

**Preferred Publication:** The Preferred Publication Group is an area which allows users to select and save their regularly used publications. By saving the publication in their Preferred Publication Group, a user is able to create a unique listing of their most frequently used publications. Users may access their Preferred Publications and avoid having to search by name and/or Publication ID when creating content for a Periodicals or Joint Scheduling appointment. The Preferred Publication Group area is located on a user's Profile Page and can be accessed/set up by following the steps detailed below.

1. GO to the FAST website - <https://fast.usps.com>.
2. CLICK on Enter Application.
3. ENTER your FAST Login ID and Password. CLICK Log On. The *FAST main landing* page will appear.
4. CLICK on the PROFILES link to enter the Profiles section.
5. CLICK on the CORPORATE PROFILE GO> button. The *Corporate Profile* page will open.
6. CLICK in the appropriate SCHEDULER PROFILE link listed under the *Access Scheduler Profile* section. Please see Figure 1.

Figure 1 – Corporate Profile Page

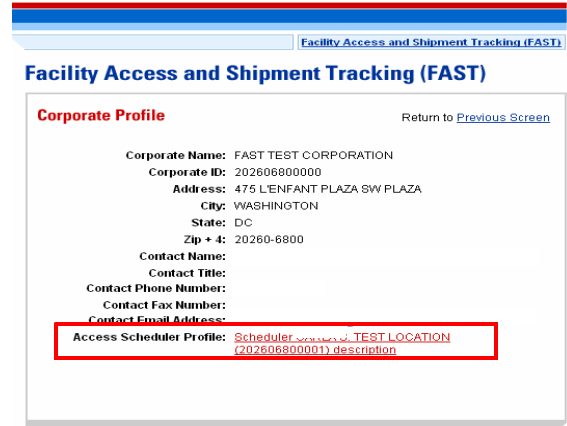
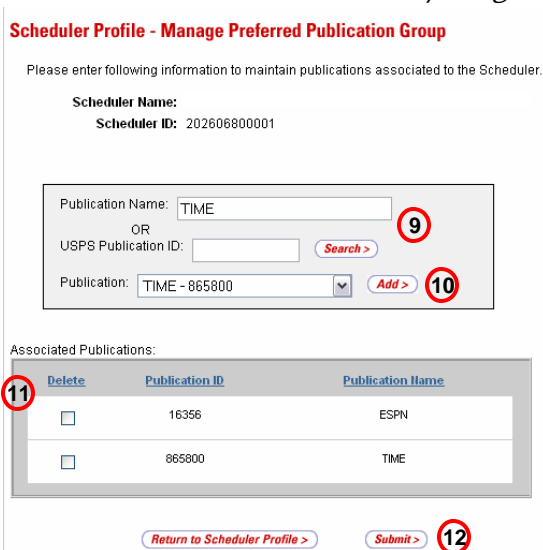
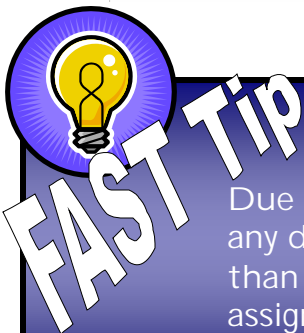


Figure 2 – Scheduler Profile – Manage Preferred Publication Group Page



7. The *Scheduler Profile* page is displayed.
8. CLICK on the MANAGE PUBLICATIONS button. The *Scheduler Profile – Manage Preferred Publication Group* page is displayed. Please see Figure 2.
9. ENTER the PUBLICATION name or USPS PUBLICATION ID into the corresponding search fields and CLICK the SEARCH button.
10. Select the appropriate publication from the Publication search results drop-down menu and CLICK the ADD button.
11. The selected publication will appear in the *Associated Publications* table.
12. CLICK the SUBMIT button. The Scheduler Profile page is displayed.
13. The selected publications are listed under the *Preferred Publication Group* section.



Did you know the FAST system contains an estimated 69,847 publication entries?

Due to the volume of publications, users should use the Publication IDs (without any dashes or special characters) when searching for publications in FAST rather than searching by the Publication name. The Publication ID is a unique number assigned to each publication listed in FAST. By using the correct Publication ID the user narrows the search, and increases the accuracy of the results.

For more information please contact the FAST team at [FAST@usps.com](mailto:FAST@usps.com).  
For additional information, please go to the FAST Resources page.