

The Certification Test Instructions are outlined below to help you begin mailing with Confirmation Services as quickly as possible.

Certification will test your barcoded labels and electronic file to ensure they meet our specifications, and will test the transmission of the electronic file to USPS®. The specifications for the labels and electronic file may be found in Publication 199, Intelligent Mail Package Barcode (IMpb) Implementation Guide for Confirmation Services and Electronic Verification System (eVS) Mailers; and USPS2000508, Barcode, Package, Intelligent Mail® Specification, available at www.usps.com.

The following steps outline the Confirmation Services certification process:

1. Obtain a Mailer ID (MID) via the Business Customer Gateway. Go to <http://www.usps.com/> and select the Business Customer Gateway located on the bottom right hand corner of the web page. The mailer must logon as an existing user or register for a business account as a new user to gain access to the Business Customer Gateway and request the Mailer ID service. Once the mailer has access to the Mailer ID System, they will select the "Mailer ID" link to obtain a MID.
2. Complete PS Form 1357-S, Request for Computer Access to receive logon for Product Tracking system
 - a. This logon will allow you to transmit electronic manifest files and access extract files for parcels with any of your confirmation services MIDs.
3. Create an electronic test file that represents 10 packages per printer.
 - a. If you will be creating your own software please use the following information within the header record of the electronic file:
 - i. Developer ID Code: 850
 - ii. Product Version Number: 1.0.
 - b. If you will be using commercial software for your shipping system the vendor will provide you the Developer ID Code and Product Version Number.
4. If you are printing your own labels, print 10 test labels for each printer. The printed barcoded labels must match the package identification codes in the file.
 - a. Complete the PS Form 5052, Confirmation Services Printer Verification. (Available at <http://about.usps.com/forms/ps5052.pdf>).
 - b. If there are issues with the labels and/or file you will be contacted by the National Customer Support Center (NCSC).
5. Completed Certification Documentation (PS Form 1357-S, PS Form 5052, and labels) may be mailed to the following address:

National Customer Support Center
United States Postal Service
225 N Humphreys Blvd Ste 501
Memphis, TN 38188-0011

Or emailed to: dconfirm@usps.gov

Or faxed to: 901-821-6244