Quad

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**Mail Growth Incentive
Registration Process**

Date: December 2, 2024

Mail Growth Incentive

Registration
Steps:

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".
3. Scroll down to Mailing Promotions Portal and click on the "Go to Service" blue tab on the right.
4. Click on the "Submit Promotion/Incentive" button.
5. Click in the box where it says "- -None - -" to see the drop down menu.
6. Click on "Marketing Mail Growth Incentive".
7. Click the blue "Next" button at the bottom right.
8. Click the blue "Next" button at the bottom right to confirm that you have the authority to register your company for this incentive.
9. Enter your contact information into the contact form. A few notes:
   a. We suggest that you only have to complete the items with the red "*".
   b. The phone is 10 digits. No dashes. If you add additional characters it will error.
10. Click the blue "Submit" button.
11. Your baseline will show on the next screen.
12. There are three options to choose, listed below:
    a. I agree
       i. If you have calculated your baseline prior to registering and it matches the USPS baseline number, you can click the "I agree" bullet.
    b. I Disagree
       i. If you have calculated your baseline prior to registering and it does not match the USPS baseline number, you can click the "I disagree" bullet.
    c. I'll Review
       i. If you have not calculated your baseline prior to registering and are not sure what it should be, you can click the "I'll Review" bullet.
       ii. You may choose to click I'll review for any option so that you can review the details prior to agreeing or disagreeing.
13. Click the blue "Next" button at the bottom right.
14. Click the blue "Finish" button at the bottom right.

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This completes the registration process. If you immediately review your baseline, follow the steps below starting at step 4.

Reviewing Baseline

Steps:

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".
3. Scroll down to Mailing Promotions Portal and click on the "Go to Service" blue tab on the right.
4. Click on the "My Promotions/Incentive" button.
5. In the first column on the left titled "Service Request", scroll down and find the Mail Growth Incentive service request and click on the Service Request number.
6. The SR will open in the "**DETAILS**" tab. Click on the "RELATED" tab to the right of the DETAILS tab.
7. Scroll to the bottom to see the baseline volume by CRID.