United States Postal Service

Postal Wizard®

Periodical Postage Statement Entry



Olga I Ortiz

Business Solutions Training Developer

PS Form 3541 - Periodicals



F	osta		ervice ment—Perioo Used as a Consolidated Stat					Post Office: Note Mail Date & Time (Do Not R	Arrival lound-Stamp
Mailer	Publi Own	Publication Title and Owner or News Agent Name CAPS Cust. Ref. No. CRID.			Mailing Agent (Périter or Consolidator) Name, Address, Telephone, Email Printes/Consolidator Imprint Permit No. GRID			Entry Post Office Name, State, and ZIP+4	
_	CAPS							-	
	Publica	tion No.	Edition/Code	Mailer's Mailing	g Date	Statement Seq.	No.	For Automation Pleces, Enter Date of Address Matching and Coding	No. and to of Contain (Enter total of contains
סנ	Issue D	ate	Issue Frequency	Price Category Hegular Nonprofit Classroom Solence-of-M		Processing Cate Latters Flats Parcels	egory	For Carrier Route Places, Enter Date of Address Matching and Coding	Tra
Mailing	Weight (Round of If necess		Weight of a Single Ride-Along Piece	Excluding Addressed Sup Supplements		Number of Addr Supplements In-County	essed		
	in This I		Statement for bundles/containers only (if applicable)	Combined Mai		Outside- County	_	For Pieces Bearing a Simplified Address Enter Date of Delivery Statistics File or Alternative Method	Consolida Postage S Yes
-		% ble Parts Completed (S	elect all that apply): A		P				
	Part	Part A—In-County Prices			Total Part A (page 2)				
	-	Part B—Outside-County Pound Prices			(Postmaster: Report total Part A postage in A Total Part B (page 3)		IC 224)		
	_	Part C—Outside-County Piece Prices			Total Part C (page 4)				
		Part D—Outside-County Bundle Prices			Total Part D (page 5)				
	-	Part E—Outside-County Sack/Tray/Pallet							
9		Outside-County Postage			Subtotal Parts B, C, D & E		8 E		
ostado	Prefe	Preferred Price Discount Nonprofit, Classroom, Limited Circulation, Limited Circulation Science of Agriculture					_		
ď	(Mad III)	(Add line B17, and parts C, D, and E Totals) X .05 (all others enter zero)							
	Subtract the Preferred Price Discount from the Outside-County Po				ity Postage	\rightarrow	=		
	_	Part F—Outside-County Ride-Along (page 8)					+		
		Total Outside-County Postage (Postmaster: Report total Outside-County Postage in AIC 135) Add Total In-County Postage and Total Outside-County Postage Part P Total Postage While Pending (page 9)						Total Postage	
	Add							(AIC 224 + AIC 135) Total Postage	
	Part							(AIC 224 + AIC 135)	
Certification	If an ag	ent signs this form, the ification and agrees to p ner of the publication he with all postal standard on. I understand that ar	he publication certifies acceptate agent certifies that he or she is a say any deficiencies. In addition, reby certifies that all information as and that the mailing qualifies tyone who furnishes false or mis fines and imprisonment. Privac	authorized to sign agents may be liab in furnished on this for the prices an leading information	on behalf of the ow ole for any deficience is form is accurate, id fees claimed; an on on this form or w ormation regarding	wher of the publica- cies resulting from truthful, and comp d that the mailing who omits informa g our Privacy Poli	tion and t matters w plete; that does not tion reque by visit want.	hat the owner of the public ithin their responsibility, kn the mail and the supportir contain any matter prohib sted on this form, may be	cation is bou lowledge, or ing document bited by law subject to o
7	ites	(Round off to 4 decimal places if necessary)		USPS Employee's Signature Round of Paymen Print USPS Employee's Name		Round St Payment I	l Stamp (Required) ent Date		
USPS Use Only	be completed PostalOnel s								
U)	To b				Am PM				

Mailer Section

- Publication Title and Owner or News Agent Name
- Mailing Agent block, if there is a mailing agent
- Entry Post Office™ block

2. Mailing Section

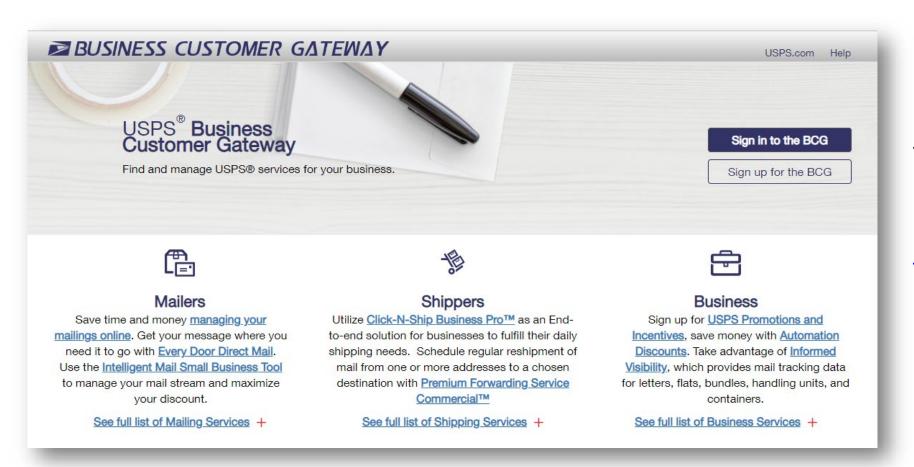
- Publication Number
- Edition/Code
- Mailer's Mailing Date
- Statement Sequence Number
- Issue Date
- Issue Frequency
- Price Category
- Processing Category
- Weight per Copy of Issue in Pounds
- Weight of a Single, Ride-Along piece, if any
- Number of Address Pieces Excluding addressed supplements
- Number of Address Supplements Advertising Percentage in the Issue
- If you are claiming automation or carrier route prices, the "For Automation Prices" or "For Carrier Route Prices" blocks must be completed.
- Enter number and type of containers
- Answer if it is a consolidated postage statement or not.

3. Postage Section

4. Certification Section

Business Customer Gateway



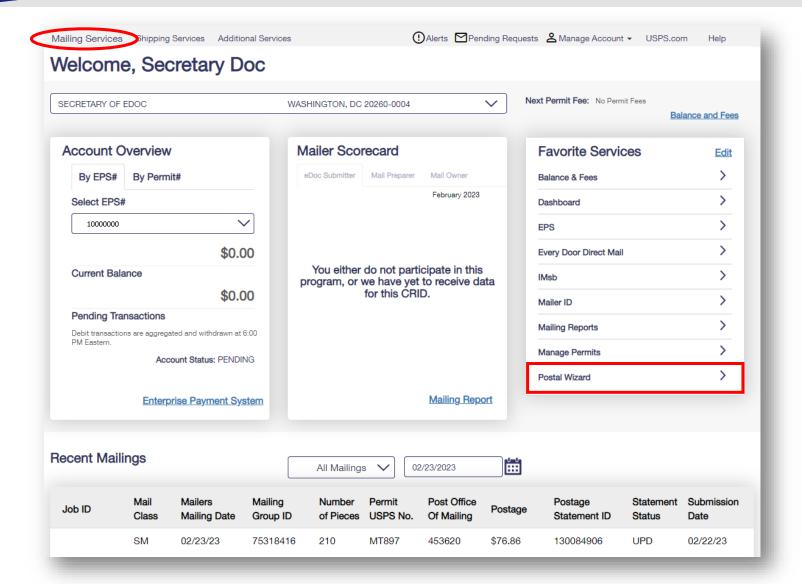


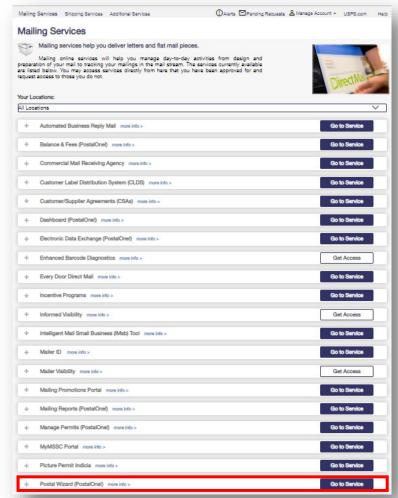
To sign in to the Business Customer Gateway go to:

https://gateway.usps.com

Mailing Services Tab – Select Postal Wizard







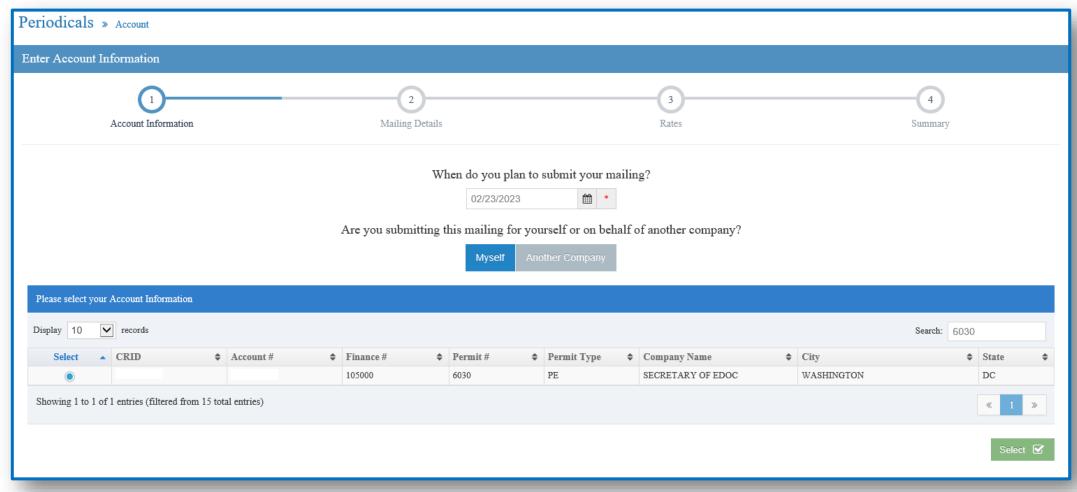
Statement Information – Select Your PS Form





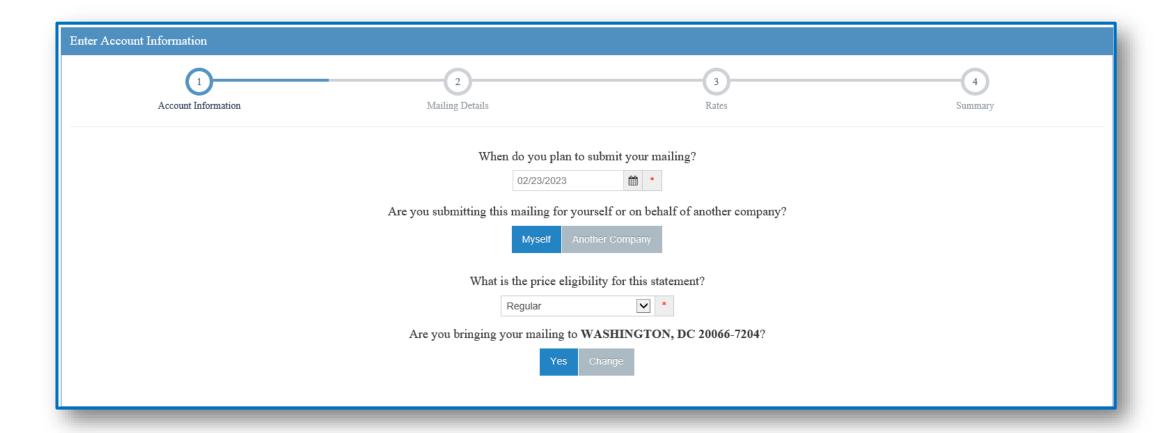
Permit Information – Select Your Permit





Account Information Selections





Mailing Details



Mailing Characteristics

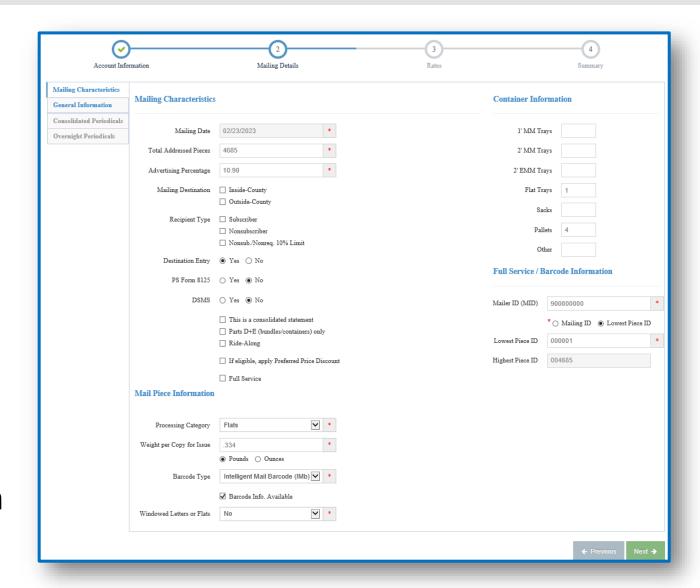
- Total Addressed Pieces
- Advertising Percentage
- Mailing Destination
- Recipient Type
- Destination Entry

Mail Piece Information

- Processing Category
- Weight per Copy for Issue
- Barcode Type

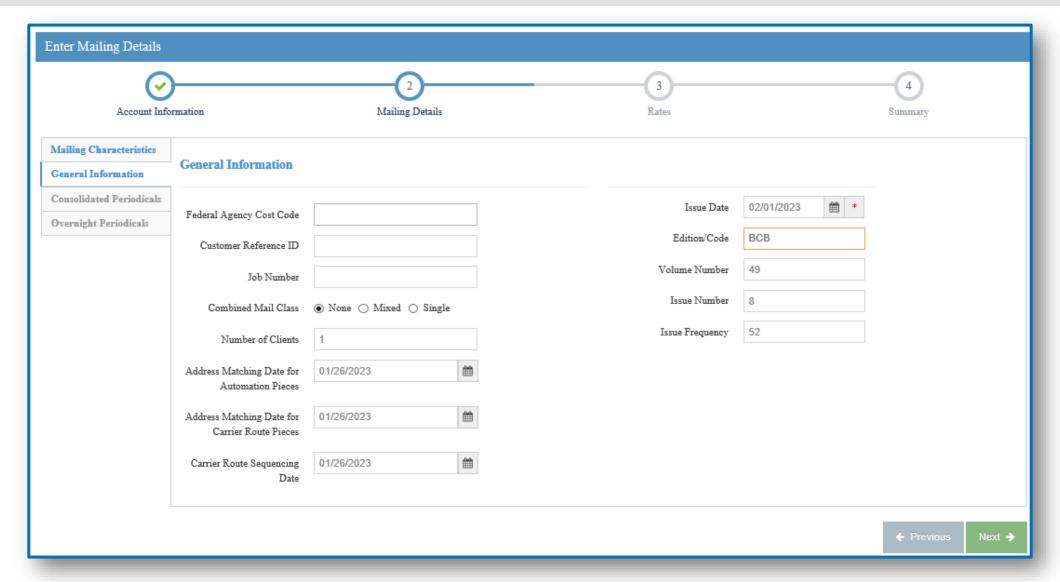
Container Information

Full Service/Barcode Information



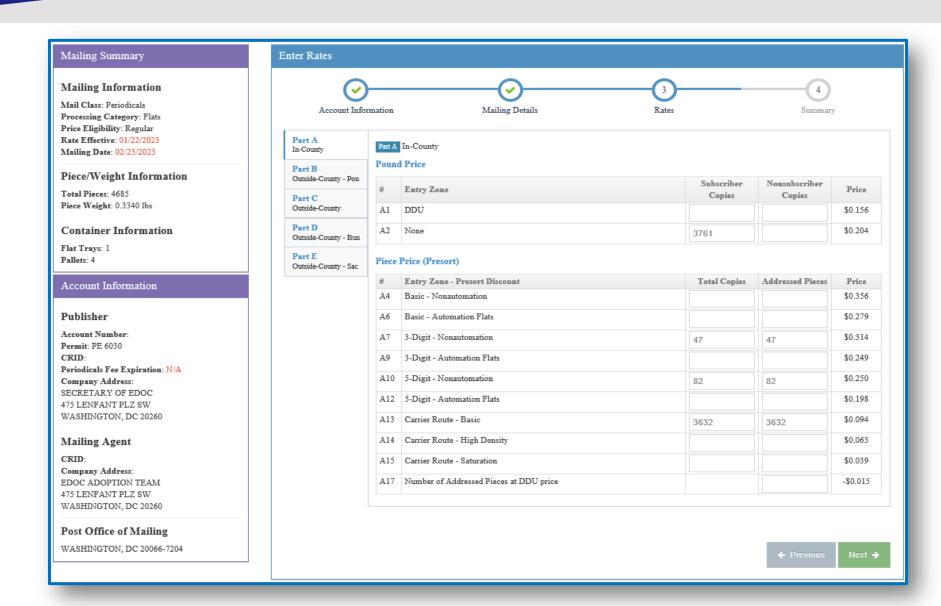
General Information





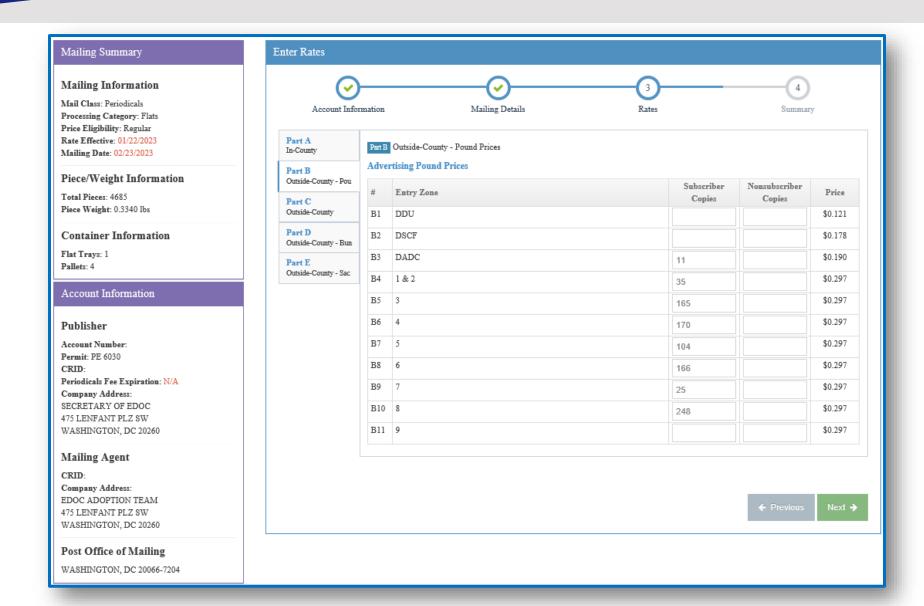
Rates – Part A In-County





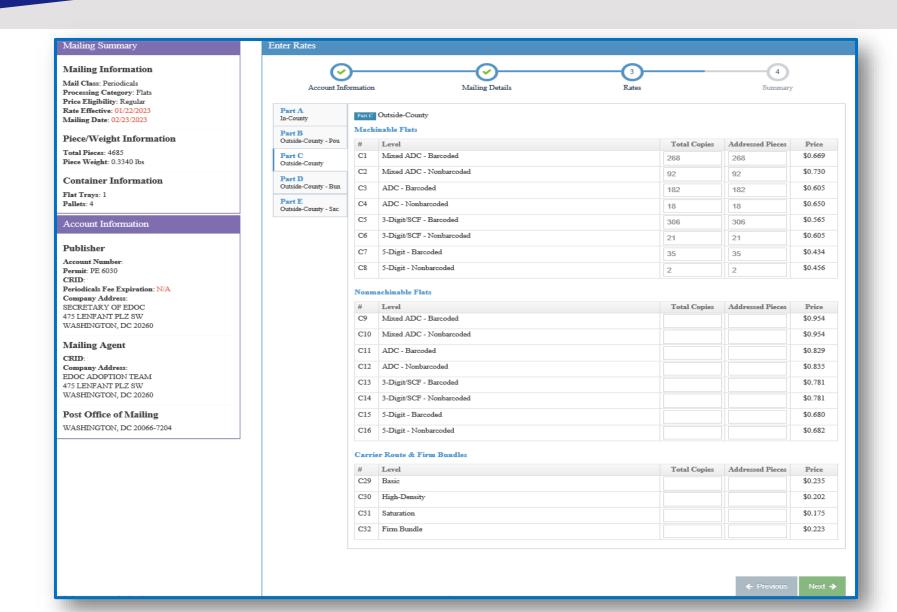
Rates – Part B Outside-County – Pound Prices





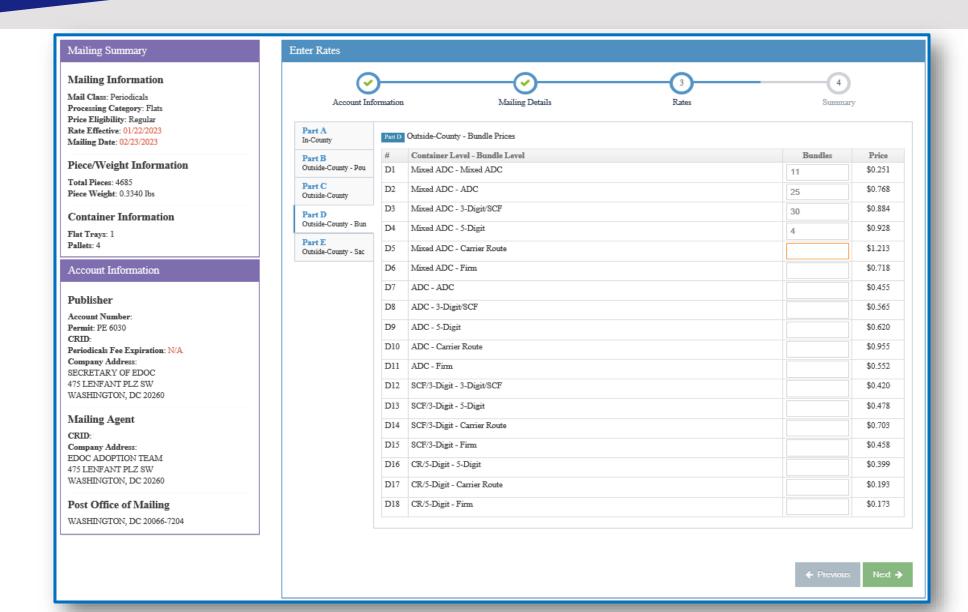
Rates – Part C Outside-County Piece





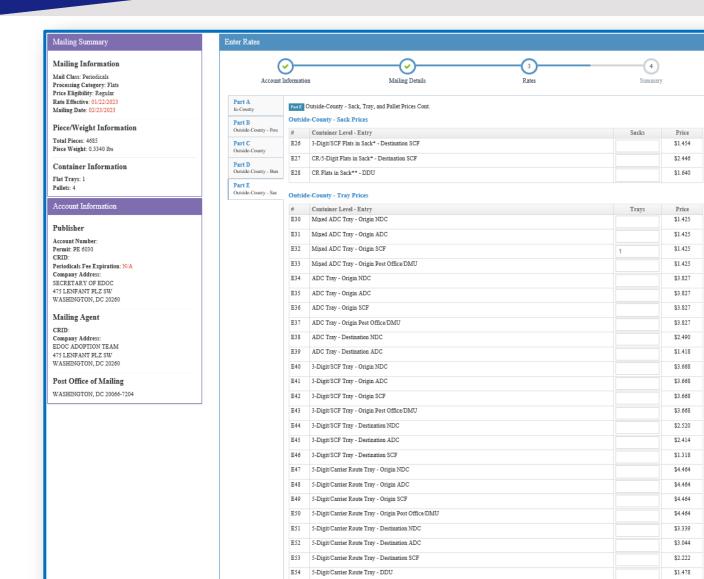
Rates – Part D Outside-County – Bundle Prices





Rates – Part E Outside-County – Sack, Tray, and Pallet Prices

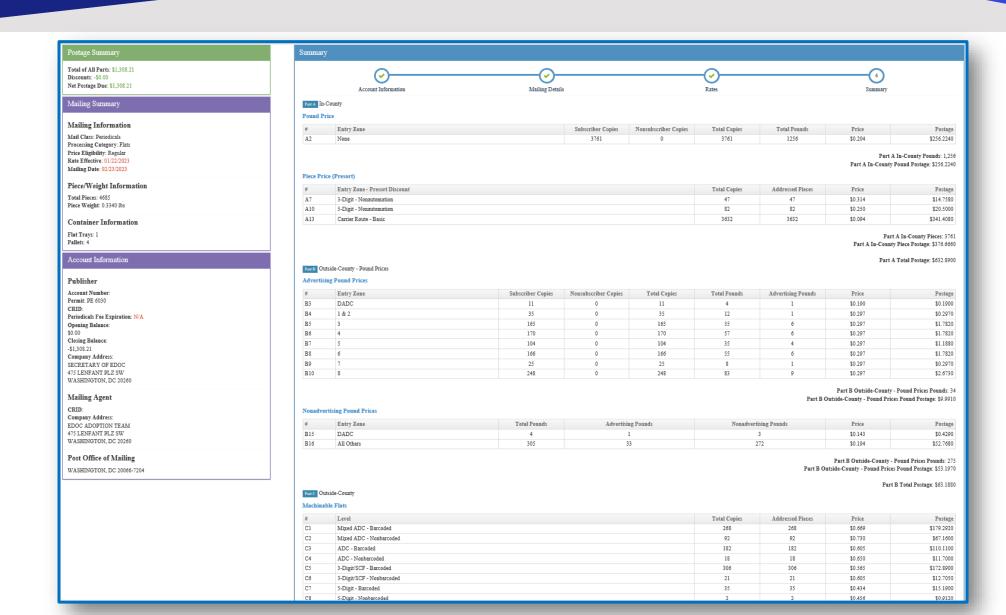




#	Container Level - Entry	Pallets	Price
E56	Mixed ADC Pallet - Origin NDC	2	\$26.922
E57	Mixed ADC Pallet - Origin ADC		\$26.922
E58	Mixed ADC Pallet - Origin SCF	1	\$26.922
E59	Mixed ADC Pallet - Origin Postoffice/DMU		\$26.922
E60	ADC Pallet - Origin NDC		\$78.797
361	ADC Pallet - Origin ADC		\$78.797
362	ADC Pallet - Origin SCF		\$78.797
E63	ADC Pallet - Origin Post Office/DMU		\$78.797
E64	ADC Pallet - Destination NDC		\$54.831
E65	ADC Pallet - Destination ADC		\$30.098
E66	3-Digit/SCF Pallet - Origin NDC		\$77.104
367	3-Digit/SCF Pallet - Origin ADC		\$77.104
368	3-Digit/SCF Pallet - Origin SCF		\$77.104
369	3-Digit/SCF Pallet - Origin Post Office/DMU		\$77.104
370	3-Digit/SCF Pallet - Destination NDC		\$55.423
371	3-Digit/SCF Pallet - Destination ADC		\$55.110
372	3-Digit/SCF Pallet - Destination SCF		\$28.852
E73	5-Digit Pallet - Origin NDC		\$97.759
E74	5-Digit Pallet - Origin ADC		\$97.759
E75	5-Digit Pallet - Origin SCF		\$97.759
E76	5-Digit Pallet - Origin Post Office/DMU		\$97.759
377	5-Digit Pallet - Destination NDC		\$74.118
378	5-Digit Pallet - Destination ADC		\$73.499
379	5-Digit Pallet - Destination SCF		\$46.988
380	Carrier Route Pallet - Origin NDC		\$82.009
E81	Carrier Route Pallet - Origin ADC		\$82.009
E82	Carrier Route Pallet - Origin SCF		\$82.009
383	Carrier Route Pallet - Origin Post Office/DMU		\$82.009
E84	Carrier Route Pallet - Destination NDC		\$58.368
E85	Carrier Route Pallet - Destination ADC		\$57.749
E86	Carrier Route Pallet - Destination SCF		\$31.238
387	Carrier Route Pallet - DDU		\$3.062

Summary Screen – Verify Information





Statement Submission – Read Certification Statement and Submit



Statement Verification
Additional Mailing Information Post Office of Mailing: WASHINGTON, DC 20066-7204 Post Office of Permit: WASHINGTON, DC 20066-7204 Political Mail: No Official Election Mail: No Certification Statement - Scroll down to review the remaining content Ey 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 claiming a nonprofit price, that: (1) the mailing comples with DMM 300 703.1.0; (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tay (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. § 513(a); (3) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (4) it will agree to pay, subject to appeal, any revenue deficiencies assessed on this mailing. If an agent certifies that he or she is
maining, it made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (4) it will agree to pay, subject to appeal, any revenue deficiencies assessed on this mailing. If an agent submits this form, the agent submits that he or she is authorized to submit on behalf of the mailer and that the mailer is bound by the certification and agrees to nav any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility. Knowledge, or control. I understand that anyone who Signature Name of the agent or publisher who will be signing this postage statement: Secretary Doc Agent or publisher's telephone number: (884) 555-5555 Extension: ***WARNING****
The condition(s) below may need to be corrected before your mailing is accepted. Periodical 6030 with a balance of \$0 has insufficient funds to cover the postage due \$1308.21.
☑ Email a copy of my eCan to my email address 🖂
← Previous Submit →

Confirmation Page



Print this

confirmation

page and present

it with your

mailing at the

acceptance office

Success! Your electronic Postage Statement has been submitted to the USPS PostalOne! system on February 22, 2023 at 10:16 AM Note to Mailer: The labels and electronic mailing information associated with this form must match the physical mailing presented to USPS. **General Information** Handling Units Postage Statement ID 130084883 WASHINGTON, DC 20066-7204 Post Office of Permit 1' MM 2' MM 2' EMM Flat Pallets Other Mailing Group ID 75318400 Publisher SECRETARY OF EDOC Account Number Permit Holder SECRETARY OF EDOC PE 6030 Permit Type and Number Mail Agent EDOC ADOPTION TEAM CRID Mail Class and Price Eligibility Periodicals - Regular Processing Category Flats Opening Balance: \$0.00 Single Piece Weight Declared by Mailer 0.3340 lbs (5.34 oz) -\$1,308.21 Estimated Closing Balance: Total Mail Pieces 4685 The balance above may change prior to Postal acceptance of the mailing due to the Part A Postage \$632,8900 timing of deposits, additional mailings, or other adjustments to the account. Part B Postage \$63.1880 Part C Postage \$477.7512 Part D Postage \$52.1930 Part E Postage \$82.1910 Total Postage Amount \$1,308,21 \$1,308,21 Important: Please bring your mailing by Mar 2, 2023 WASHINGTON BMEU 900 BRENTWOOD RD NE WASHINGTON, DC 200189992 Hours of Operation Monday 10:00 AM - 07:00 PM 10:00 AM - 07:00 PM Tuesday Wednesday 10:00 AM - 07:00 PM Thursday 10:00 AM - 07:00 PM Friday 10:00 AM - 07:00 PM Saturday 08:00 AM - 03:30 PM Sunday *This mailing can be processed at the Self Service Terminal. *This mailing may be subject to additional verification at the time of acceptance Postage Register and 8017/8125

■ UNITED STATES
POSTAL SERVICE

Electronic Confirmation Acceptance Notice

USPS Generated

Note to Mailer: Your electronic postage statement has been submitted to the USPS PostalOne! system on Feb 22, 2023 10:16 AM.

The labels and electronic mailing information associated to this form, must match the physical mailing being presented to the USPS® with this form.

Postage Statement ID: Post Office of Permit: Mailing Group ID: Publisher: SECRETARY OF EDOC Account Number: SECRETARY OF EDOC PE 6030 Permit Holder: Permit Type and Number: Mail Agent:

CRID: Customer Reference ID:

Mail Class and Price Eligibility:

Processing Category: Single Piece Weight Declared by Mailer: Total Mail Pieces:

Total Weight: Total Postage Amount:

Permit Account for Insufficient Affixed Postage:

Total Postage Affixed: Total Postage Due: Handling Unit

WASHINGTON, DC 20066-7204

EDOC ADOPTION TEAM

Periodicals - Regular

0.3340 lbs (5.34 oz) 4,685 pieces 1564.7900 lbs \$1308.21

Sun

Closed

\$1308						
	2' MM Trays	2' EMM Trays	Flat Trays	Sacks	Pallets	Other
			1		4	

Important: Please bring your mailing by - Mar 02, 2023

	nours	
Post Office of Mailing	Mon	10:00 AM - 07:00 PM
WASHINGTON BMEU 900	Tue	10:00 AM - 07:00 PM
BRENTWOOD RD NE	Wed	10:00 AM - 07:00 PM
WASHINGTON, DC 200189992	Thu	10:00 AM - 07:00 PM
	Fn	10:00 AM - 07:00 PM
	Sat	08:00 AM - 03:30 PM

*This mailing may be subject to additional verification at the time of acceptance.

*This mailing cannot be processed at the self service terminal.



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Resources



- Postal Wizard Fact Sheet | PostalPro (usps.com)
- How to Submit a Postal Wizard Mailing
- A Guide to Full Service (Including Postal Wizard)
- Electronic Documentation (eDoc) Fact Sheet | PostalPro (usps.com)

- ➤ How to Submit Mail.dat Jobs to PostalOne!®
- How to Submit Mail.XML Jobs to PostalOne!
- USPS Technical Specifications for Mail.dat and Mail.XML
- Federal Register: Hardcopy Postage Statements
 Discontinued

For additional questions, please reach out your local BME or to the Mailing and Shipping Solutions Center (MSSC).

- 1-877-672-0007
- mssc@usps.gov



