Uploading Mail.Dat files to the USPS®, *PostalOne!*® and your Dashboard

Before you can upload Mail.dat, or eDcs,to the USPS PostalOne! site, you must have access to the Business Customer Gateway (BCG) with a Username and Password. If you do not,please follow instructions in the "Creating your MID and CRID" instructions.

However, if you have already created a MID and CRID for your organization, be sure that you have your Username and Password secured as they are required for uploading to *PostalOne!*® using the MDRClient software.

As there are updates to every software package periodically, you will need to check back with the BCG for such updates.

At this point, you will need to download the **Mail.dat Windows CLIENT APPLICATION PRODUCTION to upload your Mail.dat to** *PostalOne!.* If you have already downloaded the application, you may disregard this section.

Otherwise, with your favorite web browser, go to www.usps.com and click on the Business Customer Gateway at the bottom right under Other USPS Sites page.

Sign into the Business Customer Gateway (BCG) using your User Name and your Password.
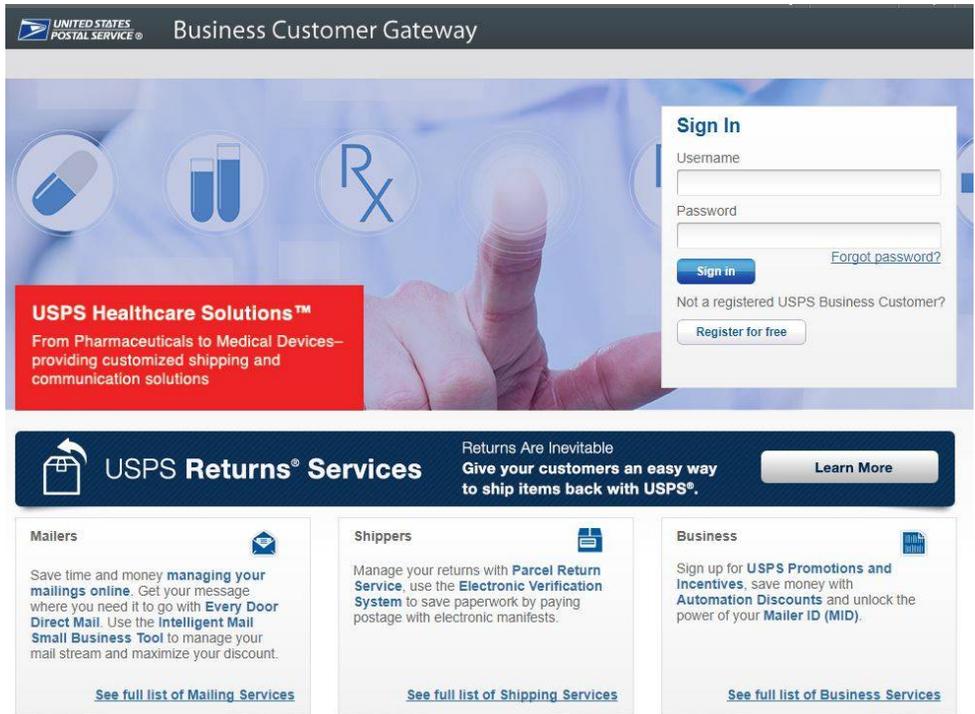
Choose the "Electronic Data Exchange" button to navigate to the next screen.

Select which Client Application to download;
Windows is the likely choice. The best idea is
to create a desktop folder and download
and unzip it there.

This window shows all the contents after unzipping the MDRClient including

the original zip file. To launch and use the MDRClient, select the **run-mdclient**.

Once you are ready to send your Mail.dat file to the Dashboard, launch the

run-mdclient. Sign in using your BCG user name & password.

Select the **Job Validation/Upload** tab. Add a job from the directory where you saved your Mail.dat files. Select your hdr file for the job you wish to send to your
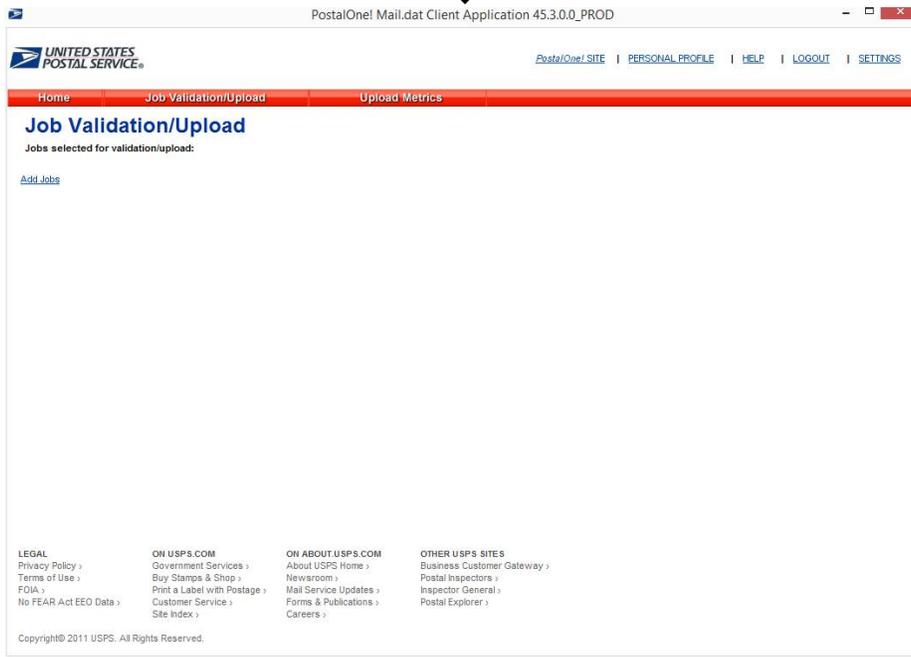
This screen shows the **Job/Mail.dat** attached and ready for processing. You may **Validate Only** or you may select **Upload after validation**. You may want to **Validate** only if you are new to this procedure.
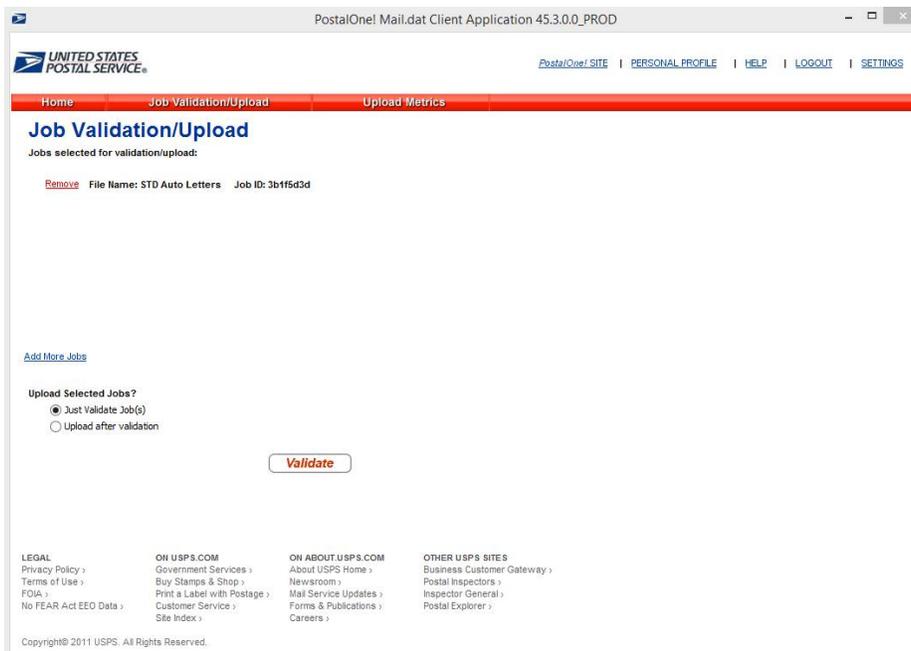
The screen below shows the result of a **Validate Only** as a good file ready to upload now or later as noted by **Validate Completed**. If it shows failure, it will be followed with an explanation for that failure. The same will occur if you select **Upload after validation**.

Validation Status

Just Validate Jobs

Validating Job Files:

File Name: STD Auto Letters   Job ID: 6d190423   VALIDATE COMPLETED   View Details

You are now almost done. We recommend writing the file Name and the Job ID onto the Postal Form appropriate for the class.