

Dear Licensee:

The Electronic Product Fulfillment (EPF) for Large Files beta test concluded Saturday, June 15, 2013. This beta test allowed licensees to obtain their data fulfillment of large files, such as NCOA^{Link®}, DPV[®], DSF^{2®} and AMS API, through the USPS[®] EPF website. Participants in the beta test were required to develop a user interface to call the USPS web service. This service is provided as a web service only so a user interface was not provided.

The beta test has been widely successful as it allowed participants to obtain their product updates electronically rather than waiting for hardcopy media to arrive at their facilities. The feedback from the participants also allowed the USPS to resolve any technical issues that may have arisen. Based on the success and positive feedback from the participants, the USPS has decided to move forward with making electronic product fulfillment the default method for obtaining product updates.

Effective October 1, 2014, all licensees who receive product updates from the USPS will be required to retrieve their product updates from the EPF website. These products include: NCOA^{Link}, DPV, DSF², AMS API, LACS^{Link®}, Suite^{Link®}, and RDITM. Hardcopy media fulfillment, i.e, CDs and DVDs, will no longer be an option.

NCOA^{Link}, DPV, DSF² and AMS API licensees will have to build a web interface to access the product updates. The LACS^{Link}, Suite^{Link}, and RDI products are already in production and available through electronic fulfillment. No web interface is required for these products.

The USPS would like all licensees to begin the migration to electronic fulfillment as soon as possible; however we understand that it may take some time, especially for licensees of the large files, like NCOA^{Link}. NCOA^{Link}, DPV, DSF² and AMS API licensees will continue to receive hardcopy fulfillment until they have been able to successfully retrieve their product updates on a continuous basis.

Once LACS^{Link}, Suite^{Link} and RDI licensees receive access to the EPF website, hardcopy fulfillment for those products will end immediately. Beginning with the next release for each specific product, the monthly product updates will only be available via the EPF website and hardcopy media will no longer be sent.

To begin the transition process to electronic product fulfillment, please complete the attached Electronic Product Fulfillment Web Access Request Form. On the form, mark each product that you are licensed to receive product updates from the USPS. The form must be completed for each person that will need access to the EPF website. If more than three users need access, it is suggested that you create a group email address so multiple users can be granted access under one email address.

Once the form is completed, you may fax it to the number on the form or submit it via email to ncoalink@usps.gov. When the form is processed, an email will be sent to the email address listed on the form. For NCOA^{Link}, DPV, DSF² and AMS API licensees, documentation to assist in building the web interface will also be sent.

If you have any questions regarding electronic product fulfillment, please submit them in writing to ncoalink@usps.gov.

Sincerely,

Licensing & Certification Department