PostalOne-Digital Daily Postal Report Conversion

As many know, the USPS is requiring newspapers to enter their postage reports electronically on **January 28, 2024**. This will eliminate the need to take a physical copy to the post office.

* **Please be sure that you are entering your postage reports electronically beginning the week of January 15th, 2024 so that any issues can be resolved.**
* There will be a lunch and learn to review the upcoming changes along with a question-and-answer session on January 4th, 2024 at 2pm EST link below:

Zoom-<https://us06web.zoom.us/j/87981277355?pwd=brkEYsK5NMZK8cVqGvDOudPoe4wbJa.1>

Meeting ID: 879 8127 7355

Passcode: 936407

* A video that will help walk you through the process is provided by visiting the link below:

Video line-<https://www.youtube.com/watch?v=tGNs-zlLdkU>

Final Important tips **How to find your postage Mailer ID (you will need this):**

1.) Log into the postage customer gateway.
2.) Click on Mailing Services in the top left corner.
3.) Choose “Mailer ID”.
4.) Your Mailer ID is listed. It will be 9 numbers.

**How to submit postage report electronically:**

1.) Log into the postage customer gateway.
2.) Click on mailing services in the top left corner.
3.) Choose Postal Wizard (PostalOne!).
4.) Choose online form 3541—Postage Statement---Periodicals
5.) Complete the form by utilizing your typical postage report that you take to the post office and submit.