

# Quick Step Guide to Nine-Digit MID and/or CRID Acquisition

## Overview

The Postal Service has published the POSTNET Barcode Discontinuation final rule that is the basis for discontinuing use of POSTNET™ barcodes, and requiring Intelligent Mail® barcodes (IMb™) for automation price eligibility by January 2013. A Mailer ID (MID) is required when constructing all IMbs, including IMbs for mailpieces, handling units, and containers. For Intelligent Mail Basic or Full-Service, the MID can be owned by the Mail Owner, Mail Preparer, or any Stakeholder in the supply chain.

MIDs are also used to send information to the Mail Owner or Mail Service Provider regarding Intelligent Mail Full-Service mailings. Participation in Intelligent Mail Full-Service requires that both the Mail Owner and Mail Service Provider be identified for all Full-Service mailpieces (other than MLOCR exceptions). Identification can be through a MID or a Customer Registration ID (CRID), as assigned by USPS in accordance with its application process. A Mail Service Provider includes entities such as service providers and mail preparers.

The MID is a six-digit or nine-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!*.

Six-digit MIDs are assigned to Mail Owners or Mail Service Providers whose annual volume is greater than 10 million pieces.

Nine-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 nine-digit MIDs based on annual volume increments of one million pieces.

The CRID is a USPS unique identifier for a Mail Owner or Mail Service Provider at a business location (with a valid address). It is normally assigned when a Mail Owner or Mail Service Provider registers online with the Postal Service through the Business Customer Gateway (BCG).

This Quick Step Guide provides instructions to acquire nine-digit MIDs and/or CRIDs, as follows:

What would you like to do?	If you are a...	You will be able to...	You will receive...	Use these instructions
Acquire a <b>single</b> MID/CRID	Mail Owner	Go to the USPS Web Portal on the Business Customer Gateway and request the MID/CRID	A MID and CRID from BCG	<a href="#">Single MID Generation via Business Customer Gateway</a>
Acquire <b>multiple</b> MIDs/CRIDs using a manual process	Mail Owner or Mail Service Provider	Download the MID/CRID Excel spreadsheet from the RIBBS webpage, enter in Mail Owner information and submit	Up to 500 CRIDS and/or MIDs on behalf of others, per transaction	<a href="#">Bulk Acquisition via Manual Data Request</a>
Acquire <b>multiple</b> MIDs/CRIDs using Mail.XML	Mail Owner or Mail Service Provider	Submit a Mail.XML request message to acquire multiple MIDs/CRIDs	Up to 20 MIDs on behalf of others, per transaction	<a href="#">Bulk Acquisition and Verification via Mail.xml</a>

This Quick Step Guide also provides instruction to validate nine-digit MIDs and/or CRIDs, as follows:

What would you like to do?	If you are a...	You will be able to...	You will receive...	Use these instructions
Validate MID/CRID ownership	Mail Owner or Mail Service Provider	Submit your request through BCG or Mail.XML message	Review/validation on screen or message from Mail.XML	<a href="#">Validating CRIDs and/or Nine-Digit MIDs</a>

## MID/CRID Acquisition

### Single MID Generation via Business Customer Gateway

- This method can be used if you are the Mail Owner or a Mail Service Provider. However, a Mail Service Provider may not acquire a MID on behalf of a Mail Owner using this method. Mail Owners and Mail Service Providers may acquire one, nine-digit MID for every one million mailpieces in volume. With sufficient volume, a Mail Owner or Mail Service Provider may request a maximum of five, six-digit MIDs or 10, nine-digit MIDs in one request via the Mailer ID tool in the BCG. If the annual volume allows for more MIDs than these maximums allow, separate requests must be submitted.
- To obtain a Mailer ID, a mailer must be an existing or registered user on the [Business Customer Gateway](#).
  - Mailers may sign-up as a new user for a business account by navigating to <https://www.usps.com/> and selecting the [Business Customer Gateway](#) link, located on the bottom right hand corner of the web page footer.

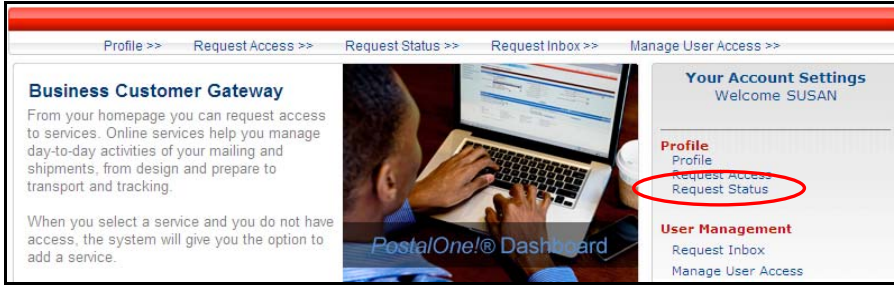


- Once on the Business Customer Gateway homepage, click on the New User Registration link and follow the steps on the proceeding screens to register for a usps.com business account.

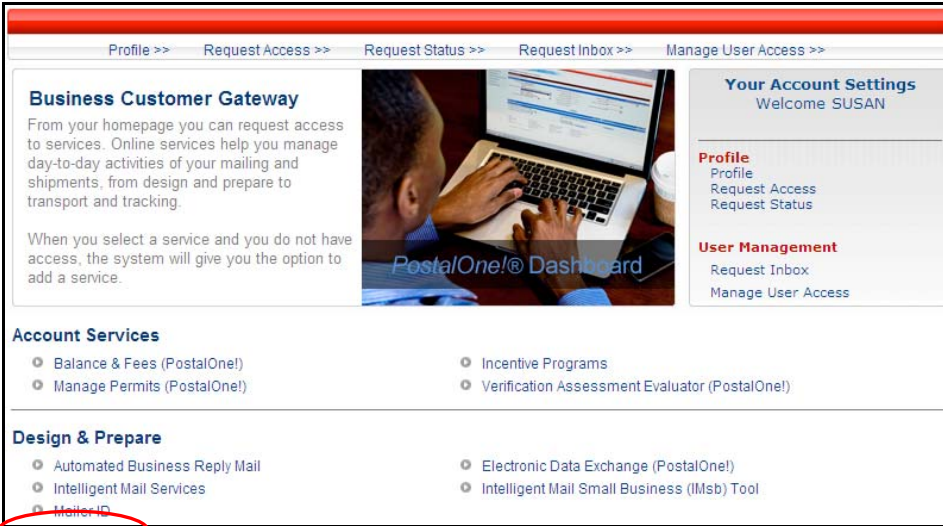


- If you are already a registered Business Customer Gateway user, login to the [Business Customer Gateway](#).

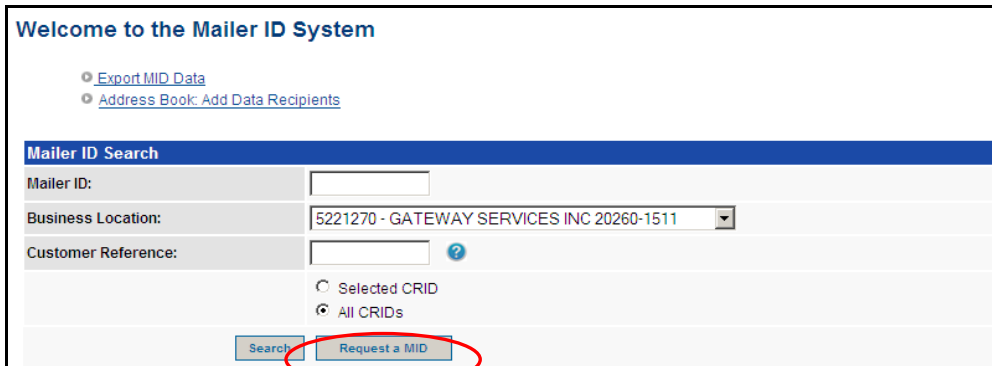
- Use the "Request Access" link to request access to the "Mailer ID" tool and press the "Request a MID" button to obtain a MID.



- In the Business Customer Gateway, click the "Mailer ID" link to access the "Mailer ID" tool.



- In the "Mailer ID" tool, press the "Request a MID" button to obtain a MID.



## Bulk Acquisition via Manual Data Request

- Through this method, Mail Service Providers can acquire nine-digit MIDs and/or CRIDs on behalf of Mail Owners. Mail Owners and Mail Service Providers may request between one and 500 nine-digit MIDs and/or CRIDs per data request.
- The submitter (Mail Owner or Mail Service Provider) must submit the request in writing via e-mail to the Postal Service and attach an Excel spreadsheet in the format defined below. In the case of Mail Service Providers, this e-mail serves as the authorization for the Postal Service to assign nine-digit MIDs and/or CRIDs on behalf of a Mail Owner. Each Excel spreadsheet may include requests for up to 500 nine-digit MIDs and/or CRIDs per spreadsheet.
  - If additional nine-digit MIDs and/or CRIDs are needed, the submitter may submit multiple e-mails and attached spreadsheets, each with a maximum of 500 records.
  - Additional details can be found on RIBBS at: [https://ribbs.usps.gov/intelligentmail\\_mail\\_id\\_app/documents/tech\\_guides/MIDCRIDAgentExcelProcess.pdf](https://ribbs.usps.gov/intelligentmail_mail_id_app/documents/tech_guides/MIDCRIDAgentExcelProcess.pdf)
- Excel Spreadsheet Request Format:

Customer Source ID	Company Name	Address 1	Address 2	City	State	ZIP	Country	Delegate to MID# (Optional)
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**Field Lengths:**

Name	Length	Comments
Customer Source ID	20	ID can be anything that the Mail Service Provider can use to identify their records or customers.
Company Name	50	Enter the company name of the Mail Owner for which you wish to acquire nine-digit MIDs and/or CRIDs. Do not include DBA or C/O in the name.
Address Line 1	50	Enter the address of the Mail Owner for which you wish to acquire nine-digit MIDs and/or CRIDs.
Address Line 2	50	Include urbanization codes for Puerto Rican addresses, as applicable
City	50	Enter the city of the address of the Mail Owner for which you wish to acquire nine-digit MIDs and/or CRIDs.
State/Province	50	For US addresses, use two-character abbreviations. For non-US addresses, include entire name of state or province.
ZIP / Postal Code	10	For US addresses, use ZIP with or without dash. For non-US addresses enter postal code.
Country	50	For US addresses, you may opt to leave blank. For non-US addresses, include entire name of country. (Reference country list in International Mailing Manual)
Delegate to MID# (Optional)	6 or 9	Enter the Mailer ID of Mail Service Provider requesting the nine-digit MIDs and/or CRIDs.

- Once the Excel spreadsheet has been created and populated, the Mail Service Provider should prepare and send an e-mail to the *PostalOne!* Customer Care Center, including the Excel spreadsheet as an attachment: [PostalOneCCC@usps.gov](mailto:PostalOneCCC@usps.gov)
  - The email must be submitted by the Mail Service Provider's Business Service Administrator for the Mailer ID service.
  - The Subject line of the email should read "CRID / Mailer ID Application".
  - The body of the email must contain the following elements:
    - i. Name of Requesting Company (Mail Service Provider/submitter)
    - ii. Mail Service Provider's (submitter) Mailer ID Business Service Administrator Name and Number (for questions or issues).

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- The Postal Service will consider the Mailer ID Business Service Administrator to be duly authorized by the Mail Owner to make required certifications to the Postal Service.

iii. Indicate if request is for both nine-digit Mailer IDs and CRIDs or CRID Only.

iv. The following authorization statement:

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*"This pertains to the Mailer ID (MID) and/or Customer Registration ID (CRID) requested on behalf of the Mail Owner(s) identified in the attached file to the United States Postal Service (USPS):*

*We, (insert name of Mail Service Provider), certify to the United States Postal Service that we are acting as a Mail Service Provider with the US Postal Service to obtain the services requested for business mailing matters on a Mail Owners behalf.*

Privacy Notice: For information regarding our Privacy Policy visit [www.usps.com](http://www.usps.com).

- The submitter (Mail Owner or Mail Service Provider) will receive an Excel spreadsheet from the *PostalOne!* Customer Care Center populated with "Pre-Exist MID", "CRID", and "MID" information (highlighted in yellow, below) in response to the request.
  - Depending upon the size of the request, it may take up to one week for the submitter to receive a response from the Postal Service.
  - Any questions should be directed to the *PostalOne!* Customer Care Center: [PostalOneCCC@usps.gov](mailto:PostalOneCCC@usps.gov)

• **Response:**

Customer Source ID	Company Name	Address 1	Address 2	City	State	ZIP	Country	Delegate to MID# (Optional)	Pre-Exist MID	CRID	MID
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**Bulk Acquisition and Verification via Mail.XML**

- Through this method, Mail Service Providers can acquire nine-digit MIDs and/or CRIDs on behalf of Mail Owners. Mail Service Providers may request between one and 20 nine-digit MIDs and/or CRIDs per message. In order to use this method, Mail Service Providers will need to develop software to generate the electronic Mail.XML message.
- Nine-digit MIDs and CRIDs are acquired through the use of USPSMIDCreateRequest and USPSCRIDRequest Mail.XML messages. The Mail Service Provider must first acquire a CRID in order to acquire a nine-digit MID.
- To obtain a CRID, the Mail Service Provider (user) submits the Mail Owner (customer) name and address information in CRIDEntry. If successful, a CRID will be returned for that address.
  - The user must specify the following elements in the request:
    - The CRID attribute in the SubmittingParty element, to verify that the user is allowed to use this service
    - SubmitterTrackingID
  - If the CRIDEntry elements do not pass the validation rules, an Error or Fault message will be returned to the user.
- To obtain a nine-digit MID, the Mail Service Provider (user) submits a request specifying the Mail Owner's (customer) CRID as the CRID attribute in the SubmittingParty element. If successful, one or more MIDs will be returned for that CRID.
  - The User must specify the following elements in the request:
    - Customer CRID
    - SubmitterTrackingID element, to verify that the user is allowed to use this service

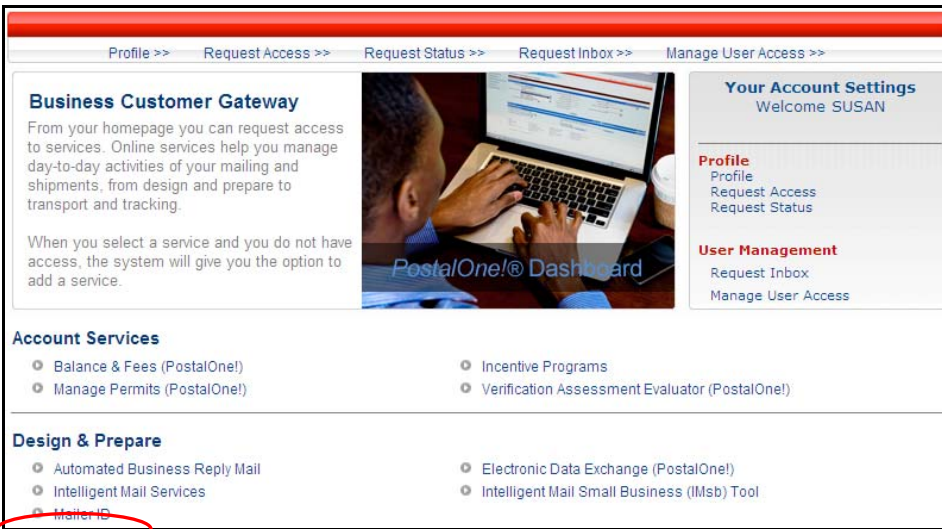
- If the MIDEntry elements do not pass validation rules, an Error or Fault message will be returned to the User.
- If a nine-digit MID and/or CRID already exists, the USPSMIDQueryRequest and USPSCRIDQueryRequest Mail.xml response messages will provide the existing nine-digit MID and/or CRID information.
  - These messages can be used to validate mailer information prior to eDoc submission.

## Validating Nine-Digit MIDs and/or CRIDs

- Mail Owners and Mail Service Providers may use these processes to validate nine-digit MIDs and/or CRIDs to ensure they are valid and confirm ownership.
- Mail Service Providers must have access to the Mailer ID tool in order to use this validation process. Refer to the instructions under the “Single MID Generation via Business Customer Gateway” process on page 1 of this guide to find instructions on how to access the BCG and the MID tool.

### To Validate MIDs:

- MIDs can be validated by logging into the BCG Mailer ID system and using the “Address Book” tool. Enter the MID you wish you validate into the tool. The system will return a dialog box with the name and address of the owner of the MID. Once you have validated your information, click “Cancel” to exit the dialog box.
- To access the address book, login to the Business Customer Gateway and select “Mailer ID”.



- At the top of the page, select the “Address Book: Add Data Recipients” link.

**Welcome to the Mailer ID System**

- Export MID Data
- Address Book: Add Data Recipients**

**Mailer ID Search**

Mailer ID:

Business Location: 5221270 - GATEWAY SERVICES INC 20260-1511

Customer Reference:  ?

Selected CRID  
 All CRIDs

- In the "Address Book", enter the Mailer ID you wish to verify in the "MID" field and press the "Add Entry" button.

**Address Book**

The Address Book is intended to identify potential data recipients to whom you want your data sent.

**Address Book Display**

Please enter a Mailer ID owned by the Customer that you would like to add to your address book.

MID:

- The system will return a dialog box displaying the name and address associated with that Mailer ID.

**Address Book**

The Address Book is intended to identify potential data recipients to whom you want your data sent.

**Address Book Display**

Please enter a Mailer ID owned by the Customer that you would like to add to your address book.

MID:

**Address Book Entry**

The following address corresponds to the Mailer ID (MID) you have entered.

MID: 999998230  
 Ali's CRID  
 475 LENFANT PLZ SW  
 WASHINGTON, DC 20260-0001

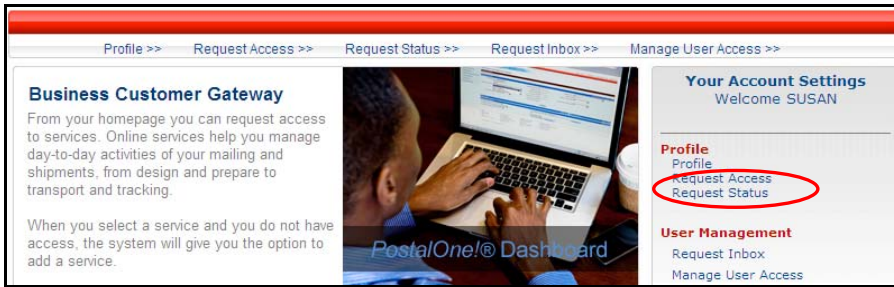
Is this the recipient you intend?

- Once you have validated the information for the MID, click "Cancel" to end the search. You do not want to add the entry to your Address Book.
- Repeat this process for each MID you want to verify.

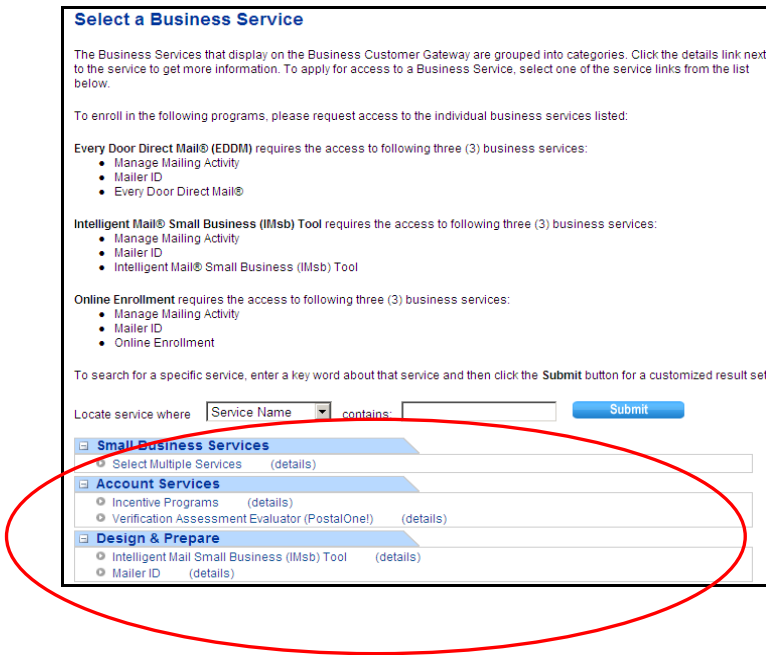
[To Validate CRIDs:](#)



- CRIDs can be validated by logging into the BCG Mailer ID system and using the “Add a Service” tool. Enter the tool and select any business service listed. Follow the prompts to navigate to the “Add a Service” page. The page will default to “Search by Existing Business CRID”. Enter the CRID you wish to validate. The system will return a dialog box with the name and address of the owner of the CRID. Once you have validated your information, click “Cancel” to exit the dialog box.
- To access the “Add a Service” tool, login to the Business Customer Gateway and select “Request Access” link.



- Select any existing service listed.
  - Note: The service selected has no impact on the validation process. It is just a means to access the CRID information.





- Once a service has been selected, the “Select Business Locations” page is loaded. Click the “Add Location” button.

**Select Business Locations**

Select at least one business location to associate to a service. This enables you to access the data for that business location.

You have selected the following online service:

**Service**  
 Manage Mailing Activity (details)

When using this service, you will be linked with the business locations you add to your user profile. If you would like to be linked with a business location that is not shown in the table below, click the **Add Location** button to add a new location to your profile.

After you have entered all of the desired business locations, attach them to the business service by selecting the check box next to each business name, and then click the **Next** button.

Click the **Cancel** button to return to the previous screen.

**Add Location**

**Existing Business Locations**

Business Name	CRID	Address	City	State/Province	ZIP/Postal Code

- This will load the “Add a Service” page. The page should default to “Search by Existing Business CRID”. If the associated radio button is not selected, be sure to select the radio button to enable the search by CRID.
- Enter the CRID you wish to validate in the “CRID” text box and push the “Continue” button.

**Add a Service**

To add a new business location to your profile, search by the Business CRID or by the Business Name and Address, and then click the **Continue** button for the location(s) to display.

Click the **Cancel** button to return to the previous screen.

**Business Information:**

Search By Existing Business CRID  
 \* CRID [5221272]

Business Name and Address  
 \* Company Name  
 \* Country [UNITED STATES]  
 \* Address 1  
 Address 2  
 \* City  
 State / Province [Select One]  
 \* ZIP / Postal Code

**Cancel** **Continue**

- The system will then display the name and address associated with that CRID.

**Add a Service**

The following business location matches the CRID 5221272.

Click the **Confirm** button to add this business location to your profile and associate it to the Business Service.

Click the **Cancel** button to return to start over.

**New Business Location**

Company Name: GATEWAY SERVICES INCORPORATED  
Country: UNITED STATES  
Address 1: 4600 FAIRFAX DR STE 900  
City: ARLINGTON  
State / Province: VA  
ZIP / Postal Code: 22203-1561

**Cancel** **Confirm**

- Once you have validated the information for the CRID, click “Cancel” to end the search. **You do not want to add the service to your profile.**
- Repeat this process for each CRID you want to verify.

### **Additional Information**

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For more information concerning this application process, CRIDs and MIDs, please refer to the “[User Access to Electronic Mailing Information and Reports Guide](#)” (“User Guide”), and related documents published on the USPS [RIBBS](https://ribbs.usps.gov) website (<https://ribbs.usps.gov>), which can be found under “Intelligent Mail Services” under “[Guides & Specs](#)” and “[Mailer ID](#)”.