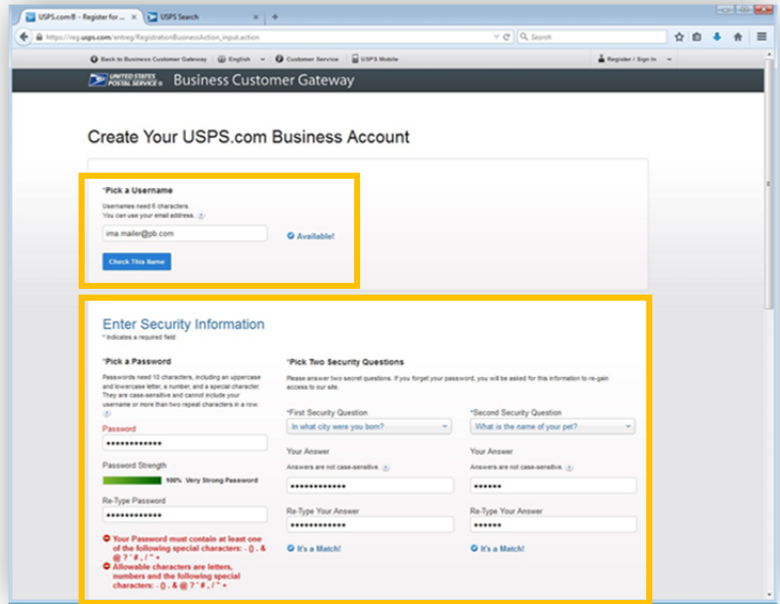


Objective: To successfully configure mail.dat for electronic processing.

	Comment	ACTION – DO THIS
1	<p>To successfully conduct business electronically with the United States Postal Service, mailing files are sent via the Internet in the mailing industry format called Mail.dat.</p> <p>To get started, mailers need to register with the Postal Service's Business Customer Gateway.</p>	
2	<p>If you do not already have an account, click "Register for Free". Otherwise, simply sign in to the Gateway.</p>	

3

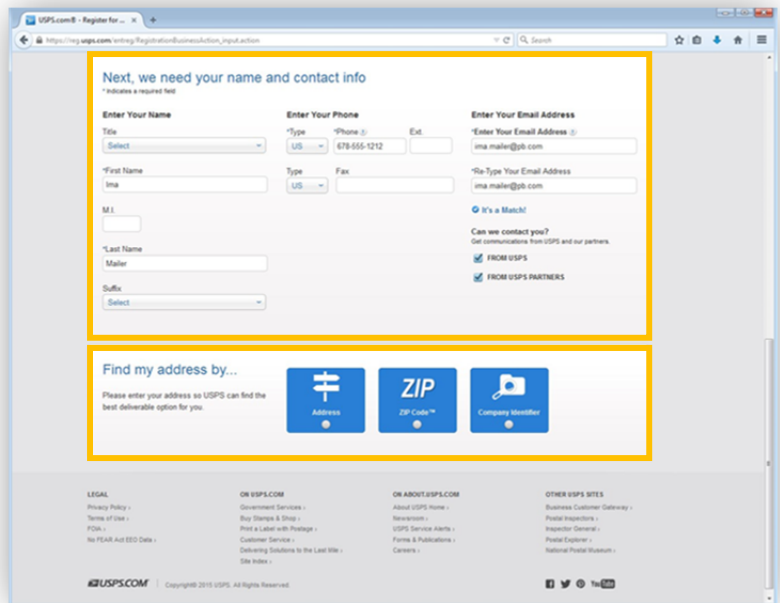
For new users, enter a Username, click **Check This Name** to ensure that it is available, and then complete the Security Information section.



4

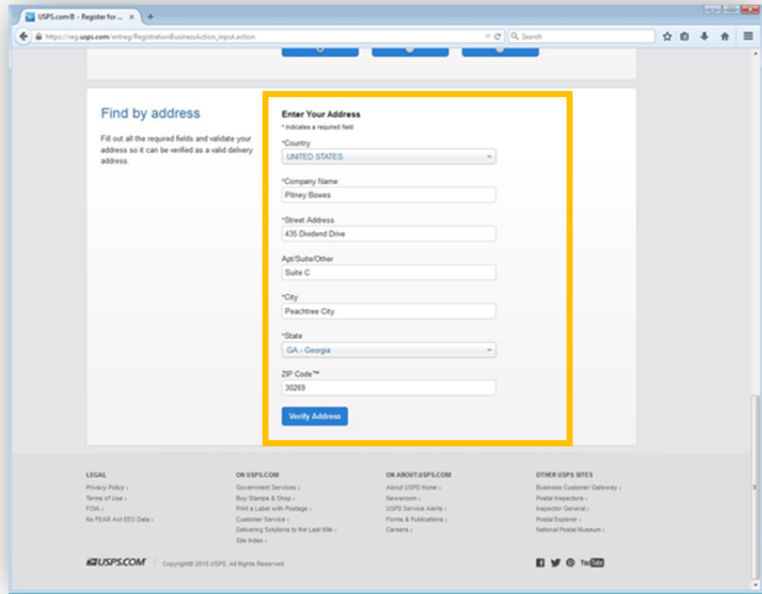
Scroll down and complete the name and contact information.

Click an option under **Find my address by** to confirm your delivery address. The options are **Address**, **ZIP Code**, and **Customer Identifier**.



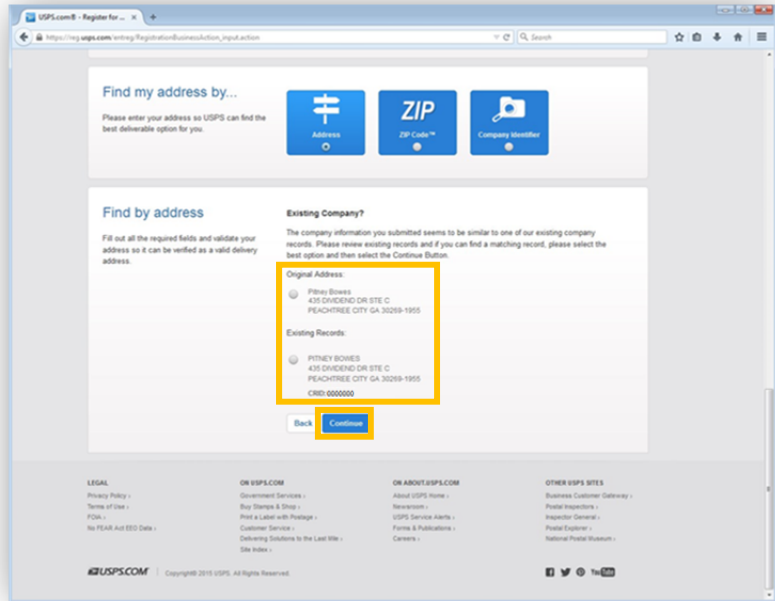
5

When validating using **Find by address**, enter your address and then click the **Verify Address** button.



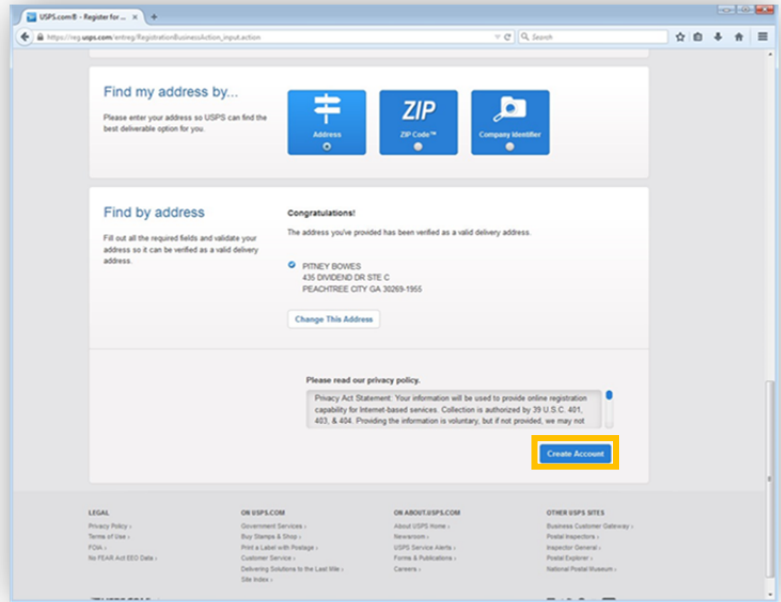
6

If you receive a prompt that the company information has already been registered with the Business Customer Gateway, select the best response then click **Continue**.



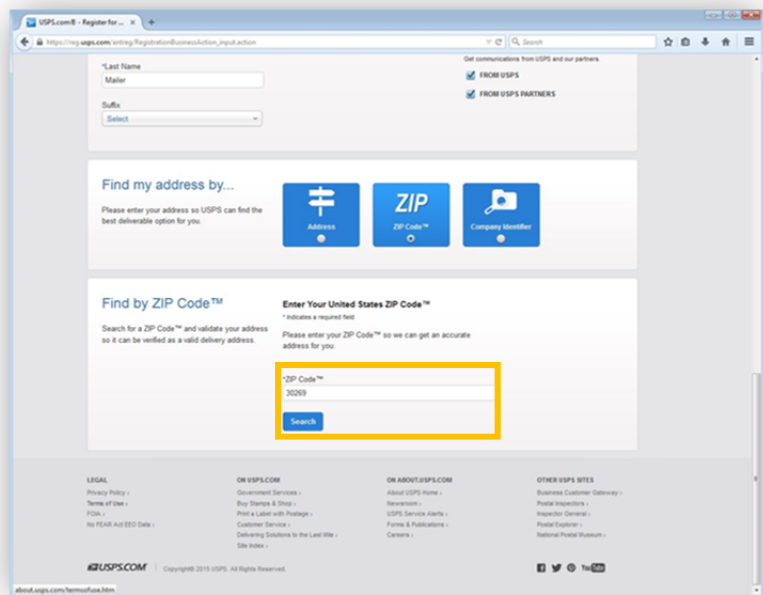
7

Once the system verifies that you have entered a valid delivery address, read the privacy policy and then click **Create Account**.



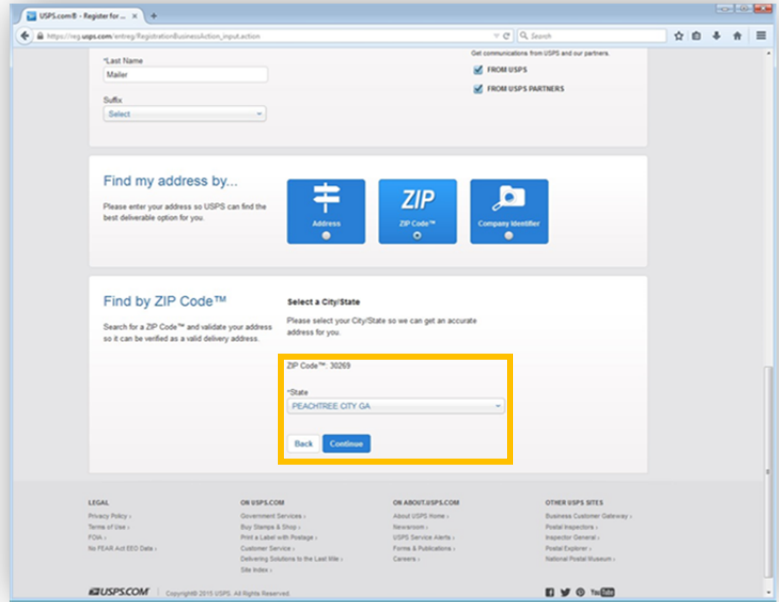
8

When validating using **Find by ZIP Code™**, enter your Zip Code and then click **Search**.



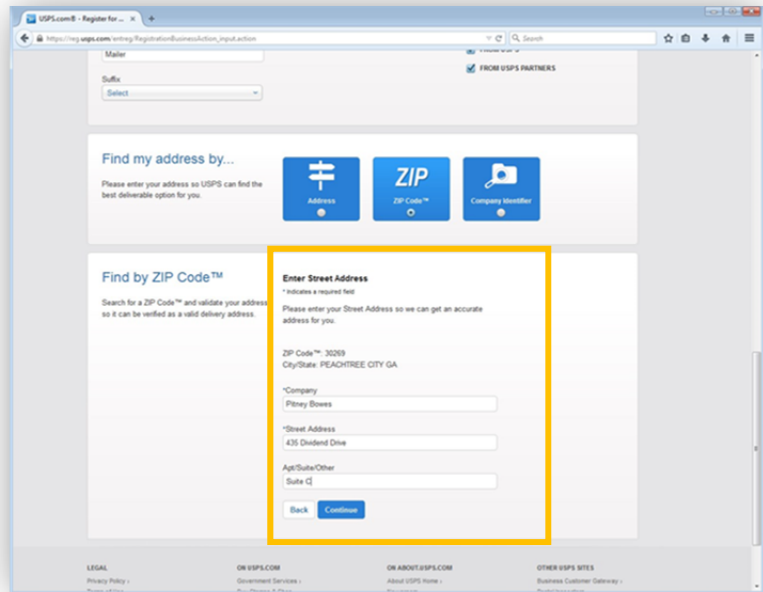
9

Next, verify the city/state and click **Continue**.



10

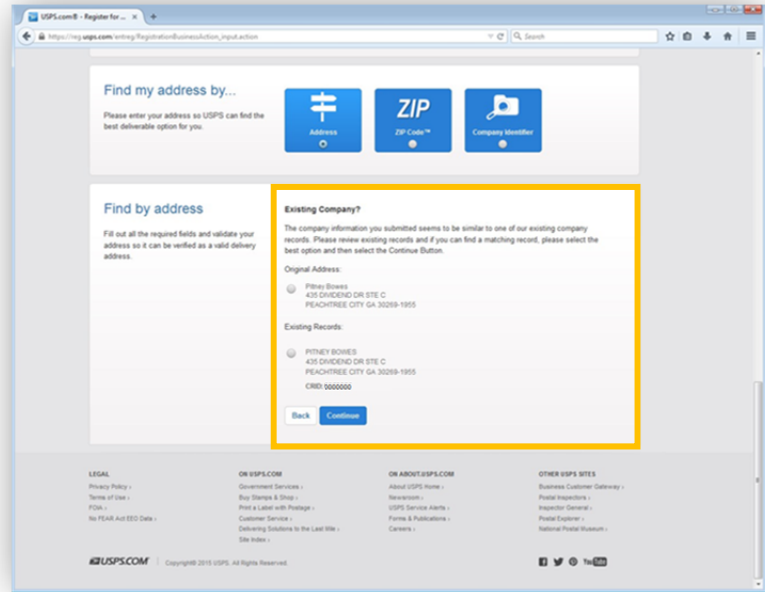
Enter your company name and mailing address then click **Continue**.



ConnectRight™ Mailer Setting Up Mail.dat

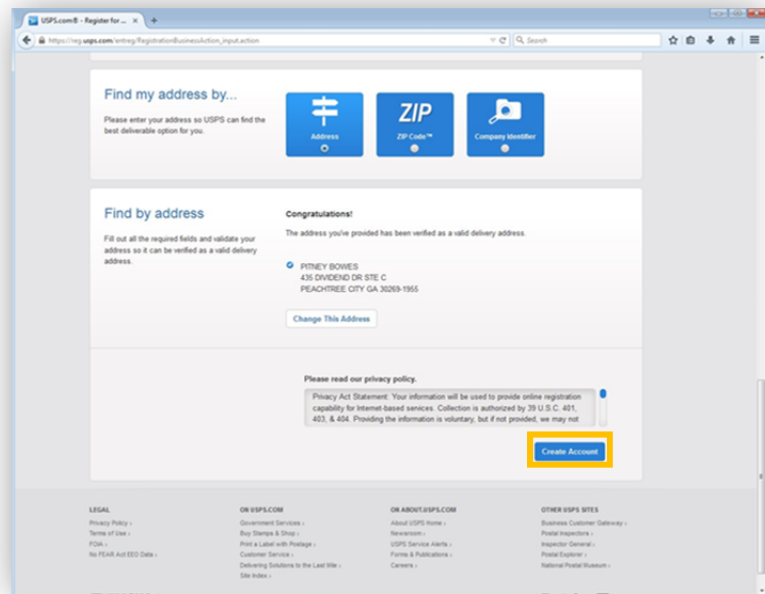
11

If you receive a prompt that the company information has already been registered with the Business Customer Gateway, select the best response then click **Continue**.



12

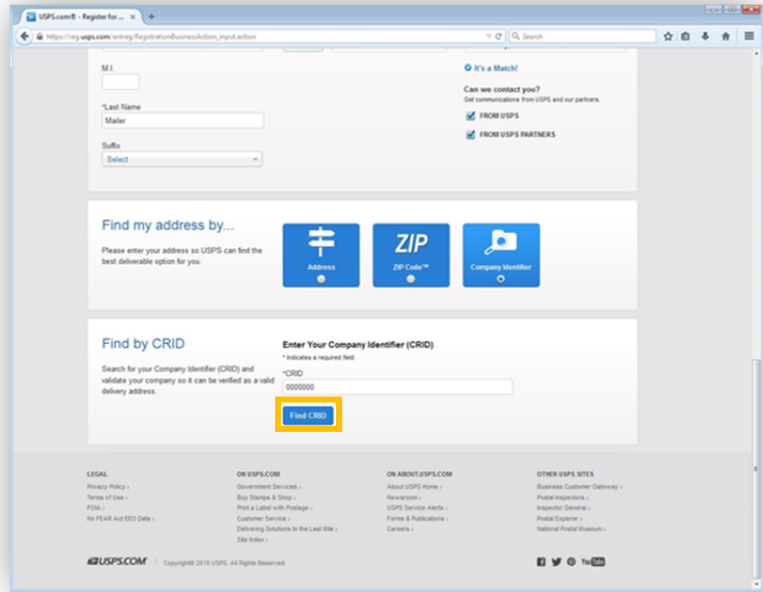
Once the system verifies that you have entered a valid delivery address, read the privacy policy and then click **Create Account**.



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13

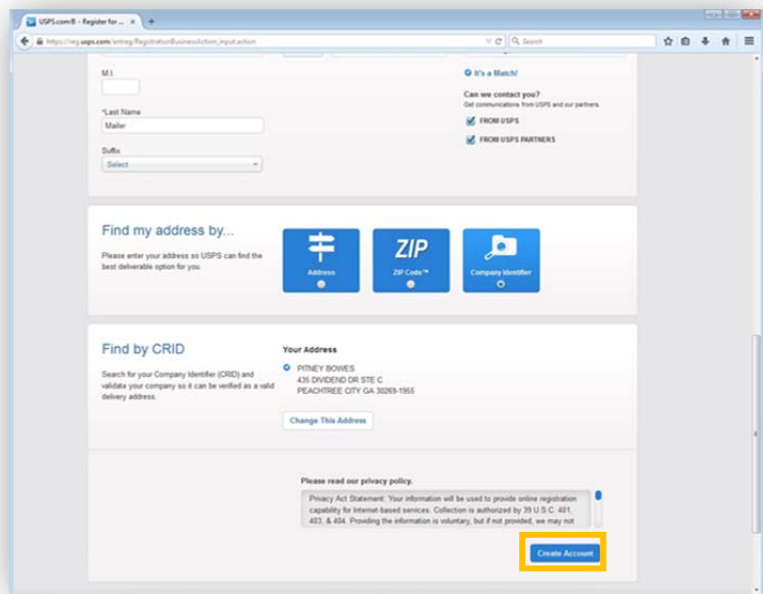
When validating using **Find by CRID**, enter your company identifier then click **Find CRID**.



The screenshot shows the USPS.com registration page. The 'Find by CRID' section is active, with the 'CRID' field containing '0000000' and the 'Find CRID' button highlighted in yellow. The 'Find my address by...' section shows three options: Address, ZIP, and Company Identifier. The 'LEGAL' and 'ON USPS.COM' sections are visible at the bottom.

14

When the system verifies your address, read the privacy policy and then click **Create Account**.



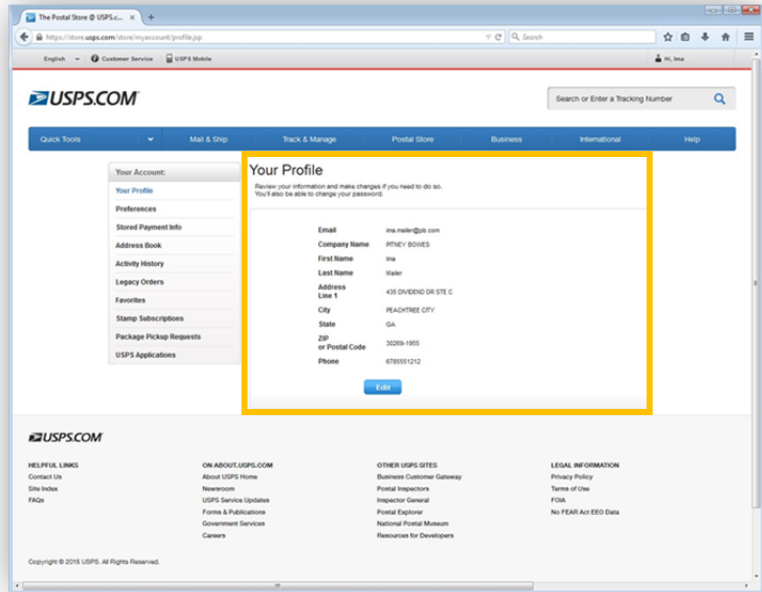
The screenshot shows the USPS.com registration page after address verification. The 'Your Address' section displays the verified address: 'FITNEY BOWLES, 438 DIVIDEND DR, STE C, PEACHTREE CITY GA, 30269-1956'. The 'Create Account' button is highlighted in yellow. The 'Please read our privacy policy' section is also visible.

15

Your registration is now complete, and you will be redirected to your profile page where you can edit preferences, review orders, make profile changes, etc.

You will also receive an email with information about your new account.

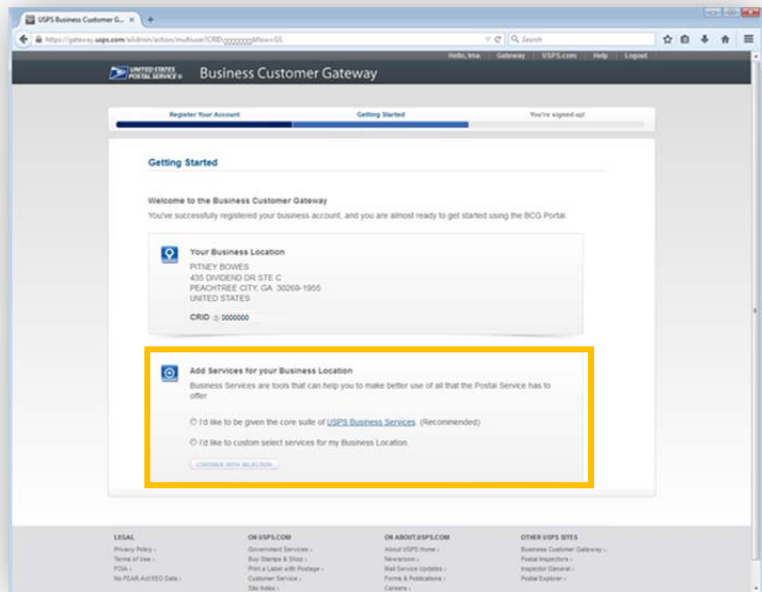
Return to the Business Customer Gateway to get started:
<http://gateway.usps.com>



16

From the **Getting Started** page, you can add services for your business location.

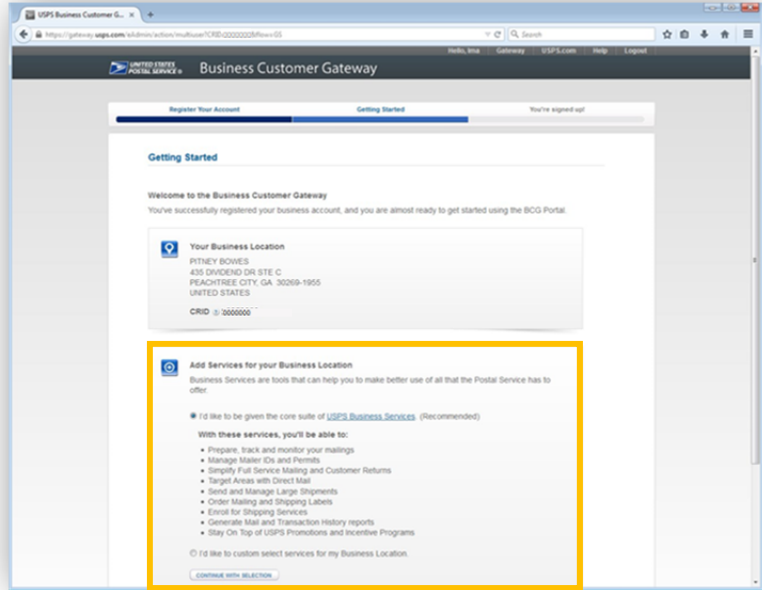
Select either the core suite of **USPS Business Services** or custom select services.



17

The core suite of **USPS Business Services** will provide the majority of services that a business mailer needs.

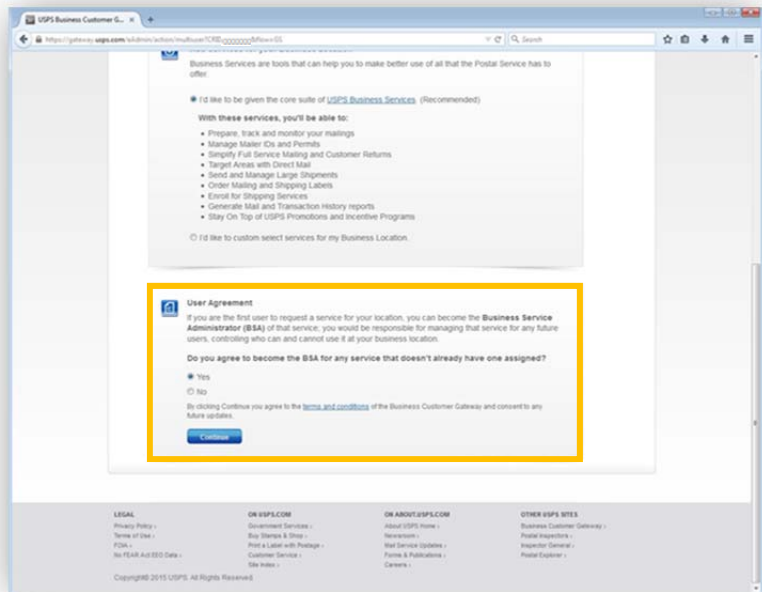
Once a selection has been made, click **Continue with Selection**.



18

Finally, you must accept the **User Agreement**. If this is the first time requesting a particular service for your business location, you must agree to become the **Business Service Administrator** for that service.

Select **Yes**, and then click **Continue**.

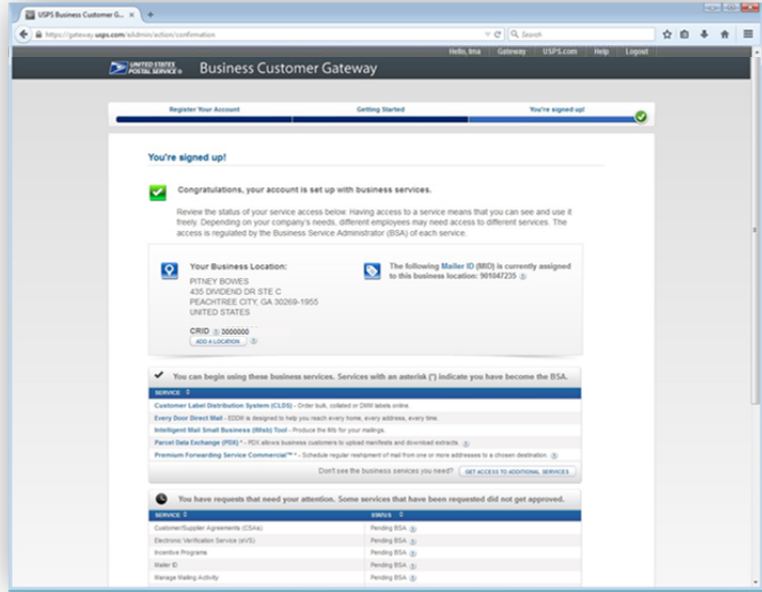


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Your account setup is now complete and you are ready to begin processing your mail.

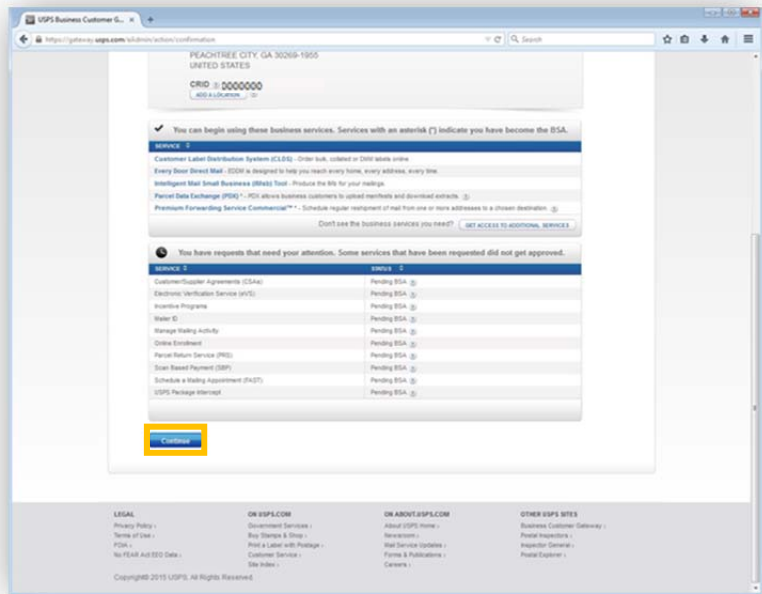
Scroll down to the bottom of the screen and click **Continue**.

19



Scroll down to the bottom of the screen and click **Continue**.

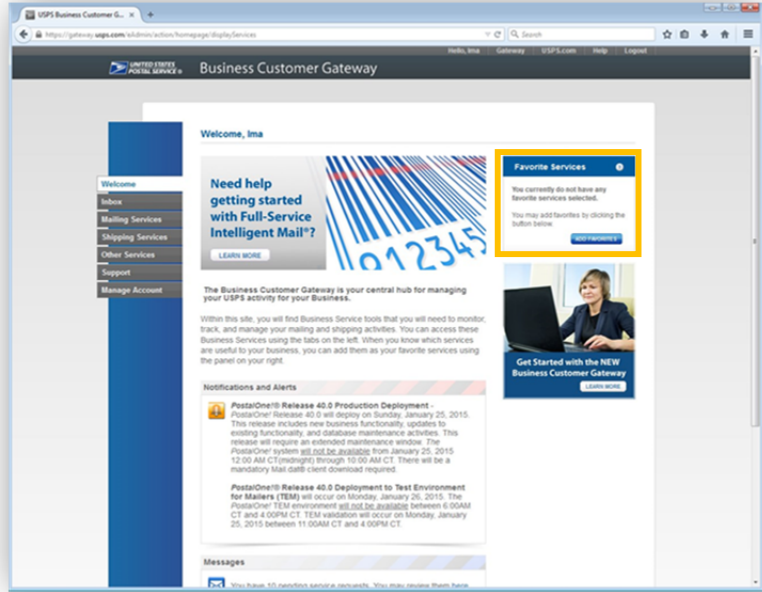
20



21

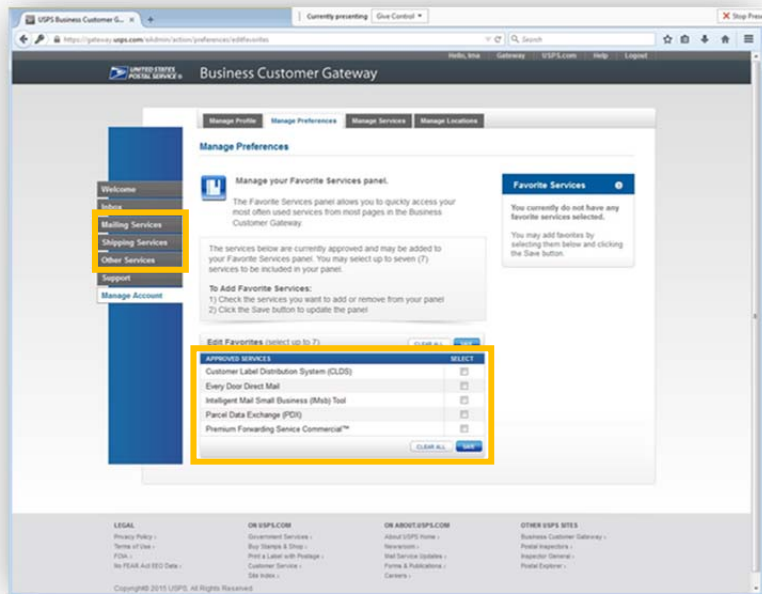
If this is your first time using the **Business Customer Gateway**, you can add services to the **Favorite Services** box for quick and easy access.

To begin, click the **Add Favorites** button. If some favorites have already been added, you will see the **Edit Favorites** button instead.



22

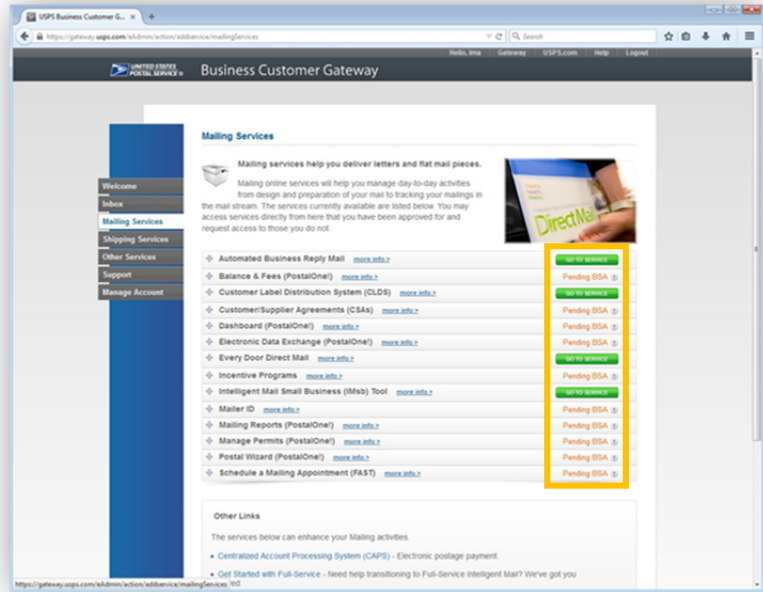
On the **Manage Preferences** screen, a list of approved services is available. If you do not see the desired service, click the appropriate services button in the left-navigation pane to view the status.



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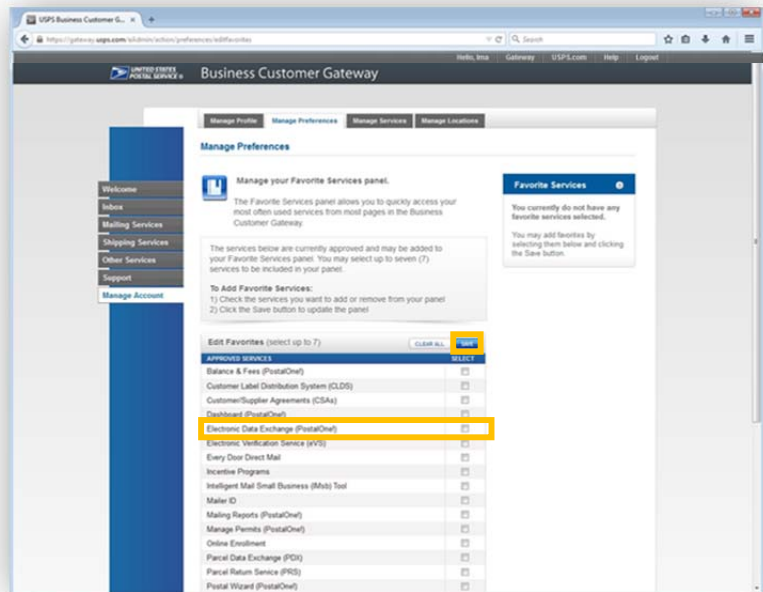
23

If the service shows **Pending BSA**, then another user is the **Business Service Administrator** for that particular service, and they will have to approve your use of the service.



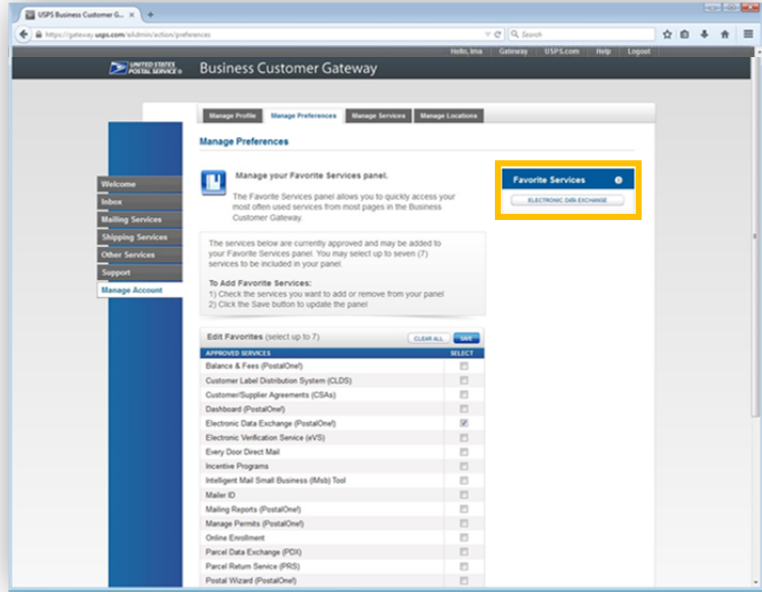
24

Finally, click the checkbox next to **Electronic Data Exchange (PostalOne!)** to add it to the **Favorite Services**, then click **Save**.



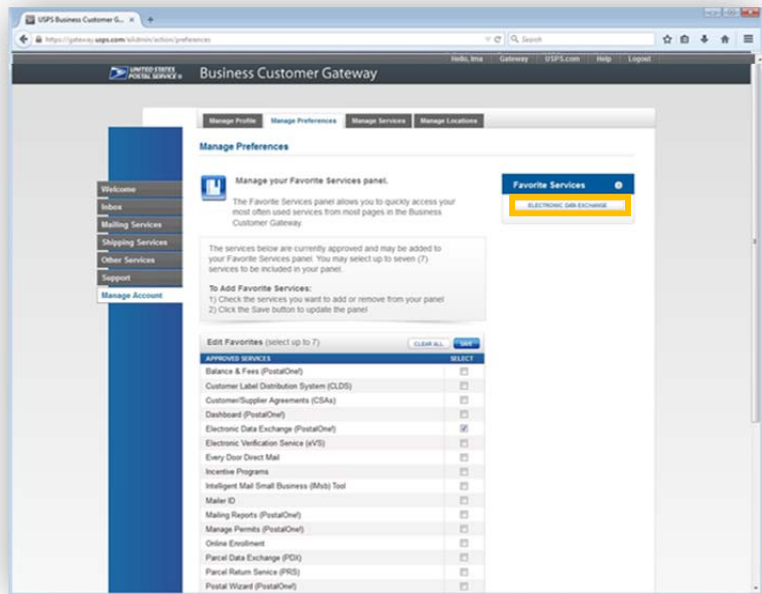
25

The service is now set up in **Favorite Services** and will be quickly accessible any time you log into the **Business Customer Gateway**.



26

Click on the link in **Favorite Services** to launch **Electronic Data Exchange**. Note that **Favorite Services** is visible on every screen in the **Business Customer Gateway**.



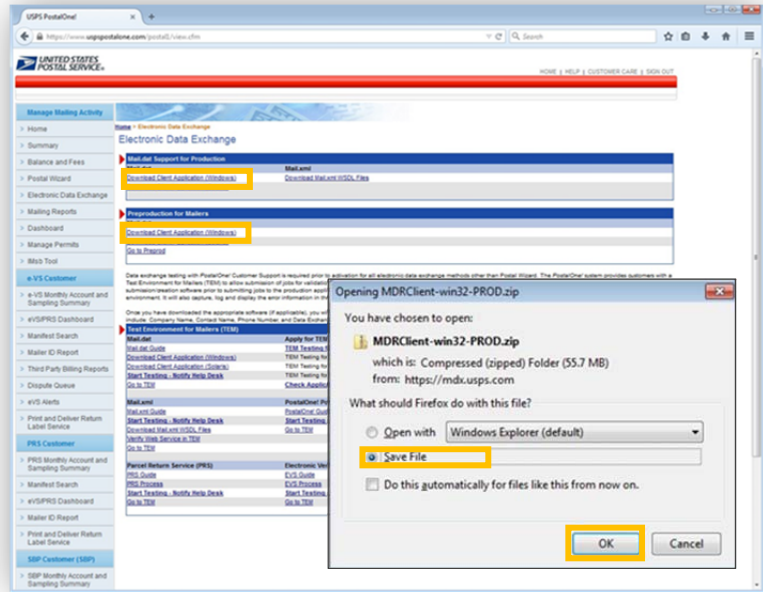
ConnectRight™ Mailer Setting Up Mail.dat

27

On the **Electronic Data Exchange** page, click **Download Client Application (Windows)** under either **Mail.dat Support for Production** if using in a production environment, or under **Test Environment for Mailers (TEM)** if using in a test environment.

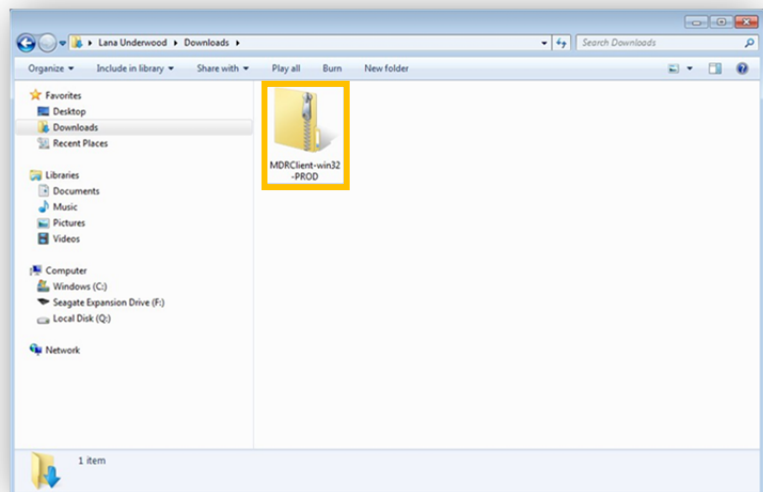
When prompted, select **Save File** to save the file to your computer, then click **OK**.

This example illustrates downloading the Mail.dat Support for Production client application file.



28

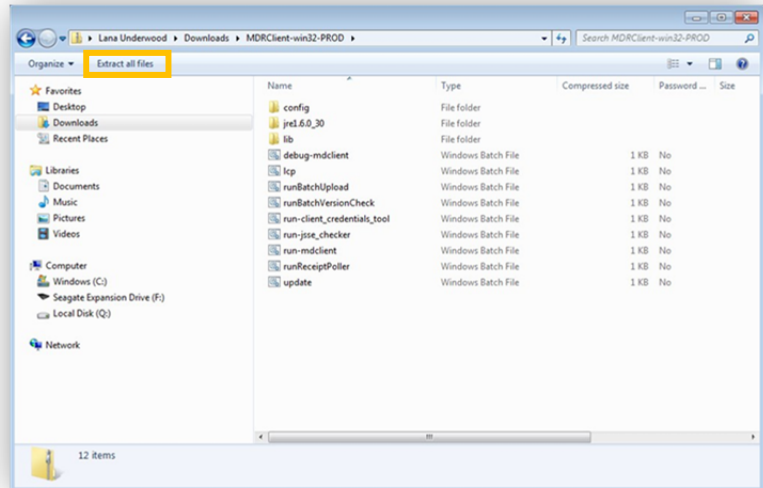
Open **Windows Explorer** and select the location of your browser's downloads folder. Double-click the **MDRClient-win32** file.



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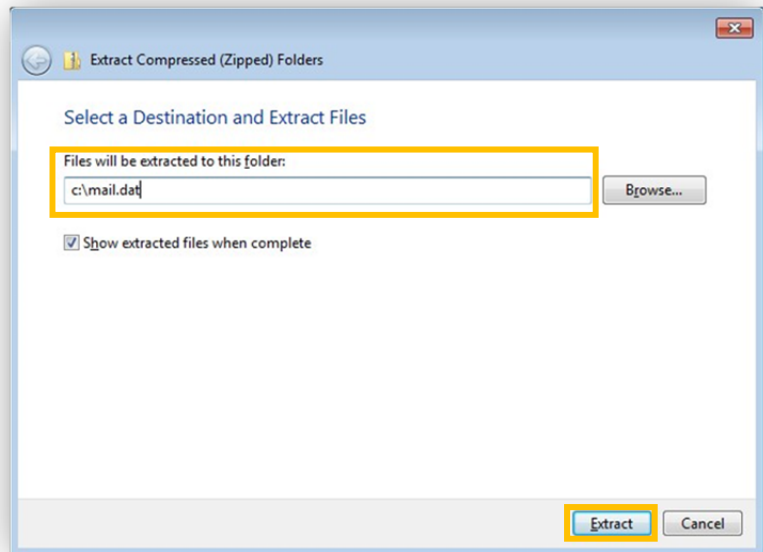
29

Click **Extract all files** to unzip to your computer.



30

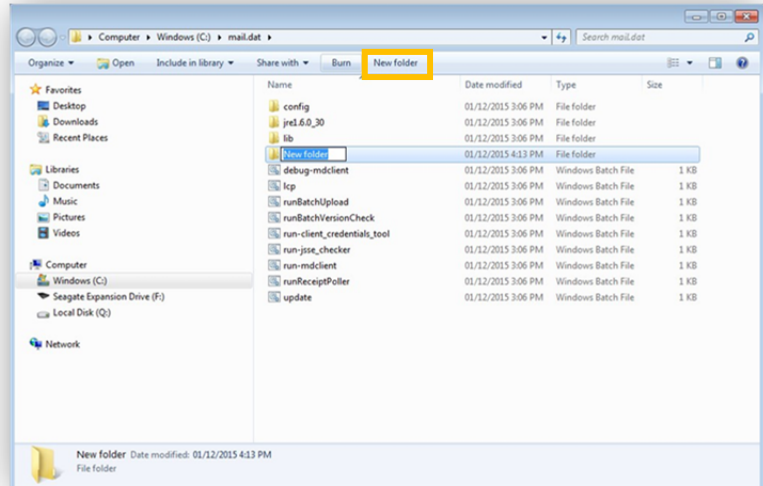
Enter a local directory name (e.g. c:\mail.dat) for the destination and then click **Extract**.



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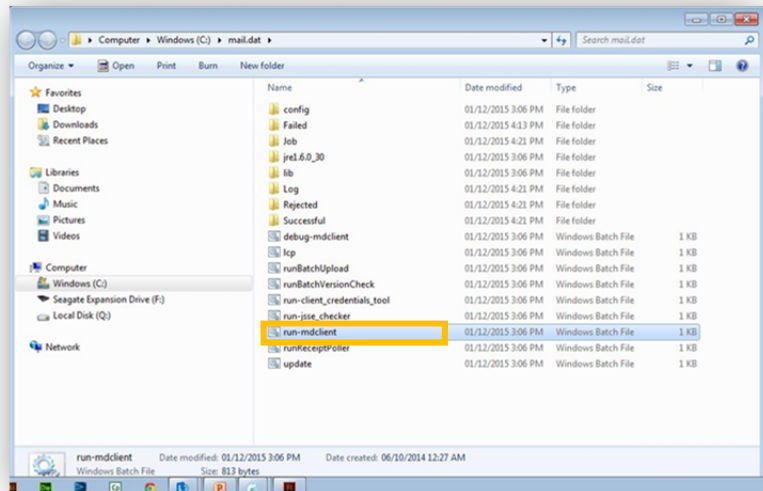
31

Once the files are extracted, you will need to create five subfolders: "Failed", "Job", "Rejected", "Successful", and "Log". Click **New Folder** and then enter the name of a subfolder. Repeat this step for all subfolders.



32

When all of the subfolders have been created, double-click the **run-mdclient** file to launch the client.



33

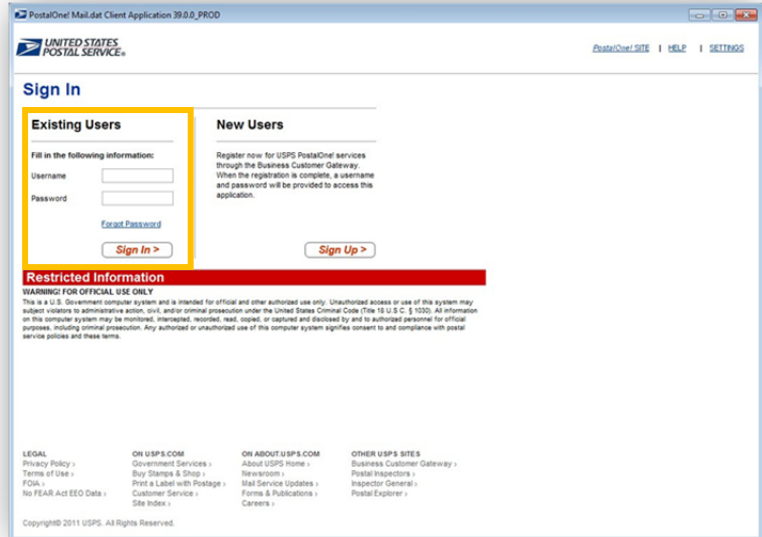
If prompted, verify the security warning and then click **Run**.



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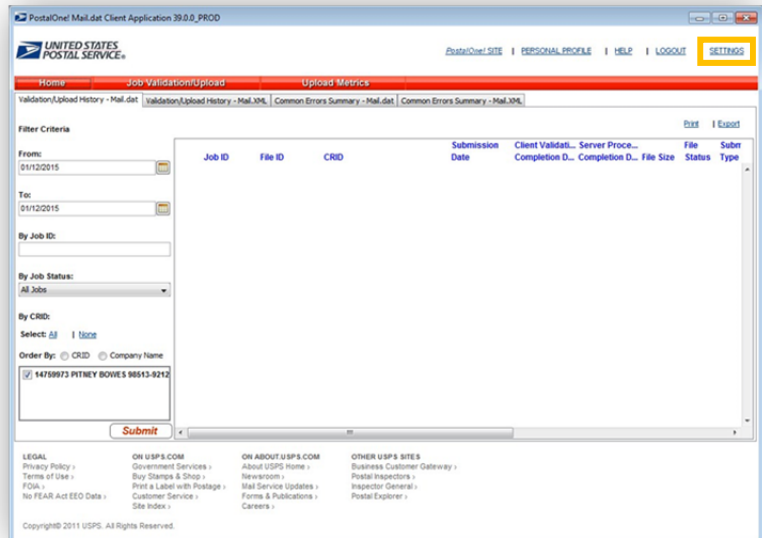
34

Sign in to the PostalOne! Mail.dat Client Application using the account you established when accessing the Business Customer Gateway.



35

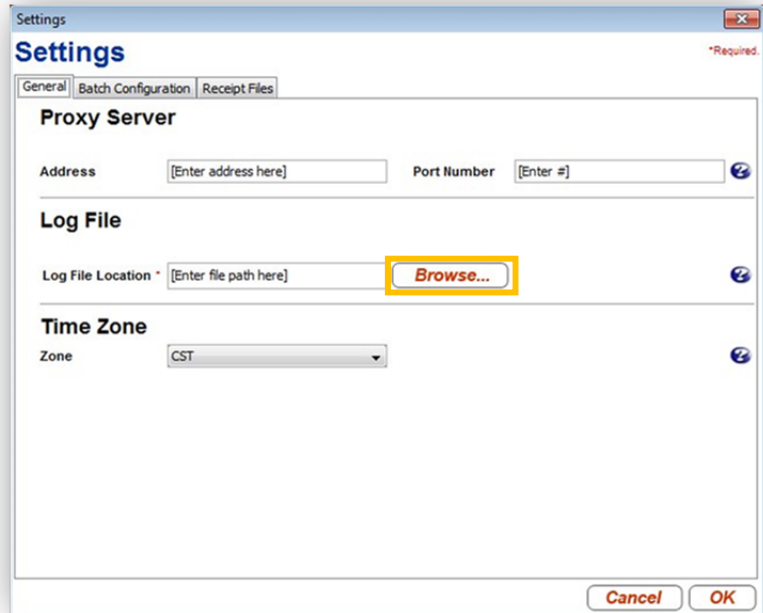
Click **Settings** in the upper right-hand corner of the screen.



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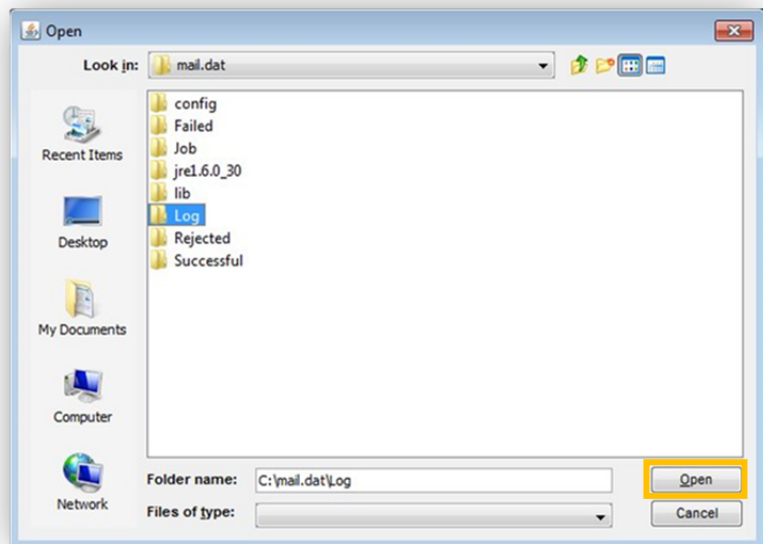
36

On the **General** tab, select **Browse** next to the **Log File Location**.



37

Navigate to the **Log** folder you created previously then click **Open**.



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38

If your computer connects to the Internet via a proxy or firewall server, enter the **Address** and **Port Number** in the fields provided. Next, select your time zone and then click the **Batch Configuration** tab.

The screenshot shows the 'Settings' dialog box with the 'Batch Configuration' tab selected. The 'Proxy Server' section has 'Address' and 'Port Number' fields. The 'Log File' section has a 'Log File Location' field with a 'Browse...' button. The 'Time Zone' section has a 'Zone' dropdown menu set to 'EST'. The 'Cancel' and 'OK' buttons are at the bottom right.

39

Enter the **Username** and **Password** that is used to login to the **Business Customer Gateway**.

Click the **Browse** button next to each **Batch File Location** field and navigate to the folders created previously for each file location. Note that all batch file locations must be set.

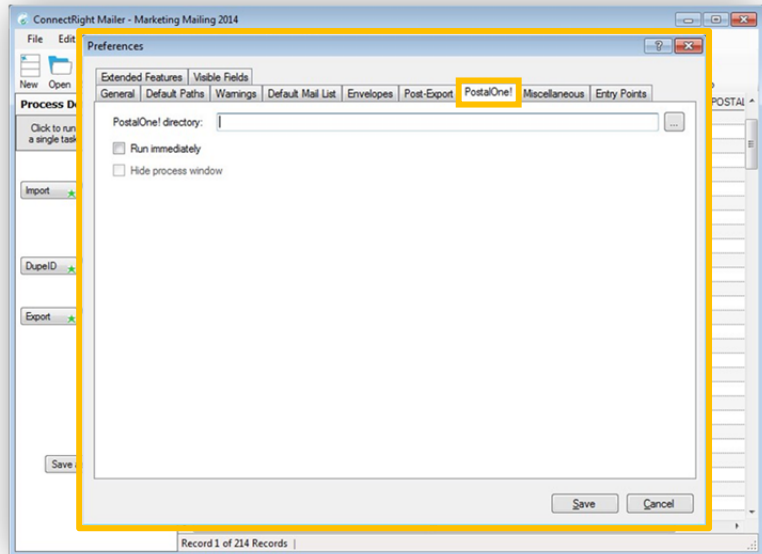
Click **OK** once all Batch File Locations have been configured.

The screenshot shows the 'Settings' dialog box with the 'Batch Configuration' tab selected. The 'Username/Password' section has 'Username' and 'Password' fields. The 'Upload' section has 'Run Time' and 'Sleep Time' fields. The 'Batch File Locations' section has four fields: 'Jobs Repository', 'Rejected Files', 'Failed Jobs', and 'Successful Jobs', each with a 'Browse...' button. The 'Cancel' and 'OK' buttons are at the bottom right.

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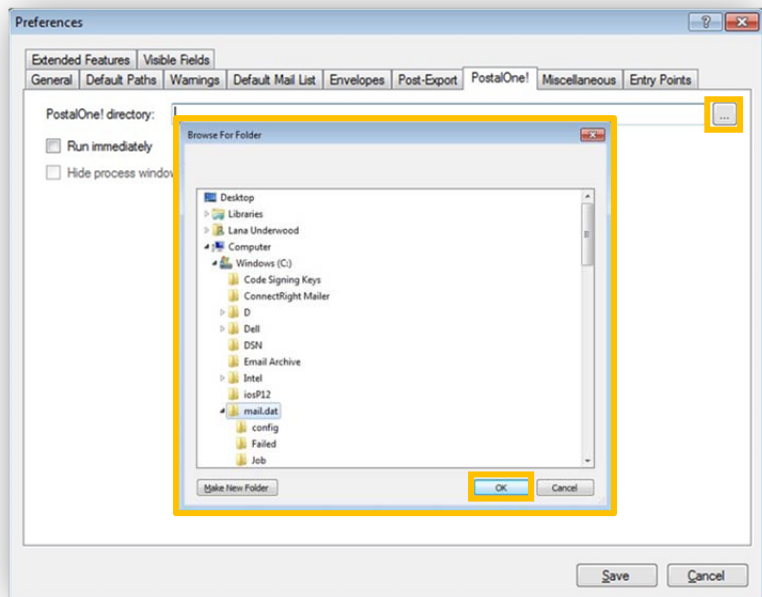
40

Now, launch **ConnectRight Mailer**, select **Preferences**, and click the **PostalOne!** tab.



41

Enter the path to the **PostalOne!** directory. This will be the folder where you unzipped the Mail.Dat client. Click the browse button to navigate then click OK once the folder has been selected.

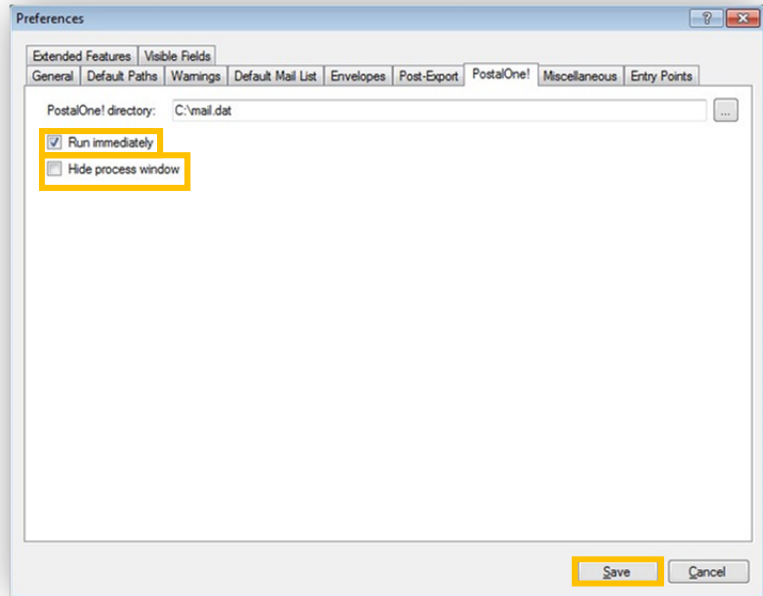


ConnectRight™ Mailer Setting Up Mail.dat

42

Check the **Run immediately** box if you would like to submit your file when the Mail.dat button is clicked.

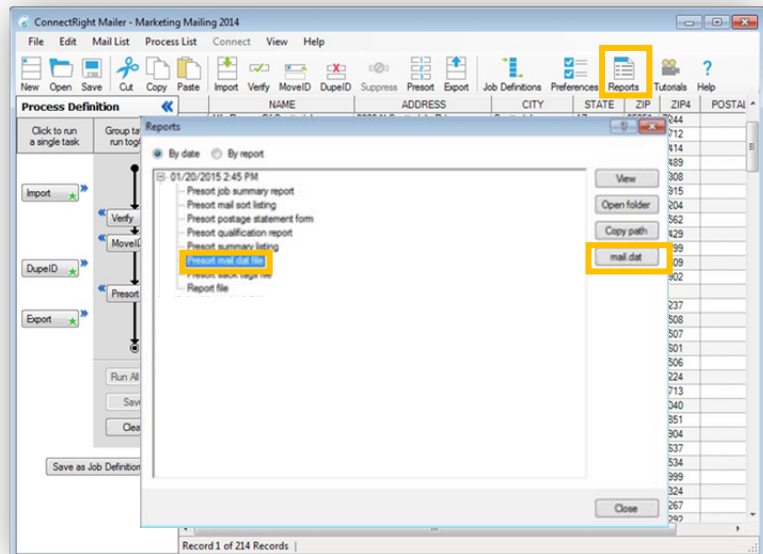
Finally, select the **Hide process window** box if you would like to suppress the Mail.dat window during processing. Click **Save** to store your preferences.



43

To submit a Mail.dat file, click on the **Reports** icon in the toolbar.

Select the Mail.dat file from the list then click the mail.dat button to launch the application. If you selected "**Run immediately**" in preferences, the USPS batch upload will now process.



NOTES: