

# Instructions eddm

1.

In your browser window type in the following website:

<https://eddm.usps.com/eddm/customer/routeSearch.action>

Save this to your bookmarks for future use.

2.

In the top right corner hover your mouse over **Register / Sign In** > click on **Sign Up Now**.

Follow the instructions to create an account.

3.

Sign in to your account and return to the EDDM Tool Bookmark that you made in Step 1.

4.

Type your starting address in the tool.

Step 1: Enter Your Starting Location *i* Select Delivery Type

DE PERE, WI X Start Business

Step 2: Choose Routes

5.

Choose Delivery Type and Route Types.

Step 1: Enter Your Starting Location *i* Select Delivery Type Select Route Types

DE PERE, WI X Start Business & Residential Residential Only City Rural/Highway P.O. Boxes

6.

Select **Local Post Office (DDU)**

Step 2: Choose Routes

Entry Type

Local Post Office (DDU) - \$0.157

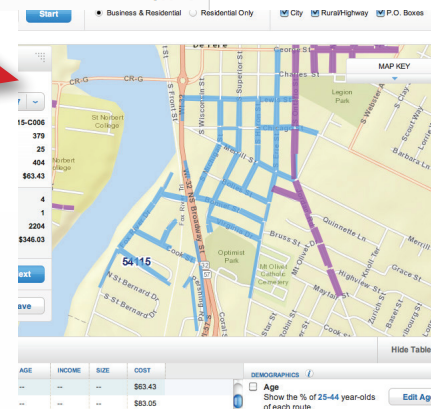
Route	54115-R004
Residential	554
Business	8
Total	562
Route Cost	\$88.23

Start Business & Residential Residential Only City Rural/Highway P.O. Boxes

7.

Use the map to zoom in on your desired location.

Hover your mouse over the map to show routes.



8.

Select the routes you wish to saturate.

We will need the route names, and quantities.

9.

Take a screen shot of the final routes selected, or complete page 2 to include details.

# Routes & Quantities

## eddm

**Starting Address (Location):** \_\_\_\_\_

**Delivery Type:**             Business & Residential       Residential

**Route Types:**             City                                       Rural/Highway                       P.O. Boxes

* route	total	† cost
<b>totals</b>		

**Date of Mailing:** \_\_\_\_\_

\* Mailing has to be between 200 and 5,000 pieces per zip code, per mailing.

† Payment has to accompany mailing when delivered.