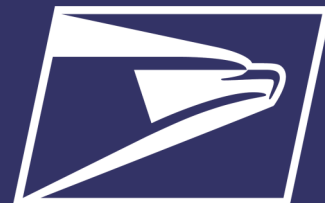


Enterprise Payment System

PostalOne! ACH Debit Onboarding Factsheet

Creating a centralized, secure and simplified account set-up, payment and management of USPS payment architecture for business customers



PRODUCTS

- Letters/Cards/Flats
- Parcels
- Every Door Direct Mail (EDDM)
- BRM
- All Mail Classes

EXCEPTIONS

- eVS
- Parcel Return Service (PRS)
- Scan Based Payment (SBP)
- Merchandise Return Service (MRS)
- Official Mail Accounting System (OMAS)

PERMIT TYPES

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

SERVICES

- ePOBOL
- ACS
- Postage Statement Processing (Domestic & International)
- Deposits
- Refunds (including VAR)
- Reversals
- Adjustments
- Fee Payment
- Mail Entry Postage Assessment
- Postage Due
- Transfers
- FOIA Requests

SUBMISSION METHODS

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

The new Enterprise Payment System (EPS) is available for Electronic PO Boxes Online (EPOBOL), Address Element Correction (AEC), Address Correction Service (ACS) and commercial mailing permits.

The system enables customers to pay, manage, and link their Mailing Permits to an Enterprise Payment Account (EPA) funded as an Automated Clearing House (ACH) debit or Trust account.

Customers with Local Trust paying with cash or check will now be able to deposit funds at any Retail location with an RSS for all permits linked to an EPA.

EPS provides enhanced security features, centralized balance and account management, to provide a self-service customer experience. This system will replace CAPS.

PROCESS STEPS

1. Request participation in the Enterprise Payment System via email
2. Create a Business Customer Gateway account — for customers already registered skip to step 3
3. Access the Enterprise Payment System using the invitation code
4. Create an Enterprise Payment Account
5. Set-up a payment method (ACH Credit)
6. Link permits to the Enterprise Payment Account

EPS PARTICIPATION

Participation in EPS is by invitation only. To request participation, send an email to the Payment Modernization Mitigation Team at PaymentModernizationMitigationTeam.com. Include the following information.

- Subject Line “EPS Request”
- Name, Address Contact Information (email)
- CRID (Customer Registration ID)

You can also contact your local [Business Mail Entry Unit](#) to request participation.

MIGRATION & ACCOUNT CREATION

To create an account and gain access to EPS the BSA of the CRID will receive an email with an invitation code. Follow the steps below to begin the migration and account creation process.

Hello ACS / AEC Customer,

Congratulations! Your access request for the Enterprise Payment System (EPS) has been granted. Your Invitation Code is TESTACSAEC.

Please [click here](#) to be redirected to a USPS website.

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

Finally, enter the Invitation Code to authorize access.

If you have questions or concerns regarding the EPS process, you may reply to this email or contact the PostalOne! Help Desk at 1-800-522-9085.

Additional information regarding EPS can be found at <https://postalpro.usps.com/node/4024>.

USPS.COM

Sign In

Sign in to your account

Indicates a required field

Username

Password

Please enter your Invitation Code below

1. Invitation Code

Enter Invitation Code from email

BSA Terms and Conditions

Select Yes to Accept BSA Terms and Conditions

Have you read and do you agree with the BSA Terms and Conditions as stated above?

Yes No

Please Read Our Privacy Policy

Privacy Notice: The information you supply will be used to provide you online registration capability for internet-based services, and to provide those services. Please be aware that this service is voluntary, but that requested information is required to provide the service. Collection of information for this service is authorized by 39 U.S.C. 401, 405, & 406. We do not disclose your

Select Submit

Reset Submit

1. Open the email and click the “Click Here hyperlink” to launch the BCG page
2. Sign in to the BCG with existing username and password
3. Enter the “Invitation Code” located in the email
4. Select “Yes” to agree to the Terms & Conditions
5. Select “Submit”

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ACCOUNT SET-UP

1. Click "Other Services"
2. Click "Go to Service," in green, next to EPS

After selecting "Go to Service" for EPS, you'll be navigated to the EPS "Create Account" screen.

3. Select "Use a CAPS Account Number" and click "Submit"

If you do not wish to use the existing CAPS account select Create a New Account skip step 5.

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

5. Enter the 5-digit CAPS number + PIN and click "Next"

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

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

8. The EPA is created. "90000" is added to the beginning of the existing 5-digit CAPS number to create a 10-digit payment account number.

PAYMENT METHOD SET-UP

ACH Debit: Daily transactions are aggregated and withdrawn directly from the customer's commercial banking account. To use an ACH Debit payment method an account must be created and a debit enabled bank account must be established.

- From EPS, follow the on screen instructions to add an ACH Debit account
- After the bank account number and routing number information are entered, EPS will submit two micro debits (less than \$1.00 each) to validate account information and readiness.
 - **Note:** This may take 24-36 hours to see the micro payments in the designated ACH Debit account

The account will need to be verified, via EPS, the next business day by completing these steps:

- Select "Payment Methods" tab

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PERMIT LINKAGE

Account Management
EPS #: 1000002235 ● Active
Account Nickname (Optional)

Payment Methods Transfer Funds Withdraw Funds **Products & Services** Notifications Users & Roles

The following products and services are associated with your account. The account information is available on your Dashboard, Reports, and Manage Account options in EPS.

PO Box Services	Visit PO Boxes online to Manage
PC Postage Account	Manage PC Postage Account
Permits	Manage Permits
Address Quality Services	Manage Address Quality

Manage Permits
Search:

Permit	Permit Type	Permit ZIP Code	Permit Status	Business Location	Company Name	EPS Account Nickname	EPS Account Number	Linkage
25	PI	22102	ACTIVE	30001	Bank of America		Select an EPS Number	Link
46	PI	20024	ACTIVE	30001	Bank of America	test1	1000002381	Change Linkage
65	PI	22102	ACTIVE	30001	Bank of America		Select an EPS Number	Link Save
134	PI	20024	ACTIVE	30001	Bank of America		1000002381 1000002382 Select an EPS Number	Link
212	PI	22102	ACTIVE	30001	Bank of America		Select an EPS Number	Link
539	PI	22102	ACTIVE	30001	Bank of America		Select an EPS Number	Link
1133	PI	22102	ACTIVE	30001	Bank of America		Select an EPS Number	Link
2468	PI	22102	ACTIVE	30001	Bank of America		Select an EPS Number	Link

1. Navigate to “Account Management” screen
2. Select “Product & Services”
3. Select “Manage Permits”
4. Select associated EPA
5. Select “Link” to link the account

Ensure all permits have a positive or \$0 balance – if you are a *PostalOne!* user, you cannot migrate to EPS if you have permits with a negative balance

6. Select “Save” to complete the process
7. Select “Change Linkage” to update the linkage of any permit currently linked to an EPA.

The Manage Permits screen shows all your available permits (only permits for which the user also has access to Manage Mailing Activity are listed).

BALANCE TRANSFERS

Balances for Trusts transfer to EPA immediately upon permit linkage. Remaining trust balances will automatically transfer to your EPA upon permit linkage. Note: If you have multiple permits tied to your CAPS trust the balance will migrate upon final permit linkage. You will need to fund both accounts until that time.

RESOURCES



POSTALONE! CUSTOMER CARE

Assistance with the EPS set-up process. They can also help with passwords, 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