

# HOW TO CREATE & PROCESS YOUR EVERY DOOR DIRECT MAILER



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# STEP 1.

## REGISTER

Follow the link below to register for an account with the US Postal Service Every Door Direct Mail service.

<http://eddm.usps.com>

The screenshot shows the 'Create Your USPS.com Business Account' registration page. It is divided into two main sections: 'Pick a Username' and 'Enter Security Information'. The 'Pick a Username' section includes a text input field and a 'Check This Name' button. The 'Enter Security Information' section is further divided into 'Pick a Password' and 'Pick Two Security Questions'. The password section has a 'Password' and 'Re-Type Password' field. The security questions section has two columns, each with a dropdown menu for selecting a question, a 'Your Answer' field, and a 'Re-Type Your Answer' field. The page header includes navigation links for 'Back', 'English', 'Customer Service', and 'USPS Mobile', along with a 'Register / Sign In' link.

# STEP 2.


## CREATE A MAILING PART I

Search by address, zip code, or simply use the map to choose the routes you'd like your mailer to go to.

### Every Door Direct Mail®

Create Mailing | Saved Orders (3) | Order History (107) | What is EDM? | Mailpiece Size Checker

Search for full address, city/state, or ZIP Code™



# STEP 3.

## CREATE A MAILING PART II

Click on each of the search criteria to target your audience. You can isolate this by business, residential, age and income.

### Every Door Direct Mail®

[Create Mailing](#)
[Saved Orders \(3\)](#)
[Order History \(107\)](#)
[What is EDM?](#)
[Mailpiece Size Checker](#)

LYNDHURST, NJ

ROUTE RESIDENTIAL BUSINESS TOTAL AGE 25-44 SIZE INCOME COST \$--

Show Table

Order Summary

Individual Routes Selected: 0

Post Office Drop-Offs: 0

Total Delivery Addresses: 0

Approximate Cost: \$0.00

Continue

Save

# STEP 4.

## CREATE A MAILING PART III

Once you have isolated the area you'd like your mailer to go to either continue to process your payment or save to come back later

**NOTE: You can only process up to 5,000 addresses per day on your account. If you would like to send to more addresses than this, you'll need to place/drop-off orders on multiple days.**

### Every Door Direct Mail®

[Create Mailing](#)
[Saved Orders \(3\)](#)
[Order History \(107\)](#)
[What is EDM?](#)
[Mailpiece Size Checker](#)

LYNDHURST, NJ

ROUTE	RESIDENTIAL	BUSINESS	TOTAL	AGE 25-44	SIZE	INCOME	COST
Deselect All (17 routes) ▾							
07071-C030	523	80	603	29%	2.50 ppl.	\$57.83k	\$106.13
07071-C031	474	40	514	29%	2.40 ppl.	\$49.42k	\$90.46
07071-C032	481	5	486	24%	2.50 ppl.	\$58.63k	\$85.54
07071-C033	502	66	568	31%	2.50 ppl.	\$70.53k	\$99.97
07071-C034	429	16	445	25%	2.70 ppl.	\$81.89k	\$78.32
07071-C035	446	63	509	30%	2.60 ppl.	\$80.32k	\$89.58
07071-C036	445	11	456	30%	2.50 ppl.	\$68.80k	\$80.26
07071-C037	490	15	505	29%	2.50 ppl.	\$66.43k	\$88.88
07071-C038	670	24	694	28%	2.60 ppl.	\$68.70k	\$122.14
07071-C039	448	9	457	30%	2.40 ppl.	\$77.74k	\$80.43
07071-C040	467	47	514	30%	2.40 ppl.	\$52.62k	\$90.46
07071-C041	468	44	512	38%	2.30 ppl.	\$68.82k	\$90.11
07071-C043	794	58	852	32%	2.40 ppl.	\$65.90k	\$149.95
07071-C044	473	17	490	28%	2.60 ppl.	\$71.28k	\$86.22

#### Order Summary

Individual Routes Selected  
**17**

Post Office Drop-Offs  
**1**

Total Delivery Addresses Clear  
**8972**

Approximate Cost i  
**\$1579.07**

Your Every Door Direct Mail order cannot exceed 5000 pieces. Please reduce your order amount to continue.

# STEP 5.

## PAYMENT

Select the day you'd like to drop off your mailer.  
Then choose to pay at the post office or pay online.

### Every Door Direct Mail®

[Create Mailing](#)
[Saved Orders \(3\)](#)
[Order History \(107\)](#)
[What is EDDM?](#)
[Mailpiece  
Size Checker](#)


#### Order Summary

Individual Routes Selected

9

Post Office Drop-Offs

1

Total Delivery Addresses

4788

[← Back to Map](#)

#### Select Drop-Off Date & Payment Options

July 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

\*Choose Company/Mailer Name

[Creating this order for someone else? \(Optional\)](#)

 Check [mailpiece size requirements](#).

 I have read, understand and agree to the [Terms & Conditions](#).

Take order to Post Office: 07/29

Total Cost \$842.69



[Need assistance?](#)

# STEP 6.

## PRINTING YOUR FORMS

Choose the option to “Print all forms now” - for each route, you must print out \*1\* form for each \*100\* pieces.

### Please see below example:

Route C008: 288 addresses

So, for route C008, I would need to print out a total of \*3\* forms.

\*2 bundles of 100 & then 1 bundle of 88 (So each bundle needs their own form).

### POST OFFICE LOCATIONS AND DROP INFORMATION

Information provided below identifies the Post Office retail units that service the ZIP Codes and routes included in your mailing. Each mailing must be taken to the specified Post Office retail unit as indicated below for processing at the discount postage rate.

1	WESTFIELD 153 CENTRAL AVE WESTFIELD, NJ 07090	Phone: (908) 233-4053 Fax: (650) 577-4424 800-ASK-USPS	Retail Business Hours						
			M	T	W	Th	F	Sa	Su
			10:00AM 05:00PM	10:00AM 05:00PM	10:00AM 05:00PM	10:00AM 05:00PM	10:00AM 05:00PM	09:00AM 01:00PM	Closed
<b>ZIP Code</b>	<b>Route</b>	<b>Mailpieces</b>	<b>ZIP Code</b>	<b>Route</b>	<b>Mailpieces</b>	<b>ZIP Code</b>	<b>Route</b>	<b>Mailpieces</b>	
07092	C008	288	07092	C029	284	07092	C030	306	
07092	C036	279	07092	C041	217	07092	C046	269	
07092	C053	364	07092	C054	256	07092	C055	51	
07092	C056	217							
<b>Total Mailpieces: 2531</b>			<b>Approximate Cost: \$445.46</b>						

#### What do I do next?

1. Double-check your mailpieces.

There are size and label restrictions for mailpieces sent through Every Door Direct Mail®. Use our [Mailpiece Size Requirements tool](#) and read our [Quick Reference Guide](#) to make sure your mailpieces will be accepted.

2. Prepare your mail bundles.

We recommend that you organize your routes in bundles of **50-100** pieces.

3. Print out your forms.

You will need to have 1 separate Facing Slip for **each** bundle you create.

For example:

Bundles of 50 would require **51** Facing Slips.  
Bundles of 100 would require **26** Facing Slips.

WESTFIELD POST OFFICE (10 routes, 2531 delivery addresses)

07092-C008	288 delivery addresses
07092-C029	284 delivery addresses
07092-C030	306 delivery addresses
07092-C036	279 delivery addresses
07092-C041	217 delivery addresses
07092-C046	269 delivery addresses
07092-C053	364 delivery addresses
07092-C054	256 delivery addresses
07092-C055	51 delivery addresses
07092-C056	217 delivery addresses

[Download Mailing Statement \(2 pages\) \(USPS Form PS3587\)](#) ›

[Download Facing Slips \(1 page/route\)](#) ›

To print all pages at once:


[Print All Forms Now](#)

# STEP 7.

## BUNDLE YOUR EDDM & ATTACH MAILING SLIPS

Each bundle of 1-100 pieces will need to be accompanied by it's own form as mentioned in Step 6. Make sure you fill out the Date, # of mailpieces per bundle, & total # of bundles (i.e. 1 of 4)

**EVERY DOOR DIRECT MAIL - RETAIL™  
FACING SLIP**

<b>Mailer Information</b>		<b>USPS TRACKING #</b>
Company Name: Pix-I Graphx		
Post Office of Mailing LYNDHURST		
9309 9899 5550 0000 0174 0468 30		
<b>5-Digit ZIP Code (Required):</b> 07092	<b>Route Number (Required):</b> C008	<b>Delivery Type:</b> Residential
<b>Date:</b> 8/4/2016	<b>Total # of Mailpieces per Bundle:</b> 100	<b>Total # of Bundles*:</b> 1 of 3
-----		
<b>Do Not Deliver Address</b>	<b>Do Not Deliver Address</b>	



# STEP 8.

## SIGN YOUR FORMS

Here you'll need to fill out the total number of bundles. Once you've done that, simply Sign & Print your name & list the telephone number you'd like to associate with the mailer.

(NOTE: If you pay online, it is helpful to highlight the "Total Postage" amount & "Status" so it is easy for the person processing your order to know you are ready to drop off & have paid).

United States Postal Service							Post Office: Note Mail Arrival Date & Time (Do Not Round Stamp)	
Every Door Direct Mail (EDDM) Retail®								
Mailer	Name and Address of Individual or Organization for Which Mailing is Prepared		Telephone (201) 553-1200	Name and Address of Mailing Agent (If other than mailer)		Telephone		
	Pix-I Graphx 107 Stuyvesant Ave. Suite B, Lyndhurst, NJ 07071					Customer Registration I.D. (CRID) _____		
Mailing	Post Office of Mailing LYNDHURST	Processing Category <input checked="" type="checkbox"/> EDDM Flats	Mailer's Mailing Date 08/04/2016	Total # of Bundles	Total # of Pieces per Bundle			
	Type of Postage <input type="checkbox"/> EDDM Retail Indicia <input type="checkbox"/> Metered <input type="checkbox"/> Meter Strip	Delivery Type Residential Route Type(s) CTY	Weight of a Single Piece ____ ounces Max Weight 3.3 ounces	Every Door Direct Mail Barcode 				
			Incentive/Discount Claimed	11000000000204877970000038976530253111				
	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Incentive/Discount Amount	Total Postage	Status
DDU	Saturation	0.176	2,531	\$445.46		\$445.46	PAID ONLINE	
Certification	The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.							
	Privacy Notice: For information regarding our Privacy policy visit <a href="http://www.usps.com">www.usps.com</a>							
	Signature of Mailer or Agent X		Printed Name of Mailer or Agent Signing Form X		Telephone (201) 553-1200			

# STEP 9.

## DROP OFF YOUR EDM

Once you have bundled all of your pieces and attached the proper form to each bundle, you are ready to bring them to the Post Office! Once you drop off, it will take 1-2 days for your Post Office to process & deliver to the selected addresses.

