This document provides an overview of the methods customers can use to request a Mailer ID (MID) or Customer Registration ID (CRID) from the Postal Service. Detailed instructions on each method can be found in the *MID-CRID Acquisition Quick Step Guide*, which is available at https://ribbs.usps.gov/index.cfm?page=intellmailgateway.

Customer Registration IDs (CRIDs)

- A Customer Registration Identification number (CRID) is a USPS-generated numeric code of up to 15 digits that uniquely identifies a business at a location
  - Each MID is owned by a single CRID at any given time
  - Each mailing permit is owned by a single CRID at any given time

Mailer IDs (MIDs)

- A Mailer Identification number (MID) is a 6-digit or 9-digit numeric code the USPS assigns to a Mail Owner or Mail Service Provider based on calendar-year mail volume, as verified by volume reported in *PostalOne!*
  - 6-digit MIDs are assigned to Mail Owners or Mail Service Providers whose annual volume is greater than 10 million pieces.
  - 9-digit MIDs are assigned to Mail Owners or Mail Service Providers whose annual volume is less than 10 million pieces. Mail Owners or Mail Service Providers may qualify for multiple 9-digit MIDs based on annual volume increments of one million pieces.

Acquisition Methods for Mail Owners

Method 1 – New User Registration

- When <u>new</u> USPS business customers register on the Business Customer Gateway, a CRID and MID are automatically assigned.
- A mailer can register as a user on the Business Customer Gateway at https://www.gateway.usps.com/
  - Upon account creation, the system will automatically assign a CRID and a 9-digit Mailer ID

Method 2 – Access Mailer ID Service

- <u>Existing</u> BCG users who need a new MID can obtain one through the Mailer ID service on the Business Customer Gateway.
- To obtain a MID, log-in to the Business Customer Gateway at https://www.gateway.usps.com/
  - On the Business Customer Gateway home page select the "Mailing Services" tab
  - Click the "Mailer ID" *Go to Service* link to access the "Mailer ID" tool and request a MID

Acquisition Methods for Mail Service Providers (MSPs)

Method 1 – MID/CRID Request Service

- MSPs can request CRIDs and/or MIDs for themselves or on their customer's behalf
  - Mail Service Providers may also use the Mail Owner methods to obtain CRIDs and MIDs for themselves
- Individual and bulk requests can be made
  - Note: only 9-digit MID requests are supported with this method. 6-digit MIDs must be requested by the Mail Owner or by the MSP through the Mailer ID exception process on RIBBS
- To use this service, log-in to the Business Customer Gateway at https://www.gateway.usps.com/ (Note: the MSP indicator in the account profile must be checked to enable this service)
  - On the Business Customer Gateway home page select the "Manage Account" tab
  - Click the "Get MIDs/CRIDs" link
    - The online interface supports bulk requests up to 10 CRIDs/MIDs
    - A CSV/Excel upload supports bulk requests up to 100 CRIDs/MIDs

Method 2 – Mail.XML Message

- This method requires the ability to generate and submit Mail.XML messages to the Postal Service
- CRIDs and/or MIDs can be requested for themselves or on a customer's behalf
- Individual and bulk requests are supported
- Nine-digit MIDs and CRIDs are acquired through the use of the USPSCRIDCreateValidateRequest and USPSMIDCreateValidateRequest Mail.XML messages

Data Validation Tools for Mail Service Providers

Method 1 – Customer Validation Tool

- Registered Mail Service Providers have the ability to conduct queries of customer identifiers to validate the data of their Mail Owners.
- To use this service, log-in to the Business Customer Gateway at https://www.gateway.usps.com/ (Note: the MSP indicator in the account profile must be checked to enable this service)
    - On the Business Customer Gateway home page select the "Manage Account" tab
    - Click the "Customer Validation Tool" link
- Current data queries include:
    - CRID Lookup
        - Enter a CRID to retrieve the associated business address.
    - MID Lookup
        - Enter a MID to retrieve the associated CRID & business address
    - Permit Lookup
        - Enter the identifying permit information to retrieve the CRID, Company Name, & Address of the business location that owns the permit
    - FAST Scheduler ID Lookup
        - Enter a FAST Scheduler ID to retrieve the associated CRID and business address
    - Nonprofit Authorization Number
        - Enter up to 50 CRIDs to retrieve the associated nonprofit authorization number(s), if applicable
        - Enter up to 50 nonprofit authorization numbers to retrieve the associated CRID(s) and business address(es)

Method 2 – Mail.XML Message

- In order to use this validation tool, Mail Service Providers will need software to generate the electronic Mail.XML message
- MID and CRID assignments can be validated through the use of the USPSCRIDCreateValidateRequest and USPSMIDCreateValidateRequest Mail.XML messages
- The Mail.XML message specifications can be found at https://ribbs.usps.gov/intelligentmail_schedule2013/releases/July2013/techspecs.cfm