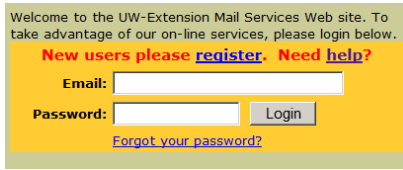To Submit a Bulk Mailing or Upload Address lists, you first must log in or register as a new user

Welcome to the UW-Extension Mail Services Web site. To take advantage of our on-line services, please login below.
New users please register. Need help?
Email:
Password: [ ] Login
Forgot your password?

Address files can be emailed as attachments to:

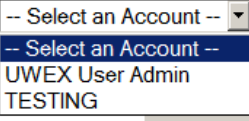## postal.bulk@uwex.edu

Submitting a Bulk Mail Job Order

Click **Order Services** from left-hand menu.

➔ Click **Create New Bulk Mailing**
Click here for detailed instructions.

From the dropdown menu, select a previously created funding account

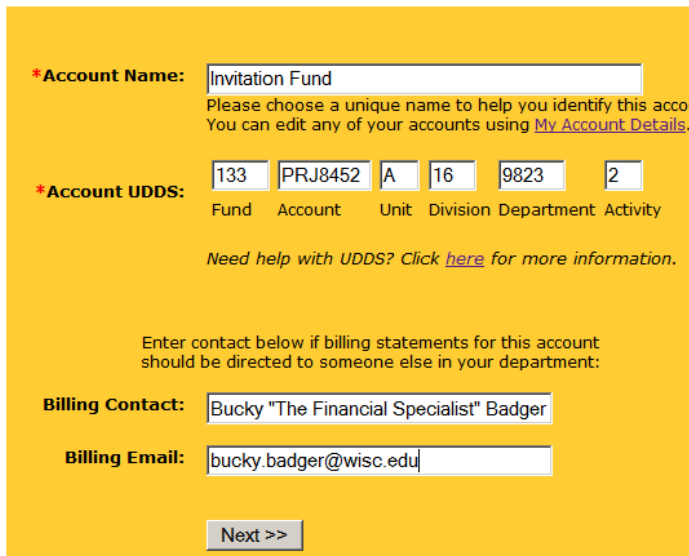## Step 1 : Choose a Billing Option

Create a new billing account

Use an existing account: -- Select an Account --
-- Select an Account --
UWEX User Admin
TESTING

If a new funding account needs to be added, click **Create a new billing account**

Once the new account is created, it will appear in your dropdown menu after going back to "Order Services"➔ "Create New Bulk Mailing"

New Account Setup - Step 2

*Account Name: Invitation Fund
Please choose a unique name to help you identify this acco
You can edit any of your accounts using My Account Details.

*Account UDDS: 133 PRJ8452 A 16 9823 2
Fund Account Unit Division Department Activity

Need help with UDDS? Click here for more information.

Enter contact below if billing statements for this account
should be directed to someone else in your department:

Billing Contact: Bucky "The Financial Specialist" Badger

Billing Email: bucky.badger@wisc.edu

Next >>

Examples of ways your account may be written:

A16 9823-2 133 PRJ8452
(133) (PRJ8452) (A) (16) (9823) (2)
A169823 2 133
133 A169823-2

133 = Fund
PRJ8452 = Account
A = Unit
16 = Division
9823 = Department
2 = Activity

Please note that not all UDDS numbers include an Account (i.e., PRJ8452 or 1338452), so this might be blank. Divisions and departments are sometimes written as a single 6-digit number (i.e., 169823: Division = 16 | Department = 9823).

*<u>Note</u>: By default, billing statements are emailed to the registered bulk mail account user. If statements should be emailed directly to your financial specialist, enter their name and email here.

Enter Mailing Information

Be descriptive with Title of Mailing and enter a requested mail date that is <u>at least 3 days after</u> the date the material/file will arrive to allow processing time.

Step 2 : Mailing Information

* Please avoid generic mailing titles, i.e. "Fall Mailing" or "Spring Brochure".

                                                                    * Indicates a required field

Mailing Title (specific): * UWEX Bulk Mail Center Spring Grillout

Est. Number of Pieces: 2000

Est. Material Arrival Date: March ▾ | 16 ▾ | 2015 ▾

†Mail date 3-5 days after material arrival

Requested Mail Date: March ▾ | 19 ▾ | 2015 ▾

Use Postal Permit: ◉ 658   ○ None   ○ Other: [   ]

Style: Self-Mailer ▾   *Labor for flats price increased to $14/1000 from $10/1000*

Extras should be: Returned ▾   Leftover material will be returned to the address associated with your account unless otherwise specified on next page.

\# of Address Lists: 2 ▾ (Used to confirm number of mail lists to expect)
Files can be uploaded via website ("Order Services" → "Upload Mailing Lists") or email attached lists with job information to postal.bulk@uwex.edu

                                                    Need Help?   Next >>

Most UW departments use Permit 658 (maintained by the UW-Extension Bulk Mail Center). Postage is deducted from BMC's permit 658 balance and then charged back to the customer.
If using a different permit number, please specify.

Envelope
Self-Mailer
Stapled Booklet
Postcard
Flat (over 6"H x 10.5"W)
I Don't Know

Self-Mailer: mailpiece to be sent without an envelope that consists of one or more folded sheets – NO staples (max 6"Hx10.5"W)
    ex. Tri-fold Brochure, folded newsletter, quad-folded 11x17

Stapled Booklet: Any piece with staples not exceeding max 6"x10.5"

Flat: mailpiece over 6"H x 10.5"W (catalog or magazine)
    Other examples: large envelope or large postcard over 6"x11.5"

Fill out the Services Requested page

Step 3 : Services Requested

* Standard services are pre-selected. Bulk Mail will apply tabs as required by USPS.
  Please specify any directions in the Special Instructions section below.

Standard Services	**Data Services**	**Manual Services** (allow up to 5-10 business days)
☑ Address Labeling	☑ NCOA Service	☐ Hand Inserting
☑ Tabbing (*if applicable*)	☑ Duplicate Detection	☐ Hand Sealing
☐ Insert [1 ▼] Enclosures		☐ Sort/Mail Non-Barcoded
☐ Letter Folding (C-Fold/Bi-Fold)		

International Mailing Services

☐ Mail Foreign Addresses
↳ **NOTE: If this box is not checked, foreign addresses will be removed.**

Data File Information:

Filename	Qty.	Code
Alumni Recipients	1200	BMC1
Classified Staff	800	BMC2

If during the prior step you indicated how many files you will be submitting, this step asks to list file names.

*this step does not upload the files

!!IMPORTANT!! Uploading lists is a separate step that must be completed using the file upload form after your order has been submitted below!

Special Instructions:

Enter any detailed special instructions

```
Please print the nonprofit permit (#658) and tab as needed. Extras can be
sent to my office address. If job is ready early, feel free to mail. Thanks.
```

* Specify return address for leftover material if different from account info.

Need Help?   Submit Order

*Instead of uploading files through BMC's website,
address files can be emailed as attachments to:*

postal.bulk@uwex.edu

Mail Services Order Summary

Job Number: M33216 ← Order confirmation page:
Job Number for future tracking purposes.

Order Received: 2015-03-03 09:42:05

Contact Person:	Kyle Frisch	**Department:**	Bulk Mail
Email Address:	kyle.frisch@uwex.edu	**Phone Number:**	608-262-9973
Address:	45 N. Charter St.	**Billing Account:**	TESTING

Mailing Title: Bulk Mail Center Spring Grillout Invitation
Number of Pieces: 2000
Requested Mail Date: 2015-04-10
Material Arrival: 2015-04-06
Permit Number: 658
FOREIGN RECORDS IGNORED

Filename	Quantity	Code	Format	Media	Mail Date
Alumni Recipients	1200	BM1			
Friend Invites	800	BM2			

Print a copy for yourself

Send another order

Upload mailing list(s)

To Upload Files via FTP Directory:

Click **Order Services** from left-hand menu → **Upload Mailing Lists**

File Upload Form

Files must be uploaded one at a → File to send: Browse... No file selected.
time (if you have multiple lists). [HELP!]

If you wish to identify each address list
by a CODE or ID for tracking or
Special Code (List ID): ← marketing purposes, specify here.
(Special Codes printed in address block)

Your Name: **Kyle Frisch**

Your E-mail Address: **kyle.frisch@uwex.edu**

Your Telephone Number: **608-262-9973**

Enter Job Number of
Job Number (e.g. M12345)*: ← corresponding mailing to help
ensure address list is paired with
Title of Mailing: Bulk Mail Center Spring Grillout Invitation accurate order number.

Mail Date (mm/dd/yyyy):

Special Instructions:

Send File

Address files can be emailed as attachments to:

postal.bulk@uwex.edu