

Business Customer Gateway Mailer ID System Release Notes – Release 1.5 Version 2 August 14, 2011

The Business Customer Gateway (BCG) external application, Release 1.5 will be deployed on August 14, 2011 to support additional functionality. User changes will be apparent to end users of the application.

User Changes

In Release 1.5, the Mailer ID (MID) system will be enhanced to include two new features.

1. Mailer ID Data Export

Mailers will have the capability to export MID data for a selected CRID to either an Excel (XLS) or a Comma Separated Value (CSV) file format. To use this feature a mailer must have access to the Mailer ID system, e.g., has a business account with the Business Customer Gateway with one or more business locations associated to a CRID(s). Refer to Figure 1 for Export MID Data link and Figure 2 for Data Export options.

The MID system will export data for the following Summary and Profile options:

- Mailer ID Summary Page
- Data Distribution Profile
- ACS Billing Profile
- Address Book

The MID system will export the following fields:

- CRID
- MID
- Company Name
- Address Line 1
- Address Line 2
- ZIP/Postal Code
- State
- Phone
- E-mail
- Fax
- Registered service for each MID
- Total MIDs
- Number of 9-Digit MIDs
- Number of 6-Digit MIDs
- Distribution Type (Data Distribution Profile only)
- Data Recipient (Data Distribution Profile only)
- Delegated CRID (Data Distribution Profile only)
- Service (MID Summary only and Data Distribution Profile)
- Customer Reference (MID Summary only)

Welcome to the Mailer ID System

- [Export MID Data](#)
- [Address Book: Add Data Recipients](#)

Mailer ID Search

| | |
|---|--|
| Mailer ID <input type="text"/> | Business Location <input type="text" value="10002297 - CAT TEST COMPAN 20011-140E"/> |
| Customer Reference <input type="text"/> | <input type="radio"/> Selected CRID <input checked="" type="radio"/> All CRIDs |

Mailer ID Summary

| Mailer ID ? | Business Location | Profile |
|--|---|--|
| 900000351 PEACE | CAT TEST COMPANY 6200 N CAPITOL ST NW WASHINGTON, DC 20011-1408 | Add Profile Add ACS Billing |

Figure 1: Mailer ID System Landing Page

2. Customer Reference Search By

The MID system will allow the user to search for MIDs based on the Customer Reference field for all CRIDs registered under a mailer's Business Customer Gateway profile. Refer to Figure 2.

3. Mailer ID Delete Feature

The MID system will no longer allow a mailer to delete a MID from his profile. The delete a Mailer ID feature will be removed from external Mailer ID system pages. A mailer must now call the Help Desk to remove a MID from his Mailer ID profile.

4. Full-Service ACS Billing Option

To fulfill Non Full-Service mailpiece ACS with a Full-Service Service Type Identifier (STID) that cannot be matched to eDoc, the MID system will add a Full-Service ACS Billing profile for unassociated ACS records. This functionality enables mailers to optionally request that invoicing be directed to a specified 'Bill to' address for unassociated records. This option is only available to

mailers who select the Basic/Full-Service program option. The MID system will have an 'Unassociated Full Service ACS Billing' page which will allow a mailer to input billing information that will be sent to the National Customer Support Center, ACS Department for fulfillment processing. Refer to Figure 1 and 2.

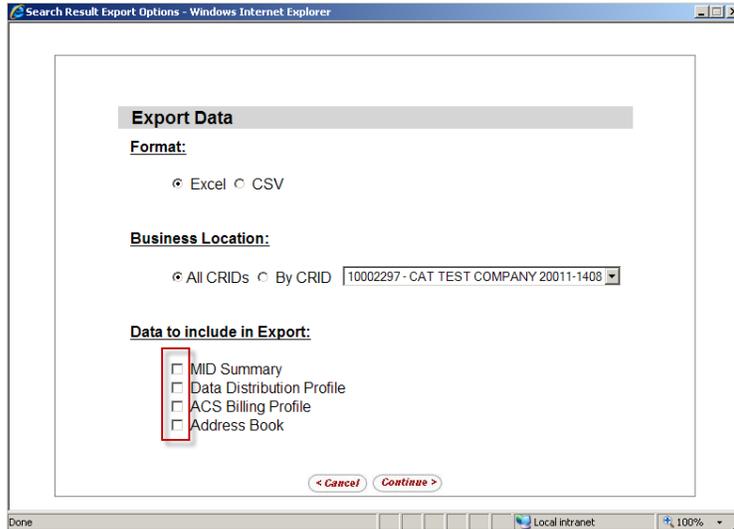


Figure 2: Data Export Options

Welcome JOSEFINA L CABATU

[MID Summary](#) [Admin Functions](#) [Export Data](#) [Log out](#)

Mailer ID System

Full-Service ACS Unassociated Billing Profile

Invoices will be mailed to the Customer Registration ID (CRID) that is associated with the Mailer ID used in the Intelligent Mail barcode (IMb) on the mail piece for Address Correction Service (ACS) records which were generated and fulfilled, but could not be associated to electronic documentation.

Specify an alternative billing address by providing all information marked by an asterisk. You may also submit an address not associated with a Mailer ID in your profile.

| | |
|----------------------------|---|
| MID: | 900000447 |
| CRID: | 1234576 |
| Attention Line: | <input type="text"/> |
| *Name/Company Name: | <input type="text"/> |
| *Country: | UNITED STATES <input type="button" value="v"/> |
| *Address Line 1: | <input type="text"/> |
| Address Line 2: | <input type="text"/> |
| Address Line 3: | <input type="text"/> |
| *City: | <input type="text"/> |
| *State: | SELECT <input type="button" value="v"/> |
| *Zip: | <input type="text"/> |
| Zip-Four: | <input type="text"/> |
| Phone: | <input type="text"/> |
| Fax: | <input type="text"/> |
| Email: | <input type="text"/> |
| | <input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Return to Summary"/> |

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Figure 3: Full-Service ACS profile, Data Entry Screen.