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**
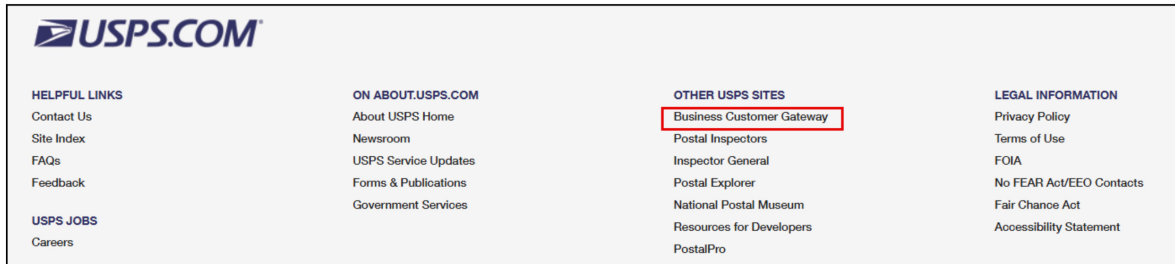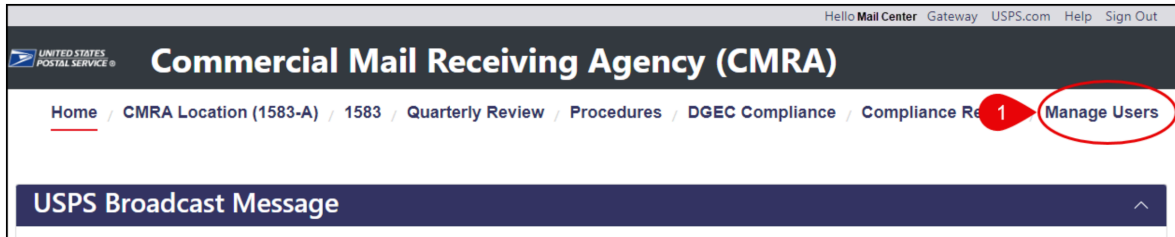

2. **Log into the BCG and head over to the CMRA section. Click on 'Mailing Services' and 'Go to Service' to continue**
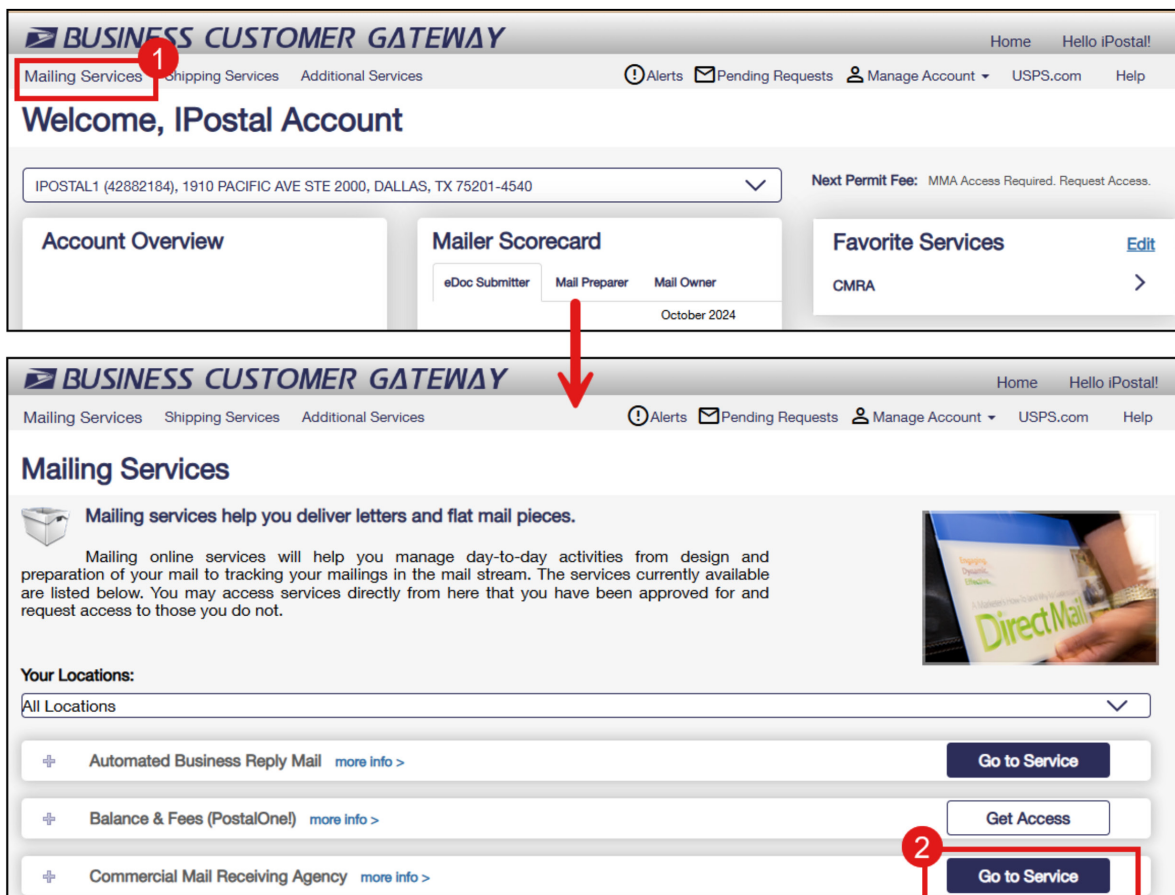
3. Click on the 'Manage Users' button to continue

Manage Users will not appear if you don't have Admin Access for a location on the BCG. Click here to learn more.
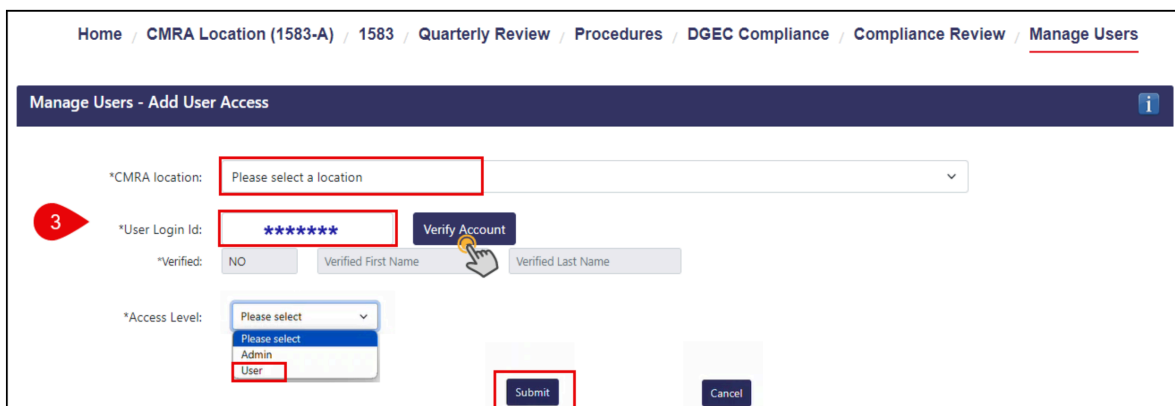

4. Click 'Add User Access' to continue

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

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.