

June 13, 2016

Dear Licensee,

As a continuous effort to streamline all of the USPS® licensed products through the utilization of the Electronic Product Fulfillment (EPF) website, the Licensing Department will facilitate the annual license renewal process by posting renewal invoices to EPF. On or around July 15, the annual renewal invoices for the following products will be made available via EPF:

- NCOA^{Link®} and NCOA^{Link} MPE
- LACS^{Link®}
- DPV[®]
- DSF^{2®}
- RDI[™]

Each EPF user that is currently assigned electronic access for a specified product will receive an email from EPF Administration stating the annual invoice is available. It is the responsibility of the EPF users to distribute the renewal invoices to the appropriate contacts. Please keep in mind that the renewal invoices **will not** be mailed.

If you would like to add another user for invoicing purposes only, complete the attached EPF Web Request Form and submit it via email to ncoalink@usps.gov or fax to 650-577-5773. Under 'Licensing/Certification Products' you will select the appropriate product and in the 'Other' field, you will write 'Invoice.' This will give users access to the appropriate renewal invoices. This form must be submitted by **COB Thursday, June 30.**

If you have any questions regarding this notice, please contact the Licensing & Certification Department at ncoalink@usps.gov.