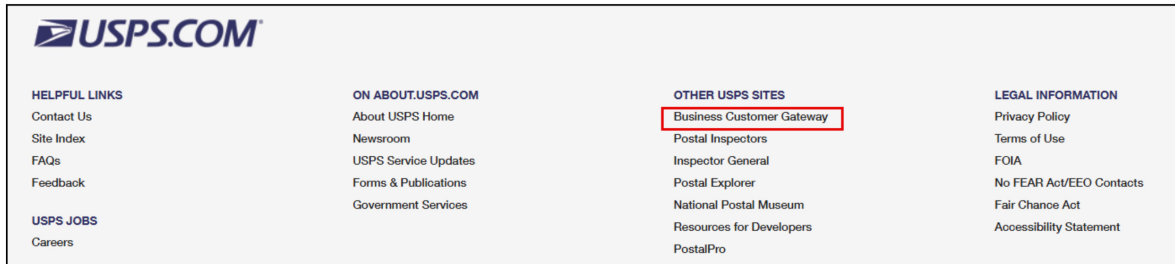




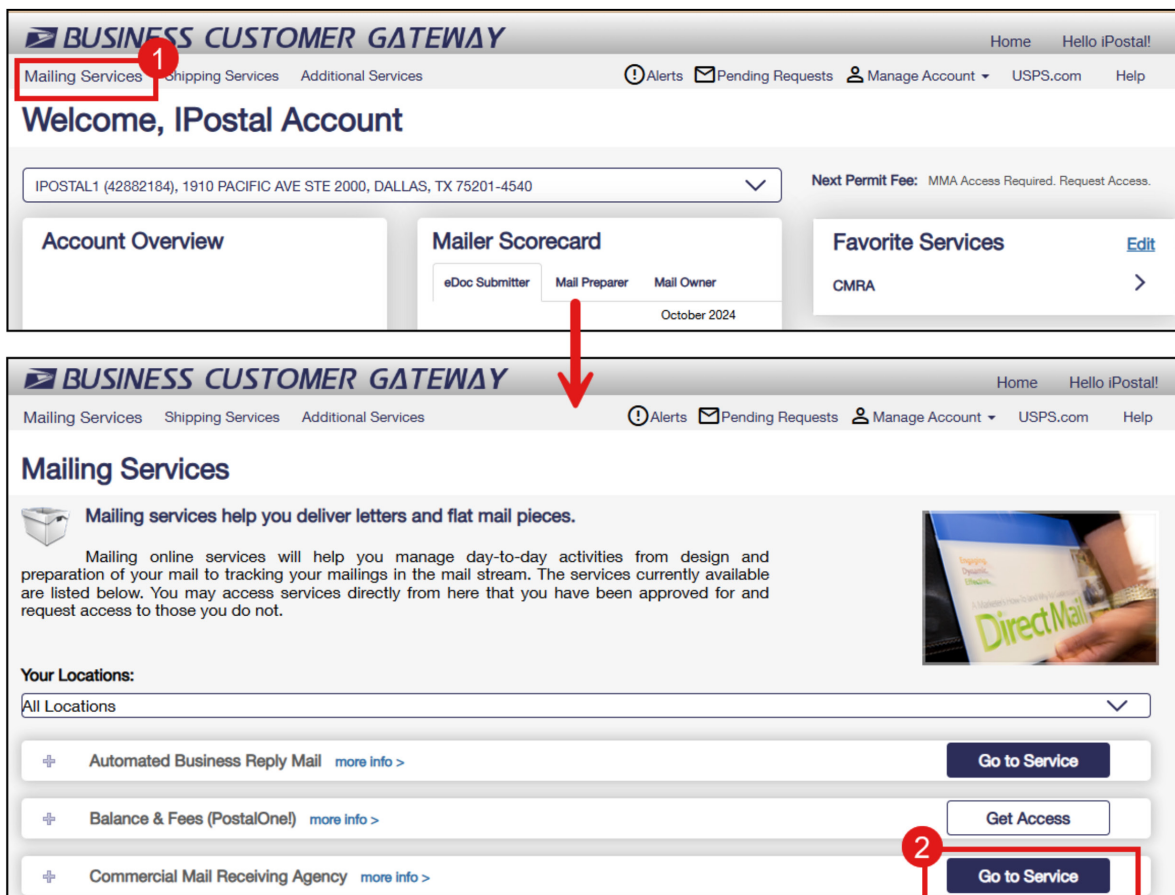
# Instructions for adding iPostal1 as a user to your BCG account

## Adding User Access

1. Go to USPS.com, head to the very bottom of the page and click 'Business Customer Gateway' button under Other USPS Sites

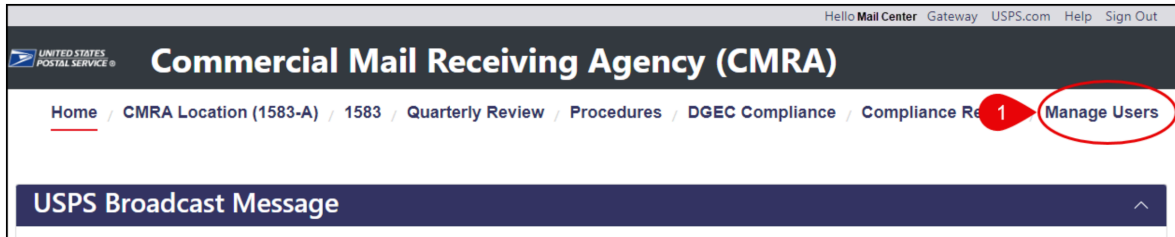


2. Log into the BCG and head over to the CMRA section. Click on 'Mailing Services' and 'Go to Service' to continue



### 3. Click on the 'Manage Users' button to continue

*\*Manage Users will not appear if you don't have Admin Access for a location on the BCG. [Click here to learn more.](#)*

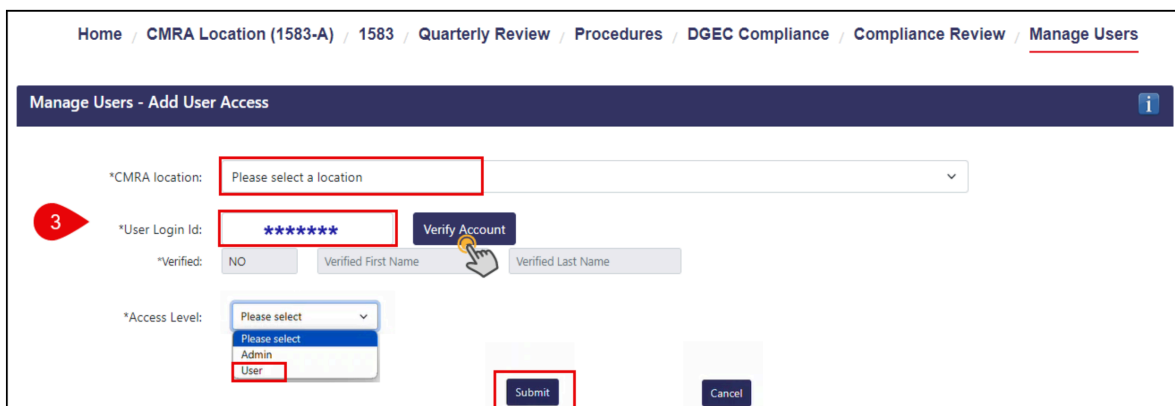


### 4. Click 'Add User Access' to continue



### 5. Select the CMRA location that you'd like to grant User Access to (For partners with multiple locations, please repeat for each address)

- Enter the User Login ID provided by iPostal1 and click 'Verify Account'
- Select access level 'User' & click 'Submit' (We do not need Admin Access)



## 6. Confirmation the user has been added to your account will appear on the top of the screen

**Manage Users**

Access Level is updated for user with login id \*\*\*\*\*

Search:

BCG Id	User Name	Access Level	Company Name	Company Address	Owner Name	PS1583-A Image
CMRA BCG ID	CMRA USERNAME	Admin*	CMRA NAME	CMRA ADDRESS	CMRA OWNER	
*****	*****	User	Postal 1	CMRA ADDRESS	CMRA OWNER	

\* Access level change is restricted since the user is the only administrator for the CMRA location

## Removing User Access

To remove user access, go to 'Manage Users'

- Change the access level from 'User' to 'None' and click 'Save'
- On the following page, click 'Submit' and the recipient will lose access immediately

*\*Please note, removing iPostal1 as a user will immediately discontinue your participation in the BCG support program. We will no longer be able to upload customers on your behalf.*

**Manage Users**

Removing User Access:

Search:

BCG Id	User Name	Access Level	Company Name	Company Address	Owner Name	PS1583-A Image
CMRA BCG ID	CMRA USERNAME	Admin*	CMRA NAME	CMRA ADDRESS	CMRA OWNER	
*****	*****	User	Postal 1	CMRA ADDRESS	CMRA OWNER	

1. Access Level dropdown menu is open, showing options: Admin, User, None. 'None' is highlighted.

2.

**Manage Users - Update User Access Review**

BCG Id	User Name	Access Level	Company Name	Company Address	Owner Name
minami001	Minami Matsuo	NONE	Postal 1	400 RELLA BLVD STE 123, SUFFERN, NY 10901	Daria Sorgine

3.