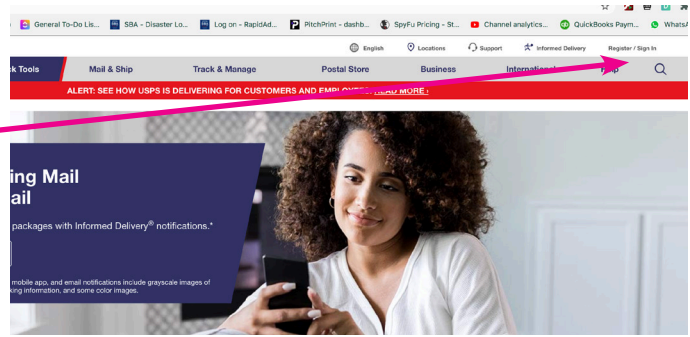## SIMPLIFIED EASY STEPS
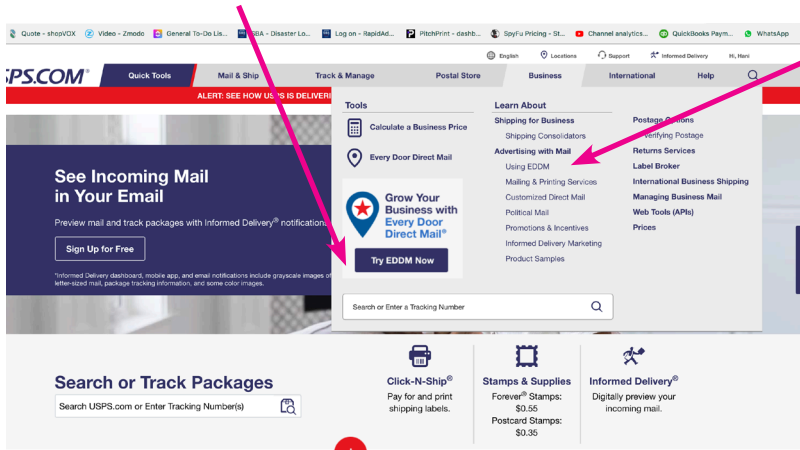
1- SIGN-IN to the USPS.com using
Username: AdAmericaOnline
Password: AdAmerica0869

2- Click on either **Grow Your Business with EDDM** or **Using EDDM**

3- **If New to EDDM, please see pages 2-8**

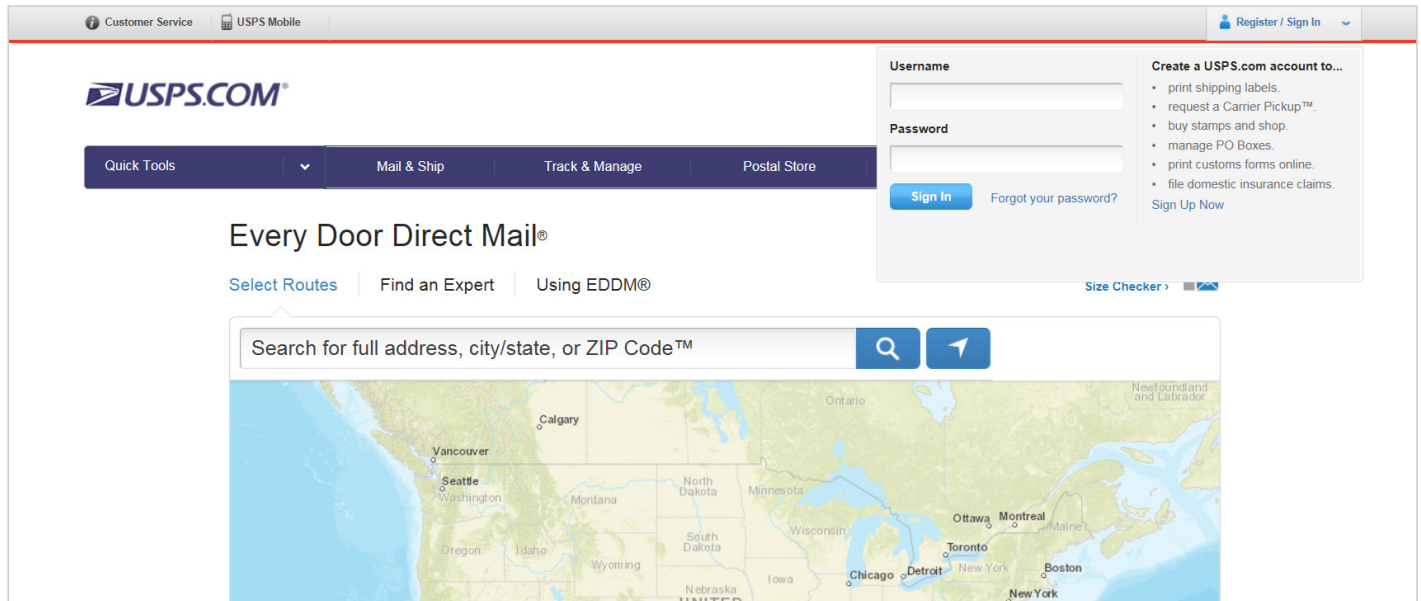**Otherwise,** Remember to Choose
Pay at Post Office

4- Email us your order number

Any questions, please call us at **866.674.7749**

Enter Starting Location

1 **To sign in to the EDDM® Tool,**

select the Register/Sign In link in the global navigation. A flyout window will prompt you to sign in to your USPS.com® account. If you do not have an account, you can create a new one by selecting the [Sign Up Now] button on the right side of the flyout.
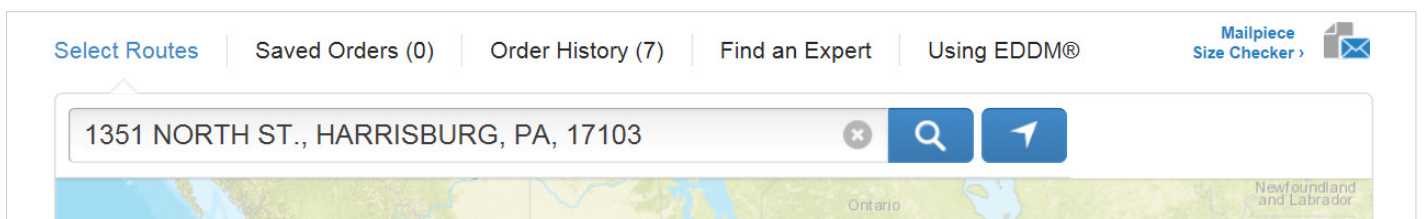

2 **Begin your search to determine your mailing audience.**

You can search by street address, city and state, or ZIP Code™ by entering in your search criteria into the text field within the search location box and selecting the magnifying glass button or hitting [Enter] on your keyboard.

Note: If searching by city and state, you may be presented with the option to select up to five ZIP Code™ locations to target for delivery. This is accomplished by selecting the checkboxes that appear to the left of each ZIP Code™. It is also possible your search will result in more than one address result. If this is the case, you will need to select the appropriate address.

3 **Results are displayed on the route table and map.**

Selecting routes is covered on the next section.

Choose Routes

RETAIL // Table View

1   **Selection results are available in a table for all search options.**

Results of the starting location search are displayed in the route table by indicating the total routes and the total possible deliveries. Selecting the `[Show Table]` tab will reveal the table overlaid on the map.
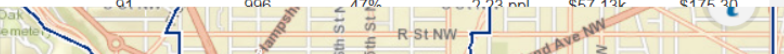
Select Routes	Saved Orders (0)	Order History (7)	Find an Expert	Using EDDM®			Mailpiece Size Checker ›

20010							

ROUTE	RESIDENTIAL	BUSINESS	TOTAL	AGE 25-44	SIZE	INCOME	COST
			Select All (23 routes) ⌄				
20010-C001	831	10	841	--	--	$55.23k	$148.02
20010-C002	415	2	417	47%	2.30 ppl.	$112.80k	$73.39
20010-C004	108	84	192	--	2.50 ppl.	$43.73k	$33.79
20010-C007	528	31	559	--	2.80 ppl.	$62.07k	$98.38
20010-C008	724	42	766	--	--	$40.40k	$134.82
20010-C009	388	0	388	--	2.30 ppl.	$114.36k	$68.29
20010-C010	375	6	381	38%	2.95 ppl.	$50.22k	$67.06
20010-C011	725	16	741	47%	2.57 ppl.	$49.55k	$130.42
20010-C012	531	2	533	--	2.70 ppl.	$50.53k	$93.81
20010-C013	287	0	287	--	2.40 ppl.	$135.76k	$50.51
20010-C014	406	20	426	--	2.70 ppl.	$55.79k	$74.98
20010-C015	1177	14	1191	41%	2.40 ppl.	$38.77k	$209.62
20010-C016	785	30	815	44%	2.15 ppl.	$49.17k	$143.44
20010-C017	905	91	996	47%	2.23 ppl.	$57.13k	$175.30

Order Summary

Individual Routes Selected

0

Post Office™ Drop-Offs ›

0

Total Delivery Addresses

0

Approximate Cost ⓘ

$0.00

[Continue]

[Save]

Hide Table ⌃

2 **The Table view displays selection results and an approximate mailing cost**
for flats only to be dropped at a local Post Office™ retail unit. The table view columns include the following data*.

ROUTE / Identifies the particular route by ZIP Code™ and carrier route ID.

Note that it is not possible to select a partial route.

RESIDENTIAL / Indicates the number of residential delivery points in a given route.

BUSINESS / Indicates the number of business delivery points in a given route.

TOTAL / Indicates the total number of delivery points in a given route.

AGE / Indicates the percentage of each route that matches a given age range criteria.

SIZE / Indicates the average household size of a given route.

INCOME / Indicates the average household income of a given route.

COST / Indicates total estimated cost for mailings included within that route.

*Demographic data is based on U.S. Census Reports.

3 **Additional filters are available within the first 3 columns,**
which can help narrow your search results. These filters include:

A **Select route types:**
- City / Results will include delivery points where mail is delivered by a USPS® employee.
- Rural/Highway / Results will include delivery points where mail is delivered by a USPS or contract employee.
- PO Box™ / Results will include delivery points where mail is delivered to USPS Post Office™ Boxes. Includes personal and business boxes.

B **Select delivery types:**
- Business & Residential / Results will include business and residential delivery points.
- Residential only / Results will only include residential delivery points.

When searching by a full address, it will also be possible to revise search results based on location radius. To accomplish this, you can use the location slider to revise search location by .25 mile increments. Remember that routes outside the selected radius will not appear. Expand your radius to include those routes. Selecting the [Apply] button will update the table view results with your selections.

4 **Route demographics are shown on the route table.**
Available demographics include age, household income, and household size*. You can narrow your search results by selecting the column header for each demographic and selecting either [Show] or [Hide]. Selecting age shows the percentage of routes for the default age range of 25 to 44 years old. To edit this criteria, select the [Age] column header and move the indicators to the beginning and end of your desired age range. Once satisfied with the range, select [x] to close.

*Demographic data is based on U.S. Census Reports.

5 **Within the map view,**
hovering over a route will show the route details, including selected demographic data, in the route summary pane. Selecting this route will add it to your selected list of routes in the table view.

Map Interaction for Tablet Users:

To View Route Information / First tap on a route
To Select a Route / Second tap on a route in hover state
To De-Select a Route / Third tap on a selected route

6 **All columns in the route table are sortable in ascending and descending order.**
This can be accomplished by selecting the column header and selecting [Highest] or [Lowest] in each column flyout.

7 **Within the route table view,**
you have the ability to select routes by selecting anywhere within a row containing route information.

Note: The possibility exists that your route selections will require you to drop-off mail pieces at more than one drop-off location. If this is the case, you will be prompted by an alert message that your selections require additional drop off locations. It is possible to continue forward with your order or remove that route from your selections.

8 **When using the route table view,**
the EDDM® map will change to indicate your selections. To view the changes within the map, select [Hide Table]. Your route selections on the map will be updated visually in the following ways:

- Your searched location will be indicated by a circular icon on the map.
- Hovering over a route within the table will apply a purple color to the route within the map.
- Selecting a business only route within the table will apply a green color to the route within the map.
- Selecting a residential & business route within the table will apply a blue color to the route within the map.
- Selecting a PO Box™ route within the table will add an orange icon to the map.

9 **When selections do not meet Retail qualifications**
(more than 200 but 5,000 or fewer deliveries per ZIP Code™ per day), a message appears indicating such. If your selections total more than 5,000 delivery points, you will be prompted to reduce that number.

10 **A summary of your selected routes are shown in the Order Summary.**
Included in the summary is the total number of routes selected, Post Office™ drop-offs, delivery addresses, and approximate cost.

11 **Selecting the Post Office™ drop-offs text will display the drop-off details of your order.** This includes the Post Office™ locations that you will need to drop off your order at, and which deliveries apply to which locations. You also have the option to deselect routes from your order as they apply to certain Post Office™(s).

If mailing more than 5,000, please call us at **866.674.7749** we will set that up for you

Select Drop-Off Date & Payment Options

This flow will allow you to select a Drop-Off Date for your mailings and will include a summary of all information pertaining to your EDDM® order including:

- Total Deliveries
- Drop-off location, hours, address, and contact information
- Scheduled drop-off date
- Total order cost
- By-For flow (Optional)

RETAIL // Select Drop-off Date & Payment Options

1 **First you must select a drop-off date for your EDDM® mailings using the calendar.**

Note: Dates may be selected up to 30 days in advance.

2 **Select a Company/Mailer name from the drop-down.**

3 **Select Mailer ID from drop-down.**

4 **Once you have agreed to the Terms & Conditions,** you will be presented with the option to pay at your local Post Office™, pay online, or save for later.

Order Confirmation & Print Forms

Thank You for Your Order

Don Smith
Account # - 34660659
CRID # - 94800535

Your Order Number:	**105023**
Post Office™ Drop-offs Required:	**1**
Individual Routes Selected:	**1**
Delivery Addresses:	**417**
Cost of Order:	**$73.39**
Payment Method:	**Pay at Post Office™**
Drop Off Order On:	**Thursday, September 22, 2016**

Check your email for an order confirmation.

Other Actions

Select a New Route ›
View Saved Orders ›
View Order History ›
Add Order as a Favorite ›
Cancel Your Order ›
Find an EDDM® Expert ›

You can email us your order number

What do I do next?

1. Double-check your mailpieces.

We have certain restrictions on the size of mailpieces sent and how they should be labeled for mailing. You can use our Mailpiece Size Checker or read our EDDM® Quick Reference guide to make sure your mailings will be accepted.

If you would like assistance creating or preparing your mailpieces, choose from one of our affiliated, third-party vendors. Many printers can help you format, design, print, and prepare your mailing. View Mailing & Printing Services ›

2. Prepare your mailing bundles.

We recommend that for each route, you bundle your mailing in stacks of **50-100** mailpieces. Bundles may not be higher than 6".

3. Print out your processing forms.

Facing Slips and the Mailing Statement forms tell the Postal Service™ how to process and deliver your order.

You will need to have **1** separate Facing Slip for **each** bundle you create.

For example:
*Bundles of 50 would require **9** Facing Slips.*
*Bundles of 100 would require **5** Facing Slips.*

WASHINGTON POST OFFICE™ FACILITY (1 route, 417 deliveries)
20010-C002   417 deliveries

Download Facing Slips (PDF) ›

Download Mailing Statement (PDF | USPS Form PS3587) ›

To print all pages at once click here:

or
You can download the forms and email us

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1 **The order confirmation page will include a summary of the information** pertaining to your EDDM® order. This includes:

- Total deliveries
- Total order cost
- Scheduled drop-off date
- Post Office™ drop-offs
- Payment method