



December 5, 2008

Dear OneCode ACS[®] Customers:

Timing is everything when it comes to updating your address list. The sooner you receive your customers' updated address information, the more effective and efficient your future mailings will be.

To maximize the benefit of OneCode ACS, effective Saturday, December 27th, all OneCode ACS fulfillments will automatically be converted to a daily fulfillment cycle. This means that effective December 27th, OneCode ACS transactions will be fulfilled on a 7 days per week schedule, including holidays, to your RIBBS[™] fulfillment account. Although we will post a file every day, you may still choose to retrieve the files as often as you wish. There is no requirement to retrieve the file on a daily basis. The file will remain in your fulfillment account until you are ready to retrieve it. Remember that your OneCode ACS transactions are retained for a maximum of 60 days in your RIBBS fulfillment account.

Please inform the appropriate departments and personnel that handle the retrieval and processing of your OneCode ACS transactions. As a result of this change in the fulfillment schedule, they may need to schedule additional retrievals or look for more than one daily file as required to fit your processing needs.

To help ease this transition, we have created a test RIBBS fulfillment account that may be utilized to test your retrieval processes. Please review the Fulfillment File Access section of the PUB8B located at: <http://ribbs.usps.gov/files/ACS/PUB8B.pdf>. The following information must be used to access the test account:

User name: 999999
Password: a0019999
Unzip Password: P999999

If you have any questions or concerns regarding this change to your OneCode ACS fulfillments, you may contact us via email at acs@usps.gov.

Sincerely,

A handwritten signature in cursive script that reads "Alice VanGorder".

Alice VanGorder
Manager Address Management