

Nonprofit Authorization

Data Clean-up Update

August 28, 2014

V9

MEPT

Data Clean up process:

- ~ Less than 2,700 organizations in *PostalOne!* with Legacy NPAs
 - The notification letter will be sent to all impacted organizations by PCSC
 - IT team will replace all Legacy NPAs with the Primary NPAs and create or link to CRID as a part of migration for R 39 release

- ~1,500 NPAs do not have CRIDs with active permits in *PostalOne!* System due to invalid address
 - 818 assigned to CRIDs, ~700 in progress (Target Finish = Sept 9, 2014)
 - **BMEU Communication - Outreach:**
 - Send the list of NPAs without CRIDs in *PostalOne!* system with an instruction to follow Mailing Standards of the United States Postal Service Publication 28 - Postal Addressing Standards

Example: From “First Methodist Church by ABC Mailing Service”
To: “First Methodist Church”

Example: From “Corner of Main Street and First Street”
To: “123 Main Street Suite A”

Migration process prior to release: ~111,000 Original primary authorized active NPAs in PCSC Nonprofit system, not in the *PostalOne!* system and do not have a CRID – these are original records from OCRA

- 13,777 have a matching address and a CRID will be assigned
- ~97,362 have no match
 - *PostalOne!* IT Team will assign a CRID and link to NPA as a part of the migration for R 39 Release
 - Use Alternate address, then Use Primary address to obtain the CRID using a two-step process
 - When CRID is assigned, then CRID added to Crosswalk table
 - NPA records where addresses disallow a CRID to be assigned, the plan is to enlist BMEU clerks to contact the nonprofit organization, if the nonprofit mailer is mailing at a *PostalOne!* site or
 - Post Office – Non-*PostalOne!* (to review original NPA Application on file)
 - Help Desk will be given the list of the NPA authorizations that cannot be resolved.

1. Continue to use the BCG/MSP Customer Validation Tool to confirm nonprofit status
2. Call the Help Desk (800-522-9085) if you encounter any discrepancy or if you want to verify nonprofit status:
 - NPA Not Found
 - NPA w/o CRIDs
 - CRID mismatch
 - NPA Owner mismatch
3. *PostalOne!* Help Desk will cross walk your data & perform linkage corrections: Masterlist of identifiers w/ crosswalk will be available for Help Desk:
 - CRID, MID, NPA# or Permit
4. Help Desk will provide you a spreadsheet:
 - NPA#: status including revoked & denied
 - CRID: existing, updated linkage, newly created
 - MID: validity, linkage to CRID
 - Permit: existing, updated linkage, newly created & permit status



MSP Customer
Validation Tool