



Bulk Mailing Permit Process

Step 1 – Contact the Chamber to get login information to USPS page. Call Christine at (509) 387-1310 or email her at Christine@BigTimber.com, with out login information you can not continue.

Step 2 – Go <https://gateway.usps.com/eAdmin/view/signin>

Step 3 – Login

Step 4 – Select the Business Tab

The screenshot shows the USPS.com homepage with the 'Business' tab highlighted in the top navigation bar. A red arrow points to this tab. Below the navigation bar, there are several sections: 'Tools' with links like 'Calculate a Business Price' and 'Every Door Direct Mail'; 'Learn About' with categories like 'Business Shipping', 'Advertising with Mail', and 'USPS Connect'; 'Click-N-Ship' for shipping labels; 'Stamps & Supplies' with prices for Forever and Postcard stamps; and 'Informed Delivery' for previewing mail. At the bottom, there is a 'Featured USPS® Products & Services' section featuring 'The Underground Railroad Commemorative Forever® Stamps'. This section includes a description of the stamps and a 'Buy Now' button. The stamps themselves are shown in a collage, featuring portraits of historical figures and text such as 'BLACK COOPER TRUST FLIGHT COURAGE DEFIANC UNDER RAILROAD' and 'BLACK COOPER TRUST FLIGHT COURAGE DEFIANC UNDER RAILROAD'.

Step 5 – Select Business Customer Gateway

The screenshot shows the USPS Business website. The main navigation bar includes 'Quick Tools', 'Send', 'Receive', 'Shop', 'Business', 'International', and 'Help'. The 'Business' section is active, displaying 'Shipping & Mailing Solutions for Small to Large Businesses'. A red arrow points from the 'Business Customer Gateway' link in the 'Create Your Own Shipping Labels' section to the 'Business Customer Gateway' link in the 'Enhanced Click-N-Ship' section.

Business

Shipping & Mailing Solutions for Small to Large Businesses

Delivering for America™ with innovative solutions for businesses of every size.

- **Shipping:** USPS supports small to large business shipping needs. With a free USPS.com business account, you can print your own labels and access the latest features in the [enhanced Click-N-Ship® experience](#).
- **Advertising With Direct Mail:** Learn how to create and improve direct mail campaigns to win customers.
- **More Resources:** Get more ways to improve customer service, streamline shipping, and lower costs, including discounted pricing available through [USPS Connect™ eCommerce](#).

Create Your Own Shipping Labels

Enhanced Click-N-Ship

With your free USPS.com account, you can pay for postage and print just one label or a batch of shipping labels online. The new, enhanced Click-N-Ship experience includes bulk editing, file upload, and other features for managing more packages. Plus, all customers save on shipping with lower Commercial Rates. Businesses can get additional savings on select services by opting in to the [Business Rate Card](#).

- Pay with Apple Pay or an Enterprise Payment System (EPS) account
- Create multiple labels at once and group into shipments
- Ship domestically or internationally
- Get outbound and return labels delivered to your address for a small fee
- [Visit FAQs to learn more](#)

Business Customer Gateway

For large-volume mailers and shippers, the Business Customer Gateway (BCG) is our central USPS benefits hub. Take advantage of business services like mail tracking data, APIs, mailing documentation, and more.

- Connect to online tools for business mailers
- Access certain programs and features only available to businesses that meet certain volume shipping requirements
- Sign up for promotions and incentives

Downloadable Desktop Software

Small to medium volume shippers can also use our free Click-N-Ship Business Pro™ desktop software to create labels. Pay for postage via electronic manifest files. Manage your volume shipping with database integration, built-in tracking, and reporting tools.

Step 6 – Sign into the Business Customer Gateway

The screenshot shows the USPS Business Customer Gateway sign-in page. The header includes 'BUSINESS CUSTOMER GATEWAY' and 'USPS.com Help'. The main content area features a sign-in form with a 'Sign in to the BCG' button and a 'Sign up for the BCG' button. A red arrow points from the 'Sign in to the BCG' button to the 'Sign in to the BCG' button. Below the sign-in form are three sections: 'Mailers', 'Shippers', and 'Business', each with a brief description and a link to 'See full list of [Service] Services'. At the bottom, there is a section for 'USPS Returns® Services' and a footer with various links and copyright information.

USPS® Business Customer Gateway

Find and manage USPS® services for your business.

Sign in to the BCG

Sign up for the BCG

Mailers

Save time and money managing your mailings online. Get your message where you need it to go with [Every Door Direct Mail](#). Use the [Intelligent Mail Small Business Tool](#) to manage your mail stream and maximize your discount. [See full list of Mailing Services +](#)

Shippers

Utilize [Click-N-Ship Business Pro™](#) as an end-to-end solution for businesses to fulfill their daily shipping needs. Schedule regular reshipment of mail from one or more addresses to a chosen destination with [Premium Forwarding Service Commercial™](#). [See full list of Shipping Services +](#)

Business

Sign up for [USPS Promotions and Incentives](#), save money with [Automation Discounts](#). Take advantage of [Informed Visibility](#), which provides mail tracking data for letters, flats, bundles, handling units, and containers. [See full list of Business Services +](#)

USPS Returns® Services

Returns Are Inevitable. Give your customers an easy way to ship items back with USPS. [Learn More](#)

LEGAL: Privacy Policy, Terms of Use, FOIA, No FEAR Act (EO) Data, Accessibility Statement

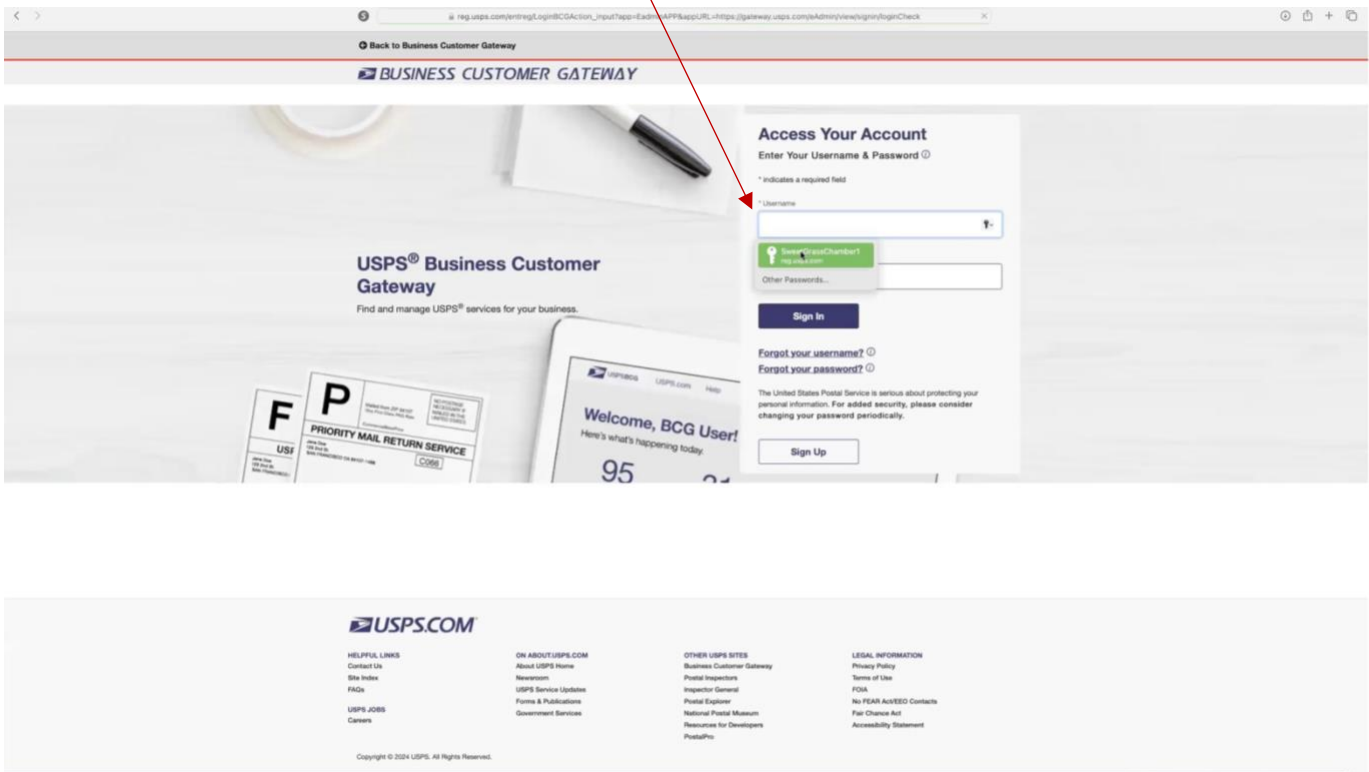
ON USPS.COM: Government Services, Buy Stamps & Ship, Print a Label with Postage, Customer Service, Site Index

ON ABOUT USPS.COM: About USPS Home, Newsroom, Mail Service Updates, Forms & Publications, Careers

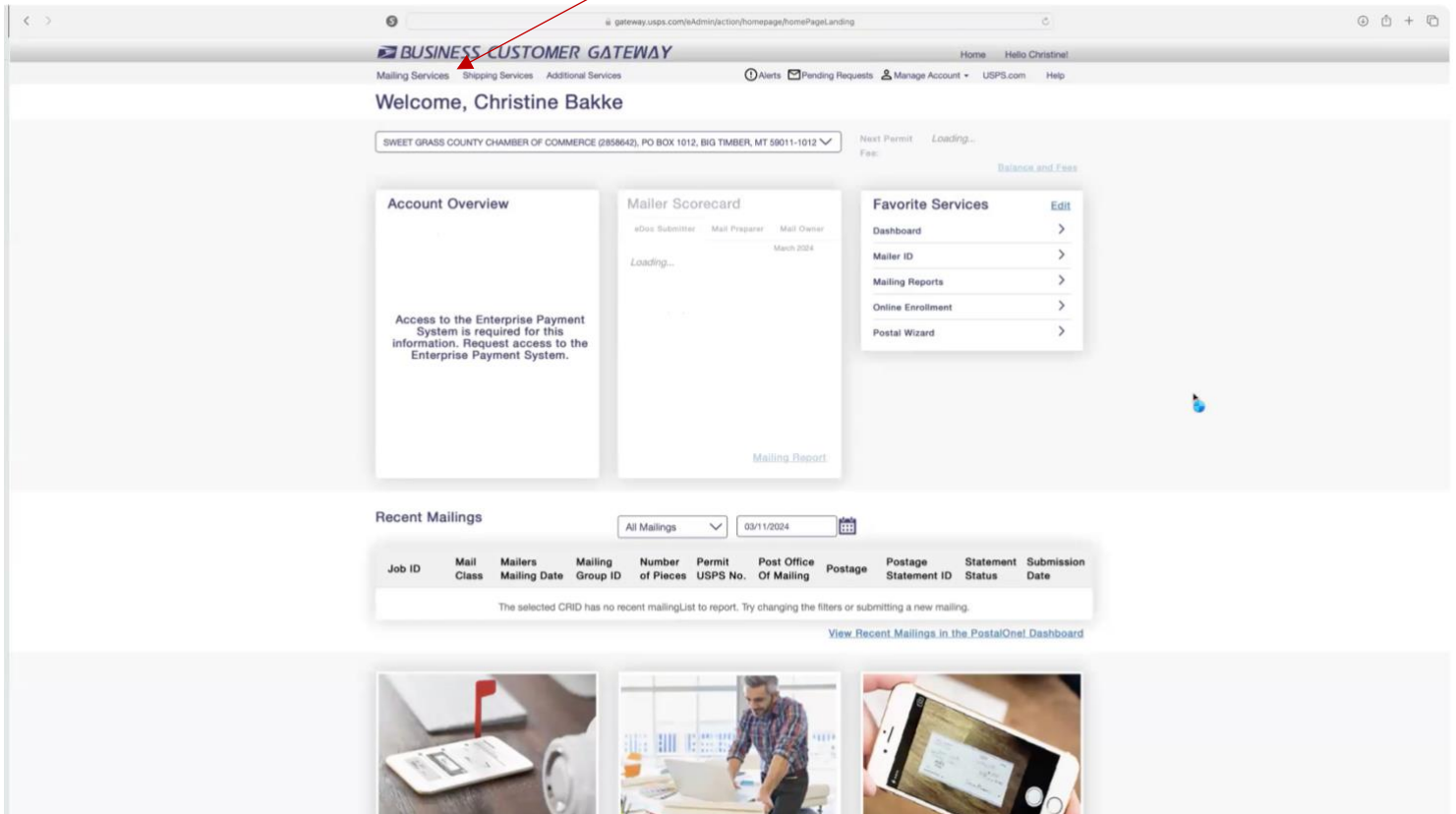
OTHER USPS SITES: Business Customer Gateway, Postal Inspectors, Inspector General, Postal Explorer

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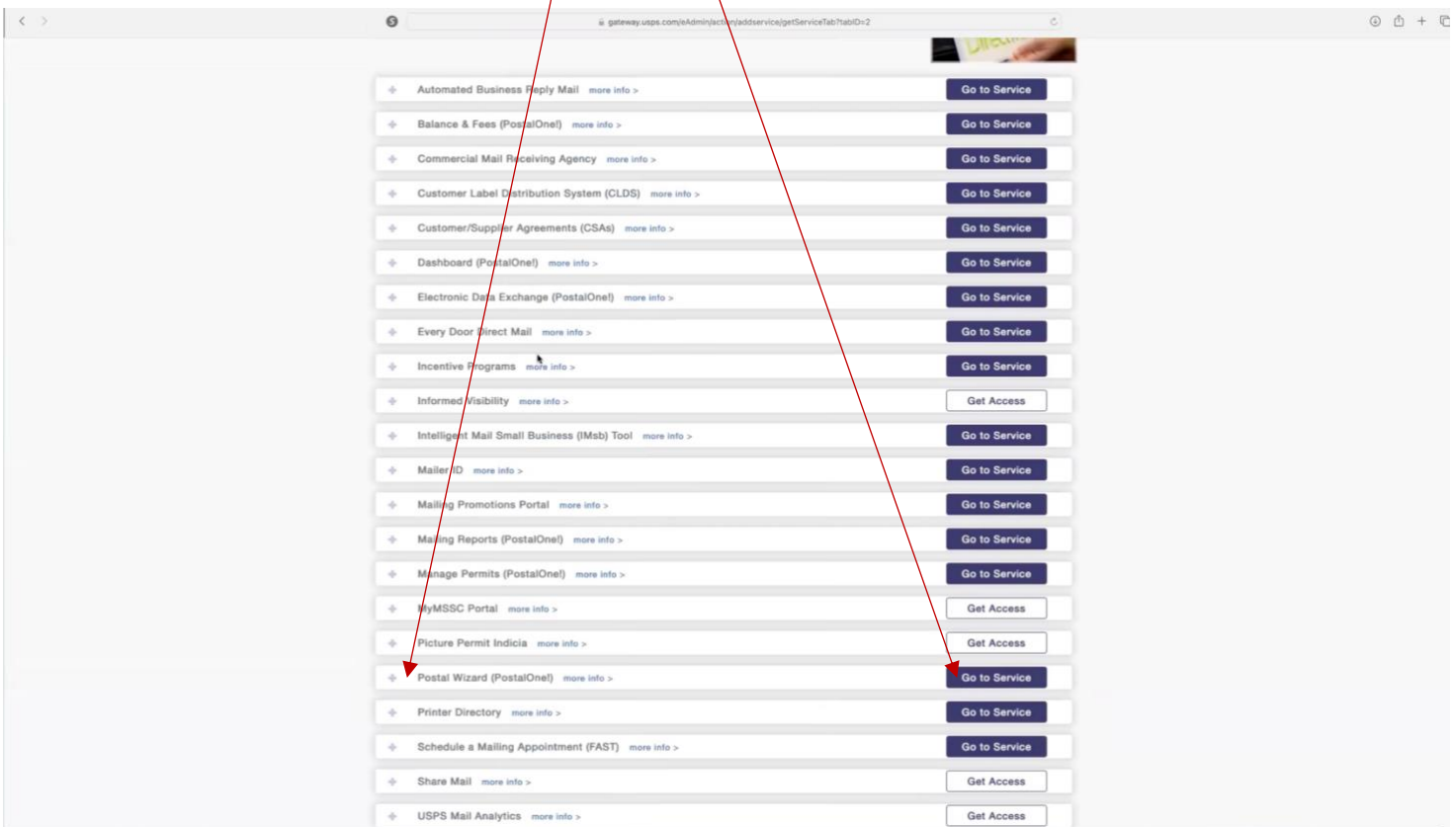
Step 7 – Login – You must contact Chamber to get login information



Step 8 – Select mailing services on the Top Left



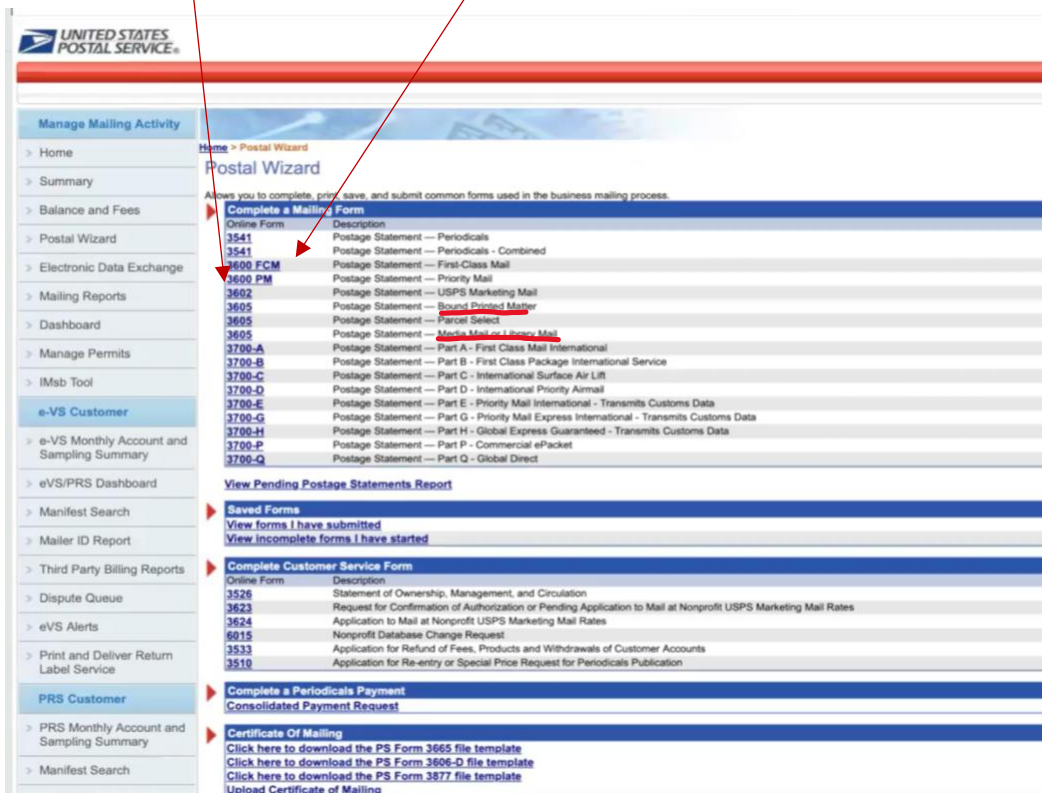
Step 9 – Scroll Down to Postal Wizard and click tab on the right.



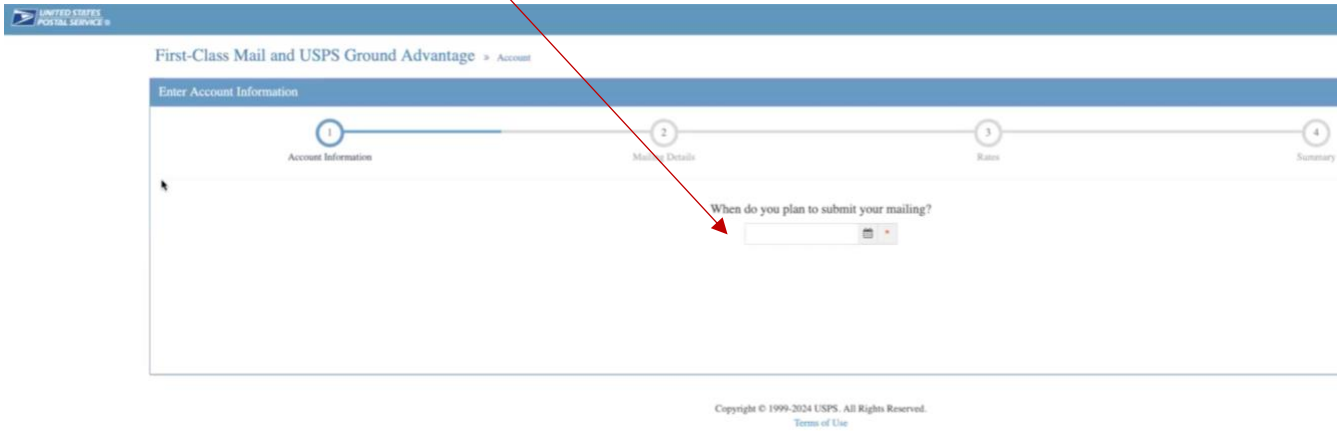
Step 10 – So depending on what kind of mail you are planning to mail, click on the correct type below.

3600 FCM – is for First Class Mail

3602 - Marketing Mail



Step 11 – Select either the 3600 FCM (First Class Mail) or the 3602 for (Marketing Materials)
Select the date you plan to mail.



Advantage > Account

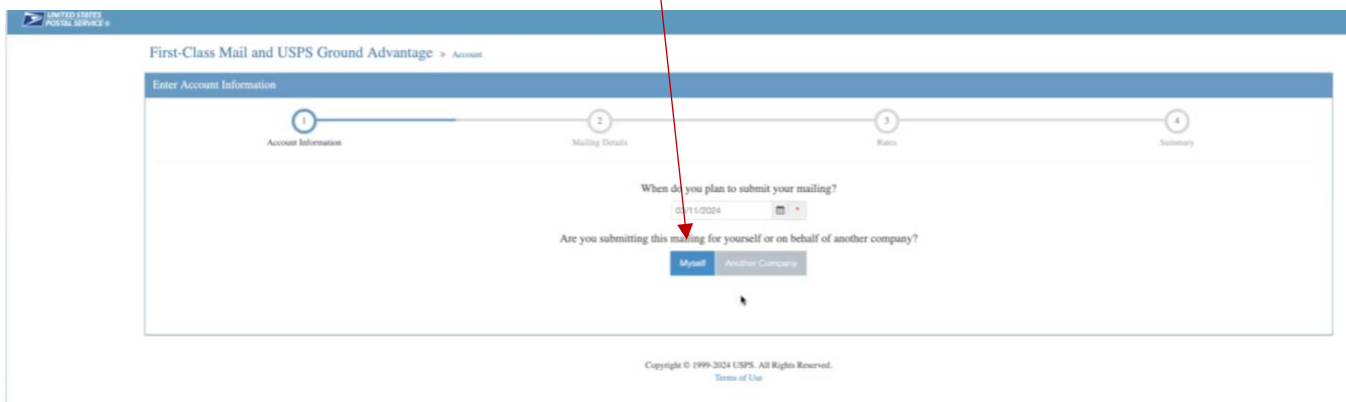


When do you plan to submit your mailing?



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Step 12 - Once you pick a date, then select Myself



Step 13 – You will see the Sweet Grass County Chamber’s Account come up, hit select and then.

First-Class Mail and USPS Ground Advantage > Account

Enter Account Information

1 Account Information 2 Mailing Details 3 Rates 4 Summary

When do you plan to submit your mailing?
03/11/2024

Are you submitting this mailing for yourself or on behalf of another company?
Myself Another Company

Please select your Account Information

Display 10 records Search:

Select	CRM#	Account #	Finance #	Permit #	Permit Type	Company Name	City	State
<input type="radio"/>	2858642	659071	290756	6	PI	SWEET GRASS COUNTY CHAMBER OF COMMERCE	BIG TIMBER	MT

Showing 1 to 1 of 1 entries

Select

Step 14 – Always select - Are you bringing your mailing to Big Timber Post Office

First-Class Mail and USPS Ground Advantage > Account

Enter Account Information

1 Account Information 2 Mailing Details 3 Rates 4 Summary

When do you plan to submit your mailing?
03/11/2024

Are you submitting this mailing for yourself or on behalf of another company?
Myself Another Company

Are you bringing your mailing to Post Office Big Timber MT 59011-9998?
Yes Change

Step 15 - This is where we will put in the information about what we are mailing.
Total # of Pieces. I typed in 600, you type in how many you are mailing.

First-Class Mail and USPS Ground Advantage > Details

Enter Mailing Details

Account Information Mailing Details Rates Summary

Mailing Characteristics

General Information

Incentives

Shipping Services

Mailing Date 03/11/2024

Total Pieces

Move Update Method -- None --

Special Postage Payment System

Single Piece Price Mailing

Full Service

Mail Piece Information

Processing Category -- Select --

Piece Weight

Pounds Ounces

Non-identical

Total Weight (lbs)

Barcode Type -- Select --

Container Information

1' MM Trays

2' MM Trays

2' EMM Trays

Flat Trays

Sacks

Pallets

Other

Account Information Mailing Details

Mailing Date 03/11/2024

Total Pieces 600

Move Update Method -- None --

Special Postage Payment System

Single Piece Price Mailing

Previous Next

Step 16 - Move Update Method - has to do with how the mail is processed - We need to use Ancillary Service Endorsement.

Account Information Mailing Details

Mailing Characteristics

Mailing Date 03/11/2024

Total Pieces 600

Move Update Method

Special Postage Payment System

Mail Piece Information

Processing Category -- Select --

Piece Weight

Pounds Ounces

Non-identical

Total Weight (lbs)

Barcode Type -- Select --

- ✓ -- None --
- Ancillary Service Endorsement
- Online NCOALink
- NCOALink
- ACS
- OneCode ACS
- Alternative Address Format
- Multiple Methods
- Alternative Method
- Not Compliant

Step 17 – Then select letters or Post cards depending on what you are mailing.

The screenshot shows the USPS online form for Step 17, 'Enter Mailing Details'. The 'Processing Category' dropdown menu is open, showing options: Letters, Flats, Parcels, and Postcards Only. A red arrow points to the 'Letters' option. The form includes sections for Mailing Characteristics, Mail Piece Information, and Container Information.

Container Information	Quantity
1' MM Trays	0
2' MM Trays	0
2' EMM Trays	0
Flat Trays	0
Sacks	0
Pallets	0
Other	0

Step 18 – Now you will need to put in your piece weight. You may need to mail one of your pieces to get the weight. Here we used .025.

The screenshot shows the USPS online form for Step 18, 'Enter Mailing Details'. The 'Piece Weight' field is highlighted with a red arrow and contains the value '.025'. The 'Processing Category' is set to 'Letters'. The form includes sections for Mailing Characteristics, Mail Piece Information, and Container Information.

Container Information	Quantity
1' MM Trays	0
2' MM Trays	0
2' EMM Trays	0
Flat Trays	0
Sacks	0
Pallets	0
Other	0

Step 19 – You can opt to put a barcode on your piece if you like, it makes it cheaper.

First-Class Mail and USPS Ground Advantage > Details

Enter Mailing Details

Account Information Mailing Details Rates

Mailing Characteristics

General Information

Incentives

Shipping Services

Mailing Date: 03/11/2024

Total Pieces: 600

Move Update Method: Ancillary Service Endorsement

Special Postage Payment System: -- None --

Single Piece Price Mailing

Full Service

Mail Piece Information

Processing Category: Letters

Piece Weight: .025

Pounds Ounces

Non-identical

Total Weight (lbs): 15

Barcode Type: -- Select --

None Intelligent Mail Barcode (IMb) Incentive Mail None

Round Trip Only (1 DVD/CD or other disk)

Mailing includes Permit Reply Mail

Container Information

1' MM Trays

2' MM Trays

2' EMM Trays

Flat Trays

Sacks

Pallets

Other

Step 20 – Under Barcode Type – Select None

First-Class Mail and USPS Ground Advantage > Details

Enter Mailing Details

Account Information Mailing Details Rates

Mailing Characteristics

General Information

Incentives

Shipping Services

Mailing Date: 03/11/2024

Total Pieces: 600

Move Update Method: Ancillary Service Endorsement

Special Postage Payment System: -- None --

Single Piece Price Mailing

Full Service

Mail Piece Information

Processing Category: Letters

Piece Weight: .025

Pounds Ounces

Non-identical

Total Weight (lbs): 15

Barcode Type: None

Political Mailing Official Election Mail None

Round Trip Only (1 DVD/CD or other disk)

Mailing includes Permit Reply Mail

Container Information

1' MM Trays

2' MM Trays

2' EMM Trays

Flat Trays

Sacks

Pallets

Other

Step 21 – Then you must select the Container Information depending on what you are bringing to the post office. We selected 2, just to show where and then hit green next button.

First-Class Mail and USPS Ground Advantage > Details

Enter Mailing Details

Account Information Mailing Details Rates Summary

Mailing Characteristics

Mailing Date: 03/11/2024
 Total Pieces: 600
 Move Update Method: Ancillary Service Endorsement
 Special Postage Payment System: -- None --
 Single Piece Price Mailing
 Full Service

Mail Piece Information

Processing Category: Letters
 Piece Weight: .025
 Pounds Ounces
 Non-identical
 Total Weight (lbs): 15
 Barcode Type: None
 Political Mailing Official Election Mail None
 Round Trip Only (1 DVD/CD or other disk)
 Mailing includes Permit Reply Mail

Container Information

1 MM Trays: 2
 2 MM Trays: 0
 2 EMM Trays: 0
 Flat Trays: 0
 Sacks: 0
 Pallets: 0
 Other: 0

Previous Next

Step 22 – Now we are going to enter the number of pieces. 500 and 100 = the 600 pieces that we are mailing. Then select green next button.

First-Class Mail and USPS Ground Advantage > Rates

Enter Rates

Account Information Mailing Details Rates Summary

Mailing Summary

Mailing Information
 Mail Class: First-Class Mail
 Processing Category: Letters
 Price Eligibility: Regular
 Rate Effective: 01/21/2024
 Mailing Date: 03/11/2024

Piece/Weight Information
 Total Pieces: 600
 Piece Weight: 0.0250 lbs
 Total Weight: 15.0000 lbs

Container Information
 1 MM Trays: 2

Account Information

Account Holder
 Account Number: 659071
 Permit: P16
 CRID: 2858642
 First-Class Mail Fee Status: Current
 First-Class Mail Fee Expiration: 02/12/2025
 Company Address:
 SWEET GRASS COUNTY CHAMBER OF COMMERCE
 PO BOX 1012
 BIG TIMBER, MT 59011

Mailing Agent
 CRID: 2858642
 Company Address:
 SWEET GRASS COUNTY CHAMBER OF COMMERCE
 PO BOX 1012
 BIG TIMBER, MT 59011

Mail Owner
 CRID: 2858642
 Company Address:
 SWEET GRASS COUNTY CHAMBER OF COMMERCE
 PO BOX 1012
 BIG TIMBER, MT 59011

Post Office of Mailing
 Post Office Big Timber MT 59011-9998

Part B Nonautomation Prices

Part S Extra Services

Postcards

#	Presort/Automation	No. of Pieces	Piece Price
B1	Presorted		\$0.406
B2	Single-Piece		\$0.530

Machinable Letters

#	Presort/Automation	No. of Pieces	Piece Price
B3	AADC		\$0.553
B4	Mixed AADC		\$0.586
B5	Residual From First		\$0.680
B6	Nonpresorted/Single		\$0.640
B7	Single-Piece From 1	500	\$0.553
		100	\$0.586

Nonmachinable Letters

#	Presort/Automation	No. of Pieces	Piece Price
B8	5-Digit		\$0.716
B9	3-Digit		\$0.823
B10	Mixed ADC		\$0.943
B11	Nonpresorted/Single		\$0.640
B12	Single-Piece From 1		\$0.680
B13	Nonmachinable Sur		\$0.440

Previous Next

Step 23 – Next you will see you total for postage due that you will need to be prepared to pay to the post office when dropping off your mail, then click submit and print the page to take with you.

First-Class Mail and USPS Ground Advantage Summary

Postage Summary
 Total of All Parts: \$335.10
 Discounts: \$0.0000
 Net Postage Due: \$335.10

Mailing Summary

Mailing Information
 Mail Class: First-Class Mail
 Processing Category: Letters
 Price Eligibility: Regular
 Rate Effective: 01/21/2024
 Mailing Date: 03/11/2024

Piece/Weight Information
 Total Pieces: 600
 Piece Weight: 0.0250 lbs
 Total Weight: 15.0000 lbs

Container Information
 1 MM Trays: 2

Account Information

Account Holder
 Account Number: 659071
 Permit: P16
 CRID: 2858642
 First-Class Mail Fee Status: Current
 First-Class Mail Fee Expiration: 02/12/2025

Opening Balance: \$80.58
Closing Balance: -\$254.52

Company Address:
 SWEET GRASS COUNTY CHAMBER OF COMMERCE
 PO BOX 1012
 BIG TIMBER, MT 59011

Mailing Agent
 CRID: 2858642
 Company Address:
 SWEET GRASS COUNTY CHAMBER OF COMMERCE
 PO BOX 1012
 BIG TIMBER, MT 59011

Mail Owner
 CRID: 2858642
 Company Address:
 SWEET GRASS COUNTY CHAMBER OF COMMERCE
 PO BOX 1012
 BIG TIMBER, MT 59011

Post Office of Mailing
 Post Office Big Timber MT 59011-9998

Summary

Account Information Mailing Details Rates Summary

Nonautomation Prices

Mailable Letters

#	Product/Automation	No. of Pieces	Price Price	Sub Total	Discount	Postage
B3	AADC	500	\$0.553	\$276.5000	-\$0.0000	\$276.5000
B4	Mixed AADC	100	\$0.586	\$58.6000	-\$0.0000	\$58.6000

Part B Total Pieces: 600
 Part B Total Postage: \$335.1000
 Total of All Parts: \$335.1000
 Discounts: \$0.0000
 Net Postage Due: \$335.10

Statement Verification

Additional Mailing Information
 Post Office of Mailing: Post Office Big Timber MT 59011-9998
 Post Office of Permit: Post Office Big Timber MT 59011-9998
 Move Update Method: Ancillary Service Endorsement
 Political Mail No
 Official Election Mail No
 Incentive/Discount Claimed: No

Certification Statement - Scroll down to review the remaining content

By clicking on the "Submit" button, the mailer hereby certifies that all information furnished within this submission is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the prices and fees claimed, and that the mailing does not contain any matter prohibited by law or postal regulation. The mailer further certifies, if the mailing is classified as a nonprofit price, that: (1) the mailing complies with DMM 300.703.1.b (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose within the meaning of 39 U.S.C. § 3626(a)(1)(B)(i)(ii) and 26 U.S.C. § 513(c); (3) the mailing, if made by a voting registration official, is required, authorized by the National Voter Registration Act of 1993; and (4) it will serve its intended purpose, subject to actual, measurable deficiencies associated with this mailing. If an agent submits this form, the agent certifies that he or she is authorized to submit on behalf of the mailer, and that the mailer is...

Signature
 Name of the agent or account holder who will be signing this postage statement: Christine Bakke
 Agent or account holder's telephone number: (406) 932-0131 Extension:

*****WARNING*****

The condition(s) below may need to be corrected before your mailing is accepted.

- Permit Inprint 6 with a balance of \$80.58 has insufficient funds to cover the postage due \$335.10.

Send a copy of my eCan to my email address @

Previous Submit

Step 24 – Print the summary page and bring with you to the post office with your payment and mail.

Statement has been submitted to USPS PostalOne! system on March 11, 2024 at 04:19 PM
 Electronic mailing information associated with this form must match the physical mailing presented to USPS.

601421188
 Post Office Big Timber, MT 59011-9998
 463181158
 SWEET GRASS COUNTY CHAMBER OF COMMERCE
 659071
 SWEET GRASS COUNTY CHAMBER OF COMMERCE
 P16
 SWEET GRASS COUNTY CHAMBER OF COMMERCE
 SWEET GRASS COUNTY CHAMBER OF COMMERCE
 2858642

First-Class Mail - Regular
 Letters
 0.0250 lbs (0.40 oz)
 600
 15.0000 lbs
 \$335.1000
 \$335.10
 \$335.10

Handling Units

1' MM Trays	2' MM Trays	2' EMM Trays	Flat Trays	Sacks	Pallets	Other
2	0	0	0	0	0	0

Account Balance

Opening Balance: \$80.58
 Estimated Closing Balance: -\$254.52

The balance above may change prior to Postal acceptance of the mailing due to the timing of deposits, additional mailings, or other adjustments to the account.

Print Exit