

All Products & Services

Top Products & Services

What Would You Like To Do?

- Buy Stamps
- Pay & Print Postage
- Order and Get Shipping Supplies
- Change Your Address
- Put Your Mail on Hold
- Lookup a ZIP Code™
- Calculate Postage
- Locate a Post Office™
- Track & Confirm Delivery
- Learn More About PO Boxes
- Create your own cards
- Redeliver Mail

Shipping & Mailing Services

- Express Mail®
- Priority Mail®
- First-Class Mail®
- International Shipping
- Mailing & Shipping Prices
- Mailing & Shipping Guidelines
- Insurance & Extra Services
- More Shipping & Mailing Services
- Create Direct Mailings
- Every Door Direct Mail

Post Office Locator



Express Mail®

Overnight. Not overpriced.



Browse All Products & Services

A
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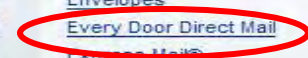
Dropoff Locations

E

- [e-Merchandise Return](#)
- [Electronic Postmark](#)
- [Employment](#)
- [Envelopes](#)
- [Every Door Direct Mail](#)
- [Express Mail®](#)
- [Express Mail Hold For Pickup](#)
- [Express Mail International®](#)

F

- [Facility Access & Shipment Tracking \(FAST\)](#)
- [First-Class Mail®](#)
- [First-Class Mail®](#)
- [Commercial Plus](#)
- [First-Class Mail](#)



Switching from another shipper? Get help here >



Go Green, Save Green with The Postal Service >



Rewarding Opportunities. Visit our Career Center >



Mail Service Updates See service changes across the country >

Search USPS.com

- > Shipping Tools
- > Mailing Tools
- > International Mail & Packages
- > Direct Mail
- > Intelligent Mail
- > Books & Media for Business
- > Catalogs & Publications
- > Address Verification
- ▼ **Every Door Direct Mail**
 - > Every Door Direct Mail Retail
- > Postage Payment Options for Business
- > Prices
- > Mailing & Shipping Guidelines for Business
- > Options for Receiving Business Mail
- > Business Customer Support

Home | Business | **Every Door Direct Mail**

Every Door Direct Mail

What is Every Door Direct Mail?

Every Door Direct Mail enables you to extend your customer reach via saturation mail without the need for mailing lists, permits, and the associated fees. With Every Door Direct Mail, you create a saturation mailing without applying individual names and addresses to each mailpiece.

You can use Every Door Direct Mail to...

- Target a location without an address list
- Send out local mailings or national campaigns
- Build more traffic
- Find new customers
- Increase revenue
- Reduce mail preparation costs

Examples of who can benefit?

- Retailers
- Auto dealerships
- Arts organizations
- Restaurants
- Business services
- Attorneys
- Doctors
- Dry cleaners
- Contractors
- Realtors

What are my mailing options?

Every Door Direct Mail enables you to target your local neighborhood only or reach customers nationwide with **Every Door Direct Mail**. If you only plan to do smaller mailings (fewer than 5,000 pieces) and you only need to reach your local marketing area, perhaps **Every Door Direct Mail Retail** will work best for you.

Learn more about Every Door Direct Mail at local events hosted by your Postmaster.

[Grow Your Business Events](#)

[Register for Events >](#)

How to get started?

Step 1: Define who you want to reach

Your target area can be a city, neighborhood or specified distance from your business. Identify which USPS mail routes match your target area.

Visit <http://smp.usps.gov> for information about delivery routes and number of active households per delivery route (up to five 5-Digit ZIP Codes per mailing).

Every Door Direct Mail

Search USPS.com

> Shipping Tools

> Mailing Tools

> International Mail & Packages

> Direct Mail

> Intelligent Mail

> Books & Media for Business

> Catalogs & Publications

> Address Verification

▼ **Every Door Direct Mail**

▼ **Every Door Direct Mail Retail**

> Postage Payment Options for Business

> Prices

> Mailing & Shipping Guidelines for Business

> Options for Receiving Business Mail

> Business Customer Support

Every Door Direct Mail Retail

What is Every Door Direct Mail Retail?

Recommended for small volume mailers that want to enter less than 5,000 Standard Flats at the local retail unit responsible for the delivery of the mail

Key Points

- Saturation Standard Mail flat-size pieces only
 - Must be more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick.
 - Must be no more than 15 inches long or more than 12 inches high or more than 3/4 inch thick
- Each mailpiece must weigh 3.3 ounces or less.
- The minimum number of pieces required is the number of active deliveries on a carrier route (not less than 200 pieces per mailing)
- The maximum number of pieces is limited to 5,000 per mailer, per office, per day.
- No postage permits or annual fees are required
- Program registration required (FREE)
- No need to purchase or maintain mailing lists
- The postage required is one simple rate, equivalent to the published prices for Saturation Mail flats (DDU Entry)
- Current Saturation Mail prices apply
- EDDM Retail Mail volume will not be considered for future volume based incentive program thresholds.
- EDDM mailings postage cannot be debited from a permit trust account.

EDDM Retail Entry Process Steps

1. ****IMPORTANT - Print the Program Registration** steps before continuing to the registration process
2. **Program registration required (FREE)**
3. Plan Your Mailing
 - a. Define who you want to reach
 - i. Your target area can be a city, neighborhood or specified distance from

[» Shipping Tools](#)[» Mailing Tools](#)[» International Mail & Packages](#)[» Direct Mail](#)[» Intelligent Mail](#)[» Books & Media for Business](#)[» Catalogs & Publications](#)[» Address Verification](#)[» Every Door Direct Mail](#)[» Every Door Direct Mail Retail](#)[» Postage Payment Options for Business](#)[» Prices](#)[» Mailing & Shipping Guidelines for Business](#)[» Options for Receiving Business Mail](#)[» Business Customer Support](#)

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2. [Program registration required \(FREE\)](#)
3. Plan Your Mailing
 - a. Define who you want to reach
 - i. Your target area can be a city, neighborhood or specified distance from your business. Identify which USPS mail routes match your target area.
 - ii. Visit <http://smp.usps.gov> for information about delivery routes and number of active households per delivery route (up to five 5-Digit ZIP Codes per mailing).
 - iii. [Every Door Direct Mail SMP User Guide >](#)

Welcome to the Every Door Direct Mail (EDDM) Simplified Mailing Process. This application is designed to assist users in utilizing the USPS® Delivery Statistics to determine the number of mailpieces within a selected radius for preparing saturation mailings.

Start the EDMM process by selecting the product you wish to use for processing your mailing.



EDMM Retail - Saturation mailings are taken to the local Post Office retail unit for processing. Requirements:

- Customer must have a USPS business Customer Registration Identification (CRID)
- Mailing includes standard mail flats only
- Each mailpiece must be equal to or less than 3.3 ounces
- Each mailpiece must display special indicia or permit imprint
- Each retail unit submission must include a minimum of 200 mailpieces; but not exceed 5,000 mailpieces per day
- Mailing must be accompanied by PS Form 3602RTL, which includes delivery statistics documentation
- Postage rate of 14.2¢ charged for each mailpiece
- Postage is paid in full at the retail unit

Do you have a Customer Registration Identification provided by USPS?

Yes No



EDDM - Saturation mailings are prepared for processing at a Business Mail Entry Unit (BMEU). Requirements:

- Customer must have an active USPS Standard mail permit number
[Click here](#) for more information
- Mailing includes Standard Mail flats or irregular parcels
- Mailing must be accompanied by PS Form 3602R; in addition to Delivery Statistics File documentation
- Mailings entered at the BMEU and dropped at local Post Office must be accompanied by PS Form 8125
- Postage rates may vary

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Do you have a Customer Registration Identification provided by USPS?

Yes No

A customer number is required for Retail EDMM. [Click here](#) for details on registration.



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[Click here](#) for more information
- Mailing includes Standard Mail flats or irregular parcels
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- Postage rates may vary

Business Customer Gateway

Shipping and Mailing for Your Business

Welcome to the new Business Customer Gateway! The Business Customer Gateway gives you a single, unified landing point to access the Postal Service's online business offerings. These channels consist of the products that support Intelligent Mail Full Service Mailing. This includes PostalOne!, FAST (Facility Access and Shipment Tracking), CLDS (Customer Label Distribution System), and Mailer IDs (MID).



Login

Existing Users

Please fill in the following information:

(* Required case sensitive fields)

*Username:

* Password:

[I forgot my password](#)

[Sign In >](#)

New Users

Register now for USPS online services, and create a business user account.

[Sign Up >](#)

Design & Prepare

- Intelligent Mail Services
- Mailer ID

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- Electronic Data Exchange (PostalOne!)
- Schedule a Mailing Appointment (FAST)

Track & Report

- ADVANCE
- Delivery Confirmation
- Manage Mailing Activity
- Product Performance Reports
- Track & Confirm

Customer Support

- National Customer Support Center - RIBBS®
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information

New User Sign Up

Please fill in the following information: (* Required case-sensitive fields)

Create a Password

* Username

Minimum 6 characters. You may use an email address as your username.

* Password

Minimum 8 characters, at least 1 uppercase, 1 lowercase, and 1 number

* Re-enter Password

Minimum 8 characters, at least 1 uppercase, 1 lowercase, and 1 number

Password Hint

In case you forget your password, we'll ask you the question below.

* Question

* Answer

* Re-enter Answer

[Sign In >](#)

Already Registered?

[Continue >](#)

Profile Account Type

Please select a personal or business account. A personal account is best for the everyday mailing needs of the individual consumer, like buying stamps online, printing postage-paid labels with Click-N-Ship®, and changing your address. A business account meets all of these needs and offers additional business capabilities like ordering postage-paid Business Reply Mail and providing customers with more robust tracking and reporting services.

Please choose the appropriate account type below.

Personal Business

[Continue >](#)



Business Profile

Please create your Company Profile. This profile will allow you to access helpful business tools.

Please fill in the following information: (*Required case-sensitive fields)



Contact Information

Title

* First Name

Middle Initial

* Last Name

Suffix

Company Information

* Company Name

* Country

* Address 1

Address 2 Appt, floor, suite, etc.

* City

* State

* ZIP Code™

* Business Phone Ext

Business Fax Number

* Email

10 digits required, no dashes or spaces

10 digits required, no dashes or spaces

Company Profile Summary

Please review the company information below. If you need to edit this information, select Edit below.

Company Account Information

Username: **Joe456789**
Title: **MR**
First Name: **JOE**
Last Name: **MORABITO**

Company Profile Information

Company Name: **JOE'S STUFF**
Address 1: **700 TANGELO CT**
City: **WINTER GARDEN**
State: **FL**
ZIP Code™: **34787-2608**
Country: **UNITED STATES**
Business Phone: **4076568989**
Email: **JMorab@aol.com**

Communication Preferences

- Other USPS programs, products, or services
- Products or services of USPS partners that you may find of interest

[< Edit](#)[Continue >](#)

Privacy Act

Before signing up, you must read and accept the following Privacy Act. Acceptance means that you understand and consent to the terms.

The information you supply will be used to provide you online registration capability for Internet-based services, and to provide those services. Please be aware that this service is voluntary, but that requested information is required to provide the service. Collection of information for this service is authorized by 39 U.S.C. 401, 403, and 404. We do not disclose your personal information to anyone, except in accordance with the Privacy Act.

Authorized disclosures include limited circumstances such as the

Do you agree to these terms? Yes No

[Continue >](#)



Select a Business Service

The business capabilities shown on the Business Customer Gateway are grouped into "services." These services allow users to conduct business activities for their companies. Click the details link for more information on a service, and to apply for a business service simply select one of the service links from the list below.

Search parameters can be entered into the text box below for a customized search.

Locate service where contains:

Accounts

- [Incentive Programs](#) [\(details\)](#)
- [Shipping Services](#) [\(details\)](#)

Design & Prepare

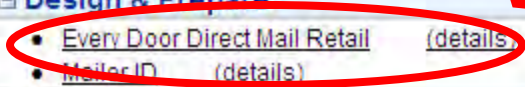
- [Every Door Direct Mail Retail](#) [\(details\)](#)
- [Mailer ID](#) [\(details\)](#)

Mail & Transport

- [Customer Label Distribution System \(CLDS\)](#) [\(details\)](#)
- [Customer/Supplier Agreements \(CSAs\)](#) [\(details\)](#)
- [Schedule a Mailing Appointment \(FAST\)](#) [\(details\)](#)
- [Transportation Location Service \(TLS\)](#) [\(details\)](#)

Track & Report

- [Audit Mailing Activity \(PostalOne!\)](#) [\(details\)](#)
- [Manage Electronic Return Activity \(PRS\)](#) [\(details\)](#)
- [Manage Electronic Verification Activity \(eVS\)](#) [\(details\)](#)
- [Manage Mailing Activity](#) [\(details\)](#)
- [Verification Assessment Evaluator \(PostalOne!\)](#) [\(details\)](#)



Select Business Locations

Each online Business Service must be associated with at least one business location. This enables users to access data for the business location with the capabilities of the service selected.

You have selected the following online Business Service:

Service

Every Door Direct Mail Retail [\(details\)](#)

When using this online service you will have the ability to be associated with one or more business locations from your user profile. If you would like to be associated with a business location that is not shown in the table below, please select the "New Business Location" link to add the business location to your profile.

After you have identified all of your business locations, you may attach them to the selected business service by selecting the checkbox next to each location. After checking the desired locations, select "Next".

[New Business Location](#)

Existing Business Locations

	Business Name	CRID	Address	City	State / Province	ZIP / Postal Code
<input type="checkbox"/>	JOE'S STUFF	7064237	700 TANGELO CT	WINTER GARDEN	FL	34787-2608

[Cancel](#)

[Next >](#)

Add a Service

Review the information below and click **Confirm** to submit the request, or **Back** to return to the previous page.

Service

Every Door Direct Mail Retail [\(details\)](#)

Business Locations

Business Name	CRID	Address	City	State / Province	ZIP / Postal Code
JOE'S STUFF	7064237	700 TANGELO CT	WINTER GARDEN	FL	34787-2608

[< Back](#)

[Cancel](#)

[Confirm](#)



Business Customer Gateway

This is the navigation page to access the service options offered through the Business Customer Gateway. These options will assist you in the steps of your mailing, from design and prepare to transport and tracking.

When you select a service for which you do not have access, the system will give you the option to Add a Service.



Your Account Settings

Welcome JOE

Profile

- Profile
- Request Access
- Request Status

Accounts

- Balance & Fees (PostalOne!)
- Incentive Programs
- Manage Permits (PostalOne!)
- Shipping Services

Design & Prepare

- Every Door Direct Mail Retail
- Intelligent Mail Services
- Mailer ID



Customer Support

- National Customer Support Center - RIBBS®
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- Electronic Data Exchange (PostalOne!)
- Postal Wizard (PostalOne!)
- Schedule a Mailing Appointment (FAST)

Track & Report

- ADVANCE
- Audit Mailing Activity (PostalOne!)
- Dashboard (PostalOne!)
- Delivery Confirmation
- Mailing Reports (PostalOne!)
- Manage Electronic Return Activity (PRS)
- Manage Electronic Verification Activity (eVS)
- Product Performance Reports

Geographic / Address
STEP 1

By City

By County

By ZIP Code

By Location

Enter a Street Address and City and State or Street Address and ZIP Code

Address: 700 TANGELO CT

City: WINTER GARDEN State: FLORIDA

ZIP Code: 34787-2608

Mile Radius: 0 1 2 3 4 5

 Percent complete

Select route and delivery type options.

Route Types
 City Rural/Highway Contract PO Boxes

Delivery Types
 Business / Residential Residential

View Types
 Table Map

Submit

Selection Results
STEP 2
 Select All

Total Routes:

Total Deliveries:

Approximate Cost

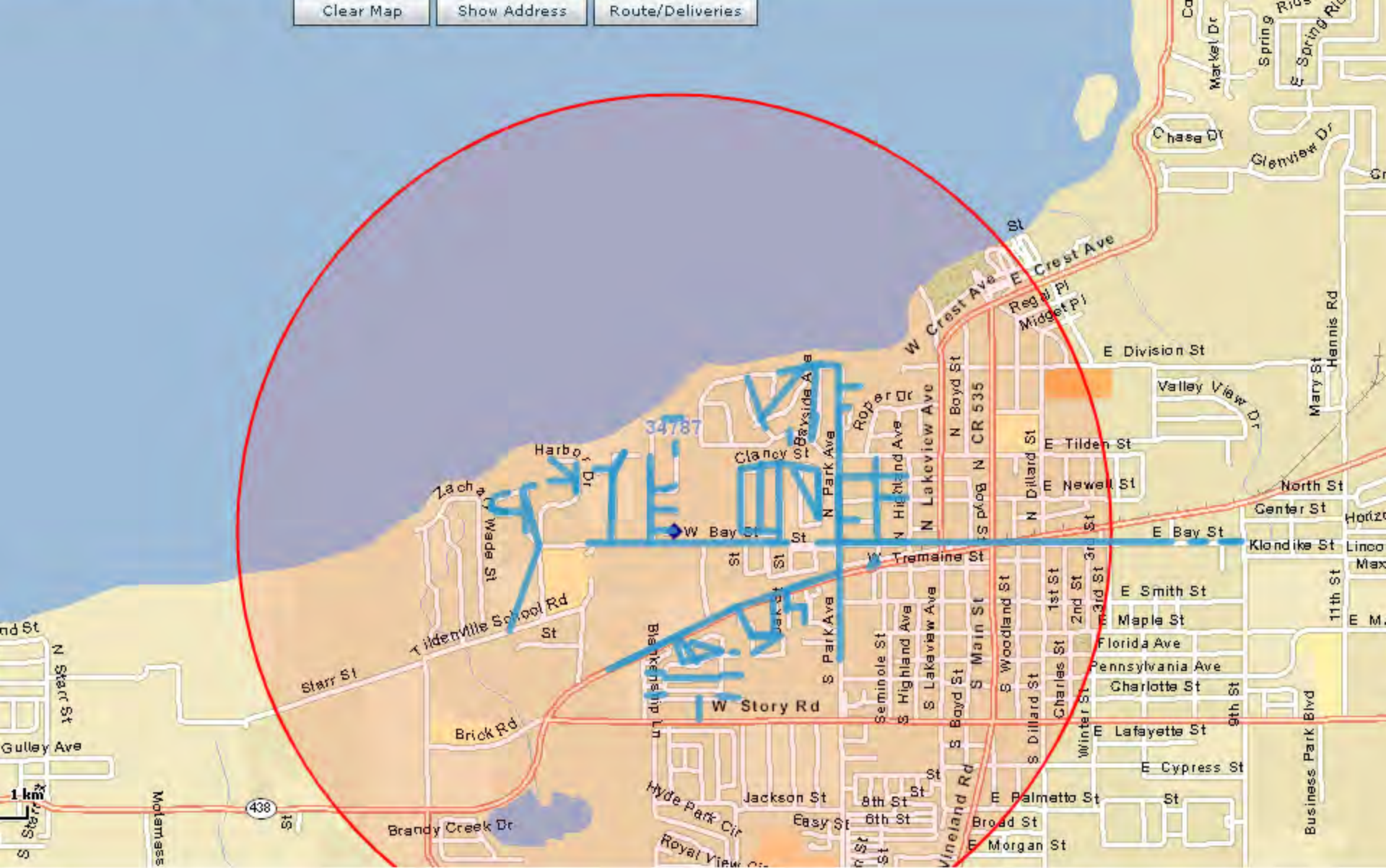
3.2 dc (0.2063 lbs) or less

Local PO:

[Quick Service Guides](#)

Next

[Site Map](#)
[Customer Service](#)
[Forms](#)
[Gov't Services](#)
[Careers](#)
[Privacy Policy](#)
[Terms of Use](#)
[Business Customer Gateway](#)



Select All

Total Deliveries: 1,475

Total Routes: 2

Approximate Cost

ZIP Code	Route	City State	Residential	Business	Total	Remove
34787	C005	WINTER GARDEN, F	768	46	814	<input type="checkbox"/>
34787	C003	WINTER GARDEN, F	548	31	579	<input checked="" type="checkbox"/>
34787	C008	WINTER GARDEN, F	1103	8	1111	<input type="checkbox"/>

3.3 oz (0.2063 lbs) or less
 Local PO: \$209.45

Customer Information

STEP 3

Percent complete

50

Company/Mailer Name Post Office of Mailing

Generate Documentation

STEP 4

[Retail Post Office Listing](#) Identifies the Post Office retail units that service the ZIP Codes and routes included in your mailing.

Generate Facing Slip

STEP 5

[Every Door Direct Mail Retail Facing Slip](#)

Download Forms

STEP 6

[Every Door Direct Mail Retail Documentation for PS Form 3602RTL](#)

[Every Door Direct Mail Retail Manifest](#)

[Previous](#)[Exit](#)[Site Map](#)[Customer Service](#)[Forms](#)[Gov't Services](#)[Careers](#)[Privacy Policy](#)[Terms of Use](#)[Business Customer Gateway](#)

POST OFFICE LOCATIONS AND DROP INFORMATION

Information provided below identifies the Post Office retail units that service the ZIP Codes and routes included in your mailing. Each mailing must be taken to the specified Post Office retail unit as indicated below for processing at the discount postage rate.

1 WINTER GARDEN
 15155 W COLONIAL DR
 WINTER GARDEN, FL 34787

Phone: 407-656-3344
 Fax: 407-656-8443
 800-ASK-USPS

Retail Business Hours						
M	T	W	Th	F	Sa	Su
8:30AM	8:30AM	8:30AM	8:30AM	8:30AM	closed	closed
5:00PM	5:00PM	5:00PM	5:00PM	5:00PM	closed	closed

ZIP Code	Route	Mailpieces	ZIP Code	Route	Mailpieces	ZIP Code	Route	Mailpieces
34787	C001	896	34787	C003	579			
Total Mailpieces: 1,475			Approximate Cost: \$ 209.45					

Exit

Business Customer Gateway

**EVERY DOOR DIRECT MAIL RETAIL
FACING SLIP**

5-Digit ZIP Code
(Required):

34787

Route Number (Required):

Delivery Type:

Business /
Residential

Date:

04/05/2011

Total # of Mailpieces per Bundle:

Total # of Bundles*:

_____ of _____

Do Not Deliver Address

Do Not Deliver Address

Exit

Customer Gateway

United States Postal Service
Postage Statement—Standard Mail

Post Office: Note Mail Arrival Date & Time
 (Do Not Round-Stamp)

Mailer	Permit Holder's Name and Address and Email Address, if Any	Telephone	Name and Address of Mailing Agent (if other than permit holder)	Telephone	Name and Address of Individual or Organization for Which Mailing is Prepared (if other than permit holder)
	CAPS Cust. Ref. No. _____		CRID _____		CRID _____

Post Office of Mailing	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Parcels - Machineable <input type="checkbox"/> Parcels - Irregular <input type="checkbox"/> CMM <input type="checkbox"/> NFM <input type="checkbox"/> Catalogs	Mailers Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. and type of Containers
Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Weight of a Single Piece 0 _____ pounds	Combined Mailing <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class	Total # of Pieces in Mailing	_____ Sacks _____ 1 ft. Letter Trays _____ 2 ft. Letter Trays _____ EMM Letter Trays _____ Flat Trays _____ Pallets _____ Other	
Permit #	For Mail Enclosed within Another Class <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post	If Sacked, Based on: <input type="checkbox"/> 125 pcs <input type="checkbox"/> 15 lbs. <input type="checkbox"/> both	Total Weight		
For Automation Pieces, Enter Date of Address Matching and Coding	For Carrier Route Pieces, Enter Date of Address Matching and Coding	For Carrier Route Pieces, Enter Date of Carrier Route Sequencing	For pieces bearing a simplified address enter date of delivery statistics file or alternative method		

Move Update Method:
 Ancillary Service Endorsement FASTforward NCOALink ACS Alternative Method Multiple OneCode ACS n/a Alternative Address Format

Parts Completed (Select all that apply): A B C D E F G H I J K L M S

<input type="checkbox"/> Mailpiece is a product sample.	Total Postage (Add Parts Totals)
<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk.	
Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ - Postage Affixed	
Permit # _____ Net Postage Due (Subtract postage affixed from total postage)	

USPS Use	Additional Postage Payment (State reason)	
	For postage affixed, add additional payment to net postage due; for permit imprint add additional payment to total postage.	Total Adjusted Postage Affixed
	Postmaster: Report Total Postage in (Permit Imprint Only) AIC 130	Total Adjusted Postage Permit Imprint

Certification

Incentive Claimed: _____

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

Signature of Mailer or Agent _____ Printed Name of Mailer or Agent Signing Form _____ Telephone _____

Use Only Completed in iBOne! sites	Weight of a Single Piece 0 _____ pound	Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No	USPS U To be com non-Posta	
	Total Pieces			Total Weight
	Total Postage			
	Presort Verification Performed? (if required) <input type="checkbox"/> Yes <input type="checkbox"/> No			
			Round Stamp (Required) Payment Date	

