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**Postal Promotions:
Enroll/Register for the
Promotion**

Date: December 2, 2024

Postal Promotions: Enroll/Register for the Promotion

1. Log into your USPS Business Customer Gateway (BCG) account at [USPS Business Customer Gateway](#)
2. In the upper left hand corner click on “**Mailing Services**”. Scroll down to **Incentive Programs** and click on the “**Go to Service**” blue tab on the right.
3. Scroll down to Find the Promotion you wish to enroll in (be sure you select the correct year) and click on the link. Click the “**Begin Enrollment**” tab in the upper middle section.
4. Complete each of the sections on the tabs on the left hand side that say “*Incomplete*”
 - a. **Additional Contact Information:** Enter your contact information in each cell. You only have to complete the top portion. Click the “**Save**” button at the bottom right.
 - b. **Locations:** Be sure that Quad is using the CRID you have enrolled.
 - i. **Integrated Tech Promo:** Enter a name for the CRIDs you will be mailing under and select ‘Add’. Click on the ‘Download Template’ that is ABOVE the CRID Group box. An Excel doc will open. Type your CRIDs in Column A. Do not add a Header or anything in other columns. Save the sheet. Under ‘Upload Files to add CRIDs’ click on ‘Choose File’ and choose the excel you just saved. Then hit ‘OK’. The CRIDs you added will show. Hit ‘Back’ button to go back to the main Locations tab. Click the “**I Agree**” button at the bottom left.
 - ii. **All other Promos:** Verify your CRID is showing and click ‘**I Agree.**’ If a CRID is missing, follow the instructions to add it.
 - c. **Payment Accounts:** This tab lists the Payment Account information within your USPS account. Click the “**I Agree**” button at the bottom left. If you do not see the Permit you are mailing under, follow the steps to add it.
 - d. A “**Certification**” tab will pop up on the left once all of the above tabs are complete. Click the “**I Agree**” button at the bottom left.

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5. Once all of the above steps are complete, the Enrollment Status at the top will change to “**Enrolled**” Please take a screen shot and send to your Quad service team.