

How to create your account in the Business Customer Gateway (BCG) and gain access to the CMRA business registration database

The CMRA BCG program is currently open. This process begins with the CMRA owner/agent creating a Business Customer Gateway (BCG) account, then linking the account with the newly created CMRA customer registration database.

To Set up your BCG account go to: gateway.usps.com

Part 1 - Click 'Sign up for the BCG account' (or 'Sign in to the BCG' if an account already exists, and then go to Part 3)

Part 2 - Complete the six steps to create your business account

- Step 1: Pick a username
- Step 2: Enter your security information
- Step 3: Enter your contact information
- Step 4: Click 'Verify Address'
- Step 5: Find address (Step 5 will appear after the Step 4 response is entered. If you don't find your address listed, your location is not registered. See Part 5, below)
- Step 6: Click 'Create Account'

Note: If the USPS has not yet launched your state, you should not request a verification code to gain access to the CMRA customer registration database, per Part 3 and 4, below,, unless you are ready to trigger the 9-month window to update existing customer information.

Part 3 - Click 'Mailing Services' Tab

- Click 'Get Access' to Commercial Mail Receiving Agency. If 'Get Access' doesn't appear, click 'Go to Service'
- Click 'Go to Service' to Commercial Mail Receiving Agency

Part 4 - Under Commercial Mail Receiving Agency (CMRA)

- Click the '1583-A' link to request administrative access to your CMRA location to Type the ZIP Code of the CMRA location that you manage
- Select 'Find' (a list will populate)
- Click 'Request Admin' next to the corresponding location (If you manage multiple CMRA locations, repeat Part 4)

Part 5 - If you don't find your address listed under your zip code:

- File a new 1583A with your local post office. [Click Here to download the revised Form 1583-A](#)
- Get a copy of the signed 1583A and be sure you know the name of the person you dealt with at the post office.
- If you don't see your location listed in the CRD within 5 to 7 days, send an email to cmraprogram@usps.gov to ask for help and include your address, the local post office address and the name of the person you dealt with. The USPS will follow up.