



## Uploading Mail.Dat files to the USPS<sup>®</sup>, *PostalOne!*<sup>®</sup> 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!*<sup>®</sup> 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](http://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.

UNITED STATES POSTAL SERVICE® Business Customer Gateway

**Sign In**

Username  
Password

[Forgot password?](#)

**Sign in** [Register for free](#)

Not a registered USPS Business Customer?

**USPS Healthcare Solutions™**  
From Pharmaceuticals to Medical Devices—providing customized shipping and communication solutions

**USPS Returns® Services** Returns Are Inevitable  
Give your customers an easy way to ship items back with USPS®. [Learn More](#)

**Mailers**  
Save time and money **managing your mailings online**. Get your message where you need it to go with **Every Door Direct Mail**. Use the **Intelligent Mail Small Business Tool** to manage your mail stream and maximize your discount.  
[See full list of Mailing Services](#)

**Shippers**  
Manage your returns with **Parcel Return Service**, use the **Electronic Verification System** to save paperwork by paying postage with electronic manifests.  
[See full list of Shipping Services](#)

**Business**  
Sign up for **USPS Promotions and Incentives**, save money with **Automation Discounts** and unlock the power of your **Mailer ID (MID)**.  
[See full list of Business Services](#)

Choose the “Electronic Data Exchange” button to navigate to the next screen.

UNITED STATES POSTAL SERVICE® Business Customer Gateway

Welcome, VLADIMIR

**Need help getting started with Full-Service Intelligent Mail®?**  
[LEARN MORE](#)

The Business Customer Gateway is your central hub for managing your USPS activity for your Business.

Within this site, you will find Business Service tools that you will need to monitor, track, and manage your mailing and shipping activities. You can access these Business Services using the tabs on the left. When you know which services are useful to your business, you can add them as your favorite services using the panel on your right.

**Welcome**  
Inbox  
Mailing Services  
Shipping Services  
Other Services  
Support  
Manage Account

**Favorite Services**

- BALANCE & FEES
- DASHBOARD
- ELECTRONIC DATA EXCHANGE**
- MAILER ID
- MAILING REPORTS
- MANAGE PERMITS
- POSTAL WIZARD

[EDIT FAVORITES](#)

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.

Home > Electronic Data Exchange  
Electronic Data Exchange

Mail.dat	Mail.xml
Download Client Application (Windows 32-bit)	Download Mail.xml WSDL Files
Download Client Application (Windows 64-bit)	

Preproduction for Mailers  
Mail.dat  
Download Client Application (Windows 32-bit)  
Download Client Application (Windows 64-bit)  
Download Client Application (Solaris)  
Go to Preprod

Data exchange testing with PostalOne! Customer Support is required prior to activation for all electronic data exchange methods other than Postal Wizard. The PostalOne! system provides customers with a Test Environment for Mailers (TEM) to allow submission of jobs for validation processing in a non-production environment. This will

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**.

Name	Date modified	Type	Size
config	7/21/2017 9:26 AM	File folder	
jre1.8.0_121_64	7/21/2017 9:26 AM	File folder	
lib	7/21/2017 9:26 AM	File folder	
debug-mdclient.bat	4/5/2017 12:08 AM	Windows Batch File	1 KB
lcp.bat	3/29/2017 12:08 AM	Windows Batch File	1 KB
MDRClient-win64-PROD.zip	7/20/2017 11:44 AM	Compressed (zipp...	86,133 KB
runBatchUpload.bat	4/5/2017 12:08 AM	Windows Batch File	1 KB
runBatchVersionCheck.bat	4/5/2017 12:08 AM	Windows Batch File	1 KB
run-client_credentials_tool.bat	4/5/2017 12:08 AM	Windows Batch File	1 KB
run-mdclient.bat	4/5/2017 12:08 AM	Windows Batch File	1 KB
runBatchRollback.bat	4/5/2017 12:08 AM	Windows Batch File	1 KB
update.bat	3/29/2017 12:08 AM	Windows Batch File	1 KB

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.

PostalOne! Mail.dat Client Application 45.3.0.0\_PROD

UNITED STATES POSTAL SERVICE®

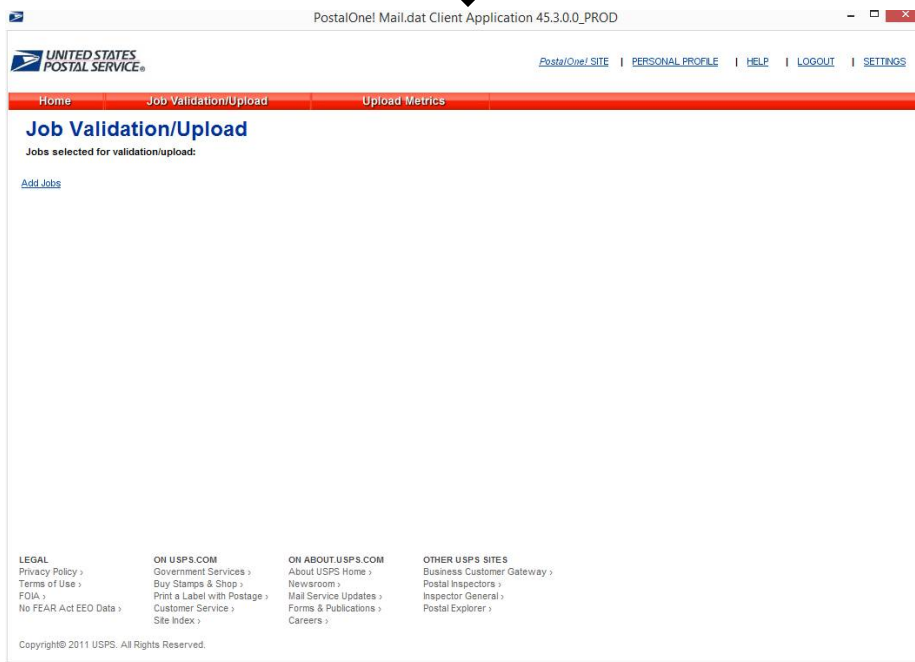
PostalOne! SITE | HELP | SETTINGS

### Sign In

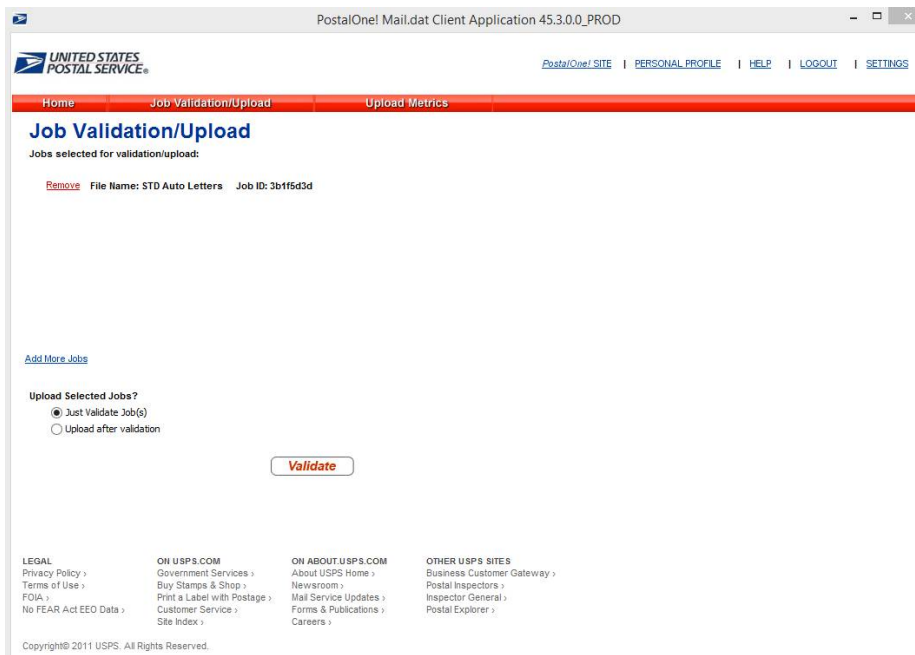
<b>Existing Users</b>	<b>New Users</b>
Fill in the following information:	Register now for USPS PostalOne! services through the Business Customer Gateway. When the registration is complete, a username and password will be provided to access this application.
Username: <input type="text"/>	
Password: <input type="password"/>	
<a href="#">Forgot Password</a>	
<input type="button" value="Sign In &gt;"/>	<input type="button" value="Sign Up &gt;"/>

**Restricted Information**  
WARNING! FOR OFFICIAL USE ONLY  
This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

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**.



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