in the list-box; files matching the criteria are shown.

Available Downloads Encoder: MS Office

Name	Date	Description
<a href="#">uspsEncoderMsOffice-1.3.1.zip</a>	2011-02-15	USPS Intelligent Mail barcode Encoder distribution for MS Office 32-bit edition applications such as MS Word, MS Excel and MS Access, running on either 32-bit or 64-bit MS Windows operating systems. The distribution includes procedures and sample templates for performing a Mail Merge operation from MS Excel or MS Access to MS Word.
<a href="#">uspsEncoderMsOffice64-1.3.1.zip</a>	2012-03-27	USPS Intelligent Mail barcode Encoder distribution for MS Office 64-bit edition applications such as MS Word, MS Excel and MS Access, running on 64-bit MS Windows operating systems. The distribution includes procedures and sample templates for performing a Mail Merge operation from MS Excel or MS Access to MS Word.

3. **Non DPV Mail Merge** file allows for printing of bad addresses that can be mailed with a First-Class stamp. (not recommended)

## STEP 4: SUBMIT JOB

Select Download Format: CSV - Comma separated values

Updated Address File: [Download](#)

Updated Mail Merge File: [Download](#)

Non-DPV Mail Merge File: [Download](#)

< Back Continue

NOTE: We recommend that you print this page for use when sorting your mail. Please pay close attention to the counts in each tray and the special instructions for sortation.



**Standard Mail - Permit Imprint - Confirmation**

Please verify the information below. If you need to make any changes, press the **Back** button. Press **Submit** at the bottom of this page to submit the information you have entered.

**Planned**  
Post Office: PHLA MAIL ARTIST TOW

**United States Postal Service**  
**Standard Mail - Permit Imprint**

**Permit Holder:** AUTOMATED MAILING SYSTEMS, INC.  
**Account Number:** 2192664  
**Permit Number:** 78  
**Permit Type:** PI  
**Mail Agent:** AUTOMATED MAILING SYSTEMS, INC.  
**Mail Owner:** AUTOMATED MAILING SYSTEMS, INC.  
**Mail Owner Permit Type:** PI  
**Mail Owner Permit Number:** 78  
**CRID:** 4430796  
**Customer Reference ID:**

**Mailing Information:**  
**Permit Holder:** AUTOMATED MAILING SYSTEMS, INC.  
**Account Number:** 2192664  
**Permit Number:** 78  
**Permit Type:** PI  
**Mail Agent:** AUTOMATED MAILING SYSTEMS, INC.  
**Mail Owner:** AUTOMATED MAILING SYSTEMS, INC.  
**Mail Owner Permit Type:** PI  
**Mail Owner Permit Number:** 78  
**CRID:** 4430796  
**Customer Reference ID:**

**Mailing Information:**  
**Date of Mailing:** PHLA PA 19104-9651  
**Post Office:** PHLA PA 19104-9651  
**Post Office of Mailing:** PHLA PA 19104-9651  
**Post Office of Permit:** PHLA PA 19104-9651  
**Mailing Group ID:** 59020268  
**Processing Category:** Letters  
**Weight of single piece:** 0.0031 lbs. ( 0.0496 oz)  
**Total Mail Pieces:** 1,797 pcs.  
**Total Weight:** 5.6797 lbs.  
**Handling Unit:** 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 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
**Part A Postage:** \$ 497.77  
**Total Postage Amount:** \$ 497.77

**Signature:** AUDREY MELONI  
 ( 640 ) ( 343 ) ( 1156 )

**Buttons:** Back, Save and Continue, Delete, Save and Exit, Submit

\*if you choose **'Save and Continue'** your postage statement will not be submitted but sent to your Saved Forms. Go to Postal Wizard from home page, in middle of page under "Saved Forms" locate "View incomplete jobs I have started" click there. Click on Postage Statement ID number hyperlink in blue to retrieve. Scroll to bottom right and click submit.

Please print (not required) the *printer friendly* barcoded Electronic Confirmation Acceptance Notice (ECAN) and bring the notice along with your mailing  
 Or  
 Use the Email function to present at the BMEU or at the Self Service Terminal.

**Standard Mail - Permit Imprint - Confirmation**

**Understands:** [Red Box]

the Post Office in PHLA PA 19104-9651

The labels and electronic mailing information associated to this form, must match the physical mailing being presented to the USPS employee with this form.

**Postage Statement ID:** 62826101  
**PHLA PA 19104-9651**  
**PHLA PA 19104-9651**  
**59020268**  
**AUTOMATED MAILING SYSTEMS, INC.**  
**2192664**  
**AUTOMATED MAILING SYSTEMS, INC.**  
**PI**  
**78**  
**AUTOMATED MAILING SYSTEMS, INC.**  
**PI**  
**78**  
**4430796**

**Standard Mail**  
**Regular**  
**Letters**  
**0.0031 lbs. ( 0.0496 oz)**  
**1,797 pcs.**  
**5.6797 lbs.**  
**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 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100**  
**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 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100**  
**\$ 497.77**  
**\$ 497.77**

\*NOTE: The balance displayed may change prior to Postal acceptance of the mailing due to the timing of deposits, additional mailings, or other adjustments to the account.  
**Opening Balance:** \$ 50,000.00  
**Estimated Closing Balance:** \$ 49,502.23

\*Note: This mailing may be subject for additional verification at the time of acceptance.

**Action**

Please scan :  
 SCAN AT ACCEPTANCE

92 75 7900 0002 7100 0628 2610 13

Please print (not required) the *printer friendly* barcoded Electronic Confirmation Acceptance Notice (ECAN) and bring the notice along with your mailing to the site you have selected .


Electronic Confirmation  
Acceptance Notice

**USPS Generated by Postal Wizard System**  
 Note to Mailer: Your electronic postage statement was submitted to the USPS PostalOne! system on Nov 08, 2012 10:40 AM.  
 Please print this form and present it along with your mailing to the Retail Office in FALLON, NV 120 N MAINE ST, FALLON, NV 894062930 by Dec 08, 2012.  
 The labels and electronic mailing information associated to this form, must match the physical mailing being presented to the USPS employee with this form.

<b>Postage Statement ID:</b>	<b>64263491</b>
Post Office of Permit:	RENO, NV 89610-9861
Account Holder:	YELLOW
Account Number:	1448080
Permit Holder:	YELLOW
Permit Type:	PI
Permit Number:	738
Mailing Agent:	YELLOW
Mall Owner:	PI
Mall Owner Permit Type:	738
Mall Owner Permit Number:	
Customer Reference ID:	
Mall Class:	Standard Mail
Price Eligibility:	Regular
Processing Category:	Letters
Mailing Date:	11/08/2012
Actual Weight of Mailer Declared Piece Weight:	0.0826 lbs. ( 1.0000 oz) MAX weight allowed 3.3 oz
Total Mail Pieces:	800 pos.
Total Weight:	68.2600 lbs.
Total Postage Amount:	\$ 249.30

1" MM Trays	2" MM Trays	2" EMM Trays	Flat Trays	Secks	Pallets	Other
	2					

Handling Unit:

Total Postage Amount to be Collected: **\$ 249.30**  
 Total Postage Amount - Prepaid by CAPS account: **\$ 0.00**

<b>RETAIL Office of Mailing</b>	<b>Hours</b>	
FALLON	Mon, Tue, Wed, Thu, Fri	8:00 AM - 5:00 PM
120 N MAINE ST	Sat	Closed
FALLON, NV 894062930	Sun	Closed

**Note:**  
 \*This mailing may be subject to additional verification at the time of acceptance.  
 \*This mailing can be processed at the self service terminal.

**Action**

Please scan :

**SCAN AT ACCEPTANCE**



92 75 7900 0007 2300 0642 6349 14

**You are finished!** The tool has submitted your postage statement and qualification report electronically.

## ADDITIONAL FUNCTIONS:

**Review Jobs** contains a listing of the Jobs that the user has created on IMsb. Contains Job ID, Job Description, CRID, Mailer ID, Mailing Date, Business Name, Address and Contact. Also allows the information from a selected Job to be prepopulated into a new Job.

Job ID	Job Description	Status	CRID	Mailer ID	Mailing Date	Company Name	Postage Statement ID
3203		Completed	94541544	90002244	Aug 23, 2013	IMSB CAT92	67584039
3202		Completed	94541544	90002244	Aug 23, 2013	IMSB CAT92	67475280
3200		Completed	94541544	90002244	Aug 23, 2013	IMSB CAT92	67475288
3199		InProgress	94541544	90002244	Aug 23, 2013	IMSB CAT92	
3198		InProgress	94541544	90002244	Aug 23, 2013	IMSB CAT92	
3197		InProgress	94541544	90002244	Aug 23, 2013	IMSB CAT92	
3194		Completed	94541544	90002244	Aug 23, 2013	IMSB CAT92	67584070
3193		InProgress	94541544	90002244	Aug 23, 2013	IMSB CAT92	
3192		Completed	94541544	90002244	Aug 23, 2013	IMSB CAT92	67584068
3191	test: 19 mt 1st ltr 2 size	InProgress	94541544	90002244	Aug 23, 2013	IMSB CAT92	
3176	test: 19 mt 1st ltr 2 size	Completed	94541544	90002244	Aug 22, 2013	IMSB CAT92	67584032
3175	test: 19 mt 1st ltr 2 size	InProgress	94541544	90002244	Aug 22, 2013	IMSB CAT92	
3172	test: 10 mt 4th flt of Retail	InProgress	94541544	90002244	Aug 22, 2013	IMSB CAT92	
3169	test: 10 mt 4th flt of Retail	Completed	94541544	90002244	Aug 22, 2013	IMSB CAT92	67546231
3168	test: 10 mt 4th flt of Retail	InProgress	94541544	90002244	Aug 22, 2013	IMSB CAT92	
3166	test: 14 10-10 letter no af	Completed	94541544	90002244	Aug 22, 2013	IMSB CAT92	67474416
3165	test: 13 mt 4th letter no af	Completed	94541544	90002244	Aug 22, 2013	IMSB CAT92	67546230
3162	test: 13 mt 4th letter no af	Completed	94541544	90002244	Aug 22, 2013	IMSB CAT92	67546228
3149		Cancelled	94541544	90002244	Aug 21, 2013	IMSB CAT92	0
3148		Completed	94541544	90002244	Aug 20, 2013	IMSB CAT92	67473630

### Help Link

The “Help” link in the upper right corner provides additional information regarding the six buttons on the left side of the screen. And the User Guide on left hand side provides information about each screen and has other vauble informaton about the IMsb tool.

**Intelligent Mail for Small Business (IMsb) Tool**

The Intelligent Mail for Small Business Tool (IMsb) application is an online tool designed to facilitate the production of the Intelligent Mail barcode (IMb) for mailings. The IMsb tool will enable you to upload your address list. After your addresses are uploaded, the IMsb tool will validate the addresses and then allow you to print those addresses and the Intelligent Mail barcode. The IMsb tool produces PDF documents suitable for printing on certain labels, standard size envelopes and on 8 1/2 x 11 inch letter paper. The IMsb tool provides a mail merge option for your mailings.

By relying on a web browser, IMsb removes the need to install and maintain specialized software to produce an IMb.

Features
IMb® generation and printing for envelopes, letter size paper or pre-defined labels
Support address lists up to 9999 addresses if entered at a BMEU location
Support address lists up to 5000 addresses if entered at a Retail Outlet
Supports Full Service Option Mailings
First-Class™ or Standard Mail® Mailings
Automatic Postage Statement Generation
Address Matching Service Validation
Last Mailing Profile Saved
Saved Job Summary for 180 days or 200 jobs

\* User is responsible for mailing/postal statement.  
Please select one of the actions listed on the left to continue.

## RESOURCES

### 1. The RIBBS Website

The USPS provides a number of technical and non-technical guides, informative documents and presentations, and other helpful tools to make it easier for you to take full advantage of the suite of Intelligent Mail barcodes. These valuable resources can be found on the USPS RIBBS website <http://ribbs.usps.gov/>

Additionally, you can find resources on how to download **USPS IMb standard font for Mail Merge option. (16pt font)**

<https://ribbs.usps.gov/onecodesolution/download.cfm?downloads=Office&selection=5>

UNITED STATES POSTAL SERVICE

Intelligent Mail® Barcode

[Return to Intelligent Mail Barcode for Mailpieces](#)

**Fonts and Encoders Download**

This page lists USPS Intelligent Mail barcode files, Fonts and Encoders, available for download.

Select an entry in the list-box; files matching the criteria are shown.

Available Downloads Encoder: MS Office

Name	Date	Description
<a href="#">uspsEncoderMsOffice-1.3.1.zip</a>	2011-02-15	USPS Intelligent Mail barcode Encoder distribution for MS Office 32-bit edition applications such as MS Word, MS Excel and MS Access, running on either 32-bit or 64-bit MS Windows operating systems. The distribution includes procedures and sample templates for performing a Mail Merge operation from MS Excel or MS Access to MS Word.
<a href="#">uspsEncoderMsOffice64-1.3.1.zip</a>	2012-03-27	USPS Intelligent Mail barcode Encoder distribution for MS Office 64-bit edition applications such as MS Word, MS Excel and MS Access, running on 64-bit MS Windows operating systems. The distribution includes procedures and sample templates for performing a Mail Merge operation from MS Excel or MS Access to MS Word.

### 2. Guides, Specifications and Manuals

For those new to Intelligent Mail services, there are several guides, specifications and manuals that will get you started and give a broad overview of the fundamentals of the program. Following is a list of primary sources of information.

#### ***Domestic Mail Manual (DMM)***

This is the USPS manual that contains standards governing U.S. domestic mail services, descriptions of the mail classes and special services and conditions governing their uses, and standards for rate eligibility and mail preparation. Domestic mail is classified by size, weight, content, service, and other factors.

[http://pe.usps.com/text/dmm300/dmm300\\_landing.htm](http://pe.usps.com/text/dmm300/dmm300_landing.htm)

#### ***A Resource Map to Intelligent Mail Documents***

This lists all the documents and source materials that you will need to transition to Intelligent Mail services. It provides explanations of each document and information on how to find and print these documents. It is a reference source that will help you as you learn the ins-and-outs of Intelligent Mail services. This document can be found on RIBBS at

[http://ribbs.usps.gov/intelligentmail\\_guides/documents/tech\\_guides/ResourceMapToIntelligentMail.pdf](http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/ResourceMapToIntelligentMail.pdf)

### 3. Personal Support Resources

In addition to the guides and specifications listed above, you can also get help from USPS Intelligent Mail service experts.

To find your local **Business Mail Entry (BME) Manager**, go to the Business Mail Acceptance page: <https://ribbs.usps.gov/index.cfm?page=bma>

To contact the *PostalOne!* Help Desk call **1-800-522-9085**. For additional information about IMB Tracing please contact the National Customer Support Center at (800)238-3150.

## Address Correction Services (ACS)

# INTELLIGENT MAIL for Small Business (IMsb) tool

The IMsb tool offers several selections to mailers. Please review [Appendix A](#) or the ACS Tree at the end of this User Guide before making selections as there can be charges associated to the selection made.

The IMsb tool allows 8 options for First Class and 6 options for Standard Mail.

Mail Class: First-Class Mail

IM Service Type: Full

Extra Service Type: Full-Service ACS - ASR 1

IMsb Tracing: Full-Service ACS - ASR 1

Service Type ID: Full-Service ACS - CSR 1

Ancillary Service Endorsement: Full-Service ACS - RSR 2

Mail Class: Standard Mail

IM Service Type: Full

Extra Service Type: Full-Service ACS - ASR 1

IMsb Tracing: Full-Service ACS - ASR 1

Service Type ID: Full-Service ACS - CSR 1

Ancillary Service Endorsement: Manual

Cancel

### **Definitions:**

ACS = Address Correction Service

ASE = Ancillary Service Endorsement

ASR = Address Service Requested

COA = Change of Address

CSR = Change Service Requested

ESR = Electronic Service Requested

*Note: To receive the information back electronically, customers must change their MID in Business Customer Gateway.*

FSR = Forwarding Service Requested

RSR = Return Service Requested

TRSR = Temporary Return Service Requested

UAA = Undeliverable As Addressed / Nixie

**ACS is not a guaranteed service. Manual notices may still be received, although reduced in volume. We HIGHLY recommend the use of ESR to help with the reduction of Manual notices.**

**Changing your MID in the Business Customer Gateway (BCG)**

To receive ACS information back electronically, customers must change their MID in Business Customer Gateway.

(1) Log into the BCG and view the Home Page.



(2) Click on MID

**Welcome to the Mailer ID System**

**Mailer ID Search**

Business Location: 94541451 - IMSBCAT183 89509-2204

Mailer ID:

Customer Reference:

Display Options:  MID's owned by my business location(s)  
 MID's delegated to my business location(s) for Data Distribution Management  
 MID's whose Data Distribution Profile delegated to other CRIDs  
 All of the above

**Mailer ID Summary**

Mailer ID	Business Location	Options
900002220	CRID: 94541451 IMSBCAT183 2350 BALSAM ST RENO, NV 89509-2204	<a href="#">Add Data Distribution Profile</a> <a href="#">Edit Program Options</a> <a href="#">More Info</a>
900002238	CRID: 94541451 IMSBCAT183 2350 BALSAM ST RENO, NV 89509-2204	<a href="#">Add Data Distribution Profile</a> <a href="#">Edit Program Options</a> <a href="#">More Info</a>
901014080	CRID: 94541451 IMSBCAT183 2350 BALSAM ST RENO, NV 89509-2204	<a href="#">Add Data Distribution Profile</a> <a href="#">Edit Program Options</a> <a href="#">More Info</a>

< Back Page 1 Of 1 Next >

(3) Click on 'Edit Program Options'.

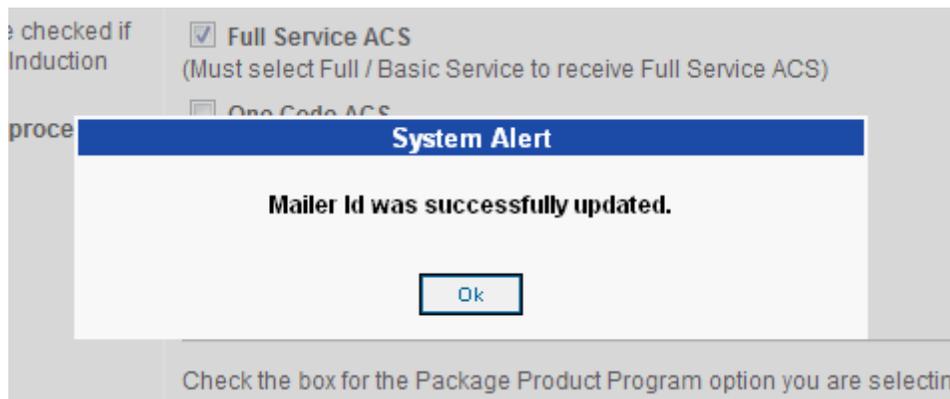
### Edit your Program Options

Select/Unselect the programs you wish to add/remove and Press Update.

Company Information	
Business Location:	94541451 - IMSBCAT183 89509-2204
Company Address:	2350 BALSAM ST RENO, NV 89509-2204
Mailer Id (MID):	900002220

Select the Program Options	
Mailer ID: 900002220	Check the boxes for the Program options you are selecting. Note: If you select one of these options you can not select a Package Product program option for this Mailer ID.
<input type="checkbox"/> Add a Customer Reference	<input type="checkbox"/> CONFIRM
<input type="text"/>	<input checked="" type="checkbox"/> Full / Basic Service
The following should only be checked if you are participating in the eInduction program:	<input checked="" type="checkbox"/> Full Service ACS (Must select Full / Basic Service to receive Full Service ACS)
<input type="checkbox"/> MID based eInduction processing	<input type="checkbox"/> One Code ACS (Submit Form 3573 to acs@usps.gov)
	<input type="checkbox"/> One Code ACS with CONFIRM (Submit Form 3573 to acs@usps.gov)
	<input type="checkbox"/> Traditional ACS (Submit Form 3572 to acs@usps.gov)
	Check the box for the Package Product Program option you are selecting. Only one program option can be selected. Note: If you select one of these options you can not select a program option from above for this Mailer ID. For either Package Products option, submit the PS Form 5051 to doconfirm@usps.gov or fax to 901-821-8244.
	<input type="checkbox"/> Electronic Verification System (eVS) for Package Products
	<input type="checkbox"/> Test Confirmation Services for Package Products and Extra Services (i.e. Delivery Confirmation, Signature Confirmation, Certified Mail, Express Mail, Priority Mail Open and Distribute)
	<input type="button" value="Update"/> <input type="button" value="Return"/>

- (4) Make sure you have a check mark in the 'Full Service ACS' box. If not, check it and then click 'Update' at the bottom. Pop-up will display confirming update.



## Retrieving ACS data from the BCG Dashboard

There are no additional forms or applications to fill out. Simply proceed to the BCG and follow the below instructions to retrieve your ACS/Nixie data.



(1) After logging into the Business Customer Gateway (BCG) click on Mailing Reports on the Home page.

(2) Now click on Data Distribution/Informed Visibility Dashboard



Report Type	Action	Today	7 Days	30 Days	45 Days	Last Online Download Date
1. Full-Service Start-the-Clock Report <sup>1</sup>	[Download] [Online]	0	7	7	7	
2. Informed Visibility Report <sup>1</sup>	[Download/Online]	0	0	0	0	
3. Full-Service ACS Change of Address (COA) Report <sup>2</sup>	[Download]	0	0	0	0	
4. Full-Service ACS Nixie Report <sup>2</sup>	[Download]	0	0	0	0	
5. Full-Service Data Quality Report <sup>3</sup>	[Microstrategy]					
6. Full-Service By/For Conflict Report	[Download]					

<sup>1</sup> Counts are at the container level.

(3) Click on #3 for the COA information or #4 for your UAA/Nixie information. You must view/download your corrections within 45 days of your mailing; all COA/UAA-Nixie information is purged after 45 days.

### Download Full-Service ACS Nixie Search

Search By: Mailing Group ID ID Number:

Full Service Availability Date Range: \* From:  To:

Search With: exact value

Please limit the Date Range to 7 days.

(4) You will need to search for your mailing by Mailing Group ID. That number is produced during your statement creation process within the IMsb tool and is found on your Congratulations Page, make a note of this number now. Remember to print this page and take to the BMEU along with your mail; you could also print an additional page to keep with you for easier reference to your Mailing Group ID.

Standard Mail - Permit Imprint ▶ Confirmation

[Printer Friendly Version](#) [Email](#)

▶ **Congratulations!**

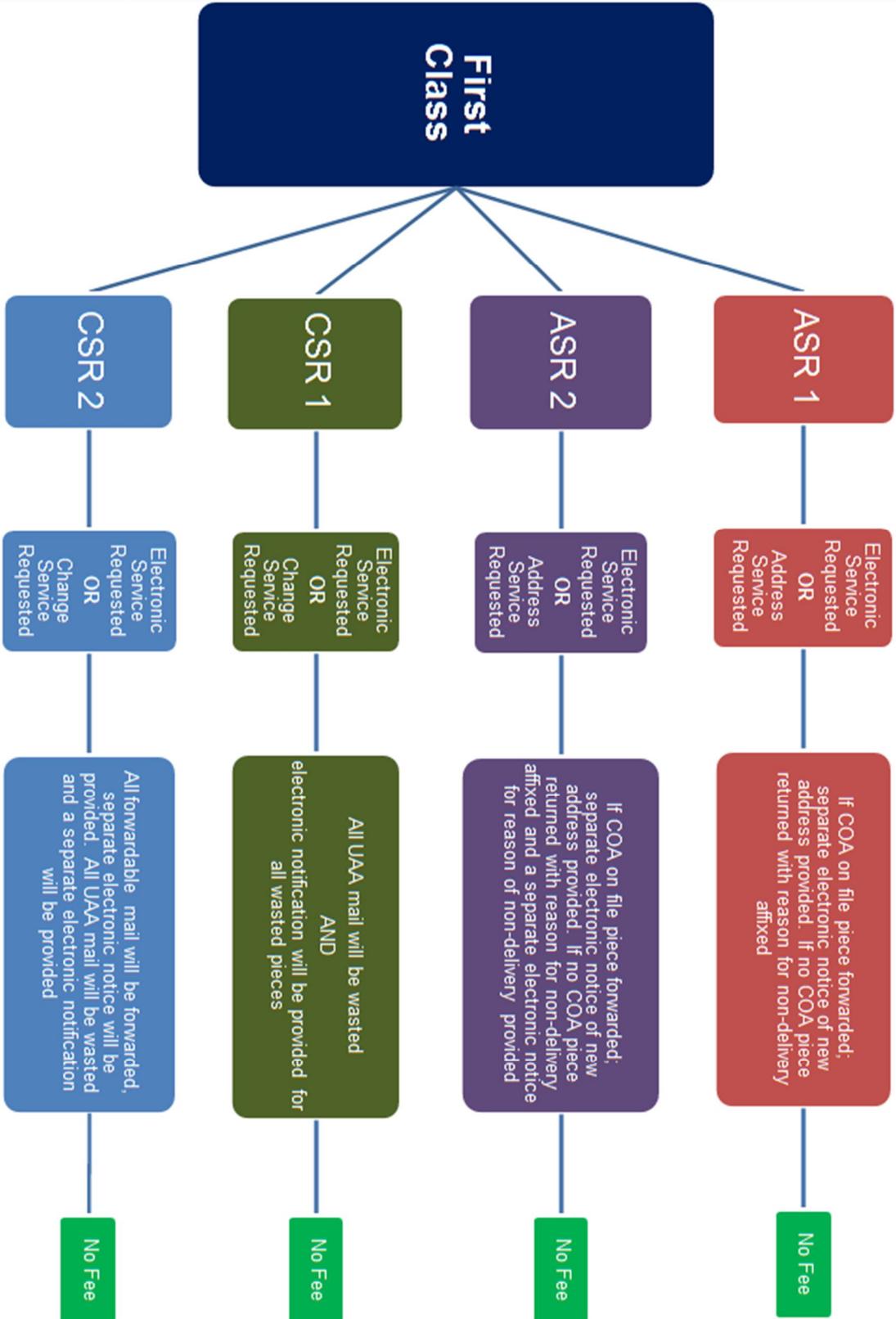
**Note to Mailer:** Your electronic postage statement has been submitted to the USPS *PostalOne!* system on Jan 31, 2014 02:55 PM.

The labels and electronic mailing information associated to this form, **must** match the physical mailing being presented to the USPS® with this form.

Postage Statement ID: 69753512  
 Post Office of Permit: **RENO, NV 89510-9651**  
Mailing Group ID: 60385269  
 Account Holder: IMSBCAT183  
 Account Number: 2194573  
 Permit Holder: IMSBCAT183  
 Permit Type and Number: PI 30183  
 Mail Agent: IMSBCAT183

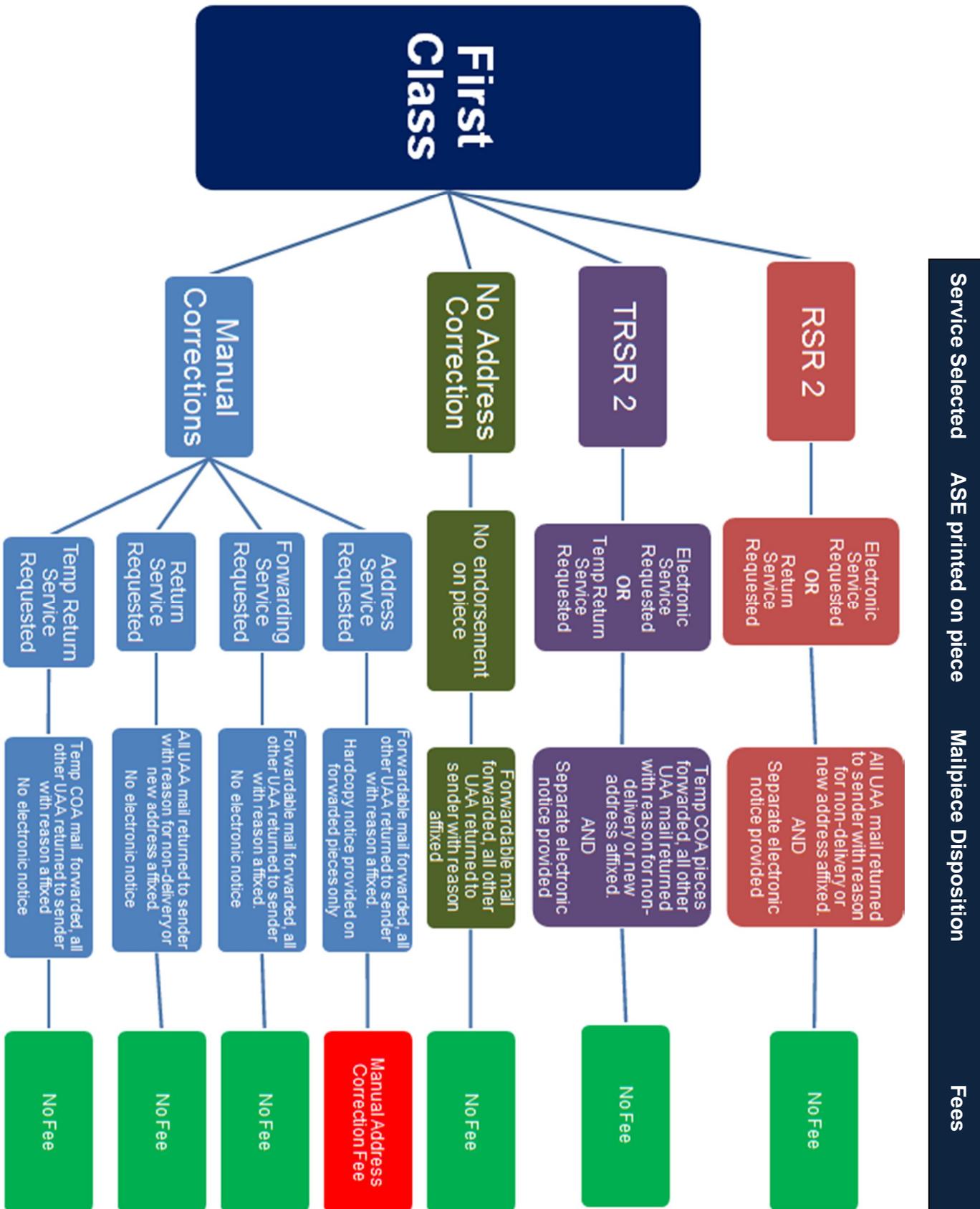
## ACS Tree of Services and Pricing

Please reference *Appendix A* on RIBBS for additional information.

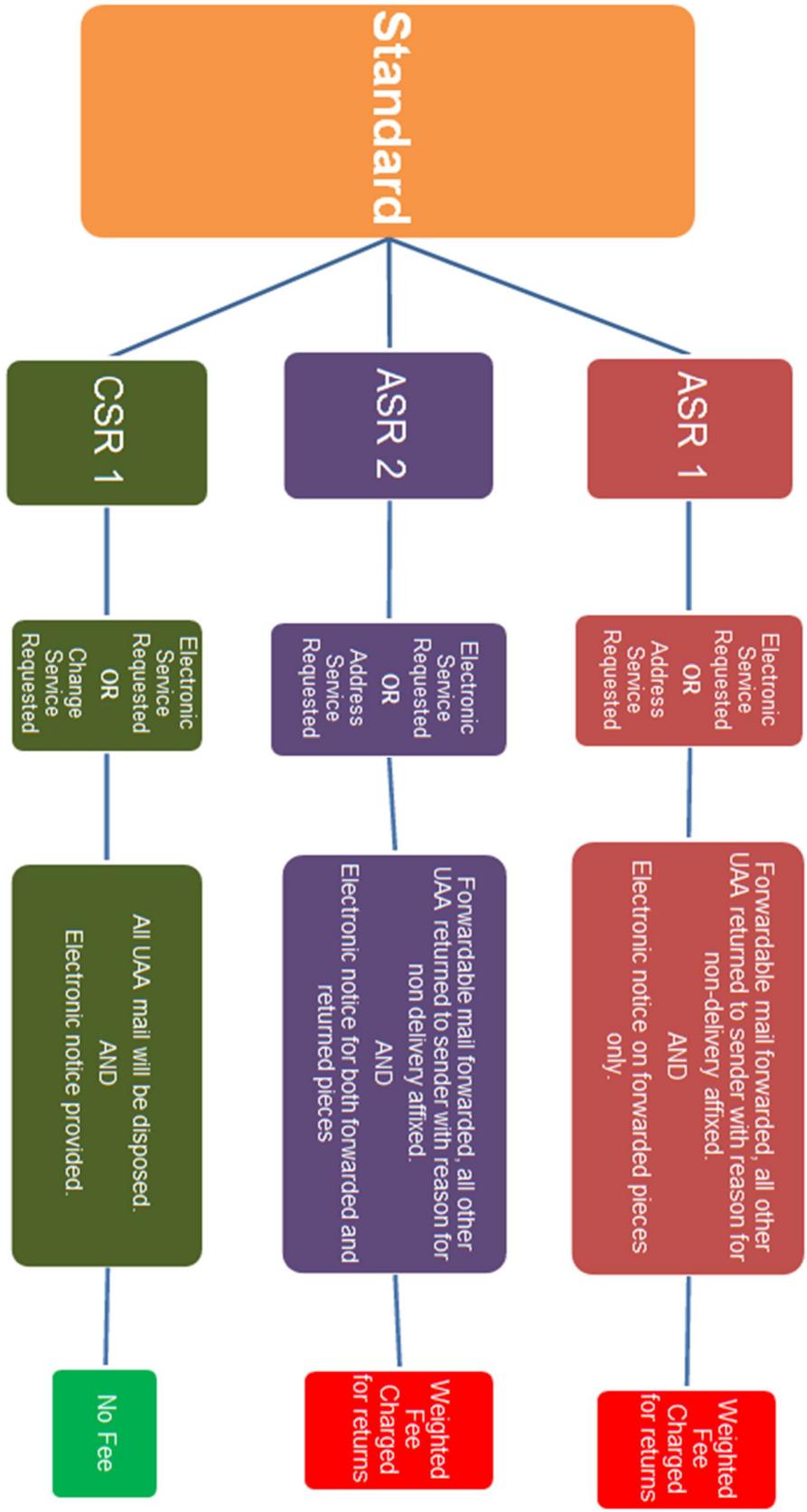


Service Selected    ASE printed on piece    Mailpiece Disposition    Fees

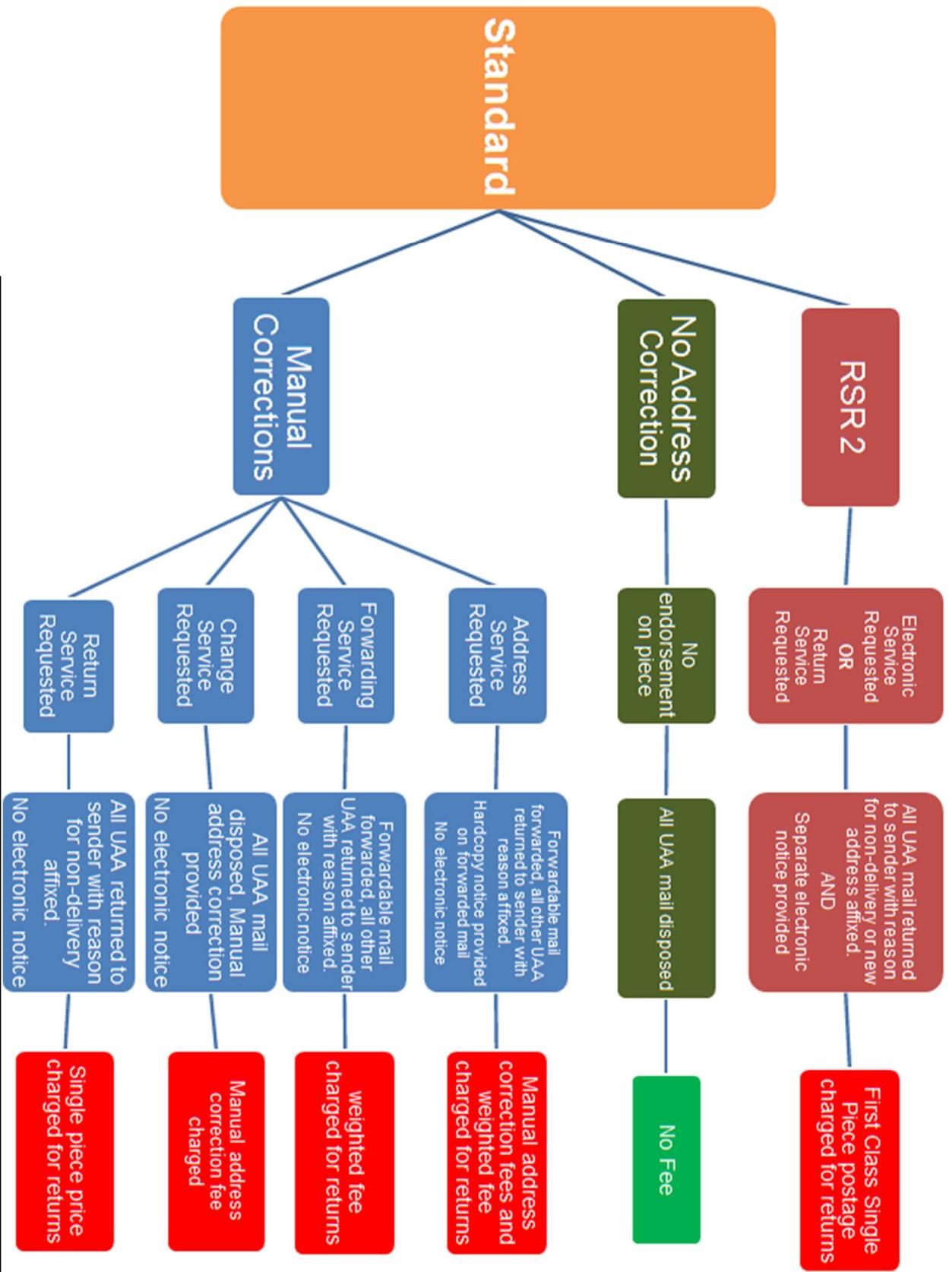
**Printing ESR on your mailpiece will not change the Mailpiece Disposition or fees due.**



Printing ESR on your mailpiece will not change the Mailpiece Disposition or fees due.



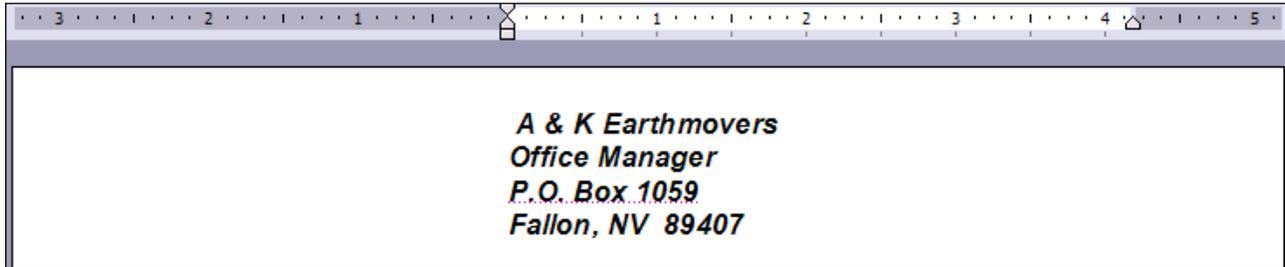
Printing ESR on your mailpiece will not change the Mailpiece Disposition or fees due.



Printing ESR on your mailpiece will not change the Mailpiece Disposition or fees due.

## Convert MS Word to MS Excel

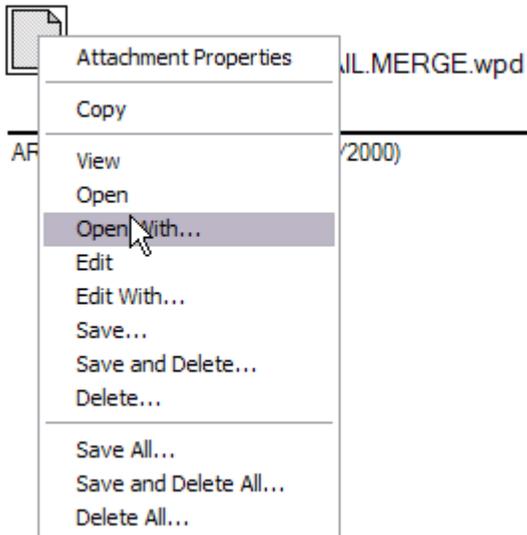
*High Level* - The purpose of this document is to describe the steps necessary to convert address data from Microsoft Word to Microsoft Excel.



A screenshot of a Microsoft Excel spreadsheet. The spreadsheet has four columns labeled A, B, C, and D. The data is as follows:

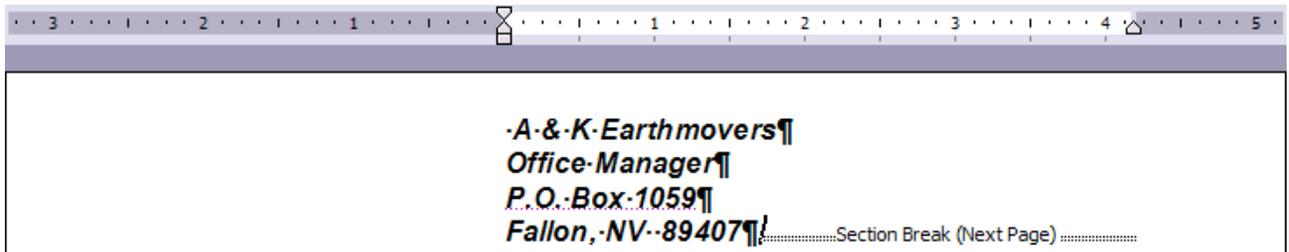
	A	B	C	D
1	A & K Earthmovers	Office Manager	P.O. Box 1059	Fallon, NV 89407

Please note if you would like to use this methodology with a Word Perfect file you can right click on your attachment and select "open with", and select Microsoft Word

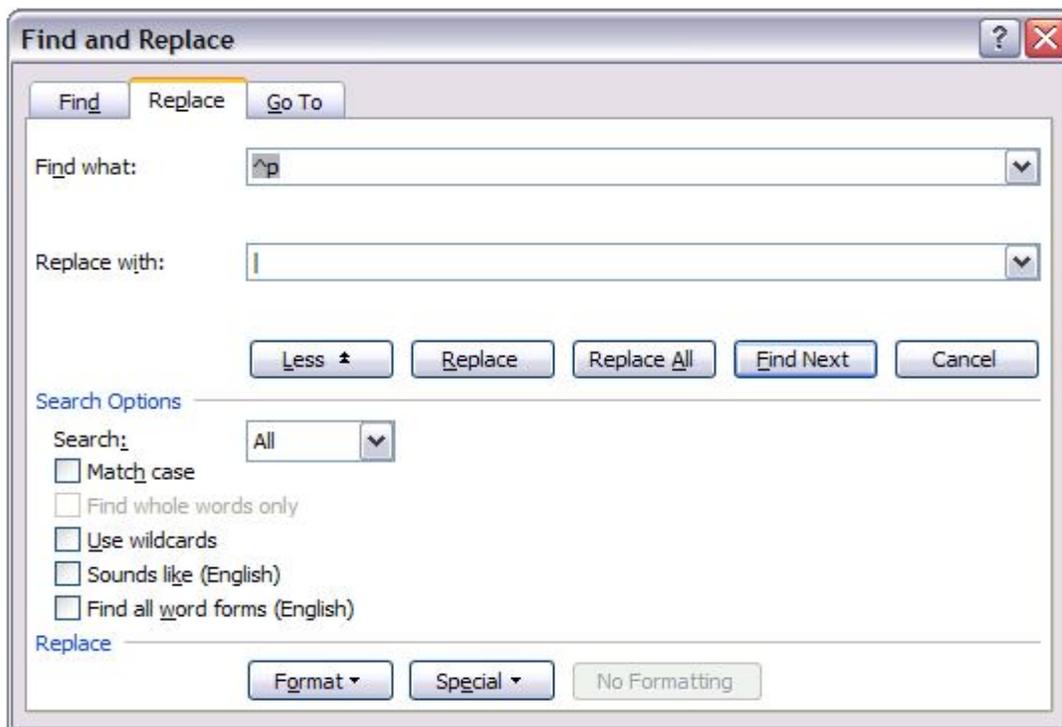


Detailed Steps:

- In the Word document press **Ctrl + Shift + \*** at the same time. You will see a ¶ symbol after each row in the word document.



- Press **Ctrl + F**
- Go to the Replace tab
- In the find what: enter **^p**
- In the Replace with: enter the pipe symbol | (shift + \ on most keyboards)
- Select Replace All



Microsoft Word will give you a count of how many replacements it made. Don't worry that your formatting looks off and various lines look combined.

- Go to File, then select save as
- In the save as type select **plain text .txt**
- Select ok

Word may display a File Conversion dialog with a warning that all formatting will be lost. Don't worry and click **OK** to accept the default values.

- Open Microsoft Excel
- From the **File** menu, select **Open**
- In the Open dialog, change the Files of Type: entry to **Text Files**
- Select the .txt file you saved
- Click **Open**
- The Text Import Wizard should start. Select **Delimited** and select **next**
- In Step 2, change your **Delimiter** from Tab to **Other** and enter the | symbol, and select **next**



- Select **finish**

Your file should now be in one row in excel for each address. The file may need some manual corrections if there isn't a standard format for the address (i.e. if you have some files in your word document with three rows and some with four rows you will need to delete out the extra columns in the excel output).

	A	B	C	D
1	A & K Earthmovers	Office Manager	P.O. Box 1059	Fallon, NV 89407

You will need to add column headings for each column. You must use the correct "HEADER" field name for each column. Please refer to the IMsb System User Guide for specifics.