



Commercial Mail Receiving Agency (CMRA)

User Guide

Revision History

Revision	Date	Notes	Author
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1.0 Introduction

1.1 Intended Use

This User Guide is intended for United States Postal Service (USPS or Postal Service) business customers who use the Postal Service Business Customer Gateway (BCG) to access Postal Service Commercial Mail Receiving Agency (CMRA) business mailing services.

1.2 Scope

This User Guide describes how to create, update, and manage a 1583 business account in the CMRA. You will also be able to add, update, and manage your location customers in the CMRA. You must have a BCG account and authorized 1583-A location to access the CMRA.

1.3 Points of Contact

Contact the following for assistance.

CMRA office:

cmraprogram@usps.gov

CMRA website technical support:

CMRATechSupport@usps.gov

1.4 Website Information and Navigation

We recommend using the Google Chrome web browser to access the BCG website. Microsoft Edge or other browsers may have security settings that result in access issues for the BCG website.

Menu items, drop-down lists, text boxes, links, or buttons to select are indicated in ***Bold italicized text***. CMRA Dashboard Toolbar Menu Locations (landing pages) in the text are indicated by underlining (for example: Home or 1583).

When completing online forms, required fields are indicated with **single (*)** or **double asterisks (**)**. Fields highlighted in **Grey** are filled out by the system automatically or are not available for this section. In this document required text for data entry is indicated in **Bold text**. Sections in the online forms are referenced by the word "item" and the item number, with the initial instance including the item title (for example: item 5 Name of Person Applying or item 5).

To navigate between fields in online forms, you may press the **Enter** or **Tab** key to move to the next field in order or use your mouse to select a field.

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2.0 Business Customer Gateway

Note: You do not need prior approval to create a business account in the BCG.

Note: You must have an approved form *PS 1583a Application to Act as a Commercial Mail Receiving Agency* to create and access an CMRA account on the BCG. See Appendix C – Forms.

Access the Business Customer Gateway login screen, using the link below or by clicking on the link on USPS.com.

<https://gateway.usps.com/eAdmin/view/signin>

OR

- A. On the USPS.COM website, navigate to the links at the bottom of the page (Figure 1).
- B. Under OTHER USPS SITES, click on **Business Customer Gateway**.

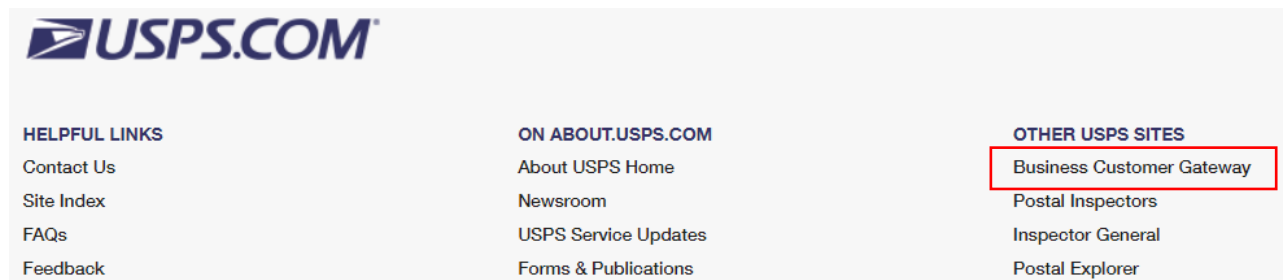


Figure 1: USPS.COM Business Customer Gateway Link

If you do not have a BCG account proceed with 2.1 Sign up for the Business Customer Gateway.

If you already have a BCG account skip to 2.4 Sign into the Business Customer Gateway.

2.1 Sign up for the Business Customer Gateway

- A. To sign up for the Business Customer Gateway, click **Sign up for the BCG** (Figure 2).

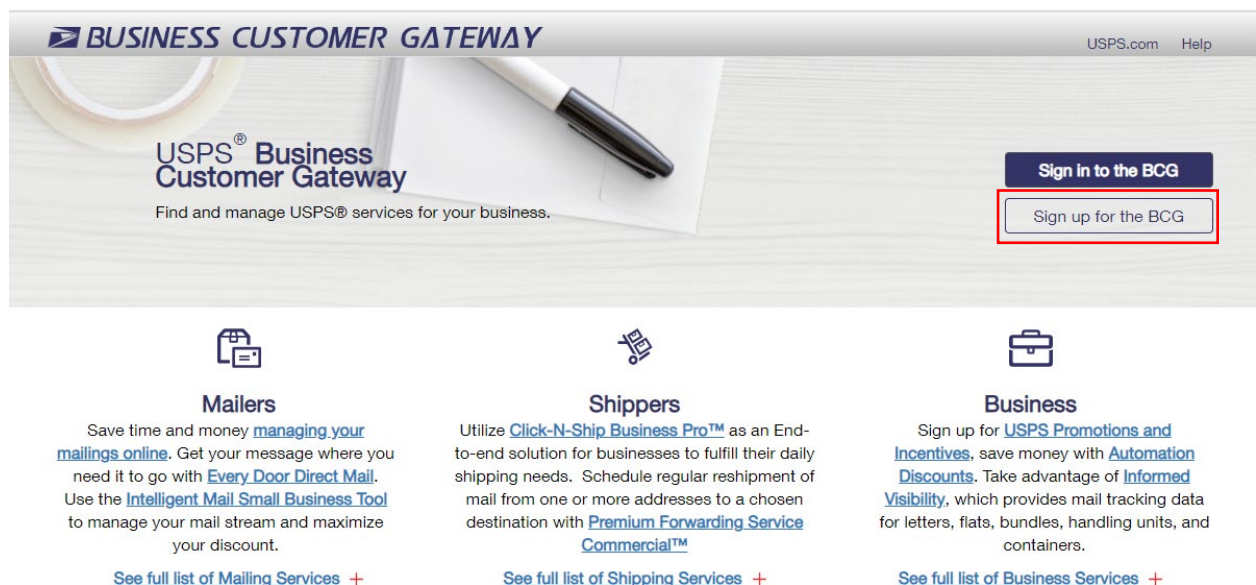


Figure 2: Sign up for the BCG

B. Enter a unique **username** (Figure 3).

1. The ☒ **Available!** message displays if the username has not been used (Figure 3).

Create Your USPS.com Business Account

Step 1: Pick a username

Please enter a username which will uniquely identify you with the United States Postal Service.

* indicates a required field

* Username ⓘ

a3puser

☒ **Available!**

Figure 3: Create Your USPS.com Business Account

2. The message **Looks like that username is already in use** displays if the name is not available (Figure 4). Enter a different unique username or use the radio buttons to select an available username suggestion from the list displayed.

Create Your USPS.com Business Account

Step 1: Pick a username

Please enter a username which will uniquely identify you with the United States Postal Service.

* indicates a required field

* Username ⓘ

USPS_User

ⓘ Looks like that name is already in use.

Need to **sign in**?

Try another username or choose one of our suggestions.

- ☐ USPS_User3
☐ USPS_User4
☐ USPS_User5
☐ USPS_User6

Figure 4: Username in Use

C. Create a **password** and answer **security questions** (Figure 5). The * indicates a required field.

Step 2: Enter your security information

Please create a password for your account. We highly recommend you create a unique password - one that you don't use for other websites.

* indicates a required field

Pick a Password

* Password

.....

* Re-Type Password

.....

Passwords must be at least 8 characters in length and include at least one uppercase letter, one lowercase letter, and one number. They are case-sensitive and cannot include your username or more than two consecutive identical characters. ⓘ

Please answer two secret questions. Answers are not case-sensitive. If you forget your password, you will be asked for this information to re-gain access to our site.

* indicates a required field

Pick Two Security Questions

* First Security Question

Select First Question

* Second Security Question

Select Second Question

* Your Answer

.....

* Your Answer

.....

* Re-Type your answer

.....

* Re-Type your answer

.....

Figure 5: BCG Account Password and Security Questions

D. Enter your **name** and **contact information** (Figure 6). The * indicates a required field.

Step 3: Enter your contact information

Please review and edit your contact information for your USPS account

* indicates a required field

Name		Email & Phone	
Title		* Email Address ⓘ	
<input type="text" value="Mr"/>		<input type="text" value="youremail@email.com"/>	
* First Name		* Re-Type Email Address	
<input type="text" value="John"/>		<input type="text" value="youremail@email.com"/>	
M.I.		* Type	* Phone ⓘ
<input type="text"/>		<input type="text" value="US"/>	<input type="text" value="6501234567"/>
			Ext. <input type="text"/>
* Last Name		Mobile (U.S. Only)	
<input type="text" value="Doe"/>		<input type="text"/>	
Suffix		Can we contact you?	
<input type="text" value="Select"/>		Get communications from USPS and our partners.	
		<input type="checkbox"/> From USPS	
		<input type="checkbox"/> From USPS Partners	

Figure 6: BCG Account User Contact Information

E. Find your business address by clicking the desired **radio button** to search by address, ZIP Code™, or Customer Registration ID (CRID) (Figure 7). Follow the instructions on screen or use the steps below.

NOTE: In the BCG account creation screens (Figure 7, Figure 8, Figure 9, and Figure 10), “Company Identifier” refers to the “Customer Registration ID (CRID)” that is assigned by the BCG Group.

1. If finding by address, go to step F.
2. If finding by ZIP Code™, go to step G.
3. If finding by CRID, go to step H.

Step 4: Find address by...

Please enter the address so USPS can find the best deliverable option for you.

Please choose how you would like to find your address

☐ Address ☐ ZipCode™ ☐ Company Identifier

Figure 7: Find Address Selection

F. To find by address, fill in all the **required information** (indicated by *****) before clicking **Verify Address** (Figure 8). Follow the online instructions.

Step 4: Find address by...

Please enter the address so USPS can find the best deliverable option for you.

Please choose how you would like to find your address

☒ Address ☐ ZipCode™ ☐ Company Identifier

Step 5: Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

* indicates a required field

Enter your address

* Country

UNITED STATES

* Company Name

* Street Address

Apt/Suite/Other

* City

* State

Select

ZIP Code™

Verify Address

Figure 8: Find by Address

- G. To find address by ZIP Code™, enter the **ZIP Code™** for your location before clicking **Search** (Figure 9). Follow the online instructions.

Step 4: Find address by...

Please enter the address so USPS can find the best deliverable option for you.

Please choose how you would like to find your address

☐ Address ☒ ZipCode™ ☐ Company Identifier

Step 5: Find by ZIP Code™

Search for a ZIP Code™ and validate your address so it can be verified as a valid delivery address.

* indicates a required field

Enter Your United States ZIP Code™

Please enter your ZIP Code™ so we can get an accurate address for you.

* ZIP Code™

Figure 9: Find by ZIP Code™

- H. To find address by CRID, enter the **CRID** for your location before clicking **Find CRID** (Figure 10). Follow the online instructions

Step 4: Find address by...

Please enter the address so USPS can find the best deliverable option for you.

Please choose how you would like to find your address

☐ Address ☐ ZipCode™ ☒ Company Identifier

Step 5: Find by CRID

Search for your Company Identifier (CRID) and validate your company so it can be verified as a valid delivery address.

* indicates a required field

Enter Your Company Identifier (CRID)

Please enter your CRID so we can get an accurate address for you.

* CRID

Figure 10: Find by CRID

- I. After verifying your delivery address, click **Create Account** (Figure 11).

Step 5: Find by ZIP Code™

Search for a ZIP Code™ and validate your address so it can be verified as a valid delivery address.

* indicates a required field

Your deliverable address:

The address you've provided has been verified as a valid delivery address.



My Company
 2700 CAMPUS DR
 SAN MATEO CA 94497-0001

[Change this address](#)

Figure 11: Create BCG Account

- J. Your account is now registered (Figure 12). The page will automatically redirect to the Getting Started page for your account (Figure 13).

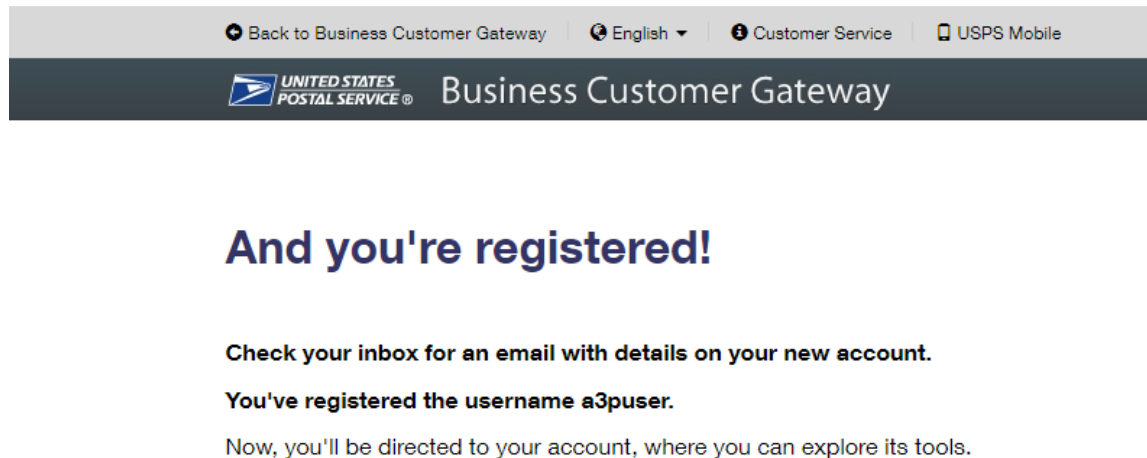


Figure 12: BCG Account Registered

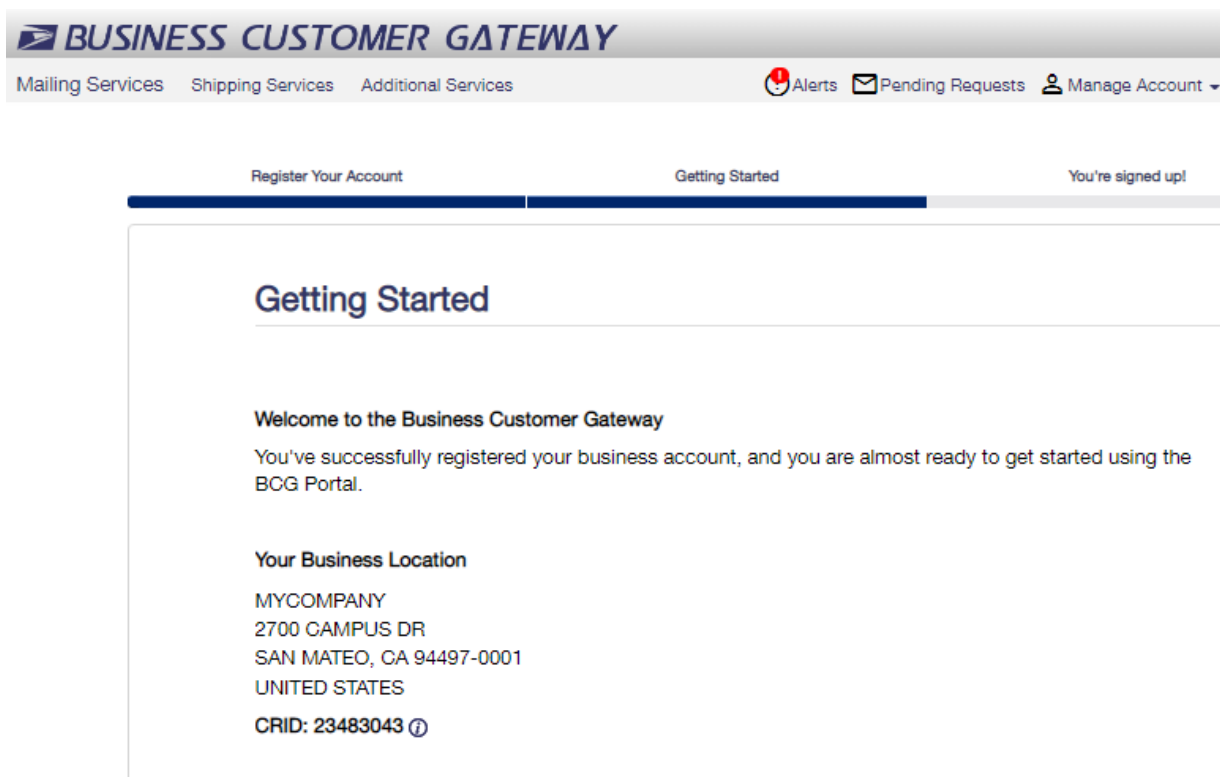


Figure 13: Getting Started – Your Business Location

- K. On the Getting Started page under Add Services, click the **radio button** to expand the list for **Core Suite of Services** and select it. Under User Agreement, click the **radio button** for **Yes**. Click **Continue** (Figure 14 below).

Add Services

Business Services are tools that can help you to make better use of all that the Postal Service has to offer.

☒ **Core Suite of Services**. (Recommended)

With these services, you'll be able to:

- Prepare, track and monitor your mailings
- Manage Mailer IDs and Permits
- Simplify Full Service Mailing and Customer Returns
- Target Areas with Direct Mail
- Send and Manage Large Shipments
- Order Mailing and Shipping Labels
- Enroll for Shipping Services
- Generate Mail and Transaction History reports
- Stay On Top of USPS Promotions and Incentive Programs

☐ Custom Select Services

User Agreement

If you are the first user to request a service for your location, you can become the **Business Service Administrator (BSA)** of that service; you would be responsible for managing that service for any future users, controlling who can and cannot use it at your business location.

Do you agree to become the BSA for any service that doesn't already have one assigned?

☒ Yes

☐ No

By clicking Continue you agree to the [terms and conditions](#) of the Business Customer Gateway and consent to any future updates.

Continue

Figure 14: Getting Started – Select Core Services

L. The You're Signed Up! page displays (Figure 15).

BUSINESS CUSTOMER GATEWAY Home Hello Jane!

Mailing Services Shipping Services Additional Services Alerts Pending Requests Manage Account USPS.com Help

Register Your Account Getting Started You're signed up!

You're Signed Up!

Congratulations, your account is set up with business services.

Review the status of your service access below. Having access to a service means that you can see and use it freely. Depending on your company's needs, different employees may need access to different services. The access is regulated by the Business Service Administrator (BSA) of each service.

Your Business Location:

MY COMPANY
2700 CAMPUS DR
SAN MATEO, CA 94497-0001
UNITED STATES

The following [Mailer ID \(MID\)](#) is currently assigned to this business location: 900628629 ⓘ

CRID: 20547488 ⓘ

[Add a Location](#)

✓ You can begin using these business services. Services with an asterisk (*) indicate you have become the BSA.

Service
Commercial Mail Receiving Agency - Commercial Mail Receiving Agency (CMRA) Registration and Regulatory Compliance
Customer Label Distribution System (CLDS) - Order bulk, collated or DMM labels online.
Every Door Direct Mail - EDDM is designed to help you reach every home, every address, every time.
Intelligent Mail Small Business (IMsb) Tool - Produce the IMb for your mailings.

[Get Access to Additional Services](#)

Figure 15: BCG Account Sign Up Complete

M. Scroll to the bottom of the screen, which displays a list of additional services you may request (Figure 16 below). Click **Continue**. This will take you to the BCG Welcome page in section 2.4 (Figure 22 below).

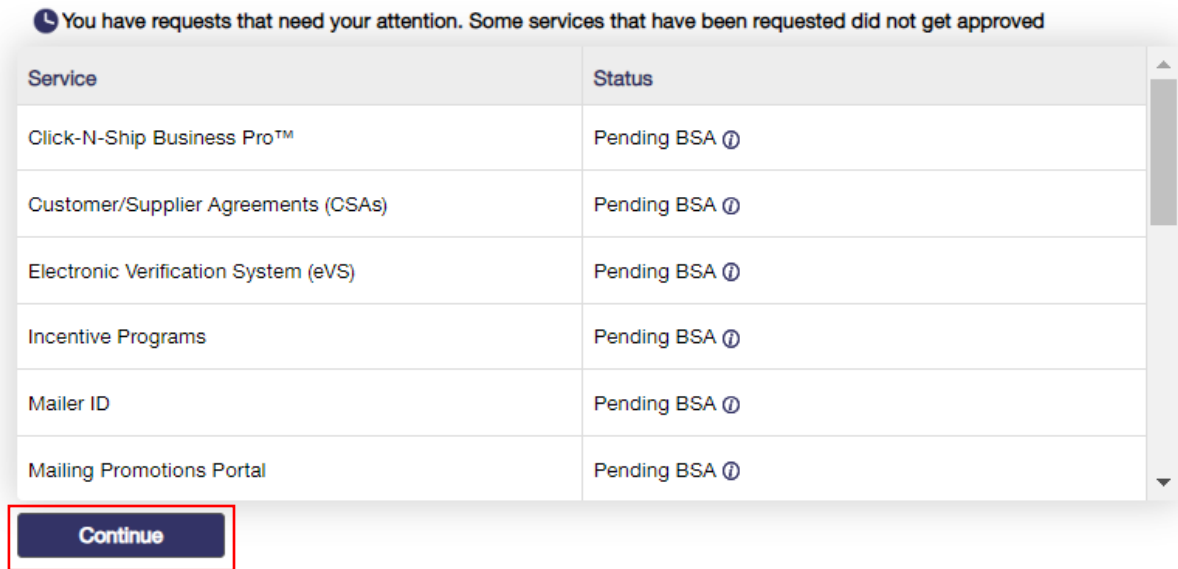


Figure 16: Additional Services Request

2.2 Account Services Access

Once you sign up for the BCG, you will receive an email from the BCG system with your company information, including a list of services you have access to. This email also lists additional services you may request (Figure 17).

Welcome to the USPS Business Customer Gateway!

The Business Customer Gateway (BCG) is your central hub for managing your USPS activity for your Business. Within the site, you will find our Business Services, which are tools that will assist you with monitoring, tracking, and managing your mailing and shipping activities.

The core services listed below may be useful to your business. Once you have access to each service, you can use it by logging into the BCG. Additional services may be available.

Depending on your company's needs, different employees may need access to different services. The access is regulated by the Business Service Administrator (BSA), a representative within your company, of each service.

Your Home Business Location:

MY COMPANY
2700 CAMPUS DR
SAN MATEO, CA 94497-0001
UNITED STATES
CRID: 20547488

You have been granted access to:

Commercial Mail Receiving Agency - Commercial Mail Receiving Agency (CMRA) Registration and Regulatory Compliance
Customer Label Distribution System (CLDS) - Order bulk, collated or DMM labels online.
Every Door Direct Mail - EDDM is designed to help you reach every home, every address, every time.
Intelligent Mail Small Business (IMsb) Tool - Produce the IMb for your mailings.

**Services with an asterisk indicate you have become BSA. This means you are able to manage this service for any future users, controlling who can and cannot use it at your business location.*

Your access is currently pending for the following services:

Click-N-Ship Business Pro™ is Pending BSA
Customer/Supplier Agreements (CSAs) is Pending BSA

Figure 17: Welcome to BCG Email

2.3 Account Email Validation

You will receive an email from the BCG system requesting that you validate your company email address (Figure 18). Click the link in the email to validate your email address.

Username: USPS_User1

Account Type: Business

To improve your experience with USPS please [click here](#) to validate your e-mail address.

Sign-in to the Business Customer Gateway (<https://gateway.usps.com>) to perform critical tasks such as:

- View company information
- Manage Mailer IDs
- Manage electronic data exchange
- Schedule mailing appointments
- View postage statements and transactions
- Track and confirm

Log-in to www.USPS.com to access other business related service offerings:

- Order mailing/shipping supplies
- Calculate Domestic and International Postage
- Create a shipping label
- Schedule a package pickup
- Schedule a package intercept
- Daily Mail Service Updates (Domestic and International) - Get reports on potential impacts to mailer dropshipments, distribution and mail processing
- Manage and Pay for a PO Box
- Buy stamps
- Access Direct Mail Resources
- Create your own Direct Mail Campaign
- Learn how Direct Mail can help your business succeed

Figure 18: Account Email Validation

2.4 Sign into the Business Customer Gateway

You must sign into a BCG account to use the CMRA website.

- A. On the Business Customer Gateway website click **Sign in to the BCG** (Figure 19).



Figure 19: BCG Sign In Page

- B. The Access Your Account page displays (Figure 20). Enter your **Username** and **Password** and click **Sign in**.

The image shows a login form titled "Access Your Account" with the subtitle "Enter Your Username & Password". A note states "* indicates a required field". There are two input fields: "* Username" and "* Password", both of which are empty. Below these fields is a dark blue button labeled "Sign In". Red rectangular boxes highlight the Username field, the Password field, and the Sign In button.

Figure 20: BCG Username and Password

1. If you enter your username or password incorrectly, your account is temporarily disabled (Figure 21), with a timed retry message displayed.
2. Reenter your **Username** and **Password** and click **Sign In**.
3. If you have forgotten your username or password, select the appropriate help link to retrieve your username or reset your password (Figure 21).

The image shows the same login form as Figure 20, but with the "Sign In" button disabled. Below the button, a red message box states: "Your account has been temporarily disabled. Please try again in 36 seconds". Below this message are two links: "Forgot your username?" and "Forgot your password?", each with a help icon. The Username field contains the text "USPS_User" and the Password field contains a masked password ".....". At the bottom, a note reads: "The United States Postal Service is serious about protecting your personal information. For added security, please consider changing your password periodically."

Figure 21: Account Temporarily Disabled

C. The BCG Dashboard displays (Figure 22).

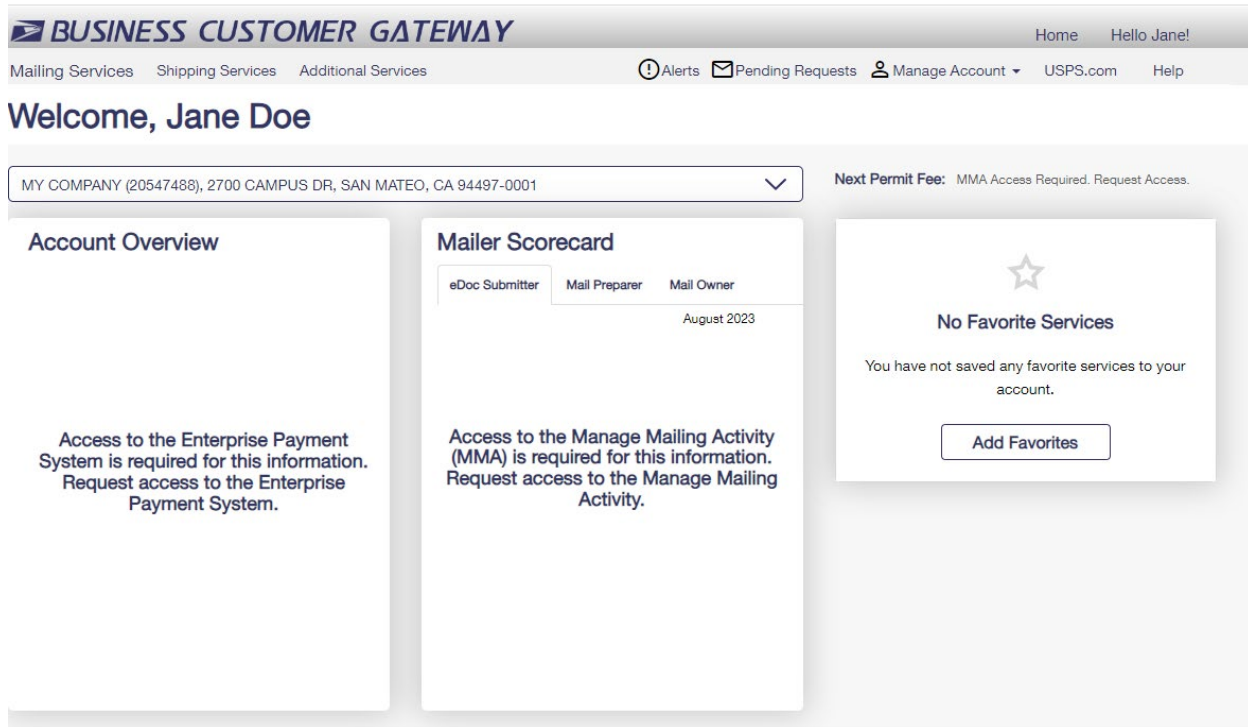


Figure 22: BCG Dashboard

- D. The BCG Dashboard Toolbar contains links to services [light grey bar under the Business Customer Gateway title] (Figure 23).
1. Mailing Service categories on the left
 2. Account management on the right

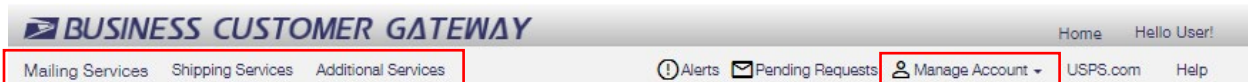


Figure 23: BCG Dashboard Toolbar

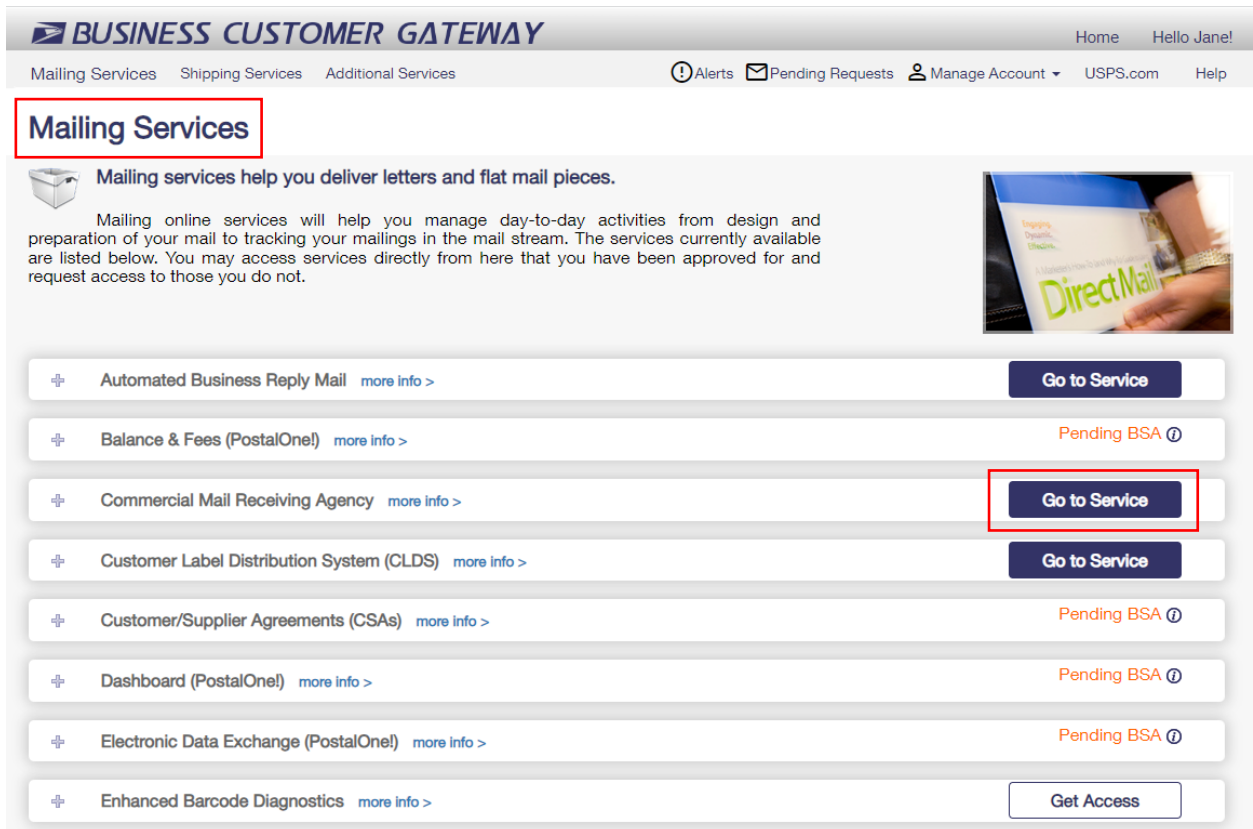
- E. To Access Services:
1. Click the desired **Service Type** from the BCG Dashboard Toolbar to access the Service Type landing page (Figure 24).



Figure 24: Select Service Type from BCG Dashboard Toolbar

2. A list of specific services for the category displays (Figure 25 below).

3. Click **Go to Service** for the specific service desired.
4. The Dashboard for the service displays (Figure 25). Refer to 3.0 Commercial Mail Receiving Agency (CMRA) for more information.



BUSINESS CUSTOMER GATEWAY Home Hello Jane!

Mailing Services Shipping Services Additional Services Alerts Pending Requests Manage Account USPS.com Help

Mailing Services

Mailing services help you deliver letters and flat mail pieces.

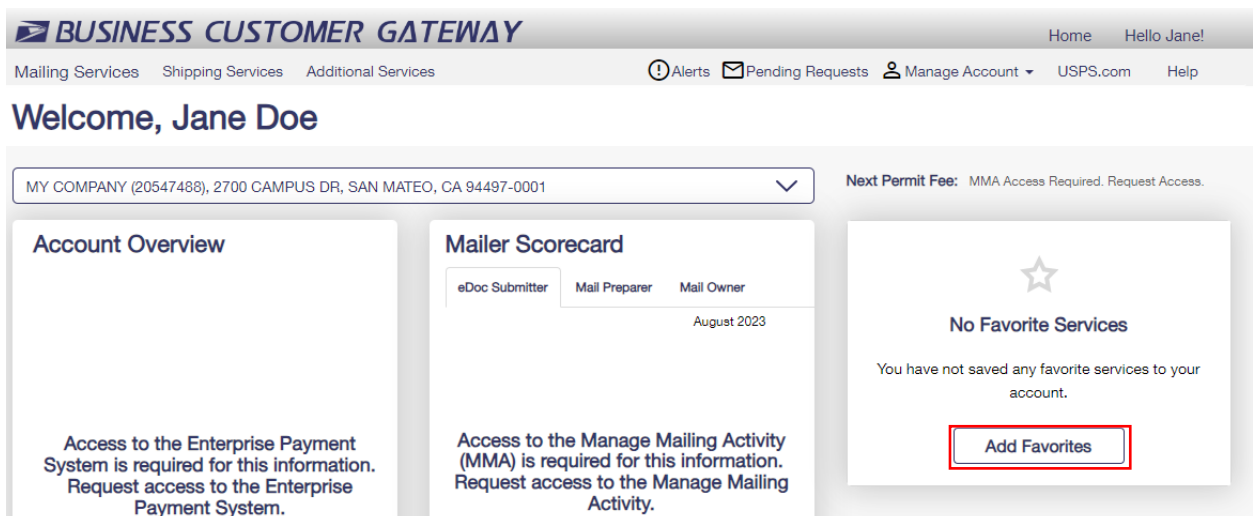
Mailing online services will help you manage day-to-day activities from design and preparation of your mail to tracking your mailings in the mail stream. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.

Automated Business Reply Mail more info >	Go to Service
Balance & Fees (PostalOne!) more info >	Pending BSA ⓘ
Commercial Mail Receiving Agency more info >	Go to Service
Customer Label Distribution System (CLDS) more info >	Go to Service
Customer/Supplier Agreements (CSAs) more info >	Pending BSA ⓘ
Dashboard (PostalOne!) more info >	Pending BSA ⓘ
Electronic Data Exchange (PostalOne!) more info >	Pending BSA ⓘ
Enhanced Barcode Diagnostics more info >	Get Access

Figure 25: BCG Mailing Services Landing Page

F. To add services to Favorites on the BCG Welcome page:

1. Click **Add Favorites** from the BCG No Favorite Services section (Figure 26).



BUSINESS CUSTOMER GATEWAY Home Hello Jane!

Mailing Services Shipping Services Additional Services Alerts Pending Requests Manage Account USPS.com Help

Welcome, Jane Doe

MY COMPANY (20547488), 2700 CAMPUS DR, SAN MATEO, CA 94497-0001

Next Permit Fee: MMA Access Required. Request Access.

Account Overview

Access to the Enterprise Payment System is required for this information. Request access to the Enterprise Payment System.

Mailer Scorecard

eDoc Submitter Mail Preparer Mail Owner

August 2023

Access to the Manage Mailing Activity (MMA) is required for this information. Request access to the Manage Mailing Activity.

No Favorite Services

You have not saved any favorite services to your account.

Add Favorites

Figure 26: Add Favorites

- 2. The Manage Favorites Dashboard displays (Figure 27).
- 3. Click the **checkbox** for up to ten favorite services to display on the BCG Dashboard and click **Save** (Figure 27).

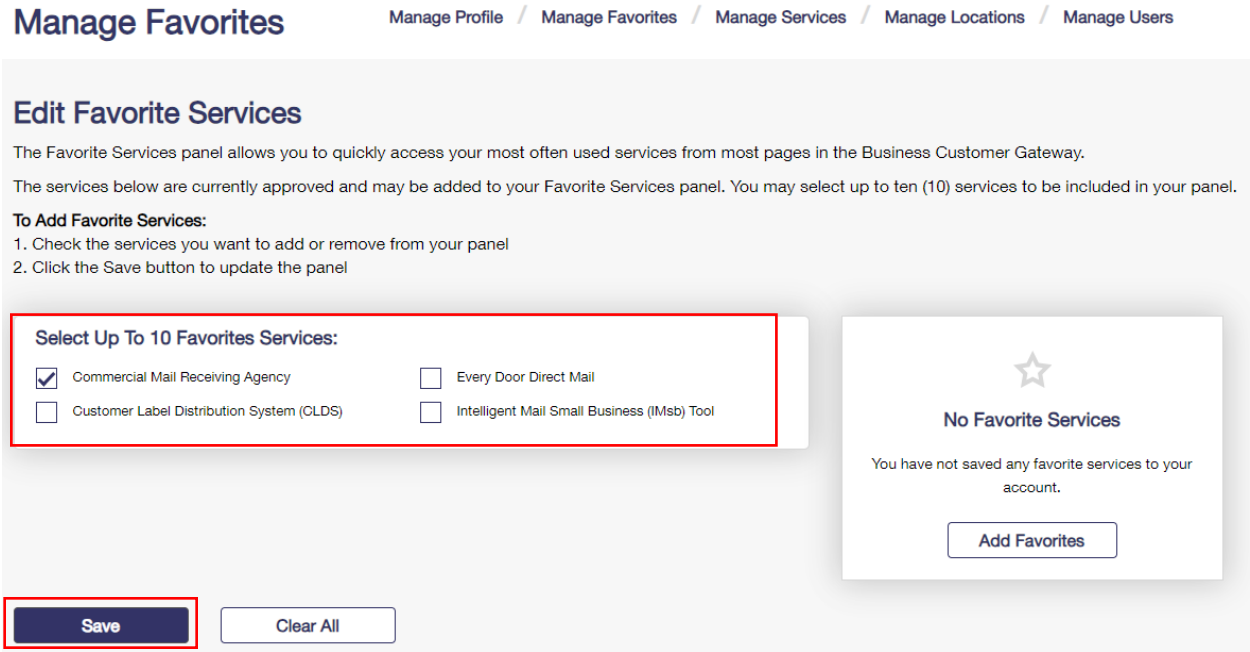


Figure 27: Select Favorite Services

- 4. Your choice for favorite services to display on the BCG Dashboard shows in the Favorite Services list (Figure 28).

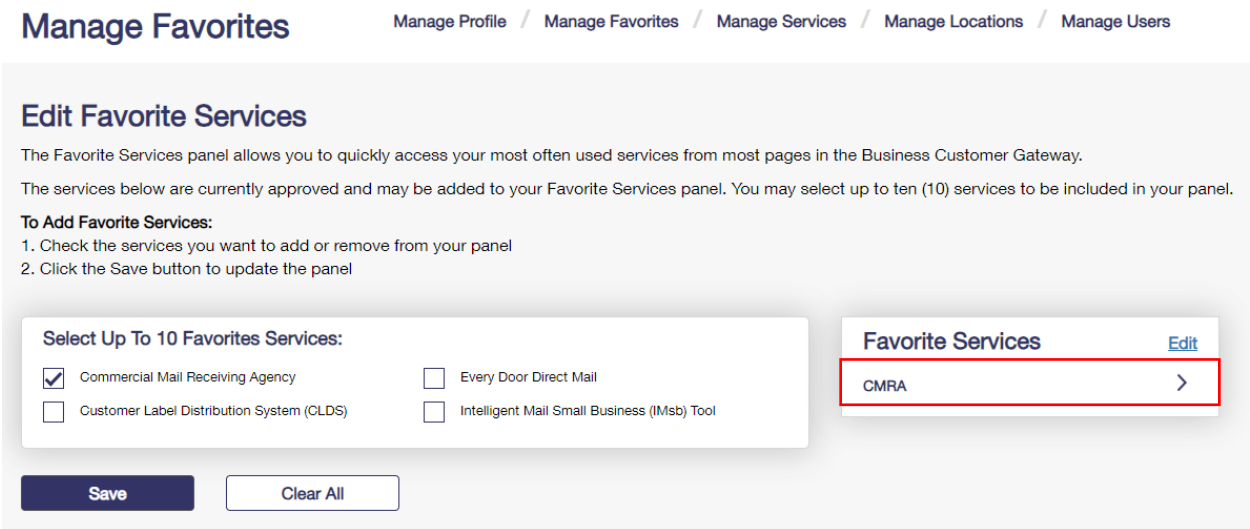


Figure 28: Favorite Services Selection

5. Select **Home** from the BCG Dashboard Toolbar to return to the BCG Dashboard (Figure 30). The selected favorite services display in the Favorite Services list. You may edit this list directly from the link in Favorite Services, or by accessing the Manage Favorites from the Manage Account dropdown menu (section 2.5 and Figure 32 below).

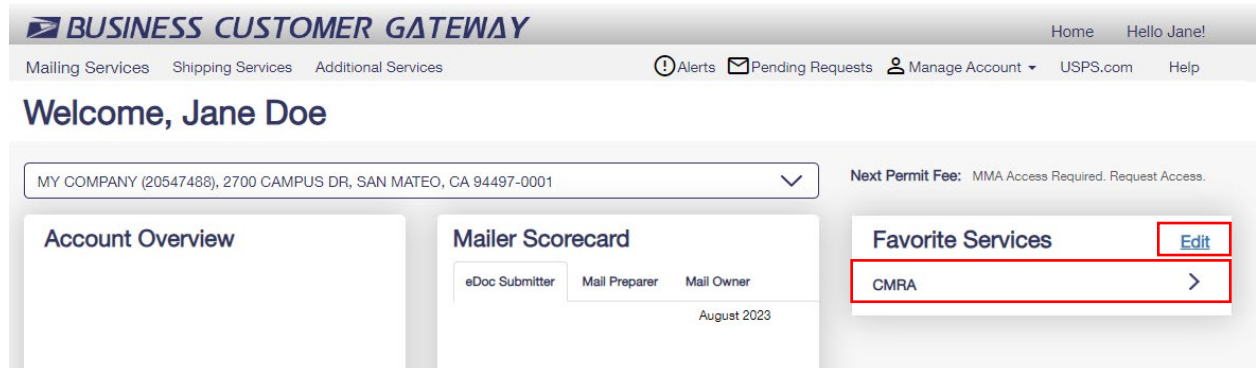


Figure 29: BCG Favorite Services Updated

2.5 Manage BCG Account Menu

Click **Manage Account** from the BCG Dashboard Toolbar to display the Manage Account dropdown menu (Figure 30).



Figure 30: BCG Manage Account Menu

Select **Manage Profile** from the Manage Account dropdown menu (Figure 30). The Manage Profile dashboard displays (Figure 31 below).

BUSINESS CUSTOMER GATEWAY Home Hello Jane!

Mailing Services Shipping Services Additional Services Alerts Pending Requests Manage Account USPS.com Help

Manage Profile Manage Profile / **Manage Favorites** / Manage Services / Manage Locations / Manage Users

User Details

Jane MDoe [Edit](#)
 lorene.m.guernsey@usps.gov
 (555) 321-6789

No Favorite Services
 You have not saved any favorite services to your account.
[Add Favorites](#)

Home Business Location

MY COMPANY Customer Registration ID (CRID) ⓘ
 2700 CAMPUS DR 20547488
 SAN MATEO, CA 94497-0001
 UNITED STATES

[Terms & Conditions](#)

Figure 31: BCG Manage Profile Dashboard

Select **Manage Favorites** from the Manage Account dropdown menu (Figure 31 above). The Manage Favorites dashboard displays (Figure 32). Refer to 2.4.F to add favorites to the No Favorite Services list.

BUSINESS CUSTOMER GATEWAY Home Hello Jane!

Mailing Services Shipping Services Additional Services Alerts Pending Requests Manage Account USPS.com Help

Manage Favorites Manage Profile / **Manage Favorites** / Manage Services / Manage Locations / Manage Users

Edit Favorite Services

The Favorite Services panel allows you to quickly access your most often used services from most pages in the Business Customer Gateway.

The services below are currently approved and may be added to your Favorite Services panel. You may select up to ten (10) services to be included in your panel.

To Add Favorite Services:

1. Check the services you want to add or remove from your panel
2. Click the Save button to update the panel

Select Up To 10 Favorites Services:

☐ Commercial Mail Receiving Agency ☐ Every Door Direct Mail
☐ Customer Label Distribution System (CLDS) ☐ Intelligent Mail Small Business (IMsb) Tool

No Favorite Services
 You have not saved any favorite services to your account.
[Add Favorites](#)

[Save](#) [Clear All](#)

Figure 32: Manage Favorites

3.0 Commercial Mail Receiving Agency (CMRA)

3.1 Access CMRA Services

To access your CMRA account you must first log in to the BCG website or create a BCG account if you do not have one. Refer to section 2.0 Business Customer Gateway.

- A. If you have set up CMRA as a favorite on the BCG Dashboard, click the **CMRA** link (Figure 33) to go directly to the CMRA Dashboard [see section 2.4.F.5 above for instructions on adding favorites]. Otherwise, perform the following sub steps to access the CMRA service.

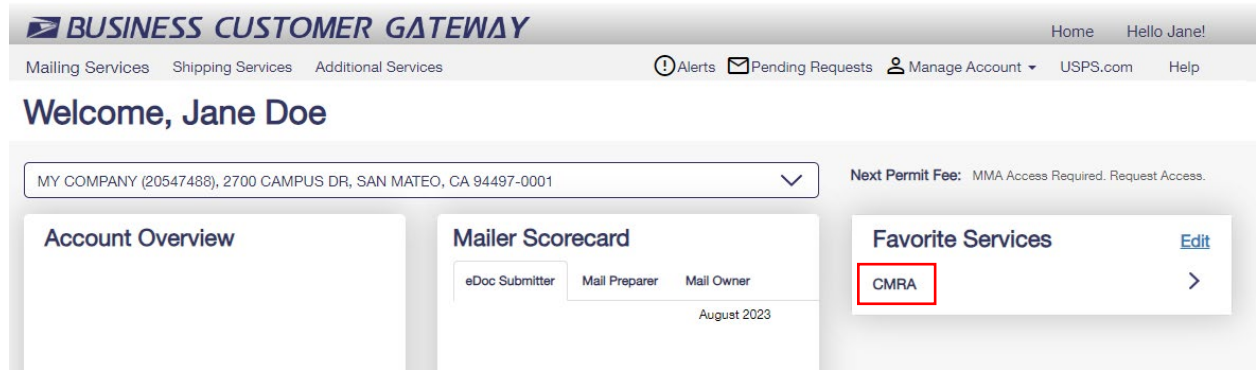


Figure 33: BCG Favorite Services Updated

1. Click **Mailing Services** from the BCG Dashboard Toolbar to access the Mailing Service landing page. A list of specific services for the selected category displays (Figure 34).

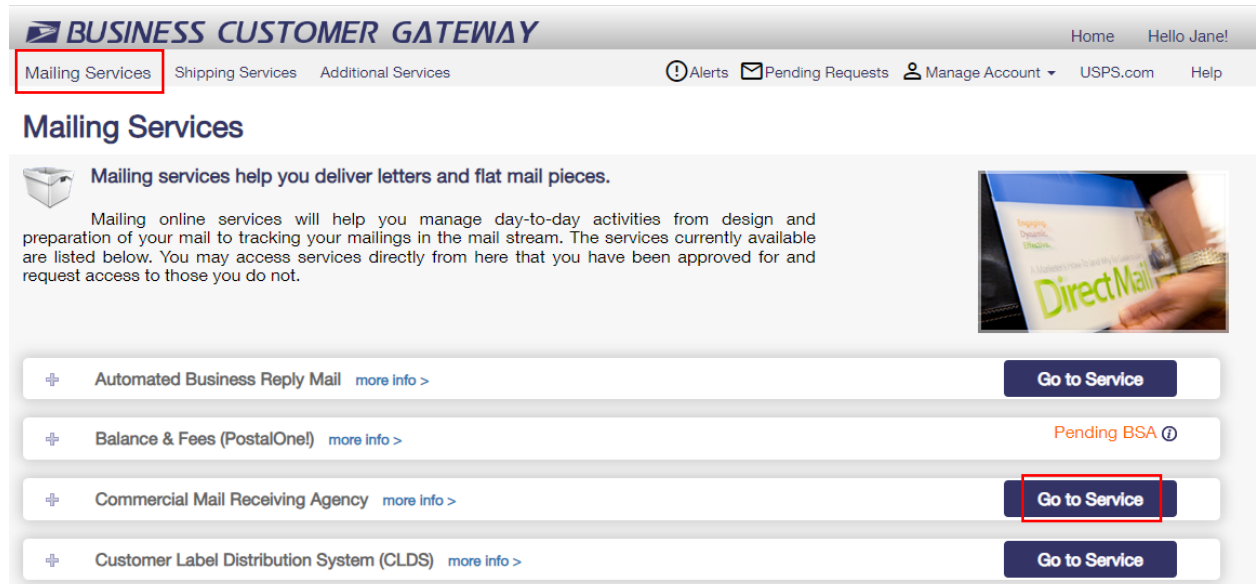


Figure 34: Mailing Services Landing Page

2. To enter the Commercial Mail Receiving Agency service, click **Go to Service** on the right (Figure 34).
- B. The CMRA Home Dashboard displays, with the main menu and a list of messages and tasks.
 1. If you have not set up your CMRA account, the Home broadcast message indicates your account is not setup to access a CMRA location (Figure 35 below). Go to section 3.3.1 Claim CMRA location.



Figure 35: No CMRA Location Set Up - CMRA Dashboard

2. If you have a CMRA Location the Home Dashboard displays the current broadcast messages and outstanding tasks (Figure 36). Go to 3.3.2 View CMRA Location.

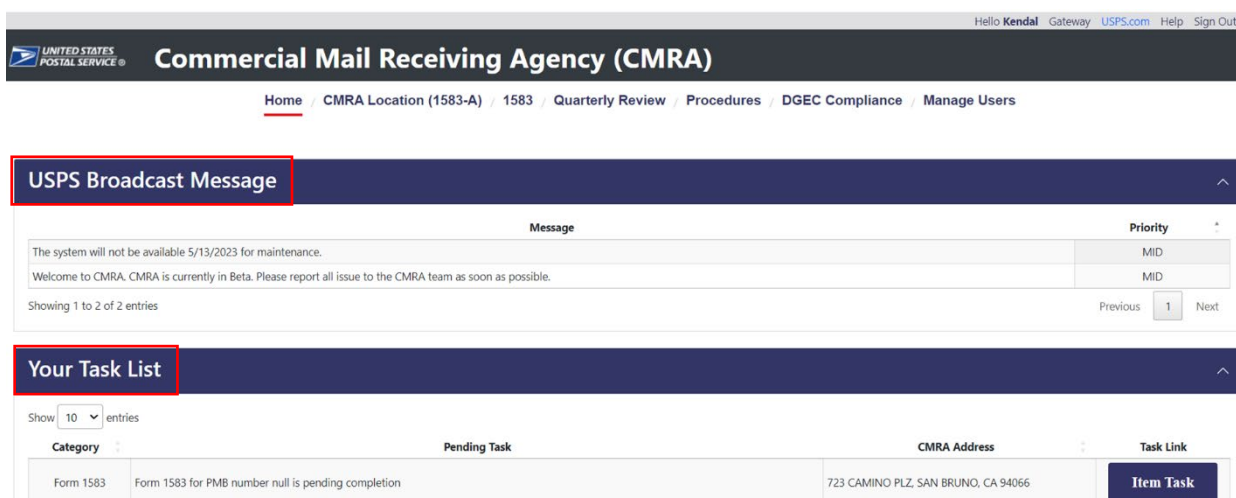


Figure 36: Existing Account - CMRA Dashboard

3.2 CMRA Dashboard Toolbar

The CMRA Dashboard Toolbar remains at the top of all pages in the CMRA (Figure 37).



Figure 37: CMRA Dashboard Toolbar

The current CMRA page location is indicated by a red underline under the corresponding CMRA Dashboard Toolbar **Menu Item**.

In the grey banner in the upper right of the toolbar, click **Gateway** to return to the BCG Dashboard or **Sign Out** to log out of the CMRA and BCG.

To manage your CMRA account:

- A. Click the desired **Item** on the CMRA Dashboard Toolbar to access the landing page.
- B. The selected landing page displays.

3.3 CMRA Location

3.3.1 Claim CMRA location

To claim (find) your company's CMRA Location (1583-A) record:

- A. Click **CMRA Location (1583-A)** on the CMRA Dashboard Toolbar. The CMRA Location (1583-A) landing page displays (Figure 38).

Home / **CMRA Location (1583-A)** / 1583 / Quarterly Review / Procedures / DGEC Compliance

Enter ZIP Code™ to find and administer your company's CMRA Location record

Find

Your CMRA Location Access Level

Company Name	Company Address	Owner Name	Access Level
--------------	-----------------	------------	--------------

Figure 38: CMRA Location (1583-A) Landing Page

- B. Enter your company location's 5-digit **ZIP Code™** in the text box and click **Find** (Figure 39).

Home / **CMRA Location (1583-A)** / 1583 / Quarterly Review / Procedures / DGEC Compliance / Manage Users

Enter ZIP Code™ to find and administer your company's CMRA Location record

22193 Find

CMRA Location Search Results

Company Name	Company Address	Owner Name	
Post Net	4491 CHESHIRE STATION PLZ WOODBRIDGE VA-22193	Dale City Center #112	Request Admin
CMRA AT: 5868 MAPLEDALE PLZ	5868 MAPLEDALE PLZ WOODBRIDGE VA- 22193	John Song	Request Admin

Figure 39: CMRA Location Search

- C. If there are unclaimed locations for the ZIP Code™ entered, the results display in the CMRA Location Search Results (Figure 39).
- D. Click **Request Admin** for the desired location from the search results (Figure 39).

- E. The CMRA Location (1583-A) landing page displays a message that the authorization request is submitted. Your CMRA Location Access Level information displays on the landing page, including the new location with the status of Pending Admin Code (Figure 40). You should receive your validation code via regular mail within ten business days.

CMRA Location Authorization is Submitted. Soon, You will receive Validation Code for each 1583A.

Enter ZIP Code™ to find and administer your company's CMRA Location record

Your CMRA Location Access Level

Company Name	Company Address	Owner Name	Access Level
CMRA AT: 5868 MAPLEDALE PLZ	5868 MAPLEDALE PLZ WOODBRIDGE VA-22193	John Song	Pending Admin Code
CMRA AT: 15000 POTOMAC TOWN PL STE 100	15000 POTOMAC TOWN PL STE 100 WOODBRIDGE VA-22191	JOHN SONG	Admin

Figure 40: CMRA Location Authorization Submission

- F. When you receive the Validation (Admin) Code for your new location by regular mail, return to the CMRA Location (1583-A) landing page to enter the code. The CMRA location with the status of Pending Admin Code is displayed (Figure 41).

Note: The Admin Code is active for 25 days from the date you request it, not the day you receive it in the mail.

Enter ZIP Code™ to find and administer your company's CMRA Location record

Your CMRA Location Access Level

Company Name	Company Address	Owner Name	Access Level
CMRA AT: 5868 MAPLEDALE PLZ	5868 MAPLEDALE PLZ WOODBRIDGE VA-22193	John Song	Pending Admin Code

Figure 41: CMRA Location Pending

- G. Click **Pending Admin Code** for the new location to enter the Admin Code (Figure 41 above). The Validate 1583-A Location screen displays (Figure 42).
- H. Verify the 1583-A location information displayed is correct. Enter the **Admin Code** for the new location in the text box and click **Validate** (Figure 42).

Note: The Admin Code is active for 25 days from the date you request it, not the day you receive it in the mail. If your Admin Code is no longer valid when you enter it, you will get an error message (Figure 44 below). Proceed to step H.2 to request a new Admin Code.

Figure 42: Validate 1583-A Location

1. If your Admin Code is accepted, the CMRA Location (1583-A) landing page displays a message that the CMRA location is validated and attached to your BCG ID (Figure 43).
 - a) Your CMRA Location Access Level information displays on the landing page, including the new location with the status of Admin.
 - b) The menu item Manage Users now displays on the CMRA Dashboard Toolbar.

Company Name	Company Address	Owner Name	Access Level
CMRA AT: 15000 POTOMAC TOWN PL STE 100	15000 POTOMAC TOWN PL STE 100 WOODBRIDGE VA-22191	JOHN SONG	Admin

Figure 43: CMRA Location Validation Message

2. If your Admin Code is NOT accepted, the CMRA Location (1583-A) landing page displays a message that the validation code is expired (Figure 44).

Commercial Mail Receiving Agency (CMRA)

Home / [CMRA Location \(1583-A\)](#) / 1583 / Quarterly Review / Procedures / DGEC Compliance

Validation code for this CMRA Location is expired. Please request for new validation code.

Box & Ship
4455 CAMP BOWIE BLVD STE 114
FORT WORTH TX 76107 3800

Request for new validation code

Figure 44: Request New Validation Code

3.3.2 View CMRA Location

Note: To manage a CMRA location, you must submit PS Form 1583a - Application to Act as a Commercial Mail Receiving Agency to the Postal Service. Refer to Appendix C – Forms.

To view your CMRA Location (1583-A record):

- Click **CMRA Location (1583-A)** on the CMRA Dashboard Toolbar (Figure 45).
- The **CMRA Location (1583-A)** landing page displays. If you had previously claimed a location or locations, the information displays in the CMRA Location Access Level section (Figure 45).

Commercial Mail Receiving Agency (CMRA)

Home / [CMRA Location \(1583-A\)](#) / 1583 / Quarterly Review / Procedures / DGEC Compliance / Manage Users

Enter ZIP Code™ to find and administer your company's CMRA Location record

Find

Your CMRA Location Access Level

Company Name	Company Address	Owner Name	Access Level
CMRA AT: 5868 MAPLEDALE PLZ	5868 MAPLEDALE PLZ WOODBRIDGE VA-22193	John Song	Admin
CMRA AT: 15000 POTOMAC TOWN PL STE 100	15000 POTOMAC TOWN PL STE 100 WOODBRIDGE VA-22191	JOHN SONG	Admin

Figure 45: CMRA Location (1583-A) Landing Page

3.4 1583 (CMRA Location List)

3.4.1 View CMRA Customers at Your Location(s)

To view your CMRA Customers (1583 Users):

- Select **1583** on the CMRA Dashboard Toolbar.
- The **1583** CMRA Location List landing page displays.

1. If you only have one location associated with your BCG ID, the company is selected by default in the CMRA Location List dropdown. The company location information and associated users display (Figure 46 below).

The screenshot shows the 'Commercial Mail Receiving Agency (CMRA)' interface. The breadcrumb trail is: Home / CMRA Location (1583-A) / **1583** / Quarterly Review / Procedures / DGEC Compliance / Manage Users. The 'CMRA Location List' header has a dropdown menu showing 'CMRA AT: 15000 POTOMAC TOWN PL STE 100 15000 POTOMAC TO'. Below this, the location details are displayed: 'CMRA AT: 15000 POTOMAC TOWN PL STE 100', '15000 POTOMAC TOWN PL STE 100', and 'WOODBIDGE VA 22191'. A 'New 1583' button is present. A search bar is located to the right of the location details. Below the search bar is a table with columns: User Name, PMB No, and Status. The table contains one entry: John Doe, C4a, Active. An 'Update' button is located to the right of the table.

Figure 46: 1583 CMRA Location List

2. If you do not have any users added to your location, the company location displays with no users listed (Figure 47).

The screenshot shows the 'Commercial Mail Receiving Agency (CMRA)' interface. The breadcrumb trail is: Home / CMRA Location (1583-A) / **1583** / Quarterly Review / Procedures / DGEC Compliance / Manage Users. The 'CMRA Location List' header has a dropdown menu showing 'CMRA AT: 15000 POTOMAC TOWN PL STE 100 15000 POTOMAC TO'. Below this, the location details are displayed: 'CMRA AT: 15000 POTOMAC TOWN PL STE 100', '15000 POTOMAC TOWN PL STE 100', and 'WOODBIDGE VA 22191'. A 'New 1583' button is present. A search bar is located to the right of the location details. Below the search bar is a table with columns: User Name, PMB No, and Status. The table contains the text 'No data available in table' in the PMB No column.

Figure 47: 1583 CMRA Location List with no Users

3. If you have multiple locations associated with your BCG ID, you will need to select the desired location. Click the location **drop down arrow** in the CMRA Location List title bar and select a **location** from the list (Figure 48 below). The selected company location and associated users display.



Commercial Mail Receiving Agency (CMRA)

[Home](#) / [CMRA Location \(1583-A\)](#) / [1583](#) / [Quarterly Review](#) / [Procedures](#) / [DGED Compliance](#) / [Manage Users](#)

CMRA Location List

--Select--

--Select--

CMRA AT: 5868 MAPLEDALE PLZ 5868 MAPLEDALE PLZ WOODBRIDGE VA 22193

CMRA AT: 15000 POTOMAC TOWN PL STE 100 15000 POTOMAC TOWN PL STE 100

Figure 48: CMRA 1853A Location Selection

3.4.2 Required New Customer Documentation

You must have a completed PS 1583 Application for Delivery of Mail Through Agent form (Appendix C – Forms) and all applicable Photo ID and Address verification documents for each applicant and authorized individual prior to completing the online application process. Refer to Table 1 below for a complete list of acceptable documentation.

Note: Social Security cards, credit cards, and birth certificates are unacceptable as identification. Each applicant and authorized individual must present two valid forms of identification (ID), one of which must include a photo.

All required documents must be converted to electronic files. You will import (upload) the required documents as electronic files during the online application process. Refer to section 3.4.3.6.

Table 1: Required Identification Documentation Types

Document Type	Acceptable Documents	File Formats
Photo ID	U.S. State/Territory Driver's License or Non-Driver's ID Card U.S. Access Card/DOD Common Access Card (CAC)/Personal Identity Verification (PIV) Card U.S. Certificate of Citizenship or Naturalization U.S. Passport U.S. Permanent Resident Card U.S. Tribal ID Card U.S. Uniformed Service ID Card U.S. University Identification Foreign Passport Matricula Consular Nexus Card	JPEG, JPG, PNG, GIF, PDF, RAW
Address ID	Deed of Trust Insurance policy (home or vehicle) Lease Mortgage U.S. State/Territory Driver's License or Non-Driver's ID Card Vehicle Registration card Voter ID	JPEG, JPG, PNG, GIF, PDF, RAW
Court Order	Court document (if applicable)	JPEG, JPG, PNG, GIF, PDF, RAW
PS Form 1583	Paper form: typed or handwritten, signed by applicant Electronic form: typed, printed, signed by applicant	JPEG, JPG, PNG, GIF, PDF, RAW

3.4.3 Add a New Customer

Note: You must have a completed PS 1583 Application for Delivery of Mail Through Agent form and all applicable Photo ID and Address verification documents for each applicant and authorized individual as electronic files prior to completing the online application process. See section 3.4.2 above.

To add a new 1583 (user) to the selected location:

- Click **1583** on the CMRA Dashboard Toolbar (Figure 37 above).
- The **1583** CMRA Location List landing page displays (Figure 49 below).
- If you have multiple CMRA Locations, click the location **drop-down arrow** in the CMRA Location List title bar and select a **location** from the list (Figure 48 above). The selected company location and associated users display.
- On the CMRA Location List, click **New 1583** (Figure 49).

Home / CMRA Location (1583-A) / **1583** / Quarterly Review / Procedures / DGEC Compliance / Manage Users

CMRA Location List

CMRA AT: 15000 POTOMAC TOWN PL STE 100 15000 POTOMAC TO

CMRA AT: 15000 POTOMAC TOWN PL STE 100
15000 POTOMAC TOWN PL STE 100
WOODBRIDGE VA 22191

New 1583

Search:

User Name	PMB No	Status	
John Doe	C4a	Draft	Update

Figure 49: CMRA Location List

- The Application for Delivery of Mail Through Agent form displays (Figure 50 below).
 - Fields indicated with a **single asterisk (*)** are required for both Save As Draft and Submit to USPS.
 - Fields indicated with a **double asterisk (**)** are required for Submit to USPS but may be temporarily blank for Save As Draft.
 - Fields with a **Grey** background are filled out by the system automatically or are not available for this customer.
- Form controls are found at the bottom of the form (Figure 50 below):
 - Click **Save As Draft** to save your work and complete it at another time.
 - When you save the form, you will return to the **1583** CMRA Location List with the user listed with a Draft status (Figure 49 above).
 - On the **1583** CMRA Location List, click **Update** (Figure 49 above) to return to the form and complete the submission process.
 - Click **Submit to USPS** to submit the completed form to the Postal Service.
 - Click **Cancel** to leave the form without saving your work.

Application for Delivery of Mail Through Agent

* Fields are required for both Save As Draft and Submit to USPS

** Fields are required to Submit to USPS

1. Date PMB Opened * <input type="text" value="mm/dd/yyyy"/>		1b. Date PMB Closed <input type="text" value="mm/dd/yyyy"/>		7. Business/Organization Information 7a. Name of Business/Organization that mail will be addressed <input type="text"/>	
2. CMRA Place of Business Information 2a. Street Address to be Used for Delivery ① <input type="text" value="15000 POTOMAC TOWN PL STE 100"/>					
2b. PMB Number ** <input type="text"/>		7b. Type of Business <input type="text"/>			
2c. City <input type="text" value="WOODBRIIDGE"/>		2d. State <input type="text" value="VA"/>		7c. Business Street Address ① <input type="text"/>	
2e. ZIP Code™ <input type="text" value="22191"/>		7d. City <input type="text"/>			
3. Type of Service Requested ① <input type="radio"/> Business/Organization Use <input checked="" type="radio"/> Residential/Personal Use		7e. State <input type="text" value="--Select--"/>		7f. ZIP + 4 <input type="text"/>	
4. Name of Applicant 4a. Last Name * <input type="text"/>					
4b. First Name ** <input type="text"/>		4c. Middle Initial <input type="text"/>			
4d. Telephone Number (include area code) ① <input type="text"/>					
4e. Email Address <input type="text"/>					
4f. Applicant's Street Home Address: ** ① <input type="text"/>					
4g. City ** <input type="text"/>		4h. State ** <input type="text"/>		4i. ZIP + 4 ** <input type="text"/>	
4j. Country <input type="text"/>					
4k. Is Individual a court ordered protected individual? <input type="checkbox"/> (If so, you must attach a copy of the court order)					
5. Authorized Individual ① 5a. Last Name <input type="text"/>					
5b. First Name <input type="text"/>		5c. Middle Initial <input type="text"/>			
5d. Telephone Number (include area code) ① <input type="text"/>					
5e. Email Address <input type="text"/>					
5f. Authorized Individual's Street Home Address ① <input type="text"/>					
5g. City <input type="text"/>		5h. State <input type="text"/>		5i. ZIP + 4 <input type="text"/>	
5j. Country <input type="text"/>					
6. If Transferring PMB Mail to Another Address... ① <input type="checkbox"/> 6a. Street Address Mail is Transferred To ① <input type="text"/>					
6b. City <input type="text"/>		6c. State <input type="text" value="--Select--"/>		6d. ZIP + 4 <input type="text"/>	
6e. Country <input type="text" value="--Select--"/>					
6f. Telephone Number (include area code) ① <input type="text"/>					
6g. Email Address <input type="text"/>					
7g. Country <input type="text" value="UNITED STATES"/>					
7h. Telephone Number (include area code) ① <input type="text"/>					
7i. Place of Registration ① <input type="text"/>					
8. Identification Information 8a-e and 10a-e. Photo ID Information <input type="text"/>					
9a-g and 11a-g. Address ID Information <input type="text"/>					
12. Exceptions for additional recipients of mail ① Business/Organization: List members who will be receiving mail at this box (Each person listed must, upon request, present two forms of valid identification to the Post Office). <input type="text"/>					
Residential/Personal Use: Parent or guardian may receive the mail of minors by listing their names (no ID is required). <input type="text"/>					
Documents to Upload: Applicant Documents: Photo ID: <input type="button" value="Choose File"/> No file chosen Address ID: <input type="button" value="Choose File"/> No file chosen Form 1583 Image Document: <input type="button" value="Choose File"/> No file chosen					

Figure 50: Application for Delivery of Mail Through Agent Online Form

- G. Add the **date** the 1583 request for a Private Mailbox (PMB) was started in item 1 Date PMB Opened (Figure 50 above). You may type the date manually or click the calendar icon in the date field to open the calendar app (Figure 51).
1. Click **Today** in bottom left of the calendar to use today's date.
 2. Click the **up** and **down** arrows to scroll through the months one at a time.
 3. Click the **drop-down arrow** next to the Month/Year title to select the month and year.
 4. Click the appropriate **date** in the calendar app and the date automatically updates in the date field.

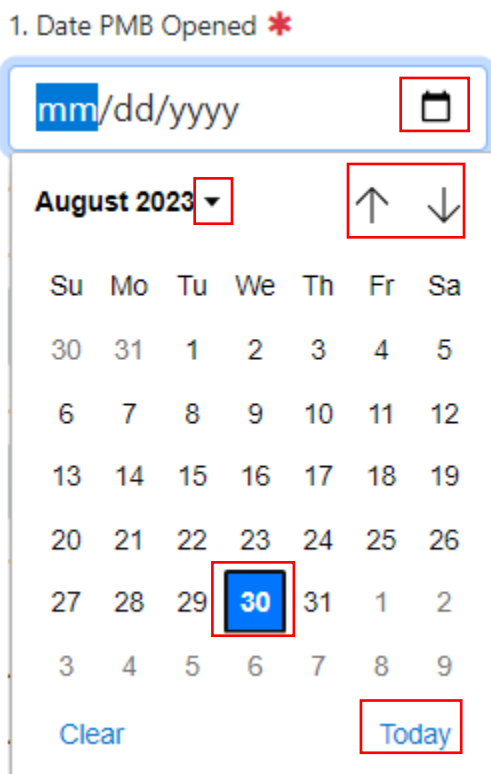


Figure 51: Date Selection Calendar

- H. Add the **PMB Number** in item 2b (Figure 50 above). Your CMRA Location information is automatically filled in for items 2a, 2c, 2d, and 2e.
- I. Proceed to the appropriate section(s) to complete the application. You must upload the Applicant/Authorized Individual ID documents before submitting a new user to the USPS.
1. Applicant – section 3.4.3.1
 2. Authorized Individual – section 3.4.3.2
 3. Transfer PMB Mail to Another Address – section 3.4.3.3
 4. Business/Organization Information – section 3.4.3.4
 5. Additional Mail Recipients – section 3.4.3.5
 6. Documents to Upload – section 3.4.3.7

3.4.3.1 Applicant

- A. Click on the **radio button** in item 3 Type of Service Requested to select the type of customer this service is for (Figure 51 below).
1. **Business/Organization Applicant**
 2. **Residential/Personal Applicant**
- B. After selecting the type of customer this service is for, complete items 4 Name of Applicant and 5 Authorized Individual for the applicant and authorized users.

1. Selecting **Business/Organization Use** in item 3 enables the Business/Organization information in the right column (Figure 52).
2. Selecting **Residential/Personal Use** in item 3 disables the Business/Organization information in the right column (Figure 53).

Application for Delivery of Mail Through Agent

* Fields are required for both Save As Draft and Submit to USPS

** Fields are required to Submit to USPS

1. Date PMB Opened *		1b. Date PMB Closed		7. Business/Organization Information	
08/30/2023		mm/dd/yyyy		7a. Name of Business/Organization that mail will be addressed **	
2. CMRA Place of Business Information					
2a. Street Address to be Used for Delivery ⓘ		2b. PMB Number **		7b. Type of Business **	
15000 POTOMAC TOWN PL STE 100		D9			
2c. City	2d. State	2e. ZIP Code™		7c. Business Street Address ** ⓘ	
WOODBIDGE	VA	22191			
3. Type of Service Requested ⓘ		<input checked="" type="radio"/> Business/Organization Use <input type="radio"/> Residential/Personal Use		7d. City **	
4. Name of Applicant				7e. State **	
4a. Last Name *	4b. First Name **	4c. Middle Initial		7f. ZIP + 4 **	
				--Select--	
4d. Telephone Number (include area code) ⓘ				7g. Country **	
				UNITED STATES	
4e. Email Address				7h. Telephone Number (include area code) ** ⓘ	
				7i. Place of Registration ** ⓘ	
8. Identification Information					

Figure 52: Application with Business/Organization Use Selected

Application for Delivery of Mail Through Agent

* Fields are required for both Save As Draft and Submit to USPS

** Fields are required to Submit to USPS

1. Date PMB Opened *		1b. Date PMB Closed		7. Business/Organization Information	
08/30/2023		mm/dd/yyyy		7a. Name of Business/Organization that mail will be addressed	
2. CMRA Place of Business Information					
2a. Street Address to be Used for Delivery ⓘ		2b. PMB Number **		7b. Type of Business	
15000 POTOMAC TOWN PL STE 100		D9			
2c. City	2d. State	2e. ZIP Code™		7c. Business Street Address ⓘ	
WOODBIDGE	VA	22191			
3. Type of Service Requested ⓘ		<input type="radio"/> Business/Organization Use <input checked="" type="radio"/> Residential/Personal Use		7d. City	
4. Name of Applicant				7e. State	
4a. Last Name *	4b. First Name **	4c. Middle Initial		7f. ZIP + 4	
				--Select--	
4d. Telephone Number (include area code) ⓘ				7g. Country	
				--Select--	
4e. Email Address				7h. Telephone Number (include area code) ⓘ	
				7i. Place of Registration ⓘ	
8. Identification Information					

Figure 53: Application with Residential/Personal Use Selected

- C. For item 4 Name of Applicant, click in the **Last Name** field (Figure 52 or Figure 53 above) to bring up the Applicant's Identification Information form (Figure 54).

Applicant's Identification Information ×

* Fields are required for both Save As Draft and Submit to USPS
** Fields are required to Submit to USPS

8. PhotoID Information for Applicant

8a. Applicant's Last Name ** ⓘ Applicant's First Name ** Applicant's Middle Initial

8b. Applicant's ID Number ** 8d. Expiration Date on the ID ⓘ Date of Birth ** ⓘ

8e. Photo ID type ** ⓘ ▼

9. Address ID Information for Applicant

9a. Applicant's Last Name ** Applicant's First Name ** Applicant's Middle Initial Applicant's Document ID **

9f. Country ** ▼

9b. Applicant's Street Home Address ** ⓘ

9c. City ** 9d. State ** ▼ 9e. ZIP + 4 **

Document Date ⓘ

9g. Address ID type ** ⓘ ▼

Save

Figure 54: Applicant's Identification Information Form

- Click in each field in items 8a-d (Figure 55 below) and fill in the applicant's information as shown on the Photo ID.

Note: You must have the applicant's appropriate Photo ID documentation to complete this step. See section 3.4.2 and Table 1 Required Identification Documentation for more information.

Note: You must enter the First and Last Name as shown on the Photo ID, as this verifies the identity of the applicant.

8. PhotoID Information for Applicant

8a. Applicant's Last Name ** ⓘ	Applicant's First Name **	Applicant's Middle Initial
<input type="text" value="Doe"/>	<input type="text" value="James"/>	<input type="text" value="M"/>
8b. Applicant's ID Number **	8d. Expiration Date on the ID	Date of Birth **
<input type="text" value="V123456A"/>	<input data-bbox="578 367 954 426" type="text" value="12/31/2027"/>	<input data-bbox="992 367 1369 426" type="text" value="12/31/1990"/>
8e. Photo ID type ** ⓘ		
<input type="text" value="Select"/>		

Figure 55: Customer Photo ID Information

- Click the **drop-down arrow** for item 8e Photo ID type and select the appropriate information for the applicant's Photo ID (Figure 56).

8e. Photo ID type ** ⓘ

Select

Foreign Passport

Matricula Consular

Nexus Card

U.S. Access Card/DOD Common Access Card (CAC)/PIV Card

U.S. Certificate of Citizenship or Naturalization

U.S. Passport

U.S. Permanent Resident Card

U.S. State/Territory Drivers/Non-Drivers ID

U.S. Tribal ID Card

U.S. Uniformed Service ID Card

U.S. University Identification

Figure 56: Photo ID Type

- The address information for item 8e Photo ID becomes available. Fill in the complete address for the Photo ID (Figure 57 below).

Applicant's Identification Information



* Fields are required for both Save As Draft and Submit to USPS

** Fields are required to Submit to USPS

8. PhotoID Information for Applicant

8a. Applicant's Last Name *	Applicant's First Name **	Applicant's Middle Initial	
<input type="text" value="Doe"/>	<input type="text" value="James"/>	<input type="text" value="M"/>	
8b. Applicant's ID Number **	8d. Expiration Date on the ID	Date of Birth **	
<input type="text" value="V123456A"/>	<input type="text" value="12/31/2027"/>	<input type="text" value="12/31/1990"/>	
8e. Photo ID type **			
<input type="text" value="U.S. State/Territory Drivers/Non-Drivers ID"/>			
Country **			
<input type="text" value="US"/>			
Address **	City **	State **	ZIP + 4 **
<input type="text" value="1602 Fort Fisher Ct."/>	<input type="text" value="Dumfries"/>	<input type="text" value="Virginia"/>	<input type="text" value="22026-2519"/>

Figure 57: Photo ID Information for Applicant

- Click in each field in items 9a-e (Figure 58) and fill in the applicant's information as shown on the Address ID.

Note: You must have the applicant's appropriate Address ID documentation to complete this step. See section 3.4.2 and Table 1 Required Identification Documentation for more information.

9. Address ID Information for Applicant

9a. Applicant's Last Name **	Applicant's First Name **	Applicant's Middle Initial	Applicant's Document ID **
<input type="text" value="Doe"/>	<input type="text" value="James"/>	<input type="text" value="M"/>	<input type="text" value="USAA12345"/>
9f. Country **			
<input type="text" value="UNITED STATES"/>			
9b. Applicant's Street Home Address **			
<input type="text" value="1602 Fort Fisher Ct."/>			
9c. City **	9d. State **	9e. ZIP + 4 **	
<input type="text" value="Dumfries"/>	<input type="text" value="Virginia"/>	<input type="text" value="22026-2519"/>	
Document Date			
<input type="text" value="09/01/2016"/>			
9g. Address ID type **			
<input type="text" value="Select"/>			

Figure 58: Customer Address ID Information

5. If needed, for item 9f Country click the **drop-down arrow** for the Country to change to another country (Figure 58 above).
6. Click the **drop-down arrow** for item 9g Address ID type and select the appropriate information for the customer's proof of Address ID (Figure 59).

9g. Address ID type ** ⓘ

Select ▼

Select

Deed of Trust

Insurance policy (home or vehicle)

Lease

Mortgage

U.S. State/Territory/Tribal Driver's or Non-Driver's ID Card

Vehicle Registration card

Voter ID

Figure 59: Address ID Type

7. Click **Save** when all information in the Applicant's Identification Information form is complete (Figure 60 below). You will return to the main Application for Delivery of Mail Through Agent form.

Applicant's Identification Information



* Fields are required for both Save As Draft and Submit to USPS

** Fields are required to Submit to USPS

8. PhotoID Information for Applicant

8a. Applicant's Last Name *

Doe

Applicant's First Name **

James

Applicant's Middle Initial

M

8b. Applicant's ID Number **

V123456A

8d. Expiration Date on the ID

12/31/2027

Date of Birth **

12/31/1990

8e. Photo ID type ** ⓘ

U.S. State/Territory Drivers/Non-Drivers ID

Country **

US

Address **

1602 Fort Fisher Ct.

City **

Dumfries

State **

Virginia

ZIP + 4 **

22026-2519

9. Address ID Information for Applicant

9a. Applicant's Last Name **

Doe

Applicant's First Name **

James

Applicant's Middle Initial

M

Applicant's Document ID **

USAA12345

9f. Country **

UNITED STATES

9b. Applicant's Street Home Address ** ⓘ

1602 Fort Fisher Ct.

9c. City **

Dumfries

9d. State **

Virginia

9e. ZIP + 4 **

22026-2519

Document Date


09/01/2016

9g. Address ID type ** ⓘ

Mortgage

Save

Figure 60: Applicant's Indention Information

8. Relevant customer information for item 4 is filled in from the Applicant's Identification Information form (Figure 62).
9. Enter the customer's 10-digit **Phone Number** in item 4d Telephone Number (Figure 61).
Click the  icon for information about the phone number format, including international phone numbers.

4. Name of Applicant

4a. Last Name ***** Domestic phone numbers must be ten (10) digits "xxx-xxx-xxxx"; International phone numbers must begin with "+" and the country code.


Doe

4b. First Name ******

James

4c. Middle Initial

M

4d. Telephone Number (include area code) 

703-221-1234

Figure 61: Telephone Number Information

10. Enter the customer's complete **Email Address** in item 4e Email Address (Figure 61).

4. Name of Applicant

4a. Last Name *****


Doe

4b. First Name ******

James

4c. Middle Initial


M

4d. Telephone Number (include area code) 

703-221-1234

4e. Email Address

JamesMDoe@myemail.com

4f. Applicant's Street Home Address ****** 

1602 Fort Fisher Ct.

4g. City ******

Dumfries

4h. State ******

VA

4i. ZIP + 4 ******


22026-2519

4j. Country

UNITED STATES

Figure 62: Applicant Information Updated

- D. In item 4k Is Individual a court ordered protected individual? click the **checkbox** if the applicant is a court ordered protected individual. You must upload a copy of the court order (Figure 63 below) when you upload the other Applicant Documents. When selected, Court Order Document is added to the Documents to Upload section (Figure 64 below).

4k. Is Individual a court ordered protected individual? 

(If so, you must attach a copy of the court order)

Figure 63: Court Ordered Protect Individual Checkbox

Court Order Document:  No file chosen

Figure 64: Court Order Document Chose File

- E. Proceed to the appropriate section(s) to complete the application. You must upload the Applicant/Authorized Individual ID documents before submitting a new user to the USPS.
1. Authorized Individual – section 3.4.3.2
 2. Transfer PMB Mail to Another Address – section 3.4.3.3
 3. Business/Organization Information – section 3.4.3.4
 4. Additional Mail Recipients – section 3.4.3.5
 5. Documents to Upload – section 3.4.3.7

3.4.3.2 Authorized Individual

Note: Click the ⓘ icon for information on this section (Figure 65).

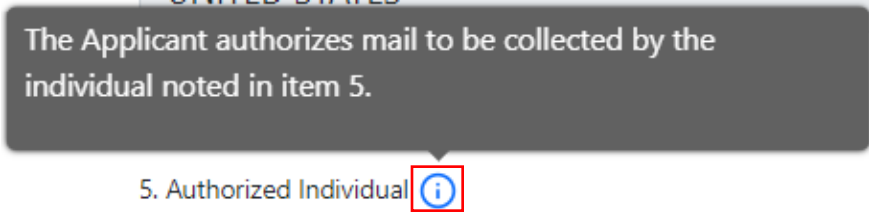


Figure 65: Authorized Individual Note

- A. If you wish to add an Authorized Individual to collect mail from this PMB, click in the **Last Name** field in item 5 Authorized Individual (Figure 66) to bring up the Authorized Individual Identification Information form (Figure 67 below).

5. Authorized Individual ⓘ

5a. Last Name	5b. First Name	5c. Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>

5d. Telephone Number (include area code) ⓘ

5e. Email Address

5f. Authorized Individual's Street Home Address ⓘ

5g. City	5h. State	5i. ZIP + 4
<input type="text"/>	<input type="text"/>	<input type="text"/>

5j. Country

Figure 66: Authorized Individual Information

Authorized Individual Identification Information



10. Photo ID Information for Authorized Individual

10a. Authorized Individual's Last Name ⓘ

Last Name

Authorized Individual's First Name

First Name

Authorized Individual's Middle Initial

Middle Name

10b. Authorized Individual's ID Number

ID#

10d. Expiration Date on the ID

mm/dd/yyyy

Date of Birth

mm/dd/yyyy

10e. Photo ID type ⓘ

Select

11. Address ID Information for Authorized Individual

11a. Authorized Individual's Last Name

Last Name

Authorized Individual's First Name

First Name

Authorized Individual's Middle Initial

Middle Name

Authorized Individual's Document ID

ID#

11f. Country

UNITED STATES

11b. Authorized Individual's Street Home Address ⓘ

Address

11c. City

City

11d. State



11e. ZIP + 4

#####-####

Document Date

mm/dd/yyyy

11g. Address Type ⓘ

Select

Save

Figure 67: Authorized Individual Identification Information Form

Note: You must have the authorized individual's appropriate Photo ID and Address ID documentation to complete this step. See section 3.4.2 and Table 1 Required Identification Documentation for more information.

- B. Click in each field in items 10a-d (Figure 67) and fill in the authorized individual's information as shown on the Photo ID.
- C. Click the **drop-down arrow** for item 10e Photo ID type and select the appropriate information for the authorized individual's Photo ID (Figure 68).

Note: You must enter the First and Last Name as shown on the Photo ID, as this verifies the identity of the authorized individual.

10e. Photo ID type ⓘ

U.S. Passport ▼

- Select
- Foreign Passport
- Matricula Consular
- Nexus Card
- U.S. Access Card/DOD Common Access Card (CAC)/PIV Card
- U.S. Certificate of Citizenship or Naturalization
- U.S. Passport**
- U.S. Permanent Resident Card
- U.S. State/Territory Drivers/Non-Drivers ID
- U.S. Tribal ID Card
- U.S. Uniformed Service ID Card
- U.S. University Identification

Figure 68: Photo ID Type

1. Click in each field in items 11a-e (Figure 67 above) and fill in the authorized individual's information as shown on the Address ID.
2. If needed, for item 11f click the **drop-down arrow** for the Country to change to another country.
3. Click the **drop-down arrow** for item 11g Address Type and select the appropriate information for the authorized individual's proof of Address ID (Figure 69).

11g. Address Type ⓘ

Vehicle Registration card ▼

- Select
- Deed of Trust
- Insurance policy (home or vehicle)
- Lease
- Mortgage
- U.S. State/Territory/Tribal Driver's or Non-Driver's ID Card
- Vehicle Registration card**
- Voter ID

Figure 69: Address ID Type

4. Click **Save** when all information in the Authorized Individual Identification Information form is complete (Figure 70). You will return to the main Application for Delivery of Mail Through Agent form.

Authorized Individual Identification Information



10. Photo ID Information for Authorized Individual

10a. Authorized Individual's Last Name ⓘ	Authorized Individual's First Name	Authorized Individual's Middle Initial
<input type="text" value="James"/>	<input type="text" value="Molly"/>	<input type="text" value="D"/>
10b. Authorized Individual's ID Number	10d. Expiration Date on the ID	Date of Birth
<input type="text" value="V555664A"/>	<input type="text" value="01/01/2024"/>	<input type="text" value="10/25/1989"/>
10e. Photo ID type ⓘ		
<input type="text" value="U.S. Passport"/>		

11. Address ID Information for Authorized Individual

11a. Authorized Individual's Last Name	Authorized Individual's First Name	Authorized Individual's Middle Initial	Authorized Individual's Document ID
<input type="text" value="James"/>	<input type="text" value="Molly"/>	<input type="text" value="D"/>	<input type="text" value="1234567VA"/>
11f. Country			
<input type="text" value="UNITED STATES"/>			
11b. Authorized Individual's Street Home Address ⓘ			
<input type="text" value="1622 Fort Fisher Ct."/>			
11c. City	11d. State	11e. ZIP + 4	
<input type="text" value="Dumfries"/>	<input type="text" value="Virginia"/>	<input type="text" value="22026-2519"/>	
Document Date			
<input type="text" value="10/11/2022"/>			
11g. Address Type ⓘ			
<input type="text" value="Vehicle Registration card"/>			

Save

Figure 70: Completed Authorized Individual Identification Information Form

5. Relevant authorized individual's information in item 5 is filled in from the Authorized Individual Identification Information form (Figure 71).
6. Enter the authorized individuals's 10-digit **Phone Number** in 5d Telephone Number and complete **Email Address** in item 5e Email Address (Figure 71). Click the ⓘ icon for information about the phone number format, including international phone numbers.

5. Authorized Individual ⓘ

5a. Last Name

James

5b. First Name

Molly

5c. Middle Initial

D

5d. Telephone Number (include area code) ⓘ

555-987-4455

5e. Email Address

MollyDJames@myemail.com

5f. Authorized Individual's Street Home Address ⓘ

1622 Fort Fisher Ct.

5g. City

Dumfries

5h. State

VA

5i. ZIP + 4

22026-2519

5j. Country



UNITED STATES


Figure 71: Authorized User Information Updated

- D. Proceed to the appropriate section(s) to complete the application. As a minimum, you must upload the Applicant/Authorized Individual ID documents before submitting a new user to the USPS.
 1. Transfer PMB Mail to Another Address – section 3.4.3.3
 2. Business/Organization Information – section 3.4.3.4
 3. Additional Mail Recipients – section 3.4.3.5
 4. Documents to Upload – section 3.4.3.7


3.4.3.3 Transfer PMB Mail to Another Address

- A. For item 6 If Transferring PMB Mail to Another Address, click the **checkbox** if the mail will be transferred to another address (Figure 72). The address information fields for item 6 are enabled.


6. If Transferring PMB Mail to Another Address..  


6a. Street Address Mail is Transferred To 

6b. City 6c. State 6d. ZIP + 4

 --Select-- 

6e. Country



6f. Telephone Number (include area code) *** 

6g. Email Address

Figure 72: PMB Mail Addressed to This Applicant Transferred to Another Address

- B. Click in item 6a Street Address Mail is Transferred to field (Figure 72) and fill the **address number, street name, and apartment or suite number**.
- C. Complete the remaining address information in items 6b through 6d (Figure 72).
- D. If needed, click the **drop-down arrow** for item 6e Country to change to another country (Figure 72).

- E. Enter the complete 10-digit **Phone Number** for this address in 6f Telephone Number and **Email Address** in item 6g Email Address (Figure 73). Click the ⓘ icon for information about the phone number format, including international phone numbers.

6. If Transferring PMB Mail to Another Address.. ⓘ ☒

6a. Street Address Mail is Transferred To ⓘ

1612 Fort Fisher Ct.

6b. City

Dumfries

6c. State

Virginia

6d. ZIP + 4

22026-2519

6e. Country

UNITED STATES

6f. Telephone Number (include area code) ** ⓘ

213-555-6464

6g. Email Address

jmSmith@mymail.com

Figure 73: PMB Mail Transferred to Another Address Updated

- F. Proceed to the appropriate section(s) to complete the application. As a minimum, you must upload the Applicant/Authorized Individual ID documents before submitting a new user to the USPS.
1. Business/Organization Information – section 3.4.3.4
 2. Additional Mail Recipients – section 3.4.3.5
 3. Documents to Upload – section 3.4.3.7

3.4.3.4 Business/Organization Information

- A. Selecting **Business/Organization Use** in item 3 Applicant (Figure 52 above) enables item 7 Business/Organization information in the right column (Figure 74).

7. Business/Organization Information

7a. Name of Business/Organization that mail will be addressed **

7b. Type of Business **

7c. Business Street Address ** ⓘ

7d. City **

7e. State **

7f. ZIP + 4 **

--Select--




7g. Country **

7h. Telephone Number (include area code) ** ⓘ

7i. Place of Registration ** ⓘ

Figure 74: CMRA User Business/Organization Information Available

- B. Complete items 4 through 6 in the indicated sections as appropriate for the business or organization applicant.
1. Applicant – section 3.4.3.1
 2. Authorized Individual – section 3.4.3.2
 3. Transferring PMB Mail to Another Address – section 3.4.3.3
- C. For item 7a Name of Business/Organization that mail will be addressed, click in the **Name of Business** field (Figure 74) and enter the business or organization name.
- D. Complete the remaining business information in items 7b through 7h (Figure 74).
1. Type of Business
 2. Business Street Address
 3. City
 4. State
 5. Country
 6. Zip+4
 7. Telephone Number

- E. For item 7i Place of Registration, click in the **Place of Registration** field (Figure 75) and enter the place the business or organization name is registered in. Click the  icon for required information about the place of registration for domestic and foreign businesses.

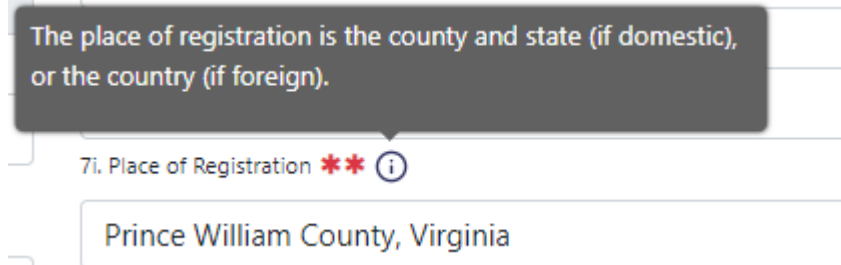


Figure 75: Place of Registration

- F. Proceed to the appropriate section(s) to complete the application. As a minimum, you must upload the Applicant/Authorized Individual ID documents before submitting a new user to the USPS.
1. Additional Mail Recipients – section 3.4.3.5
 2. Documents to Upload – section 3.4.3.7

3.4.3.5 Additional Mail Recipients

- A. For item 12 Exceptions for additional recipients of mail, complete the following as applicable.
1. For Business/Organization, list members who will be receiving mail at this PMB (Figure 76).

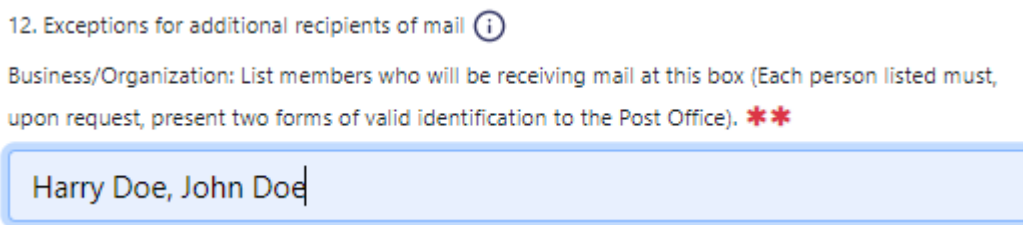


Figure 76: Exceptions for Additional Recipients of Mail

2. For Residential/Personal Use, list parents or guardians who may receive the mail of minors (Figure 77).

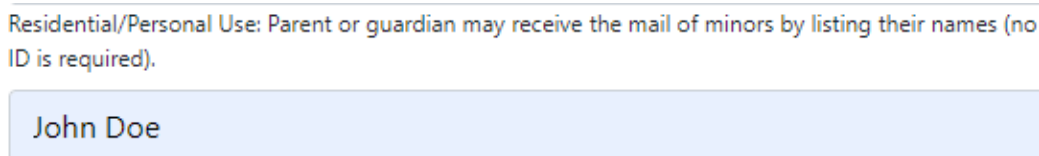


Figure 77: Parent or Guardian May Receive Minor's Mail

- B. Proceed to Documents to Upload – section 3.4.3.7 to complete the application.

3.4.3.6 Identification Information

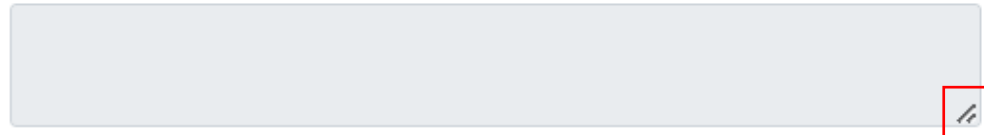
Item 8 Identification Information contains text fields which display the Photo ID and Address ID information from the Applicant's Identification Information (Figure 60 above) and Authorized Individual Identification Information (Figure 70 above) sub forms. These text fields are initially blank (Figure 78 below). When all information on the main Application for Delivery of Mail Through Agent form is complete, these fields will display the text from the sub forms (Figure 79 below).

- A. 8a-e and 10 a-e. Photo ID Information
- B. 9a-g and 11 a-g. Address ID Information

You may expand these fields by clicking on the lower right corner and dragging the field down to see the full contents (Figure 78 and Figure 79). These fields only display the text and cannot be edited; you must update the 1583 form to update this information (see section 3.4.4 Update an Existing Customer).

8. Identification Information

8a-e and 10a-e. Photo ID Information



9a-g and 11a-g. Address ID Information

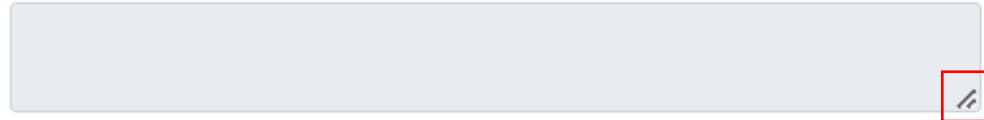


Figure 78: Blank Identification Fields

8. Identification Information

8a-e and 10a-e. Photo ID Information

Applicant:
 8a. Name: Jane Doe
 8b. ID NO: FED123456789
 8c. Issuing Entity: null
 8d. Expiration Date: 02/02/2035
 8e. ID Type: U.S. Passport
 Authorized User:
 10a. Name: John Doe
 10b. ID NO: VA1234567
 10c. Issuing Entity: null
 10d. Expiration Date: 01/01/2025
 10e. ID Type: U.S. State/Territory Drivers/Non-Drivers ID

9a-g and 11a-g. Address ID Information

Applicant:
 9a. Name Jane Doe
 9b. Address: 4321 Any Street 9c. City: Dumfries 9d. State: VA 9e. ZIPCode: 22026 9f. Country: UNITED STATES
 9g. IDType: Vehicle Registration card
 Authorized User:
 11a. Name John Doe
 11b. Address: 1234 My Street 11c. City: Dumfries 11d. State: VA 11e. ZIPCode: 22026 11f. Country UNITED STATES
 11g. IDType: Voter ID

Figure 79: Identification Fields with Application and Authorized User Information

3.4.3.7 Documents to Upload

- A. When all information on the main Application for Delivery of Mail Through Agent form is complete, upload the relevant documents for the Applicant and Authorized User (Figure 80). Refer to Table 1: Required Identification Documentation for more information on document file types.
1. To upload the Applicant's **Photo ID**, click the appropriate **Choose File** in the Documents to Upload section (Figure 80).

Documents to Upload:

Applicant Documents:

Photo ID:

Choose File No file chosen

Address ID:

Choose File No file chosen

Authorized user Documents:

Photo ID:

Choose File No file chosen

Address ID:

Choose File No file chosen

Court Order Document:

Choose File No file chosen

Form 1583 Image Document:

Choose File No file chosen

Figure 80: Upload Documents

2. The File Open dialog box displays (Figure 81). Navigate to the ID file location. Select the Applicant's **Photo ID** file and click **Open**.

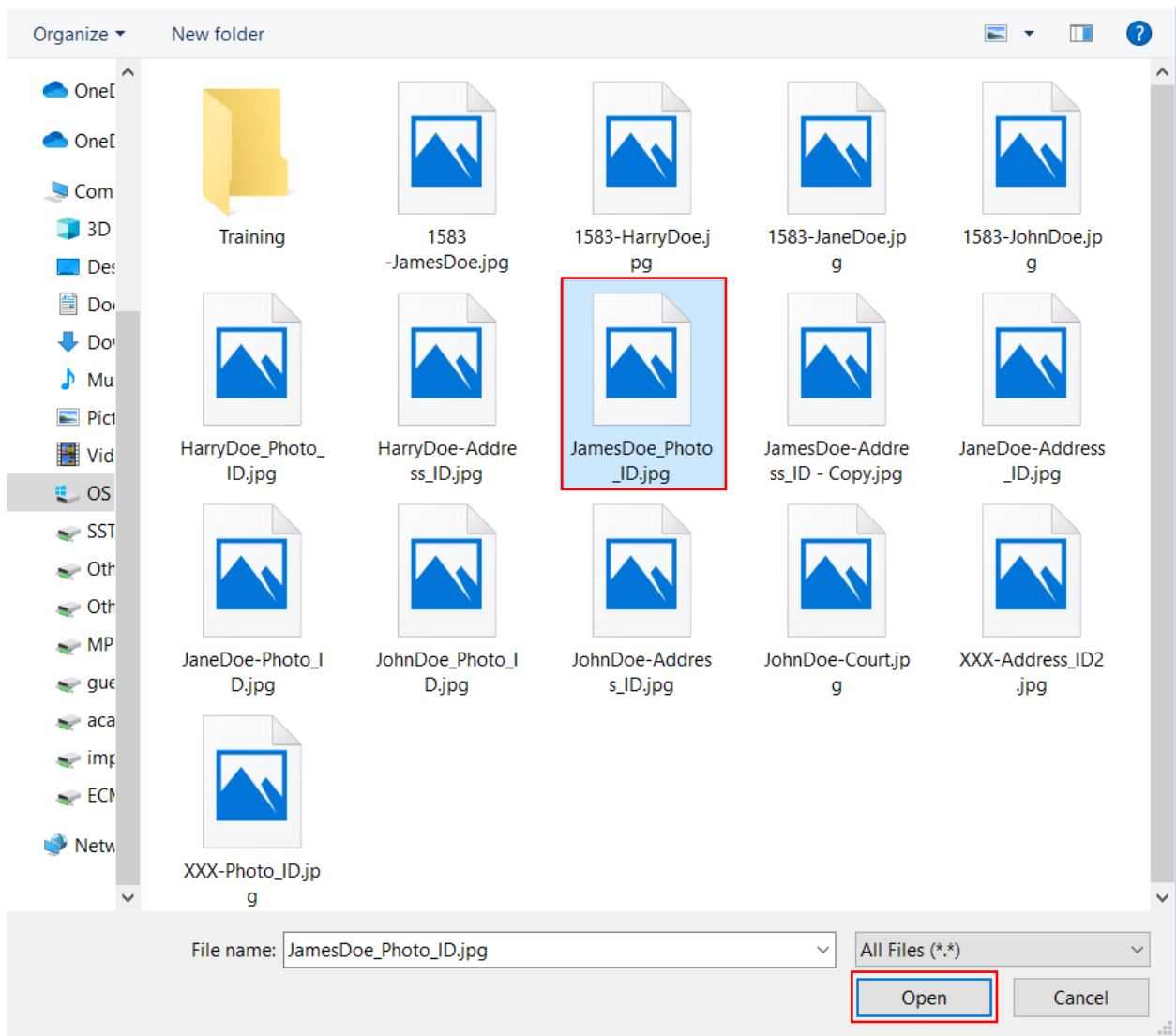


Figure 81: File Open Dialog Box

3. The file name displays in the Upload Documents section next to the appropriate **Choose File** button (Figure 82).

Documents to Upload:

Applicant Documents:

Photo ID:

Choose File JamesDoe_Photo_ID.jpg

Address ID:

Choose File JamesDoe-Address_ID.jpg

Authorized user Documents:

Photo ID:

Choose File MollyJames-Photo_ID.jpg

Address ID:

Choose File MollyJames-...dress_ID.jpg

Court Order Document:

Choose File JamesDoe-Court.jpg

Form 1583 Image Document:

Choose File 1583 -JamesDoe.jpg

Figure 82: Upload Documents List with Selected Files Before Saving Form

- B. Follow steps A.1-3 above to upload the remaining ID and Form 1583 image files. The unsaved form displays the file names for selected files to upload (Figure 82).

Note: Once you have saved the form or submitted it, the file names no longer display in the Documents to Upload section. Instead, a notation indicates the relevant file has already been saved (Figure 83 below).

Documents to Upload:

Applicant Documents:

Photo ID:

Choose File No file chosen

Photo ID already uploaded.

Address ID:

Choose File No file chosen

Address ID already uploaded.

Authorized user Documents:

Photo ID:

Choose File No file chosen

Authorized User Photo ID already uploaded.

Address ID:

Choose File No file chosen

Authorized User Address ID already uploaded.

Court Order Document:

Choose File No file chosen

Court Order Document already saved.

Form 1583 Image Document:

Choose File No file chosen

Form 1583 Image Document already saved.

Figure 83: Upload Documents List After Saving Form

3.4.3.8 Submit Application

- A. When all information on the Application for Delivery of Mail Through Agent form is complete and all files are uploaded, click **Submit to USPS** on the bottom of the form (Figure 84 or Figure 85 below).
 1. Completed Residential/Personal Application (Figure 84)
 2. Completed Business/Organization Application (Figure 85)
- B. To save the information as a draft to complete later, click **Save as Draft** (sample in Figure 84).

Note: If the system displays a Validation Error message when saving or submitting the application (Figure 87 below), refer to 3.4.5. You must correct the information on the form before you can submit it.

- C. Once the form is submitted, you may print or save the file by clicking on **Generate 1583 pdf** on the bottom of the form (sample in Figure 85 below).

Application for Delivery of Mail Through Agent

* Fields are required for both Save As Draft and Submit to USPS
 ** Fields are required to Submit to USPS

1. Date PMB Opened *		1b. Date PMB Closed		7. Business/Organization Information	
<input type="text" value="08/30/2023"/>		<input type="text" value="mm/dd/yyyy"/>		<input type="text" value="7a. Name of Business/Organization that mail will be addressed"/>	
2. CMRA Place of Business Information					
2a. Street Address to be Used for Delivery ⓘ		2b. PMB Number **		7b. Type of Business	
<input type="text" value="15000 POTOMAC TOWN PL STE 100"/>		<input type="text" value="D9"/>		<input type="text" value="7c. Business Street Address ⓘ"/>	
2c. City	2d. State	2e. ZIP Code™		7d. City	
<input type="text" value="WOODBIDGE"/>	<input type="text" value="VA"/>	<input type="text" value="22191"/>		<input type="text" value="7e. State --Select--"/>	
3. Type of Service Requested ⓘ		<input type="radio"/> Business/Organization Use <input checked="" type="radio"/> Residential/Personal Use		7f. ZIP + 4	
4. Name of Applicant				7g. Country	
4a. Last Name *	4b. First Name **	4c. Middle Initial		<input type="text" value="UNITED STATES"/>	
<input type="text" value="Doe"/>	<input type="text" value="James"/>	<input type="text" value="M"/>		7h. Telephone Number (include area code) ⓘ	
4d. Telephone Number (include area code) ⓘ				<input type="text" value="7i. Place of Registration ⓘ"/>	
<input type="text" value="703-221-1234"/>				<input type="text" value="8. Identification Information"/>	
4e. Email Address				8a-e and 10a-e. Photo ID Information	
<input type="text" value="JamesMDoe@myemail.com"/>				Applicant: 8a. Name: James Doe	
4f. Applicant's Street Home Address ** ⓘ				9a-g and 11a-g. Address ID Information	
<input type="text" value="1602 Fort Fisher Ct."/>				Applicant: 9a. Name James Doe	
4g. City **	4h. State **	4i. ZIP + 4 **		12. Exceptions for additional recipients of mail ⓘ	
<input type="text" value="Dumfries"/>	<input type="text" value="VA"/>	<input type="text" value="22026-2519"/>		Business/Organization: List members who will be receiving mail at this box (Each person listed must, upon request, present two forms of valid identification to the Post Office).	
4j. Country				<input type="text" value="Residential/Personal Use: Parent or guardian may receive the mail of minors by listing their names (no ID is required)."/>	
<input type="text" value="UNITED STATES"/>				<input type="text" value="John Doe"/>	
4k. Is individual a court ordered protected individual? <input checked="" type="checkbox"/>					
(if so, you must attach a copy of the court order)					
5. Authorized Individual ⓘ					
5a. Last Name	5b. First Name	5c. Middle Initial		Documents to Upload:	
<input type="text" value="James"/>	<input type="text" value="Molly"/>	<input type="text" value="D"/>		Applicant Documents:	
5d. Telephone Number (include area code) ⓘ				Photo ID: <input type="button" value="Choose File"/> JamesDoe_Photo_ID.jpg	
<input type="text" value="555-987-4455"/>				Address ID: <input type="button" value="Choose File"/> JamesDoe-Address_ID.jpg	
5e. Email Address				Authorized user Documents:	
<input type="text" value="MollyDJJames@myemail.com"/>				Photo ID: <input type="button" value="Choose File"/> MollyJames-Photo_ID.jpg	
5f. Authorized Individual's Street Home Address ⓘ				Address ID: <input type="button" value="Choose File"/> MollyJames-Address_ID.jpg	
<input type="text" value="1622 Fort Fisher Ct."/>				Court Order Document: <input type="button" value="Choose File"/> JamesDoe-Court.jpg	
5g. City	5h. State	5i. ZIP + 4		Form 1583 Image Document: <input type="button" value="Choose File"/> 1583 -JamesDoe.jpg	
<input type="text" value="Dumfries"/>	<input type="text" value="VA"/>	<input type="text" value="22026-2519"/>			
5j. Country					
<input type="text" value="UNITED STATES"/>					
6. If Transferring PMB Mail to Another Address... ⓘ <input checked="" type="checkbox"/>					
6a. Street Address Mail is Transferred To ⓘ					
<input type="text" value="1612 Fort Fisher Ct."/>					
6b. City	6c. State	6d. ZIP + 4			
<input type="text" value="Dumfries"/>	<input type="text" value="Virginia"/>	<input type="text" value="22026-2519"/>			
6e. Country					
<input type="text" value="UNITED STATES"/>					
6f. Telephone Number (include area code) ** ⓘ					
<input type="text" value="213-555-6464"/>					
6g. Email Address					
<input type="text" value="jmSmith@mymail.com"/>					

Save As Draft

Submit to USPS

Cancel

Figure 84: Completed Residential/Personal Application for Delivery of Mail Through Agent Form

Application for Delivery of Mail Through Agent

* Fields are required for both Save As Draft and Submit to USPS
 ** Fields are required to Submit to USPS

1. Date PMB Opened *		1b. Date PMB Closed		7. Business/Organization Information	
<input type="text" value="05/05/2023"/>		<input type="text" value="mm/dd/yyyy"/>		7a. Name of Business/Organization that mail will be addressed **	
2. CMRA Place of Business Information				<input type="text" value="My Shop"/>	
2a. Street Address to be Used for Delivery ⓘ		2b. PMB Number **		7b. Type of Business **	
<input type="text" value="15000 POTOMAC TOWN PL STE 100"/>		<input type="text" value="B12"/>		<input type="text" value="Fast food"/>	
2c. City	2d. State	2e. ZIP Code™		7c. Business Street Address ** ⓘ	
<input type="text" value="WOODBIDGE"/>	<input type="text" value="VA"/>	<input type="text" value="22191"/>		<input type="text" value="18021 Main St."/>	
3. Type of Service Requested ⓘ		<input checked="" type="radio"/> Business/Organization Use <input type="radio"/> Residential/Personal Use		7d. City **	
				<input type="text" value="Dumfries"/>	
4. Name of Applicant		7e. State **		7f. ZIP + 4 **	
		<input type="text" value="Virginia"/>		<input type="text" value="22026"/>	
4a. Last Name *	4b. First Name **	4c. Middle Initial		7g. Country **	
<input type="text" value="Doe"/>	<input type="text" value="Jane"/>	<input type="text"/>		<input type="text" value="UNITED STATES"/>	
4d. Telephone Number (include area code) ⓘ				7h. Telephone Number (include area code) ** ⓘ	
<input type="text" value="5554441234"/>				<input type="text" value="703-444-5555"/>	
4e. Email Address				7i. Place of Registration ** ⓘ	
<input type="text" value="JaneDoe@hotmail.com"/>				<input type="text" value="Prince William County, Virginia"/>	
4f. Applicant's Street Home Address ** ⓘ				8. Identification Information	
<input type="text" value="4321 Any Street"/>				8a-e and 10a-e. Photo ID Information	
4g. City **	4h. State **	4i. ZIP + 4 **		Applicant:	
<input type="text" value="Dumfries"/>	<input type="text" value="VA"/>	<input type="text" value="22026"/>		8a. Name: Jane Doe	
4j. Country				9a-g and 11a-g. Address ID Information	
<input type="text" value="UNITED STATES"/>				Applicant:	
				9a. Name Jane Doe	
4k. Is individual a court ordered protected individual? <input checked="" type="checkbox"/>				12. Exceptions for additional recipients of mail ⓘ	
(If so, you must attach a copy of the court order)				Business/Organization: List members who will be receiving mail at this box (Each person listed must, upon request, present two forms of valid identification to the Post Office). **	
5. Authorized Individual ⓘ				<input type="text" value="Harry Doe, John Doe"/>	
5a. Last Name	5b. First Name	5c. Middle Initial		Residential/Personal Use: Parent or guardian may receive the mail of minors by listing their names (no ID is required).	
<input type="text" value="Doe"/>	<input type="text" value="John"/>	<input type="text"/>		<input type="text" value="John Doe"/>	
5d. Telephone Number (include area code) ⓘ				Documents to Upload:	
<input type="text" value="7032204321"/>				Applicant Documents:	
5e. Email Address				Photo ID:	
<input type="text" value="JohnDoe@hotmail.com"/>				<input type="button" value="Choose File"/> No file chosen Photo ID already uploaded.	
5f. Authorized Individual's Street Home Address ⓘ				Address ID:	
<input type="text" value="1234 My Street"/>				<input type="button" value="Choose File"/> No file chosen Address ID already uploaded.	
5g. City	5h. State	5i. ZIP + 4		Authorized user Documents:	
<input type="text" value="Dumfries"/>	<input type="text" value="VA"/>	<input type="text" value="22026"/>		Photo ID:	
5j. Country				<input type="button" value="Choose File"/> No file chosen Authorized User Photo ID already uploaded.	
<input type="text" value="UNITED STATES"/>				Address ID:	
				<input type="button" value="Choose File"/> No file chosen Authorized User Address ID already uploaded.	
6. If Transferring PMB Mail to Another Address. ⓘ <input type="checkbox"/>				Court Order Document:	
6a. Street Address Mail is Transferred To ⓘ				<input type="button" value="Choose File"/> No file chosen Court Order Document already saved.	
<input type="text"/>				Form 1583 Image Document:	
6b. City	6c. State	6d. ZIP + 4		<input type="button" value="Choose File"/> No file chosen Form 1583 Image Document already saved.	
<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>			
6e. Country					
<input type="text" value="--Select--"/>					
6f. Telephone Number (include area code) ⓘ					
<input type="text"/>					
6g. Email Address					
<input type="text"/>					

Figure 85: Completed Business/Organization Application for Delivery of Mail Through Agent Form

- D. After saving or submitting the form you will return to the 1583 CMRA Location List.
1. The new user displays with active status if the form was submitted to USPS (Figure 86).
 2. The new user displays with draft status if the form was saved as a draft (Figure 87).

The screenshot shows the 'CMRA Location List' header with a dropdown menu set to 'CMRA AT: 15000 POTOMAC TOWN PL STE 100 15000 Pl'. Below the header, the address 'CMRA AT: 15000 POTOMAC TOWN PL STE 100 15000 POTOMAC TOWN PL STE 100 WOODBRIDGE VA 22191' is displayed next to a 'New 1583' button. A search bar is present. The main table lists users with columns for User Name, PMB No, Status, and an Update button. The first user, Jane Doe, has a status of 'Active' (highlighted with a red box) and an 'Update' button. The second user, John Doe, also has a status of 'Active' and an 'Update' button.

User Name	PMB No	Status	
Jane Doe	B12	Active	Update
John Doe	C4a	Active	Update

Figure 86: CMRA User Status

3.4.4 Update an Existing Customer

To update an existing 1583 (user), either to complete a draft application or change current customer information:

- A. Click **1583** on the CMRA Dashboard Toolbar (Figure 37 above).
- B. The 1583 CMRA Location List landing page displays (Figure 46 above).
- C. If you have multiple CMRA Locations, click the location **drop-down arrow** in the CMRA 1583A List title bar and select a **location** from the list (Figure 48 above). The selected company location and associated users display.
- D. On the CMRA Location List, click **Update** to edit the desired user (Figure 87). A new applicant's application may be partially complete and saved as a draft, or an existing applicant may have changes or updates for their current information.

The screenshot shows the 'CMRA Location List' header with a dropdown menu set to 'CMRA AT: 5868 MAPLEDALE PLZ 5868 MAPLEDALE PLZ'. Below the header, the address 'CMRA AT: 5868 MAPLEDALE PLZ 5868 MAPLEDALE PLZ WOODBRIDGE VA 22193' is displayed next to a 'New 1583' button. A search bar is present. The main table lists users with columns for User Name, PMB No, Status, and an Update button. The first user, Jane Smith, has a status of 'Draft' (highlighted with a red box) and an 'Update' button (also highlighted with a red box).

User Name	PMB No	Status	
Jane Smith	B12	Draft	Update

Figure 87: CMRA Location – Update Customer

- E. The Application for Delivery of Mail Through Agent form displays (Figure 50 above). Any previously saved information for the customer is displayed.

- F. Proceed to the appropriate section(s) to complete or update the application. You must upload the Applicant/Authorized Individual ID documents before submitting a new user to the USPS.
1. Applicant – section 3.4.3.1
 2. Authorized Individual – section 3.4.3.2
 3. Transfer PMB Mail to Another Address – section 3.4.3.3
 4. Business/Organization Information – section 3.4.3.4
 5. Additional Mail Recipients – section 3.4.3.5
 6. Documents to Upload – section 3.4.3.7

3.4.5 Error Message

You may receive the following Validation Error message when saving or submitting the Application for Delivery of Mail Through Agent form if one of the required fields (* or **) is missing or incorrectly formatted (Figure 88). Correct the information on the form and save or resubmit it.

×

Applicant's Identification Information

* Fields are required for both Save As Draft and Submit to USPS

** Fields are required to Submit to USPS

8. PhotoID Information for Applicant

<p>8a. Applicant's Last Name * ⓘ</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Doe</div>	<p>Applicant's First Name **</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">James</div>	<p>Applicant's Middle Initial</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">M</div>
<p>8b. Applicant's ID Number **</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">V123456A</div>	<p>8d. Expiration Date on the ID</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">12/31/2027 📅</div>	<p>Date of Birth **</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">12/31/1990 📅</div>
<p>8e. Photo ID type ** ⓘ</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">U.S. State/Territory Drivers/Non-Drivers ID ▼</div>		
<p>Country **</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">US</div>		
<p>Address **</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Address</div>		

Validation Error
×
###

Please enter values on fields marked as required for both Save As Draft and Submit to USPS.

9. Address ID Information

<p>9a. Applicant's Last Name</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Doe</div>	<p>Document ID **</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">12345</div>
<p>9f. Country **</p>	

OK

Figure 88: Missing Customer Information – Validation Error Message

3.5 Quarterly Review

Note: This section will be populated once the first quarter is completed (Figure 89).



Commercial Mail Receiving Agency (CMRA)

Home / CMRA Location (1583-A) / 1583 / Quarterly Review / Procedures / DGEC Compliance / Manage Users

CMRA AT: 15000 POTOMAC TOWN PL STE 100 : 22191 ▾
15000 POTOMAC TOWN PL STE 100
WOODBIDGE, VA 22191
USA

USPS Quarterly Report:

Export

Re-Run

Certify


Status	Customer Name	Business	PMB or #	Termination
--------	---------------	----------	----------	-------------

Figure 89: CMRA Quarterly Review

3.6 Procedures

To view the DMM (Domestic Mail Manual):

- A. Click **Procedures** on the CMRA Dashboard Toolbar (Figure 90).
- B. The Procedures landing page displays (Figure 90).
- C. Click **Link to DMM** (Figure 90). The Postal Explorer web page opens to the DMM page on USPS.com (Figure 91 below).



Commercial Mail Receiving Agency (CMRA)

Home / CMRA Location (1583-A) / 1583 / Quarterly Review / Procedures / DGEC Compliance / Manage Users

Link to DMM

Figure 90: CMRA Procedures



Postal Explorer

[PE Tools](#)
[Publications](#)
[Business Solutions](#)
[Archives](#)
[Help](#)



Domestic Mail Manual

[100 Retail Mail](#)
[200 Commercial Mail](#)
[500 Additional Mailing Services](#)
[600 Basic Standards for All Mailing Services](#)
[700 Special Standards](#)
[Index and Appendices](#)

Mailing Standards of the United States Postal Service

Domestic Mail Manual

Updated 1-22-23

[Summary of Changes](#)

[Quick Service Guide](#)

RETAIL MAILING SERVICES

100 Retail Letters, Cards, Flats, and Parcels

- [101 Physical Standards](#)
- [102 Elements on the Face of a Mailpiece](#)
- [110 Priority Mail Express](#)
- [120 Priority Mail](#)
- [130 First-Class Mail](#)
- [140 Every Door Direct Mail - Retail \(EDDM-Retail\)](#)
- [150 USPS Retail Ground](#)
- [170 Media Mail and Library Mail](#)

Figure 91: USPS Domestic Mail Manual Page on USPS.com

3.7 Dangerous Goods and Export Compliance (DGEC)

To view your Compliance Training:

- Click **DGEC Compliance** on the CMRA Dashboard Toolbar (Figure 92).
- The DGEC Compliance landing page displays (Figure 92). Your company location and associated training displays.




Commercial Mail Receiving Agency (CMRA)

[Home](#) /
 [CMRA Location \(1583-A\)](#) /
 [1583](#) /
 [Quarterly Review](#) /
 [Procedures](#) /
 [DGEC Compliance](#) /
 [Manage Users](#)


CMRA AT: 5868 MAPLEDALE PLZ : 22193

☒ Training
 ☐ Training Completed



Training	Started Date	Action
Repeat date field is NO longer visible.		Action
Active list have Yes and No options.		Action

Figure 92: DGEC Compliance

- C. For Training Help or Information, click the  icon above the Action column (Figure 92 above). The Training Help/Info phone number displays (Figure 93). Click the **X** to close the popup box.

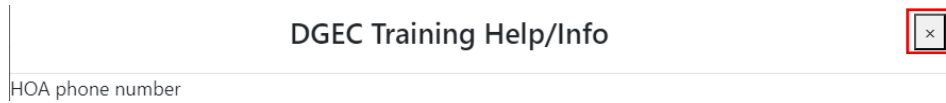


Figure 93: DGED Training Help/Info

- D. To change locations if you have multiple locations associated with your CMRA account, click the location **drop-down arrow** and select another **location** from the list (Figure 94). The training list for the selected location displays.

Home / CMRA Location (1583-A) / 1583 / Quarterly Review / Procedures / DGED Compliance / Manage Users

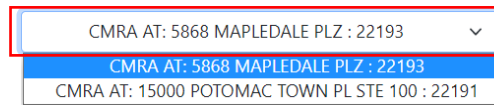


Figure 94: Select CMRA Location for Training

- E. Click the **radio button** for **Training** or **Training Completed** to change the training listed by status (Figure 92 above) by training required/in process or training completed. The selected training list displays.

To update your DGED Compliance (Training):

- Click the **radio button** for **Training** to display the training required or in process (Figure 92). The selected Training list selected displays.
- To start a training class:
 - Select **Action** in the Training list to update the desired training (Figure 92 above).
 - The Start/Complete DGED Training popup box displays (Figure 95).

Start/Complete DGED Training

Click Start to indicate the training is in progress.

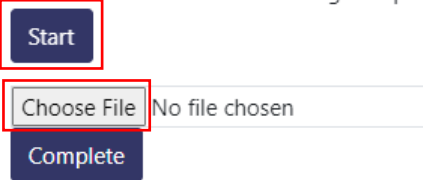


Figure 95: Start/Complete DGED Training

- Click **Start** to indicate the training is in progress (Figure 95). The popup box closes automatically.
- Today's date is entered for the training start date and the Training list display updates (Figure 96).

Training	Started Date	Action
Repeat date field is NO longer visible.	02/07/2023	Action

Figure 96: DGED Training Started

- C. To complete a training class:
1. Click **Action** in the Training list to update the desired training (Figure 96 above). The Start/Complete DGEC Training popup box displays (Figure 95 above).
 2. Click **Choose File** to select a file to upload (Figure 95 above). The File Selection dialog box displays (Figure 97).
 3. Navigate to the desired location and select the pdf or jpg **training certificate file** to upload. Click **Open** to add the file to the popup box (Figure 97).

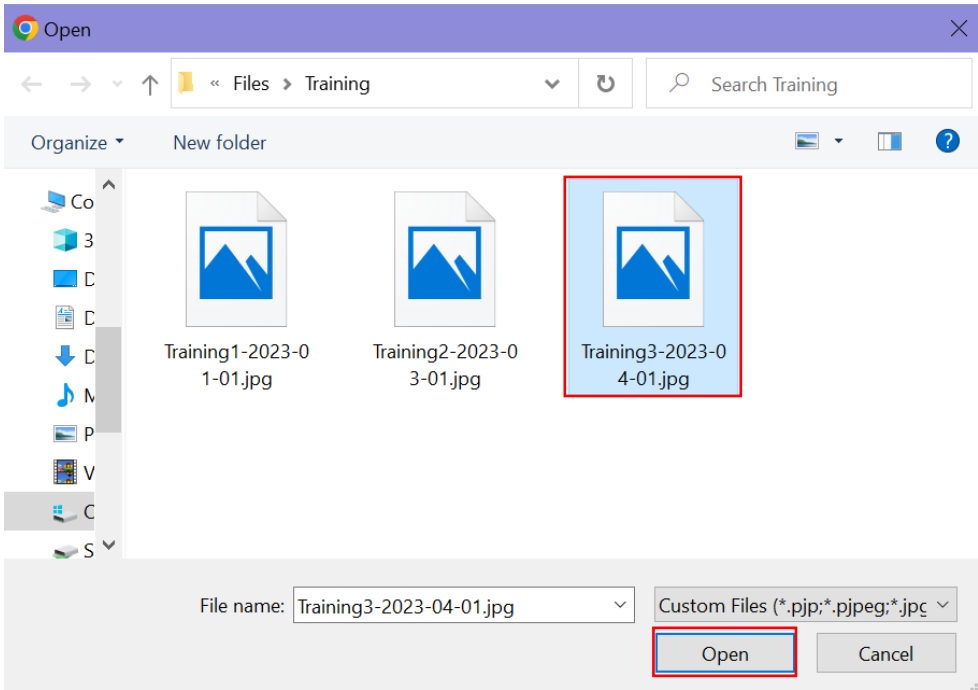


Figure 97: DGEC Training File Selection

4. The file name displays in the Start/Complete DGEC Training dialog box. Click **Complete** to upload the file (Figure 98). The popup box closes automatically.

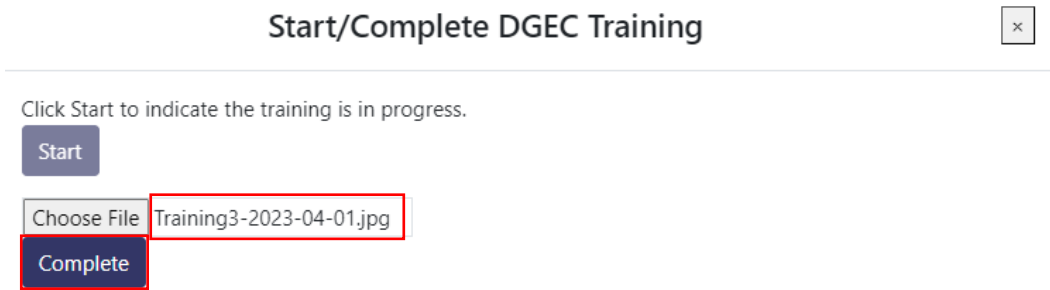


Figure 98: DGEC Training Upload

5. The file upload date is automatically entered as the training complete date (Figure 99).
6. The Training Complete list displays all completed training (Figure 99).

UNITED STATES POSTAL SERVICE®

Commercial Mail Receiving Agency (CMRA)

Home / CMRA Location (1583-A) / 1583 / Quarterly Review / Procedures / DGED Compliance / Manage Users

CMRA AT: 15000 POTOMAC TOWN PL STE 100 : 22191

Training Training Completed

Training	Started Date	Started By	Completed Date	Completed By
Repeat date field is NO longer visible.	02/07/2023	Iguernsey	02/07/2023	Iguernsey
Active list have Yes and No options.	05/09/2023	USPS_User	05/09/2023	USPS_User

Figure 99: DGED Training Completed

3.8 Manage Users

To view and manage authorized users for your CMRA account:

- A. Click **Manage Users** on the CMRA Dashboard Toolbar (Figure 100).

UNITED STATES POSTAL SERVICE®

Commercial Mail Receiving Agency (CMRA)

Home / CMRA Location (1583-A) / 1583 / Quarterly Review / Procedures / DGED Compliance / Manage Users

Manage Users

Search:

BCG Id	User Name	Access Level	Company Name	Company Address	Owner Name	PS1583-A Image
USPS_NewUser	New User	Admin	CMRA AT: 15000 POTOMAC TOWN PL STE 100	15000 POTOMAC TOWN PL STE 100, WOODBRIDGE, VA 22191	JOHN SONG	
USPS_User	Nancy Doe	Admin	CMRA AT: 15000 POTOMAC TOWN PL STE 100	15000 POTOMAC TOWN PL STE 100, WOODBRIDGE, VA 22191	JOHN SONG	

Save Add User Access

Figure 100: CMRA Authorized Users

- B. The Manage Users landing page displays (Figure 100), with your company's authorized users.
- C. To change a user's account access:
 1. Click the **drop-down arrow** under **Access Level** for the user (Figure 101).

USPS_User Nancy Doe Admin


Admin

User

None

Figure 101: Manage Users – Change User Account Access

2. Select the desired change from the drop-down list (Figure 101 above). The new access level selection displays highlighted in orange (Figure 102).



Commercial Mail Receiving Agency (CMRA)

[Home](#) / [CMRA Location \(1583-A\)](#) / [1583](#) / [Quarterly Review](#) / [Procedures](#) / [DGED Compliance](#) / [Manage Users](#)

Manage Users

Search:

BCG Id	User Name	Access Level	Company Name	Company Address	Owner Name	PS1583-A Image
USPS_NewUser	New User	User	CMRA AT: 15000 POTOMAC TOWN PL STE 100	15000 POTOMAC TOWN PL STE 100, WOODBRIDGE, VA 22191	JOHN SONG	
USPS_User	Nancy Doe	Admin	CMRA AT: 15000 POTOMAC TOWN PL STE 100	15000 POTOMAC TOWN PL STE 100, WOODBRIDGE, VA 22191	JOHN SONG	

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

Figure 102: Manage Users – New User Account Selection

3. Click **Save** to update the access level for this user (Figure 102).
4. The **Update User Access Review** page displays. Click **Submit** to send the change to USPS or **Cancel** to revert to the previous access level (Figure 103).

Manage Users - Update User Access Review

BCG Id	User Name	Access Level	Company Name	Company Address	Owner Name
USPS_NewUser	New User	USER	CMRA AT: 15000 POTOMAC TOWN PL STE 100	15000 POTOMAC TOWN PL STE 100, WOODBRIDGE, VA 22191	JOHN SONG

Figure 103: Manage Users – Submit Updated User Account Access

5. You will return to the [Manage Users](#) page with the updated access levels displayed (Figure 104).

Note: At least one user must have Admin level access for a location. The “* Access level change restricted” message will display when there is only one user for a location with Admin level access (Figure 104).

Manage Users i						
Search: <input type="text"/>						
BCG Id	User Name	Access Level	Company Name	Company Address	Owner Name	PS1583-A Image
USPS_NewUser	New User	User	CMRA AT: 15000 POTOMAC TOWN PL STE 100	15000 POTOMAC TOWN PL STE 100, WOODBRIDGE, VA 22191	JOHN SONG	
USPS_User	Nancy Doe	Admin*	CMRA AT: 15000 POTOMAC TOWN PL STE 100	15000 POTOMAC TOWN PL STE 100, WOODBRIDGE, VA 22191	JOHN SONG	
* Access level change is restricted since the user is the only administrator for the CMRA location						

Figure 104: Manage Users –User Account Access Updated

- D. To add a user to your account:
1. Click **Add User Access** (Figure 100 above).
 2. The **Add User Access** page displays (Figure 105).

Manage Users - Add User Access						
*CMRA location:	Please select a location					▼
*User Login Id:	<input type="text"/>	Verify Account				
*Verified:	NO	Verified First Name	Verified Last Name			
*Access Level:	Please select ▼					
Submit			Cancel			

Figure 105: Manage Users – Add User Access

3. Click the **drop-down arrow** for **CMRA location** and select the desired location from the list (Figure 105).
4. Enter the user's BCG **User Login ID** and select the desired **Access Level** for the user (Figure 105).

5. Click **Verify Account** to find the user in the BCG system (Figure 106).

Manage Users - Add User Access

*CMRA location: CMRA AT: 15000 POTOMAC TOWN PL STE 100 - 15000 POTOMAC TOWN PL STE 100, WOODBRIDGE, ▼

*User Login Id: USPS_NewUser **Verify Account**

*Verified: NO Verified First Name Verified Last Name

*Access Level: Admin ▼

Submit Cancel

Figure 106: Manage Users – Verify New User Account

6. If the user is found in the BCG system and has access to the CMRA mailing service, the Verified and User Name fields will be filled in. Click **Submit** (Figure 107).

Manage Users - Add User Access

*CMRA location: CMRA AT: 15000 POTOMAC TOWN PL STE 100 - 15000 POTOMAC TOWN PL STE 100, WOODBRIDGE, ▼

*User Login Id: USPS_NewUser **Verify Account**

*Verified: YES New User

*Access Level: Admin ▼

Submit Cancel

Figure 107: Manage Users – Verify New User Account Successful

- a) If the user is NOT found in the BCG system, is already in the system for the selected location, or does NOT have access to the CMRA mailing service, you will get an error message (Figure 108 or Figure 109).

Manage Users - Add User Access

*CMRA location: CMRA AT: 15000 POTOMAC TOWN PL STE 100 - 15000 POTOMAC TOWN PL STE 100, WOODBRIDGE, ▼

*User Login Id: USPS_User1 **Verify Account** Error retrieving user account information

*Verified: NO Verified First Name Verified Last Name

*Access Level: Admin ▼

Submit **Cancel**

Figure 108: Manage Users – Verify Account Retrieval Error

Manage Users - Add User Access

The user is already configured for access on this business location.

*CMRA location: CMRA AT: 15000 POTOMAC TOWN PL STE 100 - 15000 POTOMAC TOWN PL STE 100, WOODBRIDGE, ▼

*User Login Id: USPS_NewUser **Verify Account**

*Verified: YES New User

*Access Level: Admin ▼

Submit **Cancel**

Figure 109: Manage Users – Already Has Access for Location

- b) Correct the issue:
- 1) If the User is already configured for access at this location, change the User access in step 3.8.C above (Figure 101).
 - 2) Otherwise, if the User is not in the system for this location, verify the User Login ID is correct.
 - 3) Verify the User has access to the CMRA mailing service when they log in to the BCG.

Note: Have the User log in to the BCG, select Mailing Services and Go to Service for CMRA. Refer to 3.1 Access CMRA Services. The User does not need to claim a CMRA location to be added as a User for a location. You may add a User if they can access the CMRA mailing service in the BCG.

- 4) Repeat steps 3.8.D.4 and 5 above.
- c) If the User Login ID is verified, proceed to step 6. Otherwise, click **Cancel** to cancel the new user submission (Figure 108 above).
7. Once successfully submitted, the new user displays on the Manage Users landing page (Figure 110).

Manage Users i

New access added for user with login id USPS_NewUser

Search:

BCG Id	User Name	Access Level	Company Name	Company Address	Owner Name	PS1583-A Image
USPS_NewUser	New User	Admin	CMRA AT: 15000 POTOMAC TOWN PL STE 100	15000 POTOMAC TOWN PL STE 100, WOODBRIDGE, VA 22191	JOHN SONG	
USPS_User	Nancy Doe	Admin	CMRA AT: 15000 POTOMAC TOWN PL STE 100	15000 POTOMAC TOWN PL STE 100, WOODBRIDGE, VA 22191	JOHN SONG	

Save

Add User Access

Figure 110: Manage Users – New User Added

4.0 Appendix A – Terms and Abbreviations

4.1 Terms

Table 2: Terms and Definitions

Term	Definition
1583	PS Form 1583 Application for Delivery of Mail Through Agent or List of users (customers) for a CMRA location
1583-A	PS Form 1583a Application to Act as a Commercial Mail Receiving Agency or Commercial Mail Receiving Agency Location
JPEG, JPG, PNG, GIF, PDF, RAW	Electronic file format types
Postal Service	United States Postal Service

4.2 Acronyms and Abbreviations

Table 3: Acronyms and Abbreviations

Acronym / Abbreviation	Acronym / Abbreviation Expanded
BCG	Business Customer Gateway
CAC	Common Access Card
CMRA	Commercial Mail Receiving Agency
CRID	Customer Registration ID
DGEC	Dangerous Goods and Export Compliance
DMM	Domestic Mail Manual
DOB	Date of Birth
DOD	Department of Defense
ID	Identification
PIV	Personal Identity Verification
PMB	Private Mailbox
U.S.	United States
USPS	United States Postal Service
ZIP Code™	Zone Improvement Plan Code

5.0 Appendix B – References

5.1 Postal Service Websites

Postal Service Home	www.usps.com
DMM	Domestic Mail Manual Postal Explorer (usps.com)
Website for Business Customer Gateway	https://gateway.usps.com/eAdmin/view/signin
Website for Postal Service forms	https://about.usps.com/resources/forms.htm
Website for Postal Service publications	http://about.usps.com/publications/welcome.htm

6.0 Appendix C – Forms



Application to Act as a Commercial Mail Receiving Agency

1. Date

TO: POSTMASTER

In registering with the Postal Service™ to act as an agency to receive delivery of mail of others, the agent agrees to the following: (1) the Commercial Mail Receiving Agency (CMRA) must have on file a PS Form 1583, *Application for Delivery of Mail Through Agent*, for the owner/manager and each addressee or firm receiving mail at the agency; (2) a CMRA must represent its delivery address as a private mailbox; (3) the CMRA is not authorized to accept Registered Mail® from their clients for mailing, the Post Office™ is the only acceptable mailing point; (4) the CMRA must be in full compliance with *Domestic Mail Manual* (DMM)® 508.1.8 and other applicable postal requirements to receive delivery of mail from the Postal Service; and (5) when any information required on this form changes, the CMRA owner or manager must file a new application with the postmaster.

By signing this form, you signify receipt and understanding of applicable DMM regulations regarding delivery of mail to a CMRA by the Postal Service. This application may be subject to verification procedures by the Postal Service to confirm that the CMRA owner or manager resides at the permanent home address listed below, and that identification presented in box 10 is valid. Failure to comply with DMM 508.1.8 and all other applicable Postal Service requirements may subject the agency to withholding of mail until corrective action is taken.

2. Name of CMRA (Corporation or Trade Name)		3. Name of CMRA Owner/Manager
4. Street Address of CMRA (Number, street, city, state, and ZIP Code)™		5. P.O. Box Address of CMRA (City, state, and ZIP Code)
6. CMRA Telephone Number ()		7. Permanent Home Address of CMRA Owner/Manager (Number, street, city, state, and ZIP Code)
8. Home Telephone Number of CMRA Owner/Manager		
9. Agency Manager or Contact (Name and telephone number) ()		11. E-mail address of CMRA Owner or Manager
10. Two types of identification are required. One must contain a photograph of the CMRA owner or manager. One must bear the home address of the CMRA owner or manager. The postmaster or designee must write in type of identifying information.		WARNING: The furnishing of false or misleading information on this form, or omission of material information, may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties). (18 U.S.C. 1001)
a.	b.	
Photo identification: (list name, ID number, ID type, issuing entity, expiration date as it appears on the ID.) Acceptable photo identification includes: valid U.S. state/territory/tribal driver's or non-driver's identification card, U.S. Access Card, Uniformed Service ID, passport, Matricula Consular, NEXUS card, certificate of naturalization, or U.S. Permanent Resident Card.		12. Signature of CMRA Owner or Manager and Date
Address identification: (list name, address, type of document). Acceptable address verification includes current lease, mortgage or Deed of Trust, voter or vehicle registration card, a home or vehicle insurance policy, listing the address indicated above.		
		13. Signature of Postmaster or Designee and Date

Privacy Act Statement

Privacy Act Statement: Your information will be used to administer Commercial Mail Receiving Agency (CMRA) application, enrollment and fulfillment processes, to verify your identity, and to permit authorized delivery of mail to the addressee's agent via a CMRA. Collection is authorized by 39 USC 401, 403, and 404. Supplying the information is voluntary, but if not provided, we will not be able to fulfill your request to act as a CMRA. We do not disclose your information without your consent to third parties, except for the following limited circumstances: incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service® auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to agencies and entities for financial matters; and for customer service purposes. In addition, information may be disclosed for the purpose of identifying an address as an address of an agent to whom mail is delivered on behalf of other persons. However, this specific routine use does not authorize the disclosure of the identities of persons on behalf of whom agents receive mail. All routine uses are subject to the following exception: Information concerning an individual who has filed an appropriate protective court order with their application will not be disclosed except pursuant to the order of a court of competent jurisdiction and subject to the approval of the USPS® General Counsel. For more information on our privacy policies visit www.usps.com/privacypolicy.

PS Form 1583-A, January 2023

For information about this form, contact the CMRA Program at CMRAprogram@usps.gov.
This form is on the Internet at www.usps.com.®

Figure 111: PS Form 1583-A - Application to Act as a Commercial Mail Receiving Agency

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United States Postal Service®

Application for Delivery of Mail Through Agent

See Privacy Act Statement on Reverse

1. Date

In consideration of delivery of my or our (firm) mail to the agent named below, the addressee and agent agree: (1) the addressee or the agent must not file a change of address order with the Postal Service™ upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the addressee and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) upon request the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the addressee(s) must file a revised application with the Commercial Mail Receiving Agency (CMRA).

NOTE: The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. The agent provides the original completed signed PS Form 1583 to the Postal Service and retains a duplicate completed signed copy at the CMRA business location. The CMRA copy of PS Form PS 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The addressee and the agent agree to comply with all applicable Postal Service rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in boxes 7 or 10, and that the identification listed in box 8 is valid.

2. Name in Which Applicant's Mail Will Be Received for Delivery to Agent. (Complete a separate PS Form 1583 for EACH applicant. Spouses may complete and sign one PS Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)		3a. Address to be Used for Delivery (Include PMB or # sign.)	
4. Applicant authorizes delivery to and in care of:		5. This authorization is extended to include restricted delivery mail for the undersigned(s):	
a. Name			
b. Address (No., street, apt./ste. no.)			
c. City	d. State AL	e. ZIP + 4	
6. Name of Applicant		7a. Applicant Home Address (No., street, apt./ste. no)	
8. Two types of identification are required. One must contain a photograph of the addressee(s). Social Security cards, credit cards, and birth certificates are unacceptable as identification. The agent must write in identifying information. Subject to verification.		7b. City	
a.		7c. State AL	
b.		7d. ZIP + 4	
Acceptable identification includes: valid driver's license or state non-driver's identification card; armed forces, government, university, or recognized corporate identification card; passport, alien registration card or certificate of naturalization; current lease, mortgage or Deed of Trust; voter or vehicle registration card; or a home or vehicle insurance policy. A photocopy of your identification may be retained by agent for verification.		7e. Applicant Telephone Number (Include area code)	
		9. Name of Firm or Corporation	
		10a. Business Address (No., street, apt./ste. no)	
		10b. City	
		10c. State AL	
		10d. ZIP + 4	
		10e. Business Telephone Number (Include area code)	
		11. Type of Business	
12. If applicant is a firm, name each member whose mail is to be delivered. (All names listed must have verifiable identification. A guardian must list the names of minors receiving mail at their delivery address.)			
13. If a CORPORATION, Give Names and Addresses of Its Officers		14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.	
Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).			
15. Signature of Agent/Notary Public		16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)	

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This form on Internet at www.usps.com®

Figure 112: PS Form 1583 - Application for Delivery of Mail Through Agent