

FASTforward[®] Licensee Process to Assign FFMUN Participant Codes

As a reminder to the February 2009 *FASTforward* Continuity Strategy Webinar, effective July 1, 2009, *FASTforward* Licensees must offer FFMUN to all of their customers. Active Mode *FASTforward* processing is required to have the FFMUN option activated.

To help accomplish this, we have attached a formatted spreadsheet containing 1,000 participant codes to be assigned to your customers/mailers. Procedures for assigning FFMUN participant codes are as follows:

1. Each spreadsheet contains 1,000 participant codes to be assigned by Licensees.
 - a. If Licensees need more than 1,000 participant codes, they may send a request via email to ncoalink@usps.gov.
 - b. This request can only be made after all initial participant codes have been assigned.
2. Licensees will populate the document with information identifying each mailer for which they are assigning an FFMUN participant code.
3. Licensees will also identify the FFMUN Customer Type for each customer. The customer types are:
 - a. **Indirect** – Mailer wants the Licensee to manage the change-of-address information received through FFMUN file transmissions. Licensee must complete PS Form 1357-W (Web Access Request Form) if one is not on file with the USPS[®]. The Licensee will provide the FFMUN data to the mailer.
 - b. **Direct** – Mailer wants to receive FFMUN data file transmissions directly from the USPS. Mailer must complete PS Form 1357-W (Web Access Request Form) if one is not on file with the USPS.
 - c. **Consolidator** – Mail that is collected by an independent carrier and given to Licensee for processing. In this case, the carrier is considered the Mail Owner. No FFMUN data is returned to the Licensee, carrier (Mail Owner) or their customers.
 - d. **Jackpot/Batch** – Small volume of mail that is less than 1% of the total average daily volume processed at a particular facility. Licensee using a jackpot-designated participant code will not receive FFMUN data back from the USPS. It is the Licensee's responsibility to inform the Mailer that no FFMUN data will be returned to the Licensee or the Mailer(s).
 - e. **Pending** – Licensee assigns a participant code to a Mailer; however the Mailer will decide at a later date how they will elect to receive the FFMUN data. The Mailer would elect to receive the data directly or indirectly.
4. Once the spreadsheet is completed, forward it to ncoalink@usps.gov. The USPS will administer the accounts as determined by the FFMUN customer type and activate the participant codes. The spreadsheet must be returned no later than July 1, 2009.
5. Licensees and Mailers who elect to receive their FFMUN files directly from the USPS must complete PS Form 1357-W (Web Access Request Form) and submit it to the

USPS to receive their username and password to obtain FFMUN data via the USPS RIBBS™ website.

- a. The FFMUN files will be held until the PS Form 1357-W (Web Access Request Form) has been processed by the USPS.
 - b. The PS 1357-W (Web Access Request Form) should be completed and returned to the USPS NCSC by July 1, 2009 but no later than September 30, 2009. If mailers in this category do not complete the PS Form 1357-W (Web Access Request Form) process by September 30, 2009, their codes may be considered invalid and the *FASTforward* service may not be an authorized Move Update method for the Mailer.
6. An FFMUN application will not be required by the USPS for the Mailer to obtain FFMUN participant codes from the Licensee. A completed and signed MLOCR PAF (Processing Acknowledgement Form) will sufficiently satisfy the signature requirement.
- a. As required by the Privacy Act of 1974, Licensees should already have a PAF on file with their customers.
 - b. If the Licensee does not have a PAF on file for any customers they provide the *FASTforward* service, they must obtain a PAF and it must be completed and signed by the customer for which the *FASTforward* service is provided.
7. Please ensure the PS Form 1357-W (Web Access Request Form) is completed and submitted to the USPS if one is not currently on file. This form must be completed to receive a username and password to obtain the FFMUN data. The form is located on the RIBBS™ website at http://ribbs.usps.gov/fastforward/documents/tech_guides/psform1357w.pdf. It is also located in the FFMUN Guide located at http://ribbs.usps.gov/fastforward/documents/tech_guides/FFMUN.pdf.

Below is a screen shot sample to show how the attached spreadsheet should be completed. This sample only contains a few records; however the spreadsheet should be populated for all customers in which a participant code has been assigned.

If you have any questions regarding this announcement, please contact us via ncoalink@usps.gov or call 800-589-5766.

US policy to store sensitive information on mobile media. If to in order to conduct Postal business, thumb drives must be USPS approved and encrypted.

Microsoft Excel - FFMUN Assignment Sheet for Licensee - SAMPLE (3).xls

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1	ACS ACCOUNT #	FF LICENSE #	FF Company Name	Address	City	ST	ZIP+4	PHONE #	FAX #	EMAIL address	
3	FFMUN Participant Code	Customer Type	Company Name	Contact Name	Delivery Address	City	ST	ZIP + 4	Phone #	Fax #	Email address
2	5555	Heartland Inc.									
4	BFNKHSB	CONSOLIDATOR	Speedy Mail Couriers	Thomas Jefferson	1 Bridgetown RD	Memphis	TN	38188-2045	501-555-5557	501-555-5558	TJ@SMC.com
5	BFNKHSC	DIRECT	Madison Landscaping	James Madison	512 King Ridge Dr	Memphis	TN	38188-2046	501-555-5556	501-555-5556	JM@ML.net
6	BFNKHSD	INDIRECT	Monroe Cement	James Monroe	6060 Primacy PKWY ste 100	Memphis	TN	38188-4582	501-555-5556	501-555-5556	JM@MC.com
7	BFNKHSE	CONSOLIDATOR	Pick 'Em Up Company	John Quincy Adams	PO Box 17	Memphis	TN	38118-9547	501-555-5556	501-555-5556	jql@peu.com
8	BFNKHSF	DIRECT	Dental Works	Andrew Jackson	6063 Primacy PKWY ste 100	Memphis	TN	38188-0010	501-555-5556	501-555-5556	an@dworcks.com
9	BFNKHSG	INDIRECT	Marty's Realty	Martin Van Buren	6064 Primacy PKWY	Memphis	TN	38188-2045	501-555-5556	501-555-5556	mrvb@mr.net
10	BFNKHSH	DIRECT	Park St Dry Cleaners	William Henry Harris	6065 Primacy PKWY ste 100	Memphis	TN	38188-2046	501-555-5556	501-555-5556	bharrison@Dry.com
11	BFNKHHS	INDIRECT	Tyler Tie Shop	John Tyler	6065 Primacy PKWY ste 200	Memphis	TN	38188-4582	501-555-5556	501-555-5556	jt@TTS.COM
12	BFNKHSI	DIRECT	Polk Book Store	James Knox Polk	6067 Primacy PKWY	Memphis	TN	38118-9547	501-555-5556	501-555-5556	JKP@Books.net
13	BFNKHSQ	INDIRECT	Taylor's Trailers	Zachary Taylor	6065 Park AVE	Memphis	TN	38188-0010	501-555-5556	501-555-5556	ZT@tt.net
14	BFNKHSR	DIRECT	Fillmore Gravel	Millard Fillmore	6068 Primacy PKWY Late 100	Memphis	TN	38188-2045	501-555-5556	501-555-5556	MillFill@Rocks.com
15	BFNKHSS	INDIRECT	Pins & Needles Shop	Franklin Pierce	6069 Primacy PKWY	Memphis	TN	38188-2046	501-555-5556	501-555-5556	Frank@Sew.com
16	BFNKHST	DIRECT	Buchanan Used Car Sales	James Buchanan	6071 Poplar Ave	Memphis	TN	38188-4582	501-555-5556	501-555-5556	Jimmy@Wrecks.com
17	BFNKHSU	INDIRECT	Springfield Mediation Services	Abraham Lincoln	1 Front St	Memphis	TN	38118-9547	501-555-5556	501-555-5556	Abe@Headaches.com
18	BFNKHSV	PENDING	Johnson Rock Shop	Andrew Johnson	54 Madison Ave	Memphis	TN	38188-2045	501-555-5556	501-555-5556	Andy@More Rocks.net
19	BFNKHSW	PENDING	Grant Cigar Store	Ulysses S. Grant	4566 MLK Dr	Memphis	TN	38188-2046	501-555-5556	501-555-5556	USGrant@Cigs.com
20	BFNKHSU	PENDING	Hayes Groceries	Rutherford B. Hayes	432 Riverside Dr	Memphis	TN	38188-4582	501-555-5556	501-555-5556	Rudy@Food.com
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