

How to Get a Mailer ID Step by Step

Although you're welcome to use our Mailer ID, it's best to get your own from the USPS.

1. Go to USPS.com, and click on the Business Customer Gateway in the lower right corner. Or just use this link by: [clicking here](#)
2. If you've done this before, sign in. Otherwise, "Sign Up."
3. On the "new user sign up" screen, create a username and password. Click "continue."
4. On the "profile account type" screen, choose "business."
5. Create your business profile. Red asterisks indicate required information. Then click continue.
6. Verify your company account information on the company profile summary. If it's all good, click continue.
7. Agree to the privacy act statement and continue.
8. On the "select a business service" screen, choose "Mailer ID." Hit continue.
9. New users will have to go through the Business Service Administrator (BSA) process. Click "I certify ..." then click "yes."
10. After access is granted, click continue.
11. The "Business Customer Gateway" page will open. Click "Sign Out" at the top of the page.
12. Open your email and view the email from the USPS. Find and click on "Sign in and get started."
13. At the Business Customer Gateway page, log in with your user name and password.
14. On the Gateway page, click on Mailer ID under "Design and Prepare."
15. You'll now be on the "Welcome to the Mailer ID System" page. Click "Request an MID."
16. At "Apply for MID" screen, use the drop-down arrow and select 9-digit MID. Then select the number of MIDs requested (one), and click "Request MIDs."
17. At the next screen, select "automatically generate this MID" and select "Full/Basic Service." Click "Request MIDs."
18. At the next screen, the system will issue a new MID. Write down this number and sign out.
19. Send us a copy of your current reply device and your MID – we'll do the rest!

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