

# Every Door Direct Mail - Directions

1. Go to [www.USPS.com](http://www.USPS.com) and select Every Door Direct Mail.

2. **Select Location:** Enter the zip code for the location you are interested in mailing.

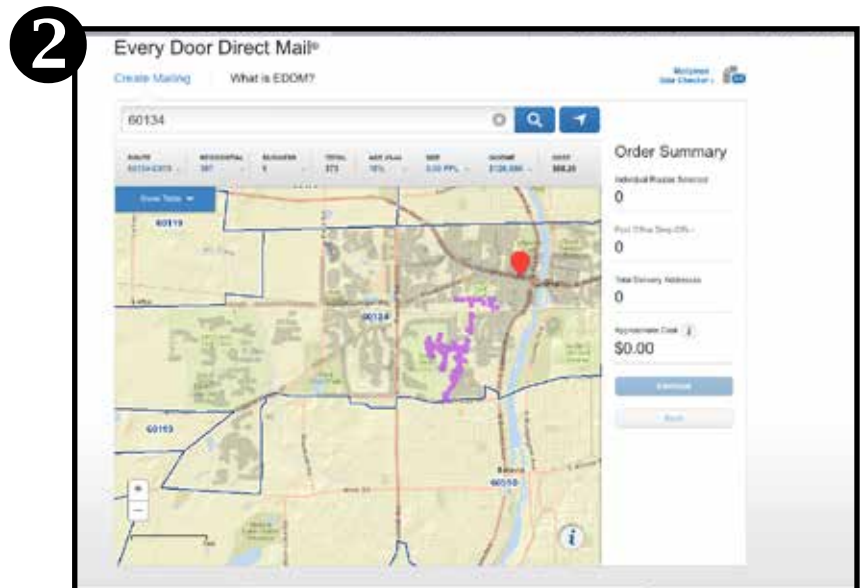
3. **Mapping Tool:** If desired you can zoom in to look closer at the street routes. Using your mouse, place the arrow on the gray shaded street(s) you are interested in. The carrier route for the street will change colors and details of the route will appear at the upper part of the map with the number of deliveries on that carrier route.

4. **Select Route(s):** Once you have highlight the carrier route you desire – click on it and it will be added to your mailing list. It will also provide you the postage cost. Continue adding additional carrier routes you desire up to a maximum of 5,000.

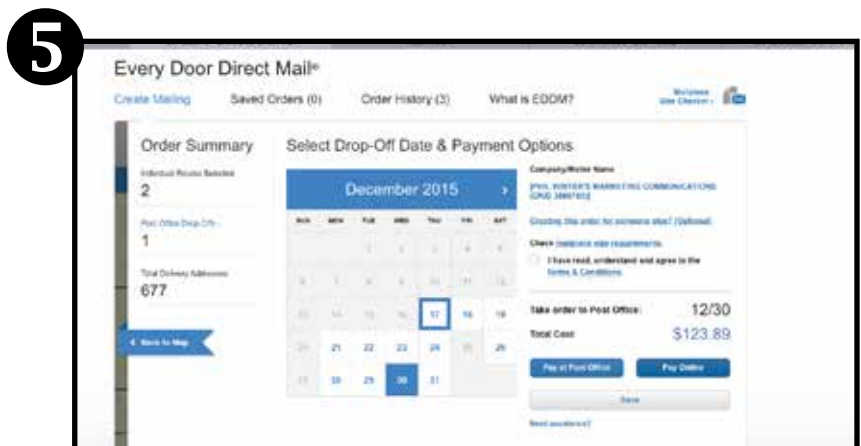
5. **Your USPS account:** If you don't already have one you will need to set up your online USPS account. You then can select your mailing drop off date. You can pay online or at the post office.

6. **Finalize your order** and print the required forms. You will need to bundle your postcards in 50's or 100's and print out enough of the form slips for each postcard bundle.

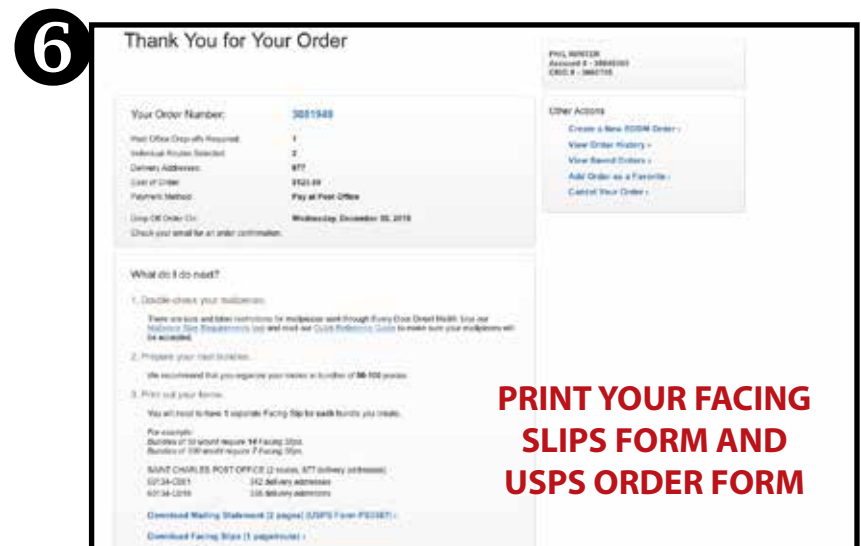
7. **Deliver to Post Office:** Take your bundled postcards and printed facing slips to the post office serving the carrier routes you selected.



**CHOOSE YOUR CARRIER ROUTES**



**CHOOSE YOUR DROP DATE AND PAYMENT CHOICE**



**PRINT YOUR FACING SLIPS FORM AND USPS ORDER FORM**