

NCOA^{LINK}® MPE AND WAN (CLOUD) CERTIFICATION CHECKLIST

Existing *FASTforward*® Licensees Transitioning to NCOA^{Link} MPE Data User Prior to June 15 (Siemens Customers Only)

Licensing

- Obtain an NCOA^{Link} MPE Data User application at https://ribbs.usps.gov/ncoalink/documents/tech_guides/MPE_INFO/DATA_USER_INFO/MPEPROC.PDF
- On page 3 of the application in the field 'Type of MPE Processing' mark 'Standard.'
- Also obtain an Electronic Product Fulfillment Web Access Request Form at <http://about.usps.com/forms/ps5116.pdf> to receive the NCOA^{Link} Daily Delete files from the EPF website. On the form under Licensing/Certification Products, mark 'Other' and write 'NCOA^{Link} Daily Delete.'
- Once completed, submit both the application and EPF Web Access Request Form via fax to 650-577-5773.
- Once application is approved, an approval letter and a PDF copy of the MPE Data User License Agreement for signature will be sent via email.
- The date of the approval letter will begin the 45-day transition period. NCOA^{Link} data fulfillment will begin with the next outgoing data fulfillment. NCOA^{Link} data for MPE Data Users is mailed each Tuesday. Depending on the day the license agreement is sent, the first set of DVDs may be mailed on a day other than Tuesday.
- Once reviewed, return the original, signed license agreement to the USPS for license execution. The license must be received prior to requesting a certification test.

Certification

- Once the executed license agreement is received, Applicant will need to request an NCOA^{Link} MPE certification test **in writing** to ncoalink@usps.gov.
- Once requested, a test deck will be generated and sent via Priority Mail with Signature Confirmation.
- Once received, the certification test must be completed within 72 hours from the date of receipt.
- Once the certification test is completed, return test decks to USPS via Express Mail or Priority Mail with Delivery or Signature Confirmation service so the package can be tracked.
- Administrative reports should be mailed along with the test decks or sent via email to ncoalink@usps.gov. These reports include:
 - Customer Service Log
 - PAF Log
 - PS Form 3553
- When the test decks are received by the USPS, they will be graded and a pass/fail certification letter will be mailed.
- If the certification test is failed, repeat the above certification steps. The retesting fee is \$1050.00 for each test.
- An invoice will be generated to remit the testing fee. Once the invoice is received, the fee must be paid within 10 business days. The pass certification test results will not be sent until this fee has been paid.
- When the pass certification letter is mailed, a copy of the executed license agreement will also be sent.

NCOA^{LINK®} MPE AND WAN (CLOUD) CERTIFICATION CHECKLIST

Existing *FASTforward*[®] Licensees Transitioning to NCOA^{Link} MPE Data User Prior to June 15 (Siemens Customers Only)

- Failure of the certification test does not extend the 45-day transition period. If the process is not completed within the 45-day time period, the customer will no longer receive live data and a notice will be sent to the BME unit.
- If applicable, failure to complete MASS certification within the 45-day period will result in the customer no longer receiving live data.
- If applicable, USPS supplied *FASTforward* systems and components must be returned to the NCSC within 10 days using either Express or Priority Mail.

NCOA^{LINK}® MPE AND WAN (CLOUD) CERTIFICATION CHECKLIST

Existing *FASTforward*® Licensees Transitioning to NCOA^{Link} MPE Data User after June 15

Licensing

- Obtain an NCOA^{Link} MPE Data User application at https://ribbs.usps.gov/ncoalink/documents/tech_guides/MPE_INFO/DATA_USER_INFO/MPEPROC.PDF
- On page 3 of the application in the field 'Type of MPE Processing' mark 'Standard.'
- Also obtain an Electronic Product Fulfillment Web Access Request Form at <http://about.usps.com/forms/ps5116.pdf> to receive the NCOA^{Link} Daily Delete files from the EPF website. On the form under Licensing/Certification Products, mark 'Other' and write 'NCOA^{Link} Daily Delete.'
- Once completed, submit both the application and EPF Web Access Request Form via fax to 650-577-5773.
- Once application is received, a PDF copy of the MPE Data User License Agreement for signature will be sent via email.
- The date the license agreement is sent via email will begin the 45-day transition period. NCOA^{Link} data fulfillment will begin with the next outgoing data fulfillment. NCOA^{Link} data for MPE Data Users is mailed each Tuesday. Depending on the day the license agreement is sent, the first set of DVDs may be mailed on a day other than Tuesday.
- Once reviewed, return the original, signed license agreement to the USPS for license execution. The license must be received prior to requesting a certification test.

Certification

- Once the application is approved, an approval letter will be sent via email.
- Once the executed license agreement is received, Applicant will need to request an NCOA^{Link} MPE certification test **in writing** to ncoalink@usps.gov.
- Once requested, a test deck will be generated and sent via Priority Mail with Signature Confirmation.
- Once the test deck is received, the certification test must be completed within 72 hours from the date of receipt.
- Once the certification test is completed, return test decks to USPS via Express Mail or Priority Mail with Delivery or Signature Confirmation service so the package can be tracked.
- Administrative reports should be mailed along with the test decks or sent via email to ncoalink@usps.gov. These reports include:
 - Customer Service Log
 - PAF Log
 - PS Form 3553
- When the test decks are received by the USPS, they will be graded and a pass/fail certification letter will be mailed.
- If the certification test is failed, repeat the above certification steps. The retesting fee is \$1050.00 for each test.
- An invoice will be generated to remit the testing fee. Once the invoice is received, the fee must be paid within 10 business days. The pass certification test results will not be sent until this fee has been paid.
- When the pass certification letter is mailed, a copy of the executed license agreement will also be sent.

NCOA^{LINK}® MPE AND WAN (CLOUD) CERTIFICATION CHECKLIST

Existing *FASTforward*® Licensees Transitioning to NCOA^{Link} MPE Data User after June 15

- Failure of the certification test does not extend the 45-day transition period. If the process is not completed within the 45-day time period, the customer will no longer receive live data and a notice will be sent to the BME unit.
- If applicable, failure to complete MASS certification within the 45-day period will result in the customer no longer receiving live data.
- Once the certification process is successfully completed, the customer will be sent an invoice for the prorated license fee. Payment must be remitted within 10 business days. If not, data fulfillment will be interrupted until payment is received.
- If applicable, USPS supplied *FASTforward* systems and components must be returned to the NCSC within 10 days using either Express or Priority Mail.

NCOA^{LINK}® MPE AND WAN (CLOUD) CERTIFICATION CHECKLIST

Existing *FASTforward* and New Customers Transitioning to WAN (Cloud) – Vendor Certification Only

NOTE: No certification is required for cloud users. Vendor certification is required.

Certification

- Obtain an NCOA^{Link} MPE Developer application at https://ribbs.usps.gov/ncoalink/documents/tech_guides/MPE_INFO/DATA_USER_INFO/MPEPROC.PDF
- Once application is approved, an approval letter will be sent via email. At this time, the customer will need to request an NCOA^{Link} MPE certification test **in writing** to ncoalink@usps.gov.
- Once requested, a test deck will be generated and sent via Priority Mail with Signature Confirmation.
- Once the test deck is received, the certification test will need to be completed within 72 hours from the date of receipt.
- Once the certification test is completed, return test decks to USPS via Express Mail or Priority Mail with Delivery or Signature Confirmation service so the package can be tracked.
- Administrative reports should be mailed along with the test decks or sent via email to ncoalink@usps.gov. These reports include:
 - Customer Service Log
 - PAF Log
 - PS Form 3553
- When the test decks are received by the USPS, they will be graded and a pass/fail certification letter will be mailed.
- If the certification test is passed, an invoice for the testing fee in the amount of \$1050.00 will be mailed separately. Payment must be remitted within 10 business days from receipt.
- If the certification test is failed, repeat the above certification steps. The retesting fee is \$1050.00 for each test.
- An invoice will be generated to remit the testing fee. Once the invoice is received, the fee must be paid within 10 business days. The pass certification test results will not be sent until this fee has been paid.

MPE Data User (New Customers)

Licensing

- Obtain an NCOA^{Link} MPE Data User application at https://ribbs.usps.gov/ncoalink/documents/tech_guides/MPE_INFO/DATA_USER_INFO/MPEPROC.PDF
- On page 3 of the application in the field 'Type of MPE Processing' mark 'Standard.'
- Also obtain an Electronic Product Fulfillment Web Access Request Form at <http://about.usps.com/forms/ps5116.pdf> to receive the NCOA^{Link} Daily Delete files from the EPF website. On the form under Licensing/Certification Products, mark 'Other' and write 'NCOA^{Link} Daily Delete.'
- Once completed, submit both the application and EPF Web Access Request Form via fax to 650-577-5773.
- Once application is approved, an approval letter will be sent. This letter will include an authorization code necessary to obtain NCOA^{Link} MPE software.
- Applicant may either purchase software certified by USPS from a licensed NCOA^{Link} MPE software distributor using the authorization code or develop software for use in the Applicant's processing environment.
 - If Applicant chooses to purchase software, they may proceed to the certification process.
 - If Applicant elects to develop their own software, they must enter into an NCOA^{Link} MPE Software Interface Developer License Agreement. Under this agreement, Applicant must develop interface software and pass the required certification tests prior to using the software.

Certification

- Once Applicant obtains USPS certified MPE software, either through purchase or development, Applicant must submit a **written** request to ncoalink@usps.gov to receive the test data (two DVDs) via Priority Mail with Signature Confirmation.
- Once the test data is received, Applicant must submit a **written** request to ncoalink@usps.gov for each platform they wish to have certified.
- Once the test deck is received, the certification test will need to be completed within 72 hours from the date of receipt.
- Applicant will process MPE test decks as part of certification testing.
- Once the certification test is completed, return test decks to USPS via Express Mail or Priority Mail with Delivery or Signature Confirmation service so the package can be tracked.
- Administrative reports should be mailed along with the test decks or sent via email to ncoalink@usps.gov. These reports include:
 - Customer Service Log
 - PAF Log
 - PS Form 3553
- When the test decks are received by the USPS, they will be graded and a pass/fail certification letter will be mailed.
- If the initial certification test is failed, repeat the above certification steps for retesting on the failed platform(s). The retesting fee is \$1050.00 for each test.
- An invoice will be generated to remit the testing fee. Once the invoice is received, the fee must be paid within 10 business days. The pass certification test results will not be sent until this fee has been paid.

NCOA^{LINK}® MPE AND WAN (CLOUD) CERTIFICATION CHECKLIST

MPE Data User (New Customers)

- Once the certification process is successfully completed, a pass certification letter and an NCOA^{Link} MPE Data User License Agreement for signature will be sent via email.
- Once the license agreement is reviewed, return the original, signed license agreement to the USPS for license execution.
- Once the license agreement is returned and executed by the USPS, a PDF copy of the executed license agreement and the NCOA^{Link} datasets will be sent via Priority Mail with Signature Confirmation. The USPS will begin regular NCOA^{Link} weekly data fulfillment via Priority Mail with Signature Confirmation.
- An invoice for the prorated license fee will be mailed separately. Payment must be remitted within 10 business days from the receipt of the executed license agreement. If not, data fulfillment will be interrupted until payment is received.

NCOA^{LINK}® MPE AND WAN (CLOUD) CERTIFICATION CHECKLIST

MPE Data User (New Customers Electing to Return the COA Data to Customers)

Licensing

- Obtain an NCOA^{Link} MPE Data User application at https://ribbs.usps.gov/ncoalink/documents/tech_guides/MPE_INFO/DATA_USER_INFO/MPEPROC.PDF
- On page 3 of the application in the field 'Type of MPE Processing' mark 'Standard.'
- Also obtain an Electronic Product Fulfillment Web Access Request Form at <http://about.usps.com/forms/ps5116.pdf> to receive the NCOA^{Link} Daily Delete files from the EPF website. On the form under Licensing/Certification Products, mark 'Other' and write 'NCOA^{Link} Daily Delete.'
- Once completed, submit both the application and EPF Web Access Request Form via fax to 650-577-5773.
- Once application is approved, an approval letter will be sent. This letter will include an authorization code necessary to obtain NCOA^{Link} MPE software.
- Applicant may either purchase software certified by USPS using the authorization code from a licensed NCOA^{Link} MPE software distributor or develop software for use in the Applicant's processing environment.
 - If Applicant chooses to purchase software, they may proceed to the certification process.
 - If Applicant elects to develop their own software, they must enter into an NCOA^{Link} MPE Software Interface Developer License Agreement. Under this agreement, Applicant must develop interface software and pass the required certification tests prior to using the software.

Certification

- Once Applicant obtains USPS certified MPE software, either through purchase or development, Applicant must submit a **written** request to ncoalink@usps.gov to receive the test data (two DVDs) via Priority Mail with Signature Confirmation.
- Once the test data is received, Applicant must submit a **written** request to ncoalink@usps.gov for each platform they wish to have certified.
- Once the test deck is received, the certification test will need to be completed within 72 hours from the date of receipt.
- Applicant will process MPE test decks as part of certification testing.
- Once the certification test is completed, return test decks to USPS via Express Mail or Priority Mail with Delivery or Signature Confirmation service so the package can be tracked.
- Administrative reports should be mailed along with the test decks or sent via email to ncoalink@usps.gov. These reports include:
 - Customer Service Log
 - PAF Log
 - PS Form 3553
- When the test decks are received by the USPS, they will be graded and a pass/fail certification letter will be mailed.
- If the initial certification test is failed, repeat the above certification steps for retesting on the failed platform(s). The retesting fee is \$1050.00 for each test.
- An invoice will be generated to remit the testing fee. Once the invoice is received, the fee must be paid within 10 business days. The pass certification test results will not be sent until this fee has been paid.

NCOA^{LINK}® MPE AND WAN (CLOUD) CERTIFICATION CHECKLIST

MPE Data User (New Customers Electing to Return the COA Data to Customers)

- Once the certification process is successfully completed, a pass certification letter and an NCOA^{Link} MPE Data User License Agreement for signature will be sent via email.
- Once the license agreement is received, return the original, signed license agreement to the USPS for license execution.
- Once the license agreement is returned and received by the USPS, a PDF copy of the executed license agreement and the NCOA^{Link} datasets will be sent via Priority Mail with Signature Confirmation. The USPS will begin regular NCOA^{Link} weekly data fulfillment via Priority Mail with Signature Confirmation.
- An invoice for the prorated license fee (if applicable) will be mailed separately. Payment must be remitted within 10 business days from the receipt of the executed license agreement.
- Payment must be remitted within 10 business days. If not, data fulfillment will be interrupted until payment is received.

MPE Software Interface Developer

Licensing

- Obtain an NCOA^{Link} MPE Interface Developer application at https://ribbs.usps.gov/ncoalink/documents/tech_guides/MPE_INFO/DEV_INFO/MPE_DEV_CERT_PROC.PDF.
- Complete the application and submit it via fax to 650-577-5773.
- Once application is approved, an approval letter and a PDF copy of the NCOA^{Link} MPE Software Interface Developer License Agreement for signature will be sent via email.
- Once the license agreement is reviewed, return the original, signed license agreement to the USPS for license execution.
- Once the license agreement is returned and executed by the USPS, a copy of the executed license agreement and the Software Developer's Kit (SDK) and test materials will be sent via Priority Mail with Signature Confirmation.
- An invoice for the license fee in the amount of \$5350.00 will be mailed separately. Payment must be remitted within 10 business days from the receipt of the executed license agreement.

Certification

- Once Developer is ready to take the certification test, a **written** request must be submitted to ncoalink@usps.gov, along with a Hardware & Software Product Information Form for each platform the Developer wishes to have certified.
- Developer will process NCOA^{Link} Stage I & II files and test decks as part of the certification testing.
- For test decks, the certification test will need to be completed within 72 hours from the date of receipt.
- Once the certification test is completed, return test decks to USPS via Express Mail or Priority Mail with Delivery or Signature Confirmation service so the package can be tracked.
- Administrative reports should be mailed along with the test decks or sent via email to ncoalink@usps.gov. These reports include:
 - Customer Service Log
 - PAF Log
 - PS Form 3553
- When the tests are received by the USPS, they will be graded and a pass/fail certification letter will be mailed.
- If the initial platform(s) certification testing is failed, repeat the above certification steps for retesting on the failed platform(s). The retesting fee is \$1050.00 for each retest.
- An invoice will be generated to remit the testing fee. Once the invoice is received, the fee must be paid within 10 business days. The pass certification test results will not be sent until this fee has been paid.
- Once the certification process is successfully completed, a pass certification letter will be sent via email.

MPE Software Interface Distributor

Licensing

- Applicant must be a certified NCOA^{Link} MPE Software Interface Developer.
- Obtain an NCOA^{Link} MPE Interface Distribution application at https://ribbs.usps.gov/ncoalink/documents/tech_guides/MPE_INFO/DIST_INFO/MPE_DIST_CERT_PROC.PDF.
- Complete the application and submit it via fax to 650-577-5773.
- Once application is approved, an approval letter and a PDF copy of the NCOA^{Link} MPE Software Interface Distributor License Agreement for signature will be sent via email.
- Once the license agreement is reviewed, return the original, signed license agreement to the USPS for license execution.
- Once the license agreement is returned and executed by the USPS, a copy of the executed license agreement will be sent via Priority Mail with Signature Confirmation.
- An invoice for the prorated license fee (if applicable) will be mailed separately. Payment must be remitted within 10 business days from the receipt of the executed license agreement.
- Once payment is received, USPS will list company as a licensed NCOA^{Link} MPE Software Interface Distributor on the RIBBS website.

Certification

- No certification is required since the interface was certified by the USPS during developer certification testing.