



## Every Door Direct Mailer (EDDM): How To Instructions

**So you've got EDDM mailers and are ready to mail them. Now what?**

**Step 1:** Go to [eddm.usps.com](https://eddm.usps.com)

**Step 2:** Type in the City, State or zip code (multiple zip codes can be separated by commas – up to 5) you want to mail in – example: Rochester, MN or 55901 and click the blue magnifying glass.

Note: If there are multiple zip codes in the City, State you've entered, you will be prompted to select applicable zip codes (up to 5).

## Every Door Direct Mail®

Select Routes Find a Printer Using EDDM®

Mailpiece Size Checker

The screenshot displays the USPS Every Door Direct Mail (EDDM) interface. At the top, there's a search bar with 'Rochester, MN' entered. Below the search bar, there are several filter tabs: ROUTE, RESIDENTIAL, BUSINESS, TOTAL, AGE 25-44, SIZE, INCOME, and COST. A 'Show Table' button is visible. The main area is a map of the United States. On the right side, there's an 'Order Summary' panel showing: Individual Routes Selected: 0, Post Office™ Drop-Offs: 0, Total Delivery Addresses: 0, and Approximate Cost: \$0.00. Below the summary are 'Continue' and 'Save' buttons. A 'Search ZIP Codes' dialog box is overlaid on the map, displaying a list of zip codes for Rochester, MN: 55901, 55902, 55903, 55904, 55905, and 55906. The dialog box also includes an 'Edit Search' button and a 'Continue' button.

**Step 3:** All available routes per zip code will show up as a grey color. You can select one, some, or all of the routes in the zip code(s), as long as the total addresses is less than 5,000 quantity. (See note below) Hover over the grey route(s) with your cursor to see individual routes - they will turn a purplish/pinkish color. Once you click/select a route, that route will then turn blue. On the right hand side of the map, your selected route(s), the amount of addresses, number of post office drop off locations, and approximate cost will be listed.

Note: Should your selected routes amount to more than 5,000 quantity, you will need to complete multiple transactions.

NOTE: If you want to send to residential areas only (not business and residential) you will need to select the "Residential" drop down and select "Residential Only" button.

# Every Door Direct Mail®

Select Routes | Find a Printer | Using EDDM®

Mailpiece Size Checker

55901,55902,55904,55906

ROUTE	RESIDENTIAL	BUSINESS	TOTAL	AGE 25-44	SIZE	INCOME	COST

You can select business and residential or residential only routes.

[Business & Residential](#) [Residential Only](#)

Order Summary

Individual Routes Selected: 0

Post Office™ Drop-Offs: 0

Total Delivery Addresses: 0

55901,55902,55906,55904,55905

ROUTE	RESIDENTIAL	BUSINESS	TOTAL	AGE 25-44	SIZE	INCOME	COST
55904-R010	520	3	523	24%	2.60 PPL	\$87.81K	\$93.09

Show Table 363

Order Summary

Individual Routes Selected: 2

Post Office™ Drop-Offs: 1

Total Delivery Addresses: 1249

Approximate Cost: \$222.32

[Continue](#)

[Save](#)

**Step 4:** Once you've selected your applicable route(s) or have reached 5,000 max quantity click "Continue".

**Step 5:** You will then be prompted to enter your user name and password and click "Sign In" and proceed to Step 7. Don't have an USPS account yet? See step 6.



## Sign In To Your Account

Already have an account?

Enter Your Username and Password ⓘ

\* Indicates a required field

\* Username

\* Password

Sign In

Forgot your username? ⓘ

Forgot your password? ⓘ

## New to USPS.com?

Create a USPS.com Account to...

- print shipping labels.
- request a Package Pickup.
- buy stamps and shop.
- manage PO boxes.
- print custom forms online.
- file domestic claims.
- set a preferred language.

Sign Up Now

**Step 6:** If you don't have an existing USPS account, click "Sign Up Now", to create one. Follow the prompts on the screen and select a username, password, etc. Select "Business Account" in step 3 of this form so that anyone on your team can use the

same account. Once all required information is entered, select “Verify Address”. You will ensure the correct address is listed and select “Continue”.



## Create Your USPS.com Account

### Step 1: Choose your language and username

Please choose a default language for your USPS account. This can be changed at a later time from your preferences page.

Please enter a username which will uniquely identify you with the United States Postal Service.

\* indicates a required field

\* Choose a language preference

\* Username

### Step 2: Enter your security information

Please create a password for your account. We highly recommend you create a unique password - one that you don't use for other websites.

\* indicates a required field

**Pick a Password**

\* Password

\* Re-Type Password

Passwords must be at least 8 characters in length and include at least one uppercase letter, one lowercase letter, and one number. They are case-sensitive and cannot include your username or more than two consecutive identical characters.

Please answer two secret questions. Answers are not case-sensitive. If you forget your password, you will be asked for this information to re-gain access to our site.

\* indicates a required field

**Pick Two Security Questions**

\* First Security Question

\* Second Security Question

\* Your Answer

\* Your Answer

\* Re-Type your answer

\* Re-Type your answer

### Step 3: Choose your account type

Please choose which type of account you would like to create

Personal Account  Business Account

**Step 7:** After you've successfully signed into your USPS account, you will then be prompted to select the day you will be dropping off your EDDM to the applicable post office(s). (See note below.) You will click on the actual day you will be dropping the

EDDM off to the post office and the square will turn all blue. Today's date will be outlined with a blue box, this does NOT mean you have selected a date. Choose your date carefully as, if you do not show up on the day you have scheduled, you will have to start the process all over again to end with a print out with the correct date on it for the Post Office. It takes 3-5 days from the day your drop off at the post office for the recipients to receive your mailers.

Note: you will know what post office(s) to go to from the previous screen but you may also click on the "Post Office > Drop Offs" to the left of the calendar on the Order Summary Sheet.

## Every Door Direct Mail®

Select Routes | Saved Orders (0) | Order History (9) | Find a Printer | Using EDDM® Mailpiece Size Checker

### Order Summary

Individual Routes Selected: 2

Post Office™ Drop-Offs: 1

Total Delivery Addresses: 1249

[← Back to Map](#)

### Select Drop-Off Date & Payment Options

Company/Mailer Name: [TULIP TREE STUDIOS (CRID 13340208)]

[Creating this order for someone else? \(Optional\)](#)

I have read, understand and agree to the [Terms & Conditions.](#)

Take order to Post Office™: 08/20

Total Cost: \$222.32

[Pay at Post Office™](#) [Pay Online](#)

[Save](#)

August 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Step 8:** Once your date is selected, your total due will be displayed. This total must be paid prior to shipment – either by credit card online or at the Post Office when you drop off your mailers. Check “Terms and Conditions” box and then select if you will “Pay at Post Office” or “Pay Online”.

- **For “Pay at Post Office”:** you will be directed to a screen with your order number. At the bottom of the page you will select “Print All Forms Now”. This page will include: route(s), applicable post office(s) address, and how many mailers are needed per route. You MUST print out these documents to take with you to the Post Office.

Note: You may want to call your local post office to see what forms of payment they accept prior to arrival, as some may vary.

- **For “Pay Online”:** you will be directed to a screen where you may enter in your debit or credit card information. Once completed, you will be directed to a page with your order number and proof of payment (print this out to show proof of payment to Post Office when you drop off mailers) then click “Print All Forms Now” at bottom of this page. This page will include: route(s), applicable post office(s) address, and how many mailers are needed per route. You MUST print out these documents to take with you to the Post Office.

Your Order Number: **5318774**

Post Office™ Drop-offs Required: **1**

Individual Routes Selected: **1**

Delivery Addresses: **558**

Cost of Order: **\$99.32**

Payment Method: **Pay at Post Office™**

Drop Off Order On: **Friday, August 17, 2018**

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 >](#)

#### 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 12 Facing Slips.*

*Bundles of 100 would require 6 Facing Slips.*

BEAR CREEK POST OFFICE™ FACILITY (1 route, 558 deliveries)  
55904-C025                      558 deliveries

[Download Facing Slips \(PDF\) >](#)

[Download Mailing Statement \(PDF | USPS Form PS3587\) >](#)

To print all pages at once click here:

[Print All Forms Now](#)

Write the number of pieces in the bundle on the Facing Slip. For mailings including multiple bundles, number each as "1 of X". If a customer requests to be removed from your mailings, include their address in the *Do Not Deliver Address* column on the Facing Slip.

##### 4. Submit your mailings and forms to the Post Office™ locations listed above on Friday, August 17, 2018.

For more information, see the [Retail Post Office™ Location Listing Form >](#)

##### 5. Pay for postage.

If you haven't already paid for your postage online, you may do so at the Post Office™ facility. Each Post Office™ facility accepts Cash, Debit/Credit Cards, Meter Strips, Check or Money Orders (made payable to "US Postal Service" or "Postmaster") for Every Door Direct Mail - Retail® with the approved Retail Indicia on each mailpiece. [More Information on EDDM® Postage >](#)

Example of Print out for Post Office:



**POST OFFICE LOCATIONS AND DROP INFORMATION**

Information provided below identifies the Post Office retail units that service the ZIP Codes and routes included in your mailing. Each mailing must be taken to the specified Post Office retail unit as indicated below for processing at the discount postage rate.

1	BEAR CREEK 1224 EASTGATE DR SE ROCHESTER, MN 55904	Phone: (507) 281-0573 Fax: (507) 252-4721 800-ASK-USPS	Retail Business Hours						
			M	T	W	Th	F	Sa	Su
			08:30AM 05:30PM	08:30AM 05:30PM	08:30AM 05:30PM	08:30AM 05:30PM	08:30AM 05:30PM	09:30AM 01:30PM	Closed
<b>ZIP Code</b>	<b>Route</b>	<b>Mailpieces</b>	<b>ZIP Code</b>	<b>Route</b>	<b>Mailpieces</b>	<b>ZIP Code</b>	<b>Route</b>	<b>Mailpieces</b>	
55904	C025	558							
<b>Total Mailpieces: 558</b>		<b>Approximate Cost: \$99.32</b>							

**Step 9:** Sort your EDDM mailers. The post office requires all mailers to be counted out to the EXACT number.

- Select route to start with (if you have multiple routes). For an example, let's say the first route is 674 addresses
- Count out exactly 674 mailers. Bundle the 674 mailers with the print out of the route for easy transportation to post office
- If there are multiple routes, repeat as necessary until all routes have been fulfilled and bundle separately. You will need to easily identify the separate routes once at the Post Office

**Step 11:** You will most likely have leftover mailers (since most routes add up to an odd amount) so you may send those to addresses you have on hand or hand out as you like. (See note below.)

Note: You will need to place a stamp over the permit with appropriate postage amount (depending on size), and place a label with address over the "Local Postage Customer" section to mail normally through USPS.

**Step 12:** Arrive at the post office on your selected date with your mailers, bundled and ready to go. Head to a teller and show them your printed document from Step 8. The post office will know how to handle them. You will either pay for them there or have you receipt to show payment online.

Helpful suggestion: use a dolly to transport them so you don't have to make multiple trips for larger mailings.

**Step 13:** You are done with your Every Door Direct Mail mailer fulfillment!

After dropping off your mailers, it takes 3-5 business days for the recipients to receive the mailers. Any questions, comments or concerns about EDDM, contact your local Post Office.