

## **Modifications to Mail Processing Equipment (MPE) License Agreements and supporting documents**

**March 9, 2009**

### **MPE Data User LPR and MPE Developer SPR**

- Updated the Customer Service Log.
- Updated RIBBS links throughout document.
- In the Reports section, updated the Processing Category for Marketing Test to state no PAF is required; however the company name for which processing was performed must be captured in position 1423-1452 in the Customer Service Log. Also stated that the COA data must be discarded as sensitive data. **(section 11.6 of the MPE Data User LPR and section 14.4 of the MPE DEV SPR)**
- Also in the Reports section, the Move Activity Summary by Return Codes to the requirements of the Processing Summary Report. **(section 11.7 of the MPE Data User LPR and section 14.6 of the MPE DEV SPR).**

### **MPE Data User LPR**

- In section 11.8, added information regarding remote audits.

### **MPE PAF**

- In the Mail Owner section, the following fields are optional: USPS Mailer ID and Email Address. Added Company Website as an optional field.

**January 27, 2009**

### **MPE Developer, Distribution and Data User Licenses**

- The NCSC finance number was changed to 671440.

**December 18, 2008**

### **MPE Data User Certification Procedures**

- On pages 10-11, corrected the inability to enter information in the Software & Hardware Information tables, inserted a row for the Serial Number.

**November 18, 2008**

### **MPE Data User Certification Procedures**

- On page 11 in the Software Hardware Information table, added a field for the Serial Number in the first row.

**November 5, 2008**

### **MPE Developer, Distribution and Data User Licenses**

- Throughout documents, changed 'Service Provider' to 'Data User.'

### **MPE Data User License**

- In sections 11.2 and 11.2.2, added the following new language regarding the alternate PAF method:

#### **11.2, fifth sentence**

The USPS does not at this time endorse any particular electronic alternate methods for verification of client identity. Any electronic system that meets these requirements is sufficient. The Licensee will decide what methods best

suit their business needs and address their business risk, while still maintaining the appropriate PAF information. Licensee may implement multiple methods for verification based on the Licensee's business needs.

#### **11.2.2, added new section and renumbered subsequent sections**

In the event the USPS, at its sole discretion, determines a Licensee is not diligently verifying the identity and role all parties involved in the transaction (including, but not limited to, brokers and list owners) when using equivalent electronic methods, the USPS reserves the right to require the Licensee revert to the traditional paper method of PAF completion. Any method used by a Licensee for verification under this new ruling applies ONLY to PAF collection under the NCOA<sup>Link</sup> Full Service License Agreement. There is no implied or implicit application of this ruling to ANY relationship, practice or agreement between the USPS and the Licensee. The USPS offers a wide range of services to its customers, and separately sets the appropriate requirements for each of these services, including electronic processes.

- In section 11.1 in the next to last sentence, removed the term 'hardcopy.'

#### **NCOA<sup>Link</sup> MPE PAF**

- Concerning the alternate PAF method, in Exhibit E and the NCOA<sup>Link</sup> MPE PAF document, the language in the last sentence of the top section of the PAF has been reworded to the following: 'Any signature upon this PAF shall be considered valid for all purposes and have the same effect whether it is an ink-signed hardcopy document or equivalent alternative.'
- Also in the Exhibit E and the MPE PAF document, added the 'USPS Mailer ID' field.

#### **October 16, 2008**

##### **MPE Developer, Distributor and Data User Licenses**

- Changed the suite number of the USPS address from '201' to '101' in the top sections of the licenses.

#### **September 26, 2008**

##### **MPE Data User LPR**

- Regarding the format of the MPE customer ID, revised section 11.3, fifth sentence.