# Place MTE Request

MTEOR is a fast, convenient way to place MTE orders online. Click here to visit the MTEOR webpage for additional information.

1. **Login into MTEOR and select your facility**

2. **Review upcoming orders by selecting the checkbox on the left, then select "View Details"**

3. **Determine if you need to request additional MTE to meet your needs**

4. **If additional MTE is needed, click "Create New Request"**
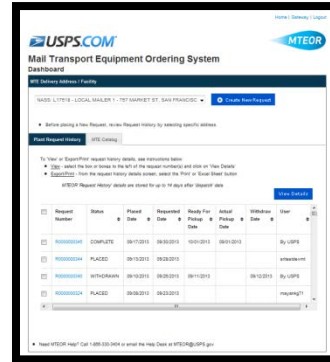
   Note: MTESC Mailers will click "Create New Order" and then select "Request MTE from USPS Plant for pickup" on the next page

5. **Select the State, City, and Plant for the plant you would like to request your MTE from, then click "Next"**

6. **Request the pick-up date and verify your point of contact information**

7. **Insert any special requests or additional information, then click "Next"**
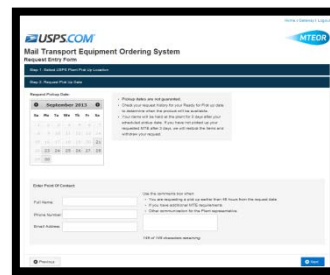
8. **Choose the type and quantity of MTE**

   Note: If the MTE you would like to request is not listed on this page, input "1" next to Other MTE and designate the type and quantity desired in the Additional Comments box on the next page

9. **The bar at the top of the screen indicates the volume of the truck filled**

   Note: This amount is based off of a 48 foot truck
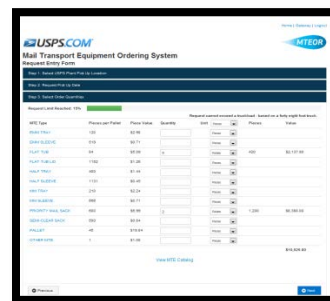
10. **When complete, click "Next" and then click "Submit" after verifying the Terms and Conditions**

11. **Review the order in the Shopping Cart, then click "Check out"**

12. **In Checkout, review the order again and select "Place My Order"**

13. **Your order is only complete once you see the "Success!" screen**