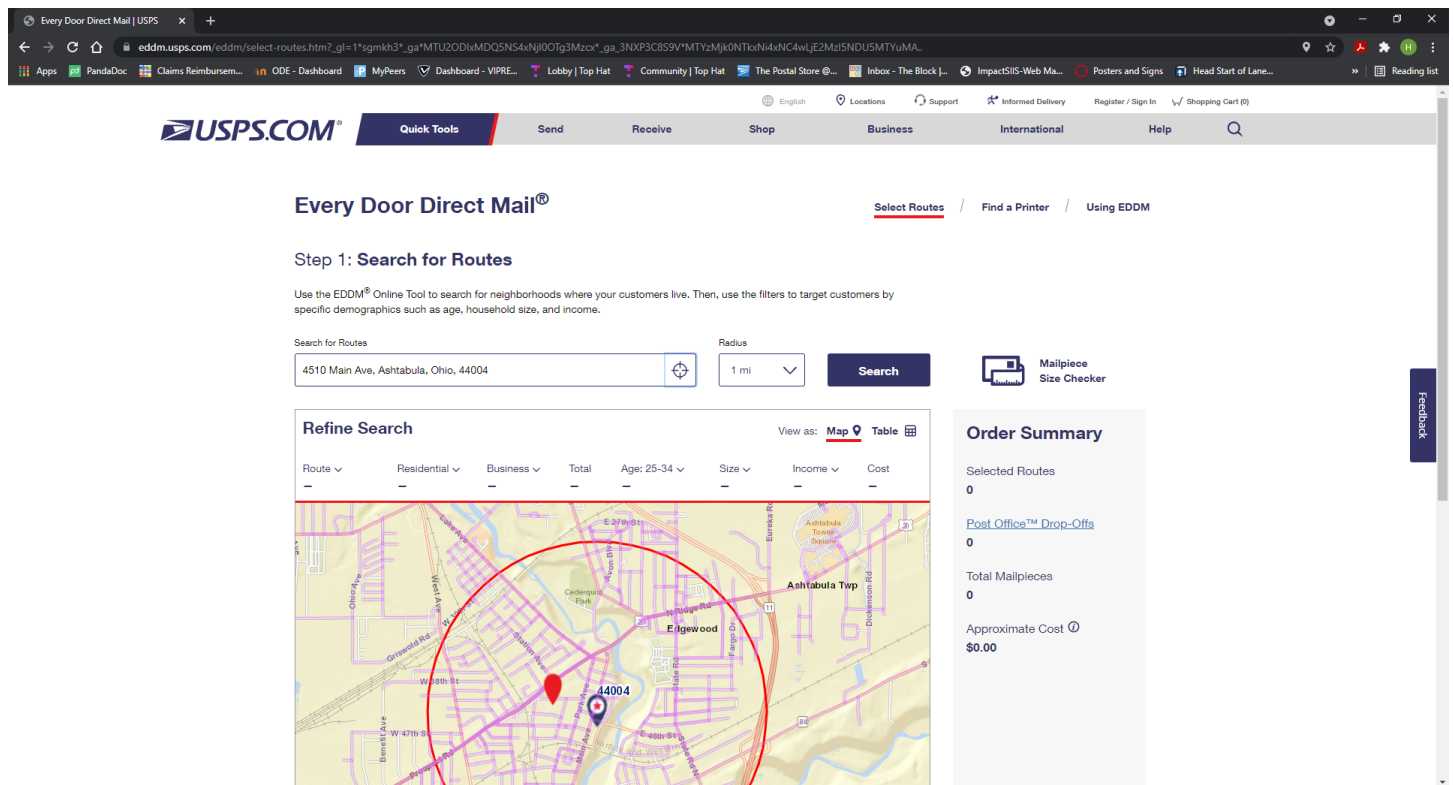


Every Door Direct Mail (EDDM) via the United States Postal Service (USPS)

1. Create an account at the USPS.com website
  - A. <https://www.usps.com/business/every-door-direct-mail.htm>
2. Navigate to the EDDM Online Tool
  - A. <https://bit.ly/3m3xCgw>
3. On the “Step 1: Search for Routes” page, select the crosshairs or enter in an address around which the routes you would like to look at reside



4. Once the map zooms in to your specified location, you can hover your mouse over the different streets on the map to see what USPS route that they are a part of.
5. Information about the postal customers on that route will be displayed above the map. This information includes the following: Route, Residential Units, Business Units, Total Units, Number of Units with Age of Range Residents, Household Size, Household Income and the Cost of mailing to that route.

**Refine Search**

Route	Residential	Business	Total	Age: 25-34	Size	Income	Cost
44004-C021	404	11	415	10.2%	2.27ppl	\$ 31.65k	\$83.00

View as: [Map](#) [Table](#)

**Order Summary**

Selected Routes: 0

Post Office™ Drop-Offs: 0

Total Mailpieces: 0

Approximate Cost: \$0.00

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6. The information displayed can be changed a bit by changing the conditions that are set. For example, the Map defaults to displaying the percentage of households that contain residents aged 25 – 34 years. For Head Start purposes, I look at the percentage of households that contain residents aged 0 – 5 years. To do this requires changing the “Age:” drop down menu and toggling the range beginning and ending ages. You can observe the changes made to the map by comparing the above and below screenshots.

**Refine Search**

Route	Residential	Business	Total	Age: 0-5	Size	Income	Cost
44004-C021	404	11	415	24.9%	2.27ppl	\$ 31.65k	\$83.00

View as: [Map](#) [Table](#)

**Order Summary**

Selected Routes: 0

Post Office™ Drop-Offs: 0

Total Mailpieces: 0

Approximate Cost: \$0.00

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7. Click on the route that you would like to send the mailer to. It will be highlighted in light blue. On the right side of the screen, there is an Order Summary where you can see the cost of all the routes that you have selected.

- A. Lesson learned: if you are the sort that likes to be very organized, you will be best served to select and pay for each route individually. The reason for this is that sorting the mailers is easier to do when looking at individual routes and the forms required by the USPS for them.

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8. After you have your route selected, proceed to the next step. You will be presented with “Step 2: Drop-Off Date” and “Step 3: Payment Options.”

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9. At this point you will need to decide how to pay for the order: Pay at Post Office or Pay Online.

10. Once payment is accomplished, you will be presented with a screen that is “What do I do next?” Follow the directions on this page to prepare your mailers to be taken to the post office. There are also forms that go with the directions that you will print from that web page.

The screenshot shows the USPS EDDM (Every Door Direct Mail) order details page. At the top, there are three buttons: "Repeat Order", "Add to Favorites", and "Reprint Forms". The main heading is "What do I do next?".

- 1. Double-check your mailpieces.**

We have specific requirements for mailpiece size and format.

  - Use our [Mailpiece Size Checker](#) or read our [EDDM Quick Reference](#) guide to make sure your mailings meet size requirements.
  - Include the approved EDDM Retail<sup>®</sup> India (the postage payment mark that takes the place of a regular postage stamp or meter stamp). Get more information on [EDDM Postage](#).
  - Need help? Our third-party vendors can help you format, design, print, and prepare your mailing to meet Postal Service<sup>™</sup> standards. [Find a Local Printer](#).
- 2. Prepare your mailing bundle(s).**

Bundle your mailing in stacks of 50-100 mailpieces. Bundles may not be higher than 6".
- 3. Print out your processing forms.**

The Mailing Statement (USPS Form PS3587) and Facing Slip forms tell the Postal Service how to process and deliver your order.

Each bundle needs a Facing Slip on top.

*For example, for your order with 459 mailpieces:*  
**Bundles of 50** would require **10 Facing Slips**.  
**Bundles of 100** would require **5 Facing Slips**.

**CONNEAUT POST OFFICE<sup>™</sup> FACILITY**

Routes (1)	Mailpieces (459)
44030-C002	459

Downloads: [Facing Slips \(PDF\)](#) | [Mailing Statement-USPS Form PS3587 \(PDF\)](#)

**Print All Forms**

Fill out all Facing Slips with your mailing information.

11. Drop your bundles off at the post office on your drop-off date.
12. Voila!