

How to Access the SPM Exclusions by CRID Application

Step 1 – Sign-in to the Business Customer Gateway (BCG)

A banner for the USPS Business Customer Gateway. The background is a light gray with a photograph of a white envelope, a black pen, and a roll of yellow tape. The text is in a clean, sans-serif font.

BUSINESS CUSTOMER GATEWAY

USPS.com Help

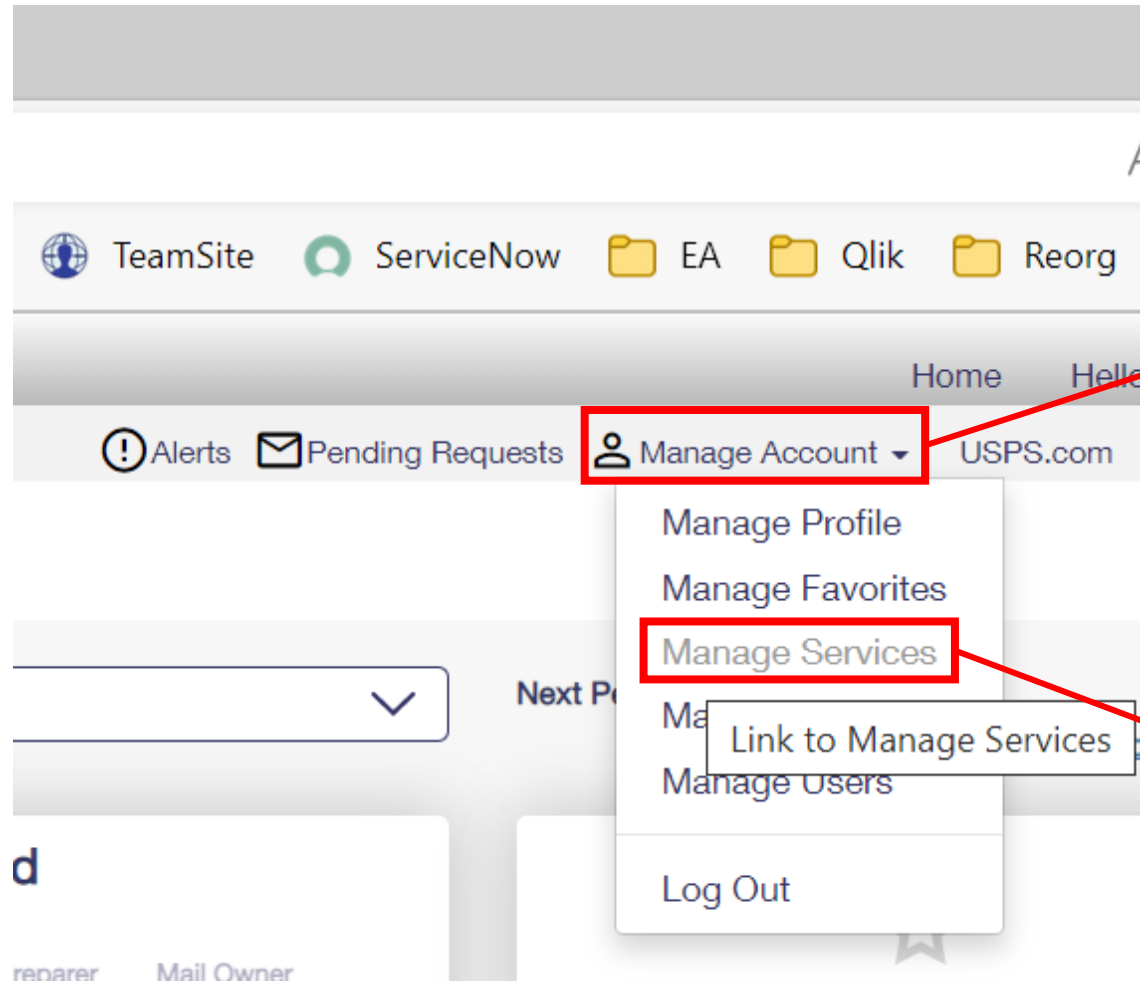
USPS[®] Business Customer Gateway

Find and manage USPS[®] services for your business.

Sign in to the BCG

Sign up for the BCG

Step 2 – Drill into “Manage Services”



**Select
Manager Account**

**Select
Manage Services**

Step 3 – USPS Mail Analytics

After selecting Manage Services, note the CRID at the top of the webpage, find “USPS Mail Analytics”, and select “Get Access”.

Service ▾	Status ▾	BSA ⓘ ▾	
Scan Based Payment (SBP)	Approved	You	N/A
Schedule a Mailing Appointment (FAST)	Approved	You	N/A
Share Mail	Available	Not You	Get Access
StampsNow Commercial Postal Store	Available	Not You	Get Access
USPS Mail Analytics	Available	Not You	Get Access

Step 4 – Obtaining Access Approval

If no one else has requested access for this CRID, then you may be asked to become the Business Services Administrator (BSA). You will need to select “Agree & Become BSA” to continue requesting access.

No BSA For This Location

You are the first person requesting access to this service for your Business Location. As such you will become the BSA responsible for controlling access to this service for this location. Do you agree?

Whether you encounter the BSA window and agree, or you do not get the BSA window, the next step is a system generating email to an approver, which you can confirm in two different ways:

1. A note will appear on the “USPS Mail Analytics” row that reads “Pending Help Desk”

USPS Mail Analytics	Pending Help Desk ⓘ	Not You	<input type="button" value="Cancel"/>
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2. You will receive an email from the USPS Help Desk

The service **USPS Mail Analytics** is now **Pending Help Desk**.

Your request is being processed by the USPS Help Desk. Please check back later, or follow up with the USPS Help Desk.

To view more information about the status of your services, go to the [Manage Services](#) page.

Step 5 – Access Approved, Open the Application

Once you receive notice that your access has been approved...

- Navigate to the “USPS Mail Analytics” service and open it.
- You will see the webpage pictured to the right.
- Select “Service Performance”.
- Select “Launch report” below SPM Exclusion by CRID.
- Note – if you do not have any exclusion volume, then you will see a message window to that effect.



Service Performance Measurement

SPM Exclusions by CRID

Launch report

View commercial mail excluded from