FDB TIPS FOR PARTNERS

iPostal1

Postmaster Facilities Database (FDB)
Basic Instructions to Upload 1583A Form

POSTMASTER CONFUSION

If your postmaster is unaware and does not know what to do, politely request that they review your IDs and sign the form, then enter the information into the USPS Facilities Database to register your location. Explain that the USPS Inspection Service has communicated about this in recent months. If your postmaster or employees are uncooperative, remain calm and polite. Send an email to service@iPostal1.com describing what happened and the name of the person with whom you spoke. We will inform the USPS.

Be sure to record the first and last name of the postmaster or supervisor you met with, their email address and the date of the meeting.

Do all you can to retain a good rapport your postmaster, so you can count on their help in the future.

FACILITIES DATABASE

The FDB is an internal USPS private server which can only be accessed from their post office computer.

If you're not listed on the BCG 5 days after your postmaster signs the 1583A, it means that they have not yet uploaded your document into the Facilities Database (FDB). Below are some basic instructions which may help them with the process.

UPLOAD FORM

Here are the steps we have compiled based on experiences shared with us. This may help a postmaster to find and navigate through the system to get your location BCG verified as a CMRA.

GO TO YOUR LOCAL POST OFFICE

Step 1: Ask your postmaster to navigate to the FDB via this website: fdb.usps.gov on their post office computer.

Step 2: Click **CMRA, and Add CMRA** to enter your information into any required fields. (If they see CMRA Drop Count here, this refers to the number of active PMBs in your location. You should be as accurate as possible.)

Step 3: Upload the form.

Step 4: Scroll all the way down to click **Certify With Updates** to save and process your form.

HELPFUL NOTE:

There may also be an international customs form, that needs to be signed by you, that they would upload toward the bottom of the page. This is **not currently required since a new version of the form is coming out soon, but they may choose to do it.

BCG VERIFICATION

BUSINESS CUSTOMER GATEWAY

USPS® Business Customer Gateway
Find and manage USPS® services for your business.

If you can get your postmaster's email address, you can also forward them these instructions, if they would like. Once the postmaster has fully completed these steps, it may take a few days to reflect on the BCG, but we have seen locations go live as soon as the next day.

Once your form has been processed, you will be able to request an Admin Code to link your store to the BCG database.
- Type in your zip code in the CMRA Location tab to find your location and click the Request Admin button
- In 10 days or less, you will receive a letter from the USPS containing your Admin Code
- Return to the CMRA Location tab, click Pending Admin Code, enter the code and click Validate to gain admin access