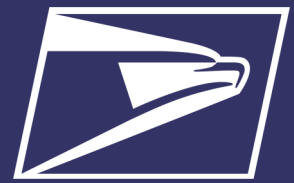


Pay Balance and Fees Through Business Customer Gateway (BCG) Fact Sheet



BENEFITS

- Pay for permits fees online
- Paper forms eliminated

ELIGIBLE PERMIT TYPES

- Permit Imprint
- Metered
- Pre-cancelled Stamps
- Business Reply
- Return Services
- Shipping Products

RESOURCES

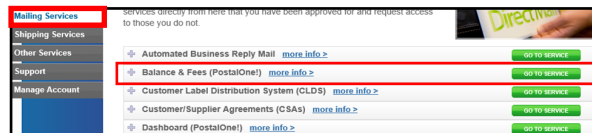
- Business Customer Gateway: <https://gateway.usps.com>
- PostalPro: <https://postalpro.usps.com/>

Through the Business Customer Gateway, you have 24/7 access to all your mailing accounts to monitor balances and fees for ease of mailing. With a Enterprise Payment System (EPS) account you now have the capability to pay application and annual fees, with expanded electronic payment options.

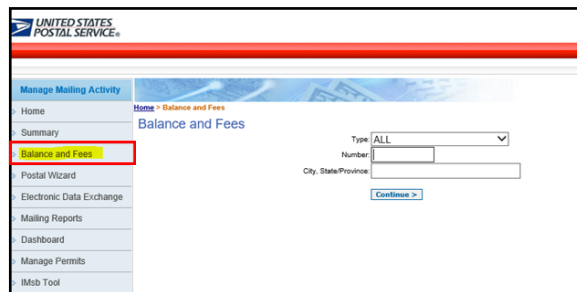
Note: Balance and Fees can only be paid through the EPS account if the mailer has EPS Administrator or EPS Payment Manager role, and if the EPS Account is in Active status.

PAY BALANCE AND FEES THROUGH BCG

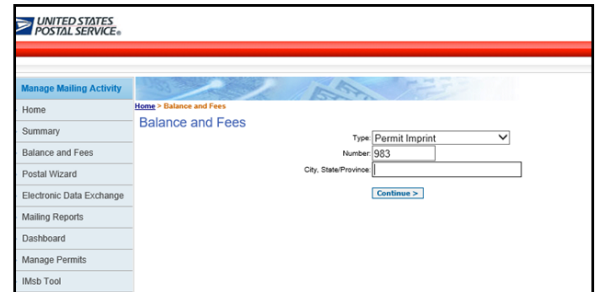
1. Login to the Business Customer Gateway (BCG): <https://gateway.usps.com>.
2. From the Welcome Screen go to Mailing Services -> Balance & Fees (Go to Service).



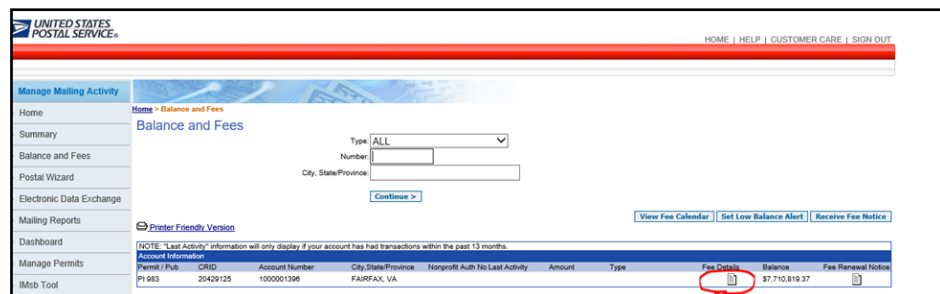
3. From the Manage Mailing Activity Home screen, select Balance and Fees.



4. Enter the search criteria, Permit Number or City, State/Province where the permit is held, and click the "Continue" button to run your search.



5. To look at the fee information associated with the permit, click the Fee Details link.



6. Select the fees you would like to pay for and then click the "Pay with EPS Account" button.



Note: You will receive a confirmation that fees have been paid.

PostalOne! Helpdesk

- Call: 1-800-522-9085
- Email: Postalone@usps.gov