

DSAS Users must register in *PostalOne!* before they can begin to use FAST functionality. There are three levels of IDs: Scheduler Corporate IDs, Scheduler IDs, and User IDs

SchedulerCorpID: The SchedulerCorpID (as noted in the IDEAlliance TM specification) is the id that is used to identify your corporation and is usually the zip + 4 of your company headquarters with three zeros at the end, e.g., 222026961000. There can only be ONE Scheduler Corporate ID for your organization. Duplicate Scheduler Corporate IDs, if created by mistake by your organization, will be removed as inactive corporate records by the Customer Care Center.

SchedulerID: The SchedulerID (as noted in the IDEAlliance TM specification) is the business id created by USPS to help you manage your business operations and uniquely identify an entity which your organization is using to make appointments with the FAST system. The Scheduler ID can represent a location, a department, or a person in your company. USPS recommends that you use this Scheduler Id to identify a company location from where FAST scheduler IDs and a Scheduler ID can be associated with multiple user IDs (individual log on accounts).

User ID: The User ID is the ID which is needed to log on to the *PostalOne!* FAST Web Services, as well as the FAST online application. A User ID and a valid Password are needed to log on to the system. There can be multiple user IDs for a Scheduler Corporate ID and a Scheduler ID.

Note: Please make sure there is one person responsible for applying and registering your corporation (Scheduler Corporate ID) and all locations (Scheduler IDs) for your company. Have the POC identified at the beginning of the process for the Customer Care Center (CCC) and make sure this one POC is doing all communication online and over the phone with USPS.

There are four steps to complete the registration process to become a FAST participant. Establish a corporate profile with *PostalOne!*, activate a Corporate Account, activate Locations within the company, and request the appropriate User Role.

1 Step One: Establish a Corporate Profile with *PostalOne*!

Follow the directions below to register as a new *PostalOne!* user or modify an existing *PostalOne!* profile. **New Users**

- 1. Go to the *PostalOne!* home page at <u>https://www.usps.com/postalone</u>.
- 2. In the top right corner, under the text, "Apply for a *PostalOne!* Account," click on the <Learn More>button.
- 3. After clicking on the button, you will be redirected to the "**Apply for** *PostalOne!* **System Access**" page. Scroll down to the bottom of the page and click on the "**Apply Online**" hyperlink
- 4. To activate your corporation and obtain Corporate User IDs or to add a location and obtain Scheduler IDs, refer to the appropriate steps below.

Existing PostalOne! Users

- 1. To gain access to FAST, call the *PostalOne!* Customer Care Center to have your profile modified and to have Web Services functionality added (Customer Care Center phone number displayed above).
- 2. If you Do Not have a Participation Agreement on-file for Data Exchange, you will need to request and sign the *Postal One!* Data Exchange Participation Agreement (all agreements can be requested from the Customer Care Center).
- 3. To activate your corporation and obtain Corporate User IDs or to add a location and obtain Scheduler IDs, refer to the appropriate steps below.



2 Step Two: Activate a Corporate Account (One time for each company)

IMPORTANT: Please make sure to designate only one person from your company to create the Corporate account. All users from your company should be linked to the same Corporate Account. Any new users from your company need to be very careful that they do not register the Corporation again while trying to add a location or SchedulerId for their company.

- 1. Activate your Corporation online at <u>https://www.usps.com/postalone.</u>
 - a. Enter contact information on the Customer Information Tab and click the **<Submit>** button.
 - b. Review Corporations with Similar Names and conduct a search to verify that a corporate account has not already been established for your company on the Search/Add Corporation Tab. If your Corporate Account does not exist, add your corporate information and click the **<Submit>** button.
 - c. Follow the remaining steps on the website to add locations and verify information.
 - d. Mail or fax the USPS Form 1357-C to complete the registration process. Note: Please make sure to identify on the 1357C that the access requested is for the FAST system. Not mentioning that the access request is for the FAST system will delay processing of your account(s).
- 2. *PostalOne!* will send approved Corporate accounts a Welcome Kit that includes:
 - a. <u>USPS Form 1357-C:</u> this form allows the corporation to get User IDs and passwords for all individuals that need corporate level access.
 - b. <u>Site Administrator Card:</u> this card allows the user to specify the "Site Administrator" for the corporation.
 - i. <u>Site Administrator</u>: the person designated by the corporation (or location) that has the following responsibilities:
 - 1. Serve as the point of contact with *Postal One!*
 - 2. Manages (adds and removes) **existing users** from corporate level access (all other users must be given access first by submitting a USPS Form 1357-C).

6 Step Three: Activate Location(s)

IMPORTANT: Multiple locations of the same company should be linked to the same Corporate Account. (Example: Atlanta P&DC, Pittsburgh BMC and Austin Annex would all be linked to the US Postal Service Corporation). Many customers, recently, have made mistakes by creating Atlanta P&DC, Pittsburgh BMC and Austin Annex as corporate head quarter accounts instead of location accounts. That can be mitigated, if your organization assigns one single POC to wok on all registration tasks, end-to-end.

- 1. Activate your Location online at https://www.usps.com/postalone.
 - a. Enter contact information on the Customer Information Tab and click the **<Submit>** button.
 - b. Review Corporations with Similar Names and/or conduct a search to select your corporation.
 - c. Follow the remaining steps on the website to add locations and verify information.
 - d. Mail or fax the 1357 to complete the registration process.
- 2. *PostalOne!* sends back a welcome kit that includes:
 - a. <u>USPS Form 1357-C:</u> this form allows the location to get User IDs and passwords for all individuals that need Scheduler level access (access to that location only).
 - b. Site Administrator Card: this card allows the user to specify the "Site Administrator" for the location.
 - i. <u>Site Administrator</u>: the person designated by the corporation (or location) that has the following responsibilities:
 - 1. Serve as the point of contact with *Postal One!*
 - 2. Manages (adds and removes) **existing users** from his or her location (all other users must be given access first by submitting a USPS Form 1357-C).

If you have any questions, call 1-800-522-9085

or email the PostalOne! Customer Care Center at postalone@email.usps.gov



4 Step Four: Request Corporate, Scheduler, and User IDs

- 1. Understand the differences between Corporate and Scheduler Roles and select the appropriate level for your FAST users (see the chart below).
- 2. Submit USPS Form 1357-C to request Corporate or Scheduler IDs for users.
- 3. User names and passwords will be sent to all individuals for whom a USPS Form 1357-C is submitted.

