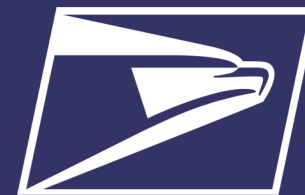


# Move Update Methods Requirements Fact Sheet



The Postal Service™ has a variety of products and services that help improve the accuracy of mailing lists, the quality of the physical addresses, and provide Change-of-Address (COA) information. These products and services are available through the Postal Service or Mail Service Providers who are licensed and certified by the USPS. Mailers are required to update all addresses on discounted First-Class Mail® and USPS Marketing Mail™ within 95 days prior to the postage statement finalization date. This fact sheet is designed to provide an overview of the options available and the benefits of each.

Service	Pre-Mailing	Post-Mailing	Description
<b>NCOA<sup>LINK®</sup></b>	X		The NCOA <sup>LINK®</sup> Product enables mailers to process mailing lists and update lists with new addresses prior to mailing by validating against the USPS COA database.
<b>NCOA<sup>LINK®</sup> MAIL PROCESSING EQUIPMENT (MPE)</b>	X		NCOA <sup>LINK®</sup> MPE Provider enables mailers to process and update mailing addresses for First-Class Mail prior to mailing by validating against the USPS COA database.
<b>Address Change Service™ (ACS™)</b>		X	ACS™ is a post-mailing, on-piece address correction solution that helps identify if the addressee has moved. ACS™ has three distinct implementation methods: Full-Service ACS™ and OneCode ACS® using the Intelligent Mail® barcode (IMb); Traditional ACS™, using a USPS® assigned Participant Code and optional keyline.
<b>Ancillary Service Endorsement (ASE)</b>		X	ASE is a post-mailing, on-piece printed endorsement used to instruct the Postal Service regarding the appropriate disposition, upon determining that it is Undeliverable-as-Addressed (UAA): Address Service Requested, Change Service Requested, Return Service Requested.

## NCOA<sup>LINK®</sup> - PRE-MAILING SOLUTION

The NCOA<sup>LINK®</sup> product is a secure dataset of permanent Change-of-Address (COA) records consisting of names and addresses of individuals, families and businesses who have filed a Change-of-Address with the Postal Service™. The NCOA<sup>LINK®</sup> product has different licensing categories, End User Mailer, Full-Service Provider, Limited Service Provider, and Mail Processing Equipment (MPE) Provider, all of which enable mailers to process and update addresses for First-Class Mail®, USPS Marketing Mail, and Periodicals with new addresses prior to mailing. Based upon individual mailer needs and requirements, mailers can develop or deploy in-house or utilize a Service Provider. The USPS offers multiple licenses (End User, Limited Service Provider, Full Service Provider, and MPE) and options (ANK<sup>LINK</sup>) that determine the type, amount, and frequency of Move Update information provided.

The NCOA<sup>LINK®</sup> data is provided on a regular basis to companies that are licensed by the Postal Service. Customers who choose this product must also use a CASS certified solution to validate addresses within the mailing. A CASS Certified™ ZIP + 4® address-matching product matches, standardizes, and parses addresses to provide input for NCOA<sup>LINK®</sup> and name matching.

## NCOA<sup>LINK®</sup> END USER MAILER LICENSE

An End User is a licensee that uses the NCOA<sup>LINK®</sup> product to update mailing lists for its own mailings. The End User may not update mailing lists for third parties. An End User implements, executes, and maintains a solution in-house. Reference the NCOA<sup>LINK®</sup> Certification Process below for steps to sign up:

1. Application of Self-Certification Statement Approval
2. Software Acquisition
  - Purchase software certified by USPS (authorization code required) from an NCOA<sup>LINK®</sup> software distributor that has entered into a license agreement with the Postal Service
  - Develop software for use in the Applicant's processing environment
3. NCOA<sup>LINK®</sup> Testing & Certification
4. Execution of License Agreement

NCOA<sup>LINK®</sup> End User Performance Requirements:  
<https://postalpro.usps.com/node/615>

Certified solutions providers offer different options based upon individual mailing needs. Work with the Mail Service Provider or software vender to choose what options is best for your business. Options include:

- **Full-Service Provider** - receive 48 months of COA data on a weekly basis from the Postal Service via Electronic Product Fulfillment.
  - Full-Service Licensees: <https://postalpro.usps.com/node/2403>
- **Limited Service Providers** - receive 18 months of COA data on a weekly basis from the Postal Service via Electronic Product Fulfillment.
  - Limited Service Licensees: <https://postalpro.usps.com/node/2400>

- Mail Service Providers may use multiline optical character readers (MLOCR) to update and spray Change-of-Address information on mailpieces prior to submission to the Postal Service
- If matched to a COA, the new address is printed above the barcode
- Work with the Mail Service Provider to see if this is a service they provide
- The list of MPE licensees here can be found here: <https://postalpro.usps.com/node/874>

**ADDRESS CHANGE SERVICE™ - POST MAILING SOLUTION**

ACS™ is a post mailing service that allows mailers to receive COA and other reasons for non-delivery electronically and reduce the number of manual (hardcopy) address notifications.

ACS™ has three distinct implementation methods: Full-Service ACS™ and OneCode ACS® which use the Intelligent Mail® barcode (IMb); Traditional ACS™, which uses a USPS® assigned Participant Code and optional keyline.

The IMb® on the mailpiece includes a Service Type ID (STID), which identifies the Mail Class, mailing option, ACS™ Type, and the ACS™ ancillary service and option desired. For a list of STIDs refer to the STID table here: <https://postalpro.usps.com/node/6411>

ACS™ mailers configure mailing address labels, envelopes, and address blocks to comply with ACS™ participation requirements, and may develop their own matching software to update their mailing list. There is no formal contract or service charge associated with using ACS™.

ACS products, for letters and flats, are listed in the chart below. It is recommended to subscribe to SingleSource ACS™ if using multiple ACS products. SingleSource ACS™ removes the need for handling different file formats when using Full-Service ACS™, OneCode ACS®, IMpb ACS™ and Traditional ACS™. The ACS notices are combined into a single file format and are provided via Electronic Product Fulfillment (EPF).

ACS™ Service Requested	Definition
Address Service Requested	<ul style="list-style-type: none"> <li>• Provides forwarding of address correction service when possible.</li> <li>• If the mail is undeliverable and it is not forwardable, it is returned to the sender.</li> </ul>
Change Service Requested, aka the new <a href="#">Green &amp; Secure Program</a>	<ul style="list-style-type: none"> <li>• Allows the USPS to dispose of mail that is undeliverable as addressed, unless forwarding is requested</li> </ul>
Return Service Requested	<ul style="list-style-type: none"> <li>• Provides address correction services and always returns the piece.</li> </ul>

Product	Features	Data Fulfillment	Example of ACS Layout on Mailpiece
<b>Full-Service ACS™</b>	<ul style="list-style-type: none"> <li>• Can be used on Full-Service mailpieces</li> <li>• Available for First-Class Mail, USPS Marketing Mail, Bound Printed Matter Flats, and Periodicals through the use of an IMb®</li> <li>• Provided as a free service for mail that qualifies for Full-Service discount postage prices (uses IM® barcode)</li> <li>• Feedback is provided for free through OneCode ACS®, Full-Service ACS™ or SingleSource ACS™</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Business Customer Gateway</a></li> <li>• Comma Separated Value (CSV) Format or XML (XLS, Excel Friendly) Format</li> </ul>	<p>1. The IMb® on the mailpiece includes a Service Type ID (STID), which identifies the Mail Class, mailing option, ACS™ Type, and the ACS™ ancillary service.</p> <p><b>Note:</b> An Ancillary Service Endorsement is still required on the mailpiece for Full-Service and OneCode ACS. Use of <b>Electronic Service Requested</b> endorsement is recommended.</p>
<b>OneCode ACS®</b>	<ul style="list-style-type: none"> <li>• Can be used on Basic Service mailpieces</li> <li>• Available for First-Class Mail, USPS Marketing Mail, Bound Printed Matter Flats, and Periodicals through the use of an IMb®</li> <li>• Must enroll for delivery of OneCode ACS® notices by contacting the ACS Department at the NCSC (<a href="mailto:acs@usps.gov">acs@usps.gov</a>)</li> <li>• Feedback is provided through OneCode ACS® or SingleSource ACS™</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Electronic Product Fulfillment (EPF)</a></li> <li>• Comma Separated Value (CSV) Format or XML (XLS, Excel Friendly) Format</li> </ul>	<p>1. The traditional ACS Participant ID/Code identifies the sender to the Postal Service.</p> <p>2. The traditional ACS Keyline is delimited by pound signs and identifies the recipient in the sender's mailing list</p>
<b>Traditional ACS™</b>	<ul style="list-style-type: none"> <li>• Can be used on Full-Service and Basic mailpieces</li> <li>• Requires the mailer to include the Postal Service assigned Participant ID and optional keyline in the address block on the mailpiece</li> <li>• Mail that is prepared for Traditional ACS™ requires a printed ancillary service endorsement</li> <li>• Traditional ACS™ is only available through enrollment with the ACS Department at the NCSC (<a href="mailto:acs@usps.gov">acs@usps.gov</a>)</li> <li>• Feedback is provided through Traditional ACS™ or SingleSource ACS™</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Electronic Product Fulfillment (EPF)</a></li> <li>• Comma Separated Value (CSV) Format or XML (XLS, Excel Friendly) Format</li> </ul>	<p>1. The traditional ACS Participant ID/Code identifies the sender to the Postal Service.</p> <p>2. The traditional ACS Keyline is delimited by pound signs and identifies the recipient in the sender's mailing list</p>

## ONECODE, TRADITIONAL AND SINGLESOURCE ACS™ DATA FULFILLMENT

To receive COA notifications, the mailer can enroll using the ACS™ Enrollment Form found here:

<https://postalpro.usps.com/node/437>

The process steps:

1. Gain access to Electronic Product Fulfillment by filling out the PS Form 5116 found here: <https://postalpro.usps.com/PS5116>
2. Provide a Company Distribution Email address where ACS™ communications will be sent
3. Select the ACS™ product:
  - A Mailer ID (MID) is required for OneCode and Full-Service ACS™
  - If the mailer does not have a MID, they must request one through the USPS Business Customer Gateway (BCG) at <https://gateway.usps.com>. Instructions are located at: <https://postalpro.usps.com/node/433>
4. Select the File Format to receive COA notices in either Comma Separated Value (CSV) Format or XML (XLS, Excel Friendly) Format

## FULL-SERVICE ACS™ DATA FULFILLMENT

1. If the mailer only uses Full-Service ACS™, login to the BCG to activate the MIDs used on mailpieces for Full-Service ACS.
2. Locate the *Mailing Services* tab and select “Go To Service” for Mailer ID:



3. Select the Business Location and next to the Mailer ID used on the mailpieces, click Options and Select “Program Options”:

Mailer ID	Business Location	
901215946 ⓘ	11978045 PRESORT22 1450 IDLEWILD DR UNIT 722 RENO, NV 89509-1082	 <b>OPTIONS</b> ACS Billing Data Distribution Profile <b>Program Options</b>
901474130 ⓘ	11978045 PRESORT22 1450 IDLEWILD DR UNIT 722 RENO, NV 89509-1082	
901699830 ⓘ	11978045 PRESORT22 1450 IDLEWILD DR UNIT 722 RENO, NV 89509-1082	

4. To finish, check the Full/Basic Service and Full Service ACS checkboxes and click Save to receive Full-Service ACS notices:

Confirmation Services for Package Service Products and Extra Services ⓘ

Full / Basic Service

Full Service ACS ⓘ

Electronic Verification System (eVS) for Package Products

**SAVE**

To learn how to retrieve ACS data from the BCG Dashboard refer to the *Full-Service Address Change Service (ACS) Enrollment For Intelligent Mail for Small Business (IMsb) Tool Users and How to Retrieve the Address Correction Data Fact Sheet* located on PostalPro here: <https://postalpro.usps.com/Full-ServiceACSenrollmentforIMsb>

For more information about the ACS™ Enrollment process, contact the National Customer Support Center:

- Phone: 877-640-0724, option 1 (ACS Help)
- Email: [acs@usps.gov](mailto:acs@usps.gov)

## ANCILLARY SERVICE ENDORSEMENT

To meet the Move Update requirements mailers may use one of four ancillary service endorsements: **Address Service Requested**, **Change Service Requested**, **Return Service Requested** or **Temp-Return Service Requested**. These endorsements instruct the Postal Service to provide a notification of the addressee’s new address or instructions on how to handle undeliverable-as-addressed mail. When these endorsements are used without participation in ACS, manual notices (PS Form 3547) are provided (fee charged). For additional information on the use of Ancillary Service Endorsements go to:

<https://postalpro.usps.com/address-quality/ancillary-service-endorsements>



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ADDRESS SERVICE REQUESTED?

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