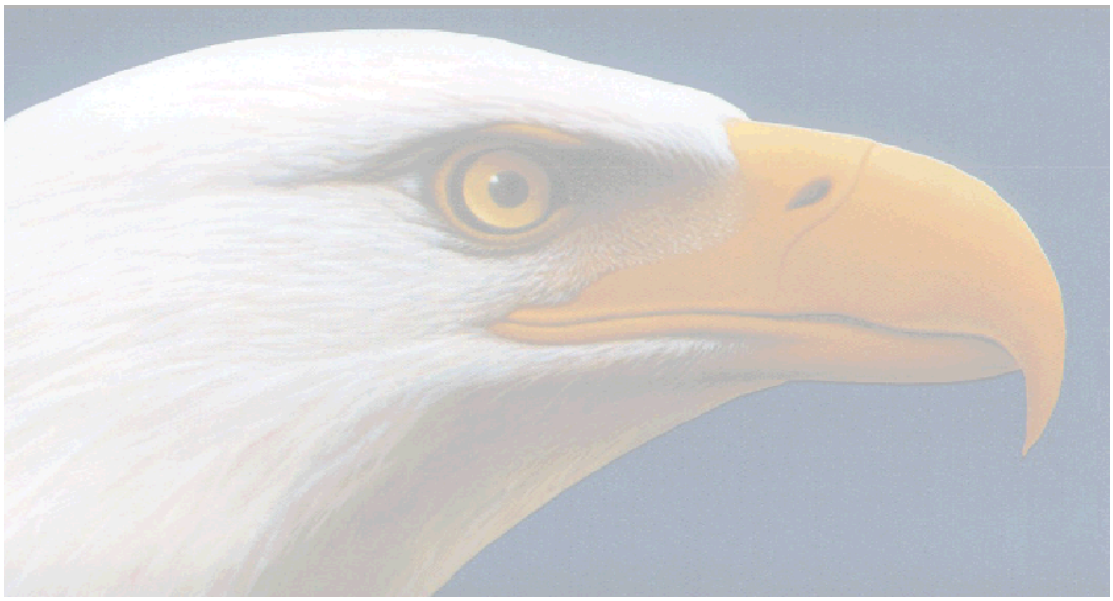
Address Information System Product



AIS VIEWER USER'S GUIDE

Version 1.07.05.01

April 2016

Address Management
National Customer Support Center
United States Postal Service
225 N. Humphreys Blvd Ste 501
Memphis, TN 38188-1001
(800) 238-3150

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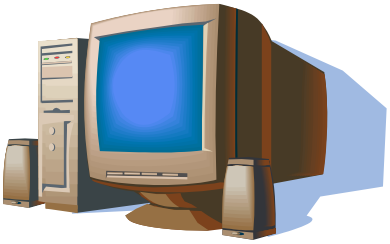
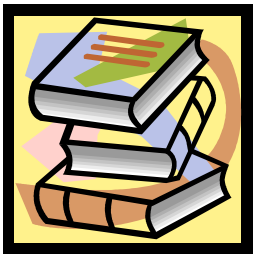


SYSTEM REQUIREMENTS

The minimum requirements to run the AIS Viewer application are listed below:

- 4.5 gigabytes of available hard drive space
- 32MB of RAM or higher (128 recommended)
- Operating system Windows 2000 or later

Note: *The AIS Viewer application will not operate on a Macintosh computer.*



OVERVIEW

AIS Viewer is an interactive product, which includes five different AIS products:

- Address Lookup
- City/State/Delivery Type
- County Name Retrieval
- Delivery Statistics Retrieval
- ZIP + 4® Retrieval

The application provides the ability to retrieve, view, and print hardcopy reports, on demand, at a 5-digit ZIP Code level. The product is updated monthly and the data is valid for 105 days from the product (monthly) cycle date. This provides a significant improvement in the content, accuracy, and currency of information over the obsolete Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.

The data is encrypted and cannot be exported. Using the AIS Viewer with the "address lookup" option meets the 5-digit ZIP Code accuracy standard for addresses used on pieces in non-automation Presorted rate First-Class Mail®, Periodicals, Standard Mail®, and Bound Printed Matter mailings.

ORDER FORM

UNITED STATES POSTAL SERVICE®

Address Information System (AIS) Viewer Order Form

Customer Information *(Please print)*

Contact Name	Company Name		
Street Address, PO Box, Rural/Contract Delivery Service Route and Box Number			
City	State	ZIP + 4® Code	E-mail Address
Telephone Number *(Include area code)*		Fax Number *(include area code)*	

Billing Information *(if different from Customer Information)*

Contact Name	Company Name		
Street Address, PO Box, Rural/Contract Delivery Service Route and Box Number			
City	State	ZIP + 4® Code	E-mail Address
Telephone Number *(Include area code)*		Fax Number *(include area code)*	

Ordering Instructions

Products available for purchase are the City/State Delivery Type Retrieval, County Name Retrieval, Delivery Statistics Retrieval, and ZIP + 4 Retrieval. The Address Lookup function is free with the purchase of another product. The Address Lookup function is not available for individual sale. All products are based on an annual subscription with monthly updates. This software is compatible with Windows 2000, Windows NT, Windows XP, and Windows 7.

Enter the quantity of each product. Multiply the quantity and the cost then enter the results in the purchase amount:

Product Description	Product ID	Quantity		Cost		Purchase Amount
City/State Delivery Type Retrieval	ACS215R		X	$ 65.00	=	
County Name Retrieval	ACN215R		X	$ 65.00	=	
Delivery Statistic Retrieval	ADS215R		X	$ 92.00	=	
ZIP + 4 Retrieval	AZ4215R		X	$ 65.00	=	
Address Lookup	*Free with the purchase of another product.*					**Total Amount Due**

Add purchase amounts and enter the total amount due →

Payment Options

Indicate the method of payment and mail this completed form and payment to the address below. Please allow 10 business days for processing. Customers needing assistance may contact the Customer Care Department at 800-238-3150. Prices subject to change without prior notice. Returned checks will incur a **$30.00 fee**.

No refunds will be made on products after download.

Payment Method
Make check or money order payable to "**United States Postal Service®**"

☐ ACH Credit ☐ Check ☐ USPS® Money Order
☐ Visa ☐ American Express ☐ MasterCard

Card # ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Card expiration date: _____ / _____ *(MM/YY)*

Authorized Personnel *(please print)*

Signature
The signature above indicates that signee accepts total responsibility governing the use of this card and agrees to comply with the terms of the issuer.

Mail order form and payment to:

ACCOUNTS RECEIVABLE—AIS VIEWER
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1099
FAX: 901-681-4409

Do not send credit card information via email!

PS Form **5111,** April 2016

Privacy Notice: For information regarding our Privacy Policy, visit *www.usps.com.*

EPF WEB ACCESS REQUEST

UNITED STATES POSTAL SERVICE®

Electronic Product Fulfillment Web Access Request Form

This form is used to create a Web-based account with the National Customer Support Center (NCSC) which will be utilized to receive *(download)* files for electronic product fulfillment from the Electronic Product Fulfillment (EPF) website. Multiple users within a single organization can download the product(s), however, each user must have a separate EPF account login. Please complete this form and return via United States Postal Service® mail or fax to the address or fax number listed at the bottom of this form. A representative will contact you with details regarding your approved access.

AIS Products

- ☐ Carrier Route national
- ☐ Carrier Route by state
- ☐ City State national
- ☐ Delivery Statistics
- ☐ eLOT® national
- ☐ eLOT by state
- ☐ Five-Digit
- ☐ RDI™
- ☐ Z4Change
- ☐ ZIP + 4® national
- ☐ ZIP + 4 by state
- ☐ ZIPMove
- ☐ AIS Viewer
- ☐ Other *(Specify)*: _____

CDS Products

- ☐ Bi-Monthly
- ☐ Congressional
- ☐ No Stat
- ☐ Weekly
- ☐ Seeds

BMA Products

- ☐ MAC Batch
- ☐ PAVE

AEC Products

- ☐ AEC / AECII®

Other Products

- ☐ DMM Labeling Lists
- ☐ National Zone Charts
- ☐ ISC Zone Charts
- ☐ _____
- ☐ _____

Licensing/Certification Products

- ☐ ACS (acct. # _____)
- ☐ AMS API
- ☐ CASS™/MASS™ (cust # _____)
- ☐ DPV®
- ☐ DSF²®
- ☐ NCOA^Link®
- ☐ LACS^Link®
- ☐ Suite^Link®
- ☐ Other *(Specify)*: _____

A. Customer Information

1. Name

2. Job Title	3. Telephone Number *(include area code)*
4. Company Name	5. Email Address
6. Business Address	7. Corporate HQ Location *(if different from your Business Address)*

B. Customer Computer Access Authorization

User Responsibility Agreement Statement: I am responsible for Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. I agree that access to computer data or files not authorized to me is prohibited. I understand my logon ID may be suspended indefinitely if I violate security procedures or fail to provide update information for the information listed above whenever I change job positions. I agree that misuse of a USPS® computer system may result in disciplinary action and/or criminal prosecution. I understand that any detected misuse of a computer system will be reported to the Inspection Service.

Requester's Signature	Date

Manager Responsibility Agreement Statement: I agree that this logon ID will be used for authorized USPS work within the scope of my organization. I also agree that upon termination or transfer of the user, I will advise the Computer Systems Security Officer in writing as to the disposition of the computer files and/or data and logon ID. I will periodically review the use of the assigned logon ID and computer files and/or data.

1. Name	2. Date
3. Signature	4. Telephone Number *(include area code)*

If you have any questions regarding this Web access request form, please contact Electronic Product Fulfillment at 800-331-5747 or via e-mail at BXDMM0@usps.gov; otherwise, mail or fax this completed form to:

ADDRESS QUALITY PROGRAMS
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001
FAX: 901-681-4582

DO NOT SEND PAYMENT WITH THIS FORM.

NCSC Use Only

NCSC Business Affiliation	
ID Assigned	
Date Customer Contacted	Initials
Comments	

EPF001, July 2015

Privacy Notice: For information regarding our Privacy Policy, visit www.usps.com.

LICENSE AGREEMENT

To use the AIS Viewer software program and/or database, you (the "End User") must read the Agreement set forth below and agree to be bound by the terms of this Agreement between you and the United States Postal Service® (USPS®).

BY PROCEEDING TO THE NEXT SCREEN IN THIS SOFTWARE/DATABASE PACKAGE -- BY SELECTING THE "I ACCEPT" BUTTON -- YOU WILL BE AGREEING TO BECOME BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT WISH TO BE BOUND TO THE TERMS OF THIS AGREEMENT, DO NOT SELECT THE "I ACCEPT" BUTTON - DO NOT PROCEED ANY FURTHER INTO THIS SOFTWARE PACKAGE.

If you do not agree to the terms of this Agreement, promptly stop the installation process and contact the USPS, 1-800-238-3150.

References herein to this "Agreement" are also referencing the Disclaimer of Warranty set forth below which is part of this Agreement.

Note: Once processed by the USPS, this Agreement and the authorization constitutes the complete agreement between you and USPS.

As stated above, before selecting the "I ACCEPT" button - before proceeding to the next screen in this software - you must read this Agreement and agree to its terms. By selecting the "I ACCEPT" button, you will be agreeing to the terms of this Agreement.

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1. GRANT OF LICENSE. In consideration of payment of a LICENSE fee, which is part of the price you paid for this product, USPS as LICENSOR, grants to you, the LICENSEE, a nonexclusive right to use and display this copy of USPS software program and/or database (hereinafter the "PRODUCT") FOR YOUR INTERNAL CORPORATE OR PERSONAL USE on one computer at one location. If you use the PRODUCT, on a multi-user computer system, the license covers all users. USPS reserves all rights not expressly granted to LICENSEE.

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5. TRANSFER RESTRICTIONS. This PRODUCT is licensed only to you, the LICENSEE. In no event may you transfer, assign, rent, lease, sell or otherwise dispose of the PRODUCT on a temporary or permanent basis except as expressly provided herein.

6. TERMINATION. This license is effective for one year from date of purchase of PRODUCT. This License will terminate automatically without notice from USPS if you fail to comply with any provision of this License. Upon termination you shall destroy the written materials and all versions of the PRODUCT.

Disclaimer of Warranty and Limited Warranty

THE PRODUCT AND ACCOMPANYING WRITTEN MATERIALS (INCLUDING INSTRUCTIONS FOR USE) ARE PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND. FURTHER, USPS DOES NOT WARRANT, GUARANTEE, OR MAKE ANY REPRESENTATIONS REGARDING THE USE, OR THE RESULTS OF THE USE OF THE PRODUCT OR WRITTEN MATERIALS IN TERMS OR CORRECTNESS, ACCURACY, RELIABILITY, CURRENTNESS, OR OTHER QUALITIES.

USPS warrants to the original LICENSEE that (a) the media on which the PRODUCT is recorded is free from defects in materials and workmanship under normal use and service for a period of ninety (90) days from the date of delivery as evidenced by a copy of the receipt. Further, USPS hereby limits the duration of any implied warranty (ies) on the PRODUCT to the respective periods stated above. Some states do not allow limitations on duration of implied warranty, so the above limitation may not apply to you.

USPS' entire liability and your exclusive remedy shall be a replacement of the PRODUCT. If failure of the PRODUCT has resulted from accident, abuse, or misapplication, USPS shall have no responsibility to replace the PRODUCT. No refunds of the purchase price will be provided once the product has been accessed. Any replacement will be warranted for the remainder of the original warranty period or thirty (30) days, which ever is greater.

Manufacturer

Manufacturer is:

CUSTOMER CARE DEPARTMENT

NATIONAL CUSTOMER SUPPORT CENTER

UNITED STATES POSTAL SERVICE

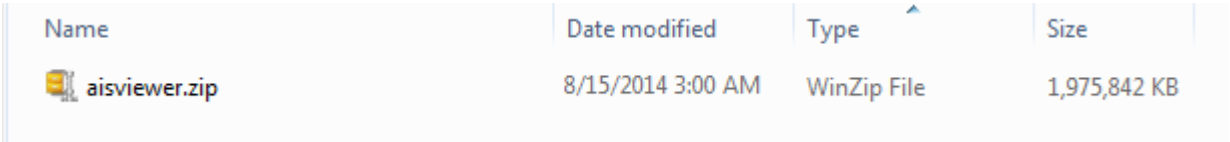
225 N HUMPHREYS BLVD STE 501

MEMPHIS TN 38188-1001

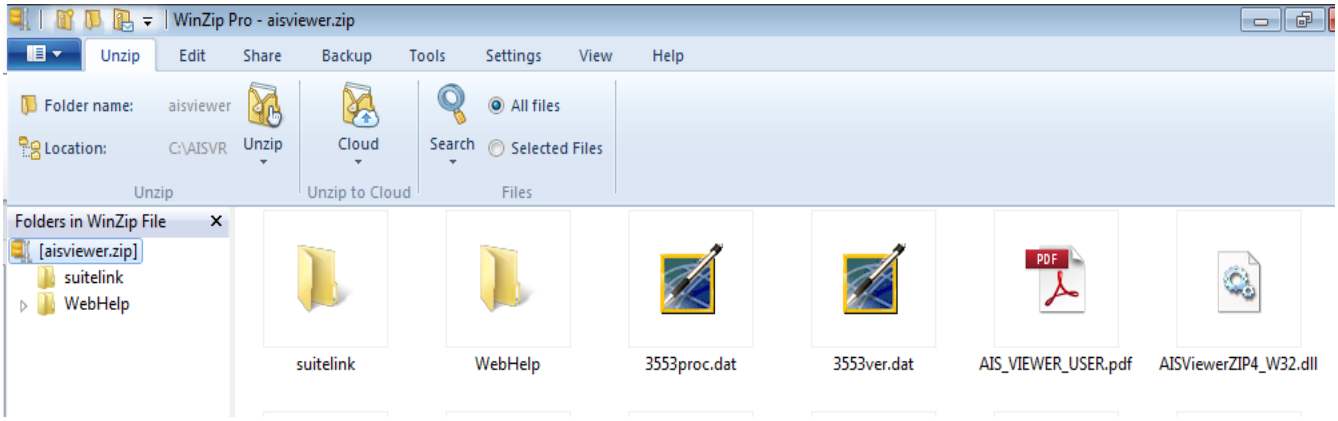
Should you have any questions concerning this PRODUCT or Agreement, please call our Customer Support Department at 1-800-238-3150 or make contact in writing to the address above.

AIS VIEWER EPF INSTALLATION INSTRUCTIONS

1. Find the zip file, aisviewer.zip, located in the EPF download directory.

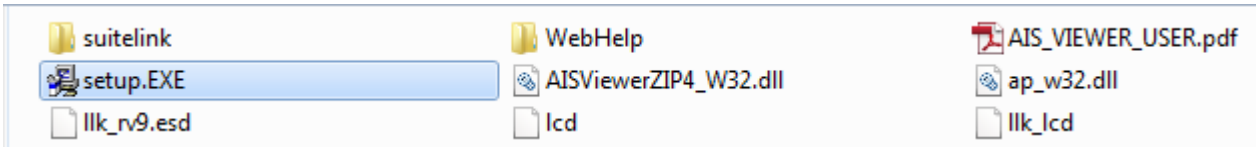


2. Execute a decompression program such as WinZip. Usually this can be activated by double-clicking the zip file.



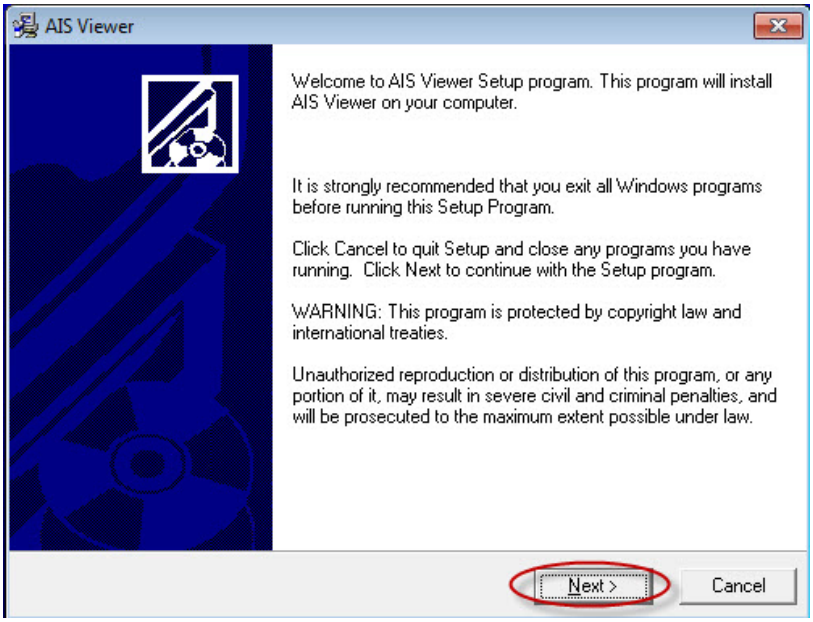
3. Follow the instructions provided by the decompression program. Once the files have been extracted, a directory folder, aisviewer, is created.

4. Double click the aisviewer folder and locate the set-up application.



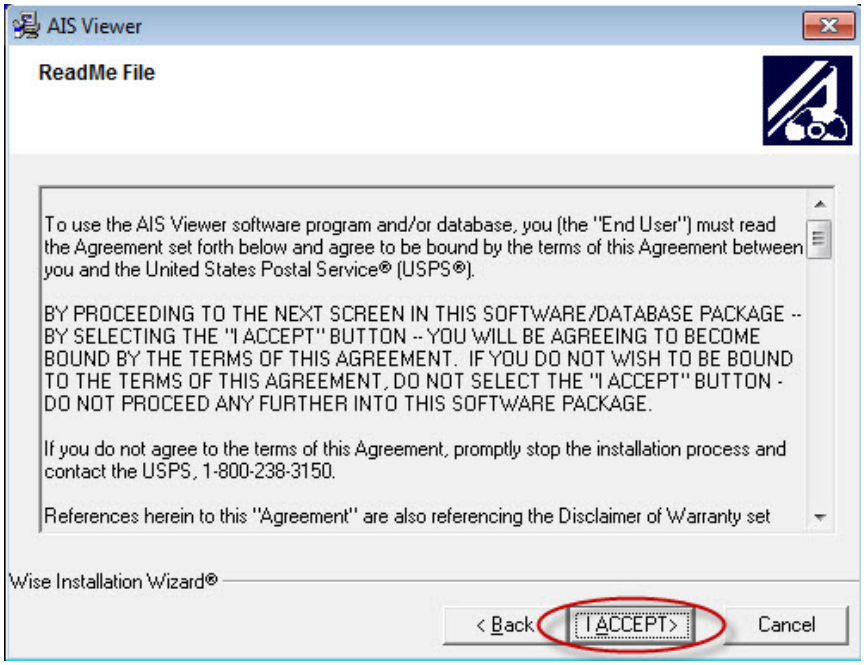
5. Double click the setup application and follow the instructions.

6. The following welcome screen appears. Select the [Next >] button to continue with the installation.

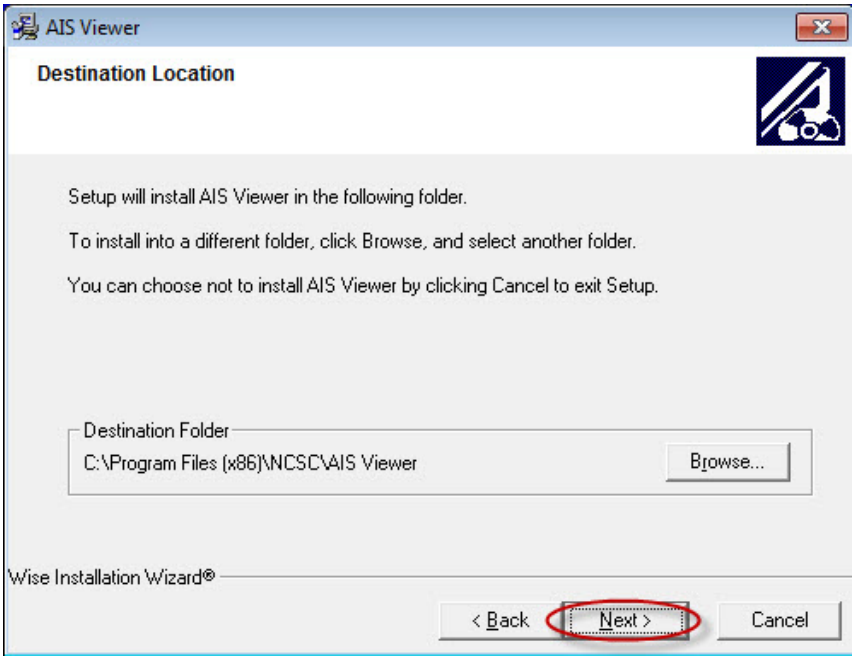


7. The following dialog box is displayed providing the user with the license agreement. After reading the license agreement, click the [I ACCEPT>] button to signify your agreement to use the software as given in the terms of the license agreement.

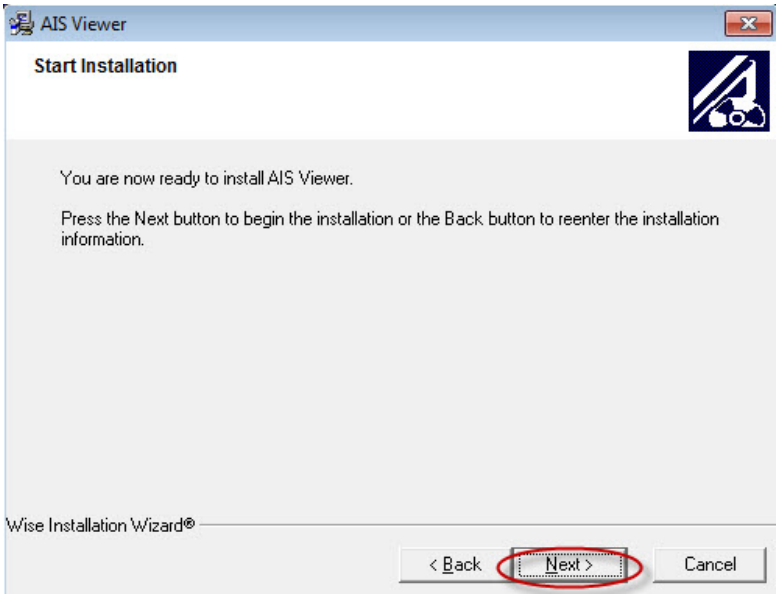
   Note: *If the you disagree with the license agreement, click* [Cancel] *to stop the installation of the product.*



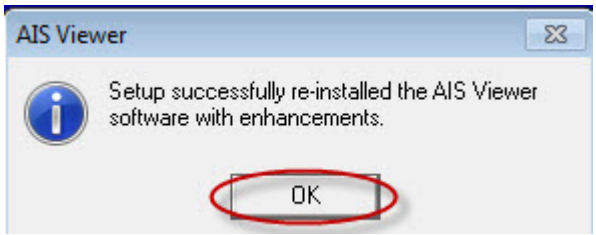
8. Select the folder where the application should be installed. To use the default folder, select the [Next >] button.



9. Click the [Next >] button to initiate. Installation takes a few minutes to complete.

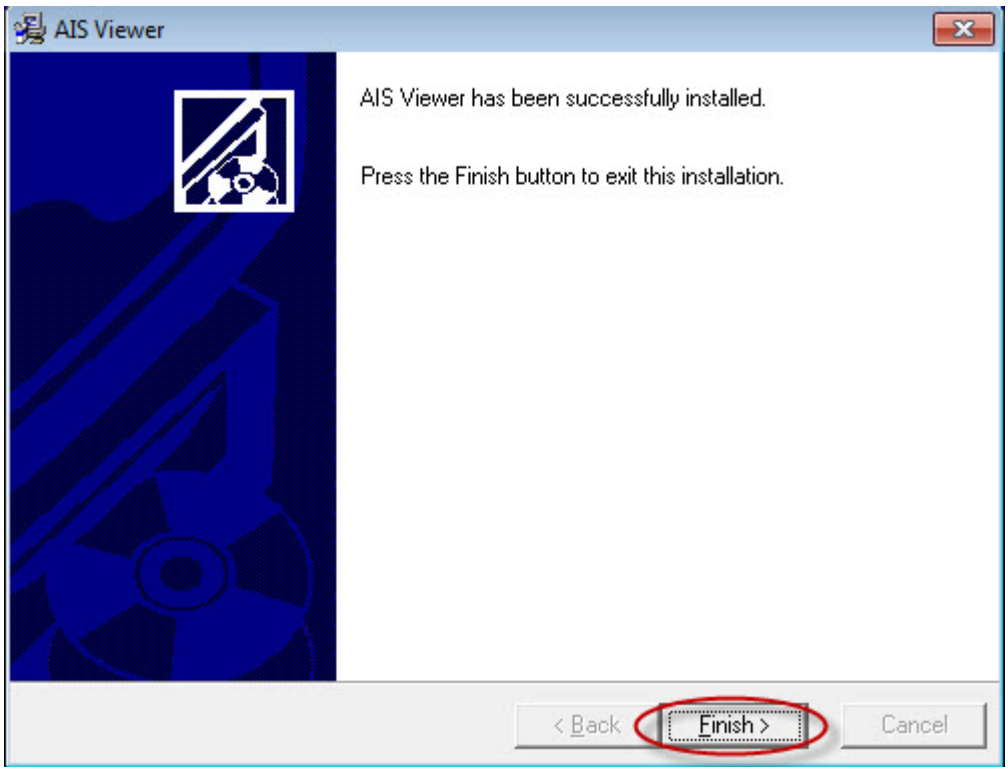


10. If this is a reinstallation the following alert box is displayed. Click the [OK] button to finish.



Note: *If the AIS Viewer application has never been installed on the user's computer, this alert box will not be displayed.*

11. After the install is complete, click the Finish > button.



NEW CUSTOMER SETUP

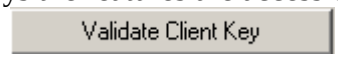
Opening the AIS Viewer Application

1. Select the button. Then choose All Programs > AIS Viewer > AIS Viewer Application

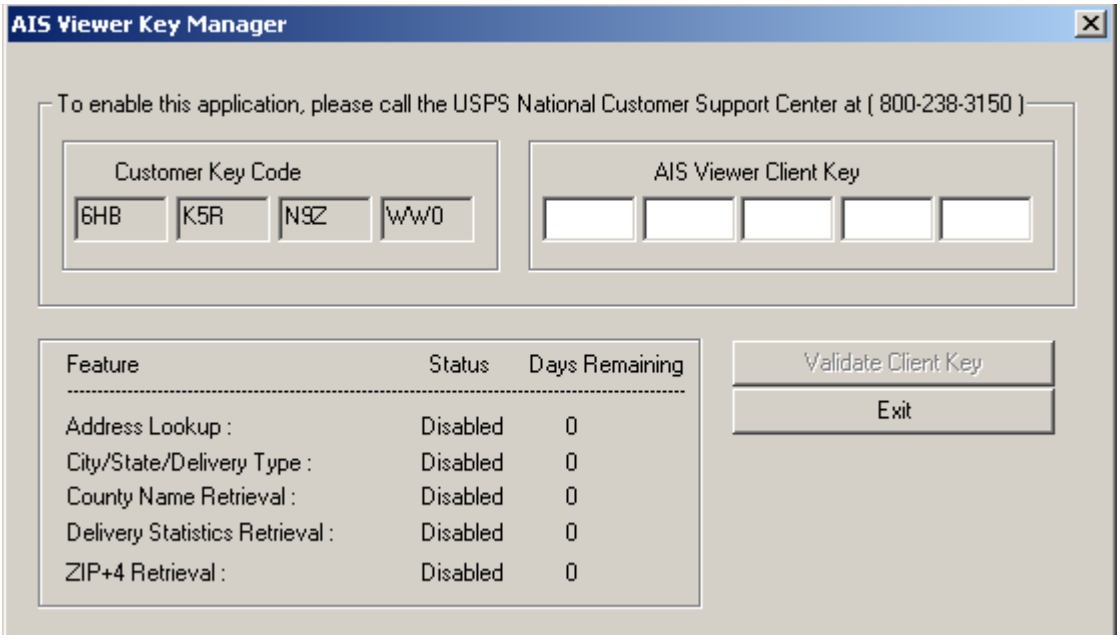
   Or

   Double click the AIS Viewer application desktop icon.

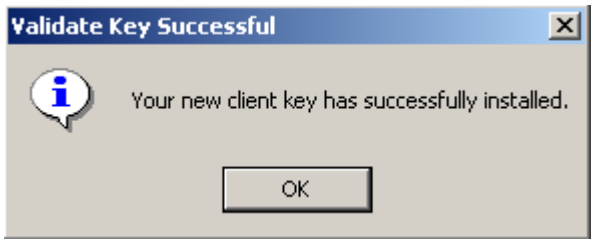
Entering the Customer Key Code

2. After the application has been opened the Key Manager dialog will appear. To install the purchased AIS Viewer features, please contact the Customer Service Department at 800-238-3150 for the assigned *AIS Viewer Client Key*. This will enable the features and set the number of days the features are accessible. Enter the Client Key and then select the activated 

   button.



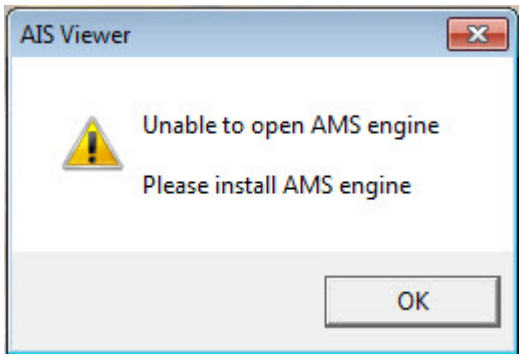
3. The following message will appear when the purchased features are enabled.



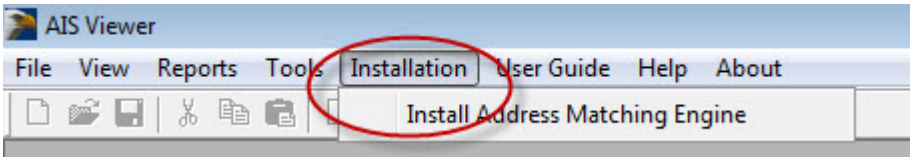
Note: *When the number of days remaining is 0 and the feature is disabled, call the Customer Service Department to re-order the product(s).*

Installing the Address Matching Engine

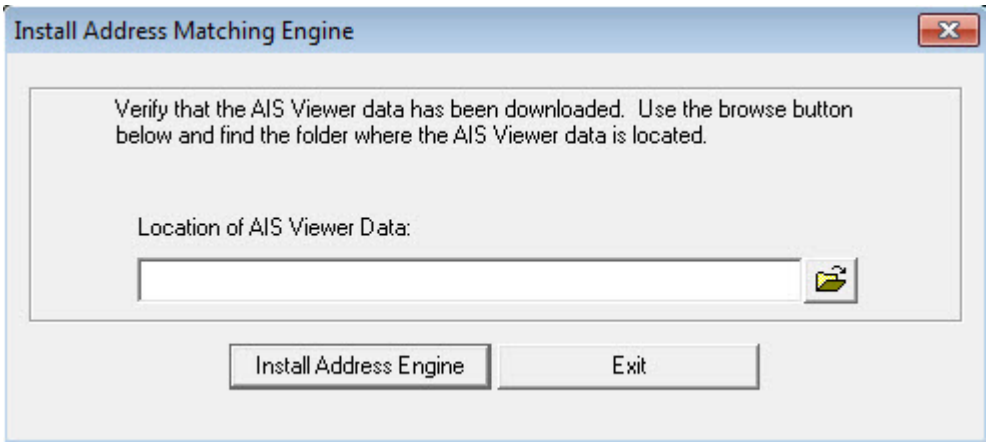
4. After the application has been completely installed, the Address Matching Engine installation must be performed. The following dialog box will be displayed.



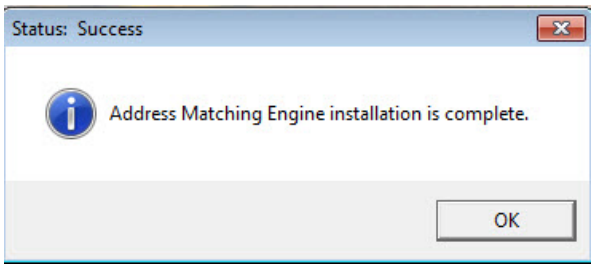
5. Click OK and select Installation from the top menu. Then select Install Address Matching Engine.



6. Use the browse button to select the folder where AIS Viewer data is located after download. Click the “Install Address Engine” button to enable the Address Matching Engine data.



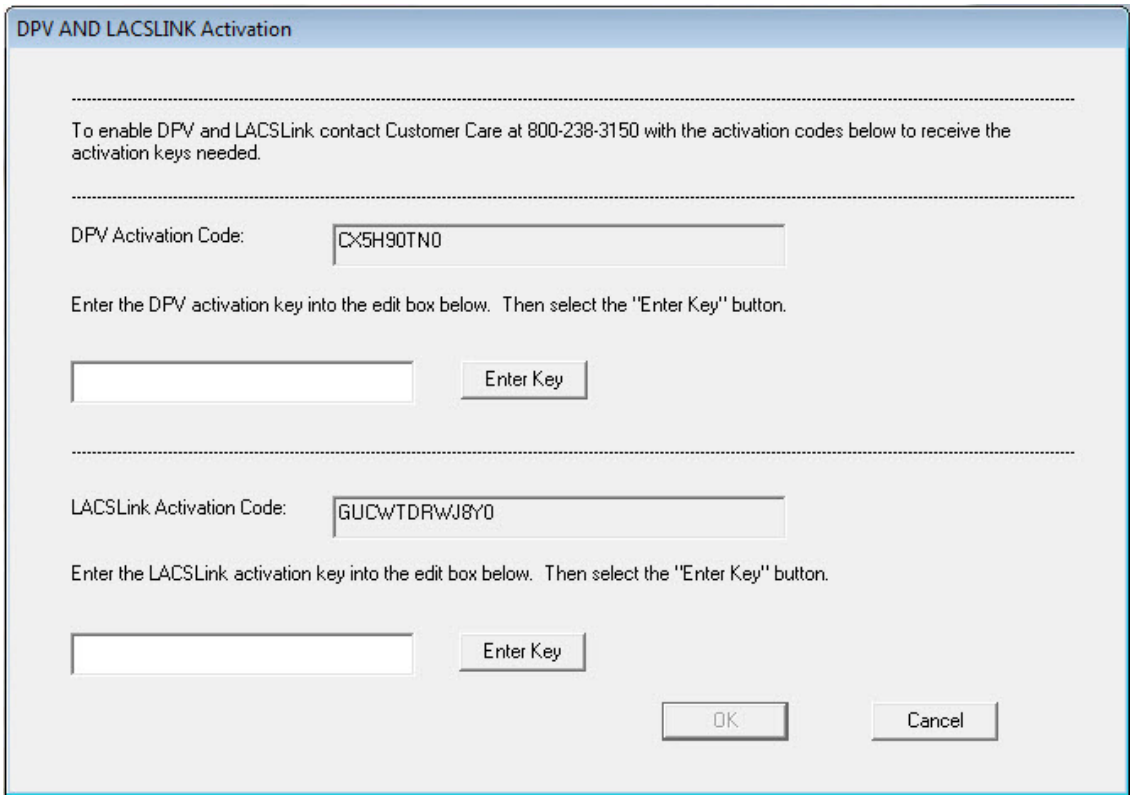
7. The following message is displayed to indicate that the Address Matching Engine was installed.



Note: *Reinstallation of the Address Matching Engine is necessary to update the system when there are changes. To reinstall, begin at Step 4.*

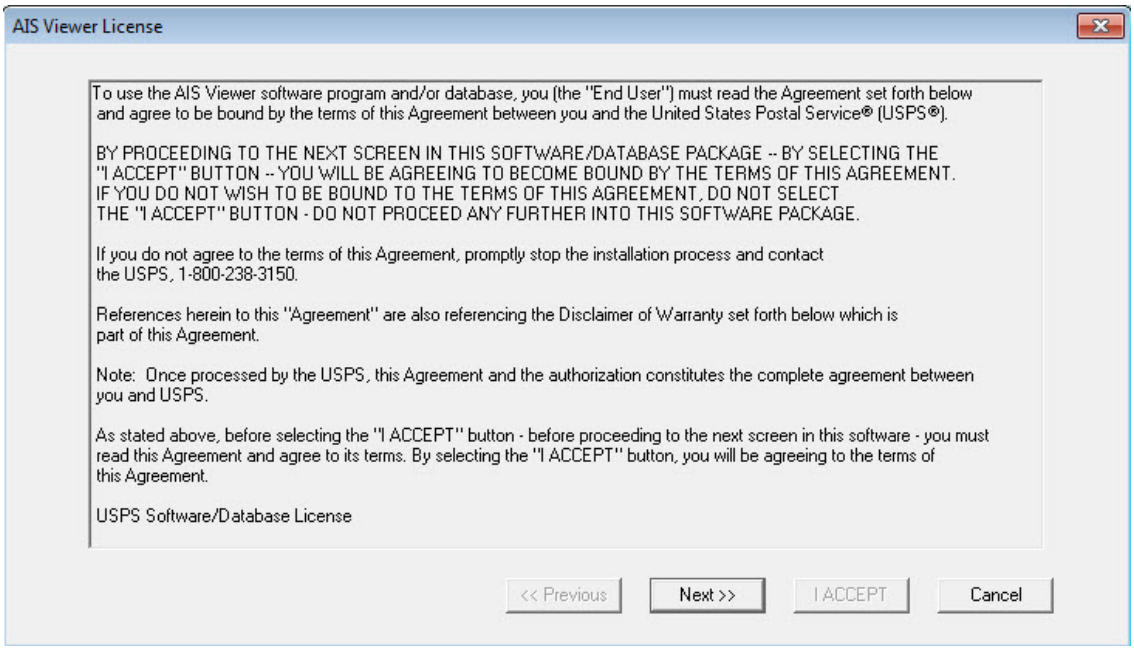
Activating DPV® and LACS^{Link}®

8. DPV and LACS^{Link} components are required and must be enabled to use the AIS Viewer application. Contact Customer Care at 800-238-3150 with the DPV and LACS^{Link} activation codes that appear in the dialogue box that appears. Customer care will provide activation keys that should be entered in the edit boxes.
9. After entering the activation keys, select the [Enter Key] buttons to enable DPV and LACS^{Link}. Then select the [OK] button to close this dialog. The AIS Viewer features are ready for use.

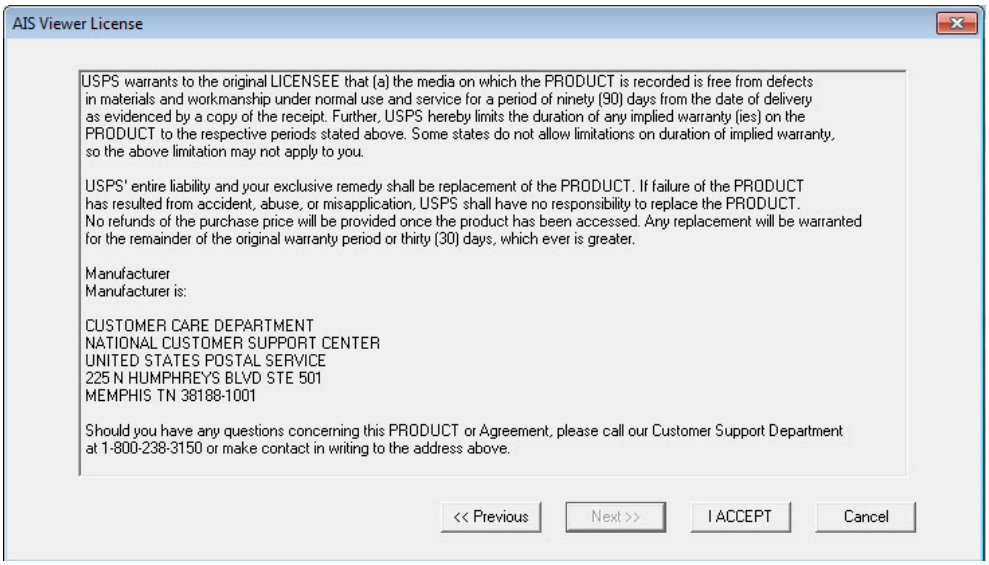


ACCEPTING THE LICENSE AGREEMENT

1. Periodically the user will be prompted to view and accept the license agreement for the AIS Viewer application. When the following dialog box appears, please read and accept the license agreement.
2. Select the [Next >>] button to view the pages in the license agreement.



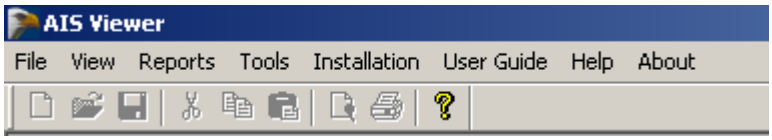
3. On the last page of the license agreement the [I ACCEPT] button is enabled. By selecting [I ACCEPT] the user agrees to the terms of the license agreement.



MENU FUNCTIONS

The Menu bar across the top of the screen contains the following functions: File, View, Reports, Tools, Installation, User Guide, Help, and About.

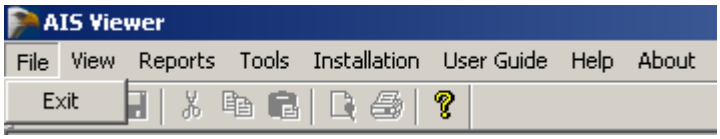
Example: Menu Bar



File

The File menu provides the user with an option to exit the application.

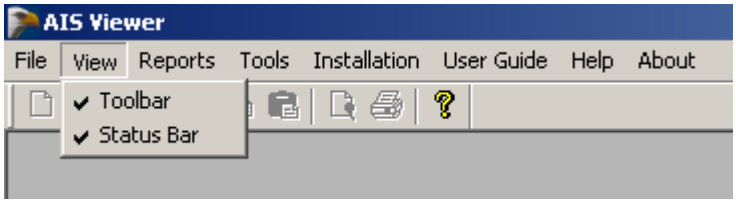
Example: File from the Menu Bar



View

The View menu provides the user with the following two options.

Example: View from the Menu Bar

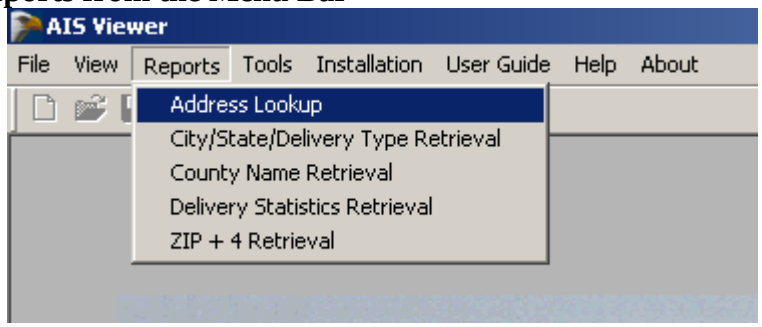


1. Toolbar - will allow the user to show or hide the toolbar on the screen.
2. Status Bar - will allow the user to show or hide the status bar on the screen.

Reports

The Reports option lists the five different products available.

Example: Reports from the Menu Bar



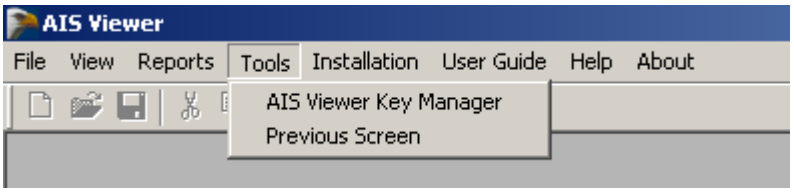
1. Address Lookup
2. City/State/Delivery Type Retrieval
3. County Name Retrieval
4. Delivery Statistics Retrieval
5. ZIP + 4 Retrieval

Note: *For more information on Reports, please see the "AIS Viewer Reports" section of this guide.*

Tools

The Tools menu provides the user with the following two options:

Example: Tools from the Menu Bar



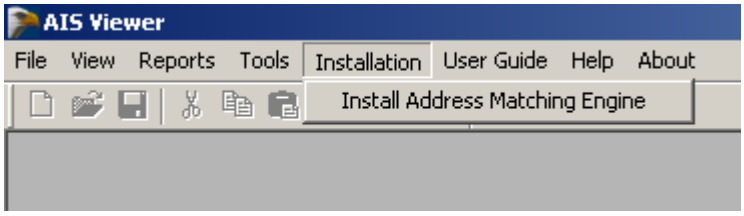
1. The AIS Viewer Key Manager option is used to retrieve the Customer Key Code when the product days have expired (0 days remaining) and the product is disabled. Call the National Customer Support Center at 800-238-3150 to renew the subscription or to activate another product.

2. The Previous Screen option allows the user to return to the previous screen from a report.

Installation

For more information please see the “Address Matching Engine Installation Instructions” section of this guide.

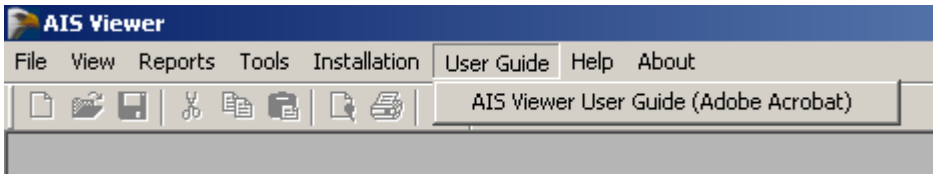
Example: Installation from the Menu Bar



User Guide

The User Guide menu option provides documentation on the installation and usage of the AIS Viewer application.

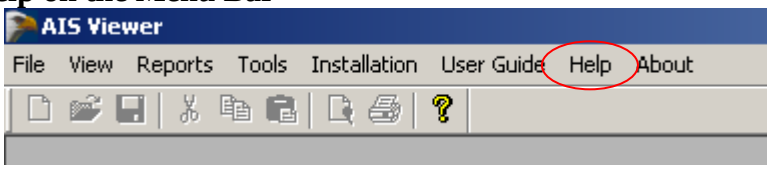
Example: User Guide on the Menu Bar



Help

The Help menu option provides help files that give the user the ability to search for an AIS Viewer topic.

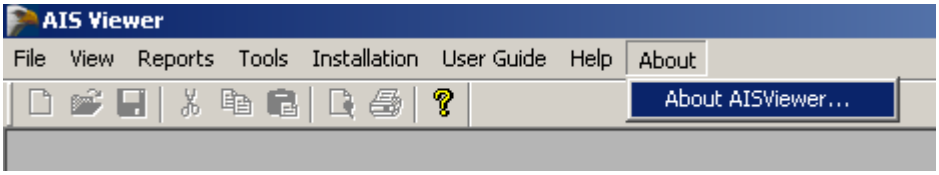
Example: Help on the Menu Bar

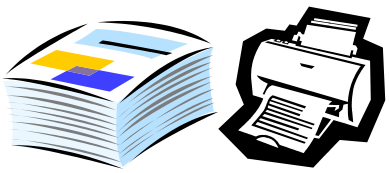


About

The About menu option provides the user with copyright and version information for the AIS Viewer application.

Example: About on the Menu Bar





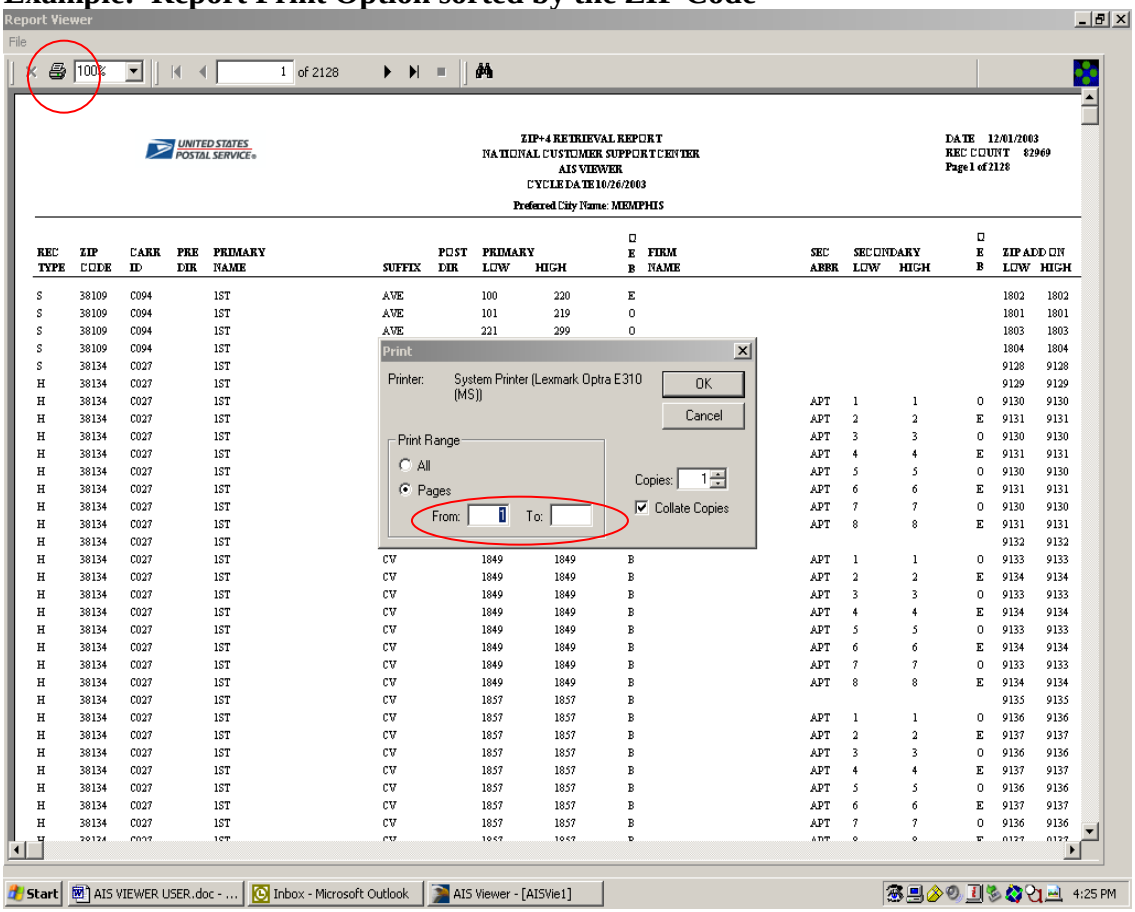
AIS VIEWER REPORTS

The report option on the Menu Bar list five options: Address Lookup, City/State/Delivery Type Retrieval, County Name Retrieval, Delivery Statistics Retrieval, and ZIP + 4 Retrieval. An optional sort routine is available to re-sort the output by sorting one header at a time. Selecting the top of a single column heading will allow the user to sort in alphabetical or numerical order.

Report Print Options

Below is an example of a printout of a report that contains 82,839 records to be printed on 2128 pages. The user can select pages to be printed from the Print Preview screen by selecting the printer icon and indicating the page(s) to print.

Example: Report Print Option sorted by the ZIP Code



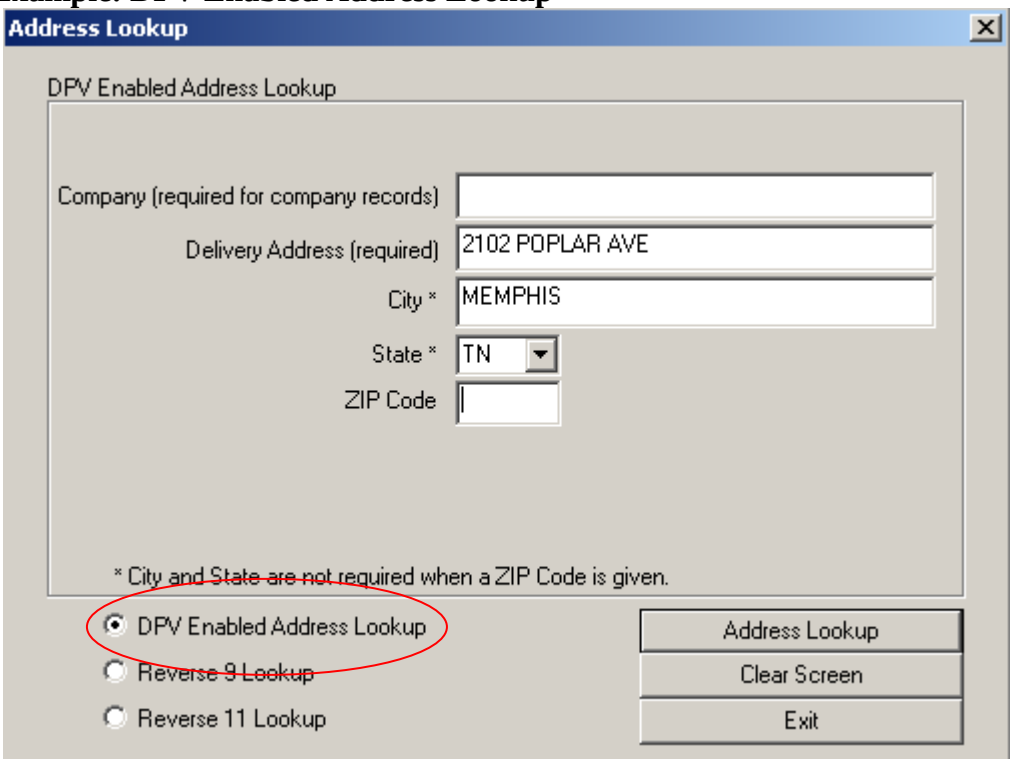
Address Lookup

Address Lookup allows the user to look up an individual address through DPV Enabled Address Lookup, Reverse 9 Lookup, and Reverse 11 Lookup options.

DPV Enabled Address Lookup

The user can enter in a ZIP Code or a city/state after entering the address. Then select the [Address Lookup] button. The report displays the address, County Code, County Name, Carrier Route Number, Delivery Point, the Check Digit and DPV status.

Example: DPV Enabled Address Lookup



Note: *The Urbanization box will be displayed after the user types in a Puerto Rican address and selects the* [Address Lookup] *button.*

Example: DPV Enabled Address Lookup Report Results

Address Lookup

04/26/2013

Address: 225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188

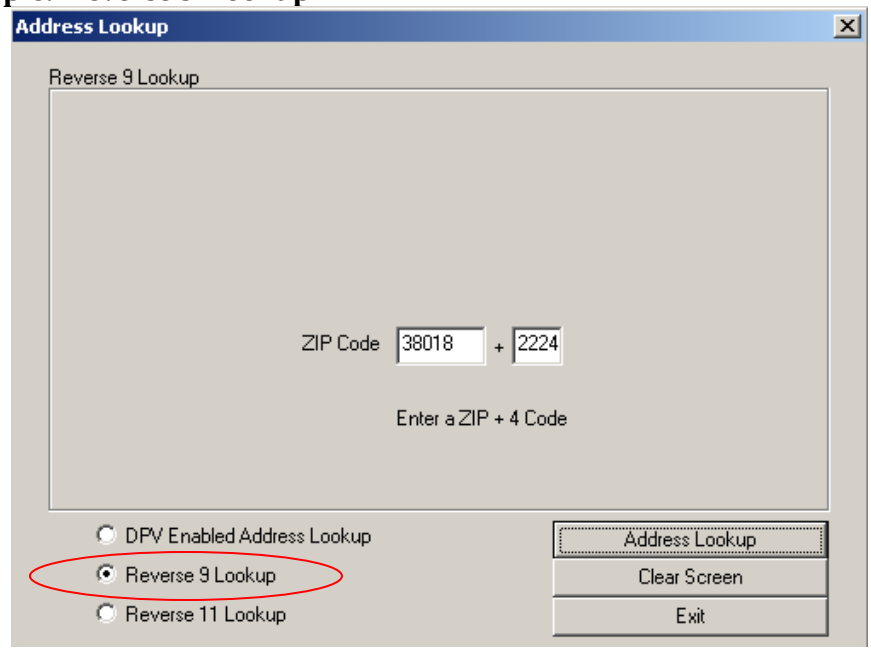
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001

Carrier Route:	C000
County Code:	157
County Name:	SHELBY
Delivery Point Code:	26
Check Digit:	2
Commercial Mail Receiving Agency:	
LACSLink Indicator:	
eLOT:	0004
eLOT Ascending/Descending Indicator:	A
Record Type Code:	Building/Apartment
PMB Designator:	
PMB Number:	
Default Flag:	N
DPV Confirmation:	Address confirmed

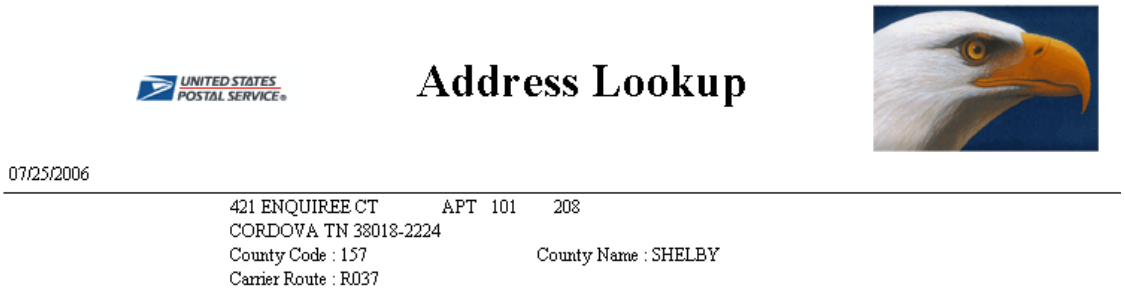
Reverse 9 Lookup

Enter the ZIP + 4 Code in the edit boxes. Select the Address Lookup button. The report displays the address, County Code Number, County Name, and Carrier Route.

Example: Reverse 9 Lookup



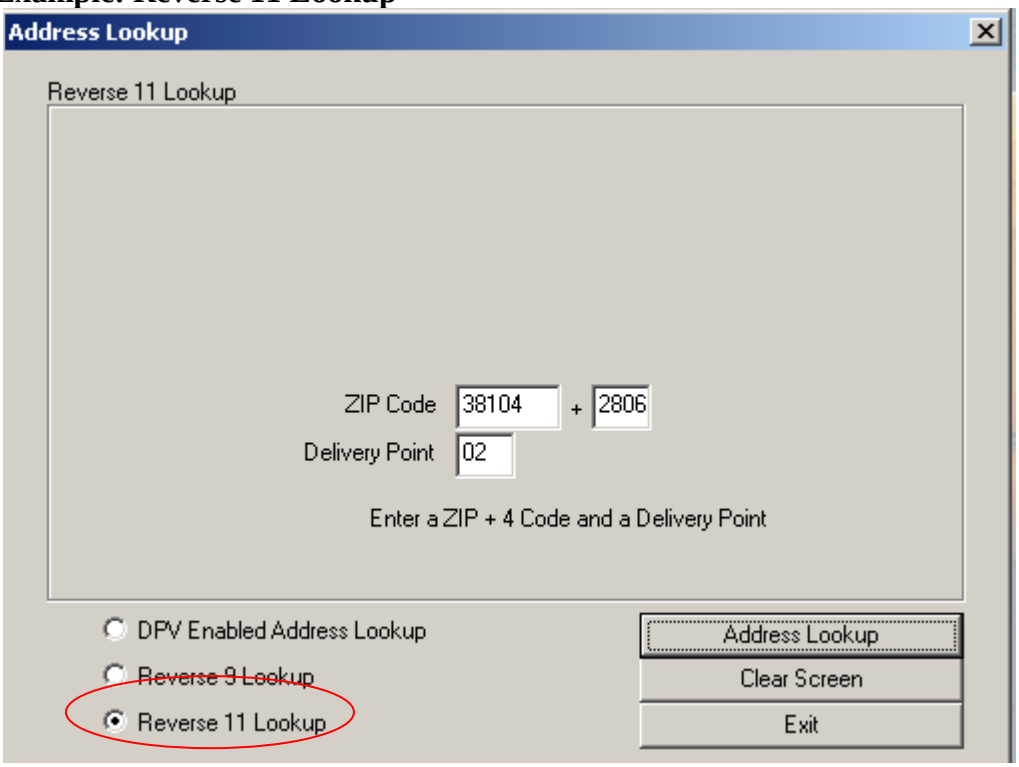
Example: Reverse 9 Lookup Report Results



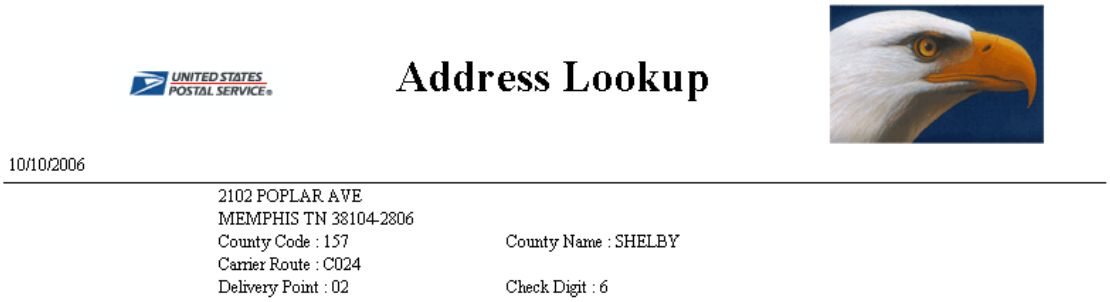
Reverse 11 Lookup

Enter the ZIP + 4 Code and Delivery Point in the edit boxes. Select the [Address Lookup] button. The report displays the address, County Code Number, County Name, Carrier Route Number, Delivery Point, and Check Digit.

Example: Reverse 11 Lookup



Example: Reverse 11 Lookup Report Results



City/State/Delivery Type Retrieval

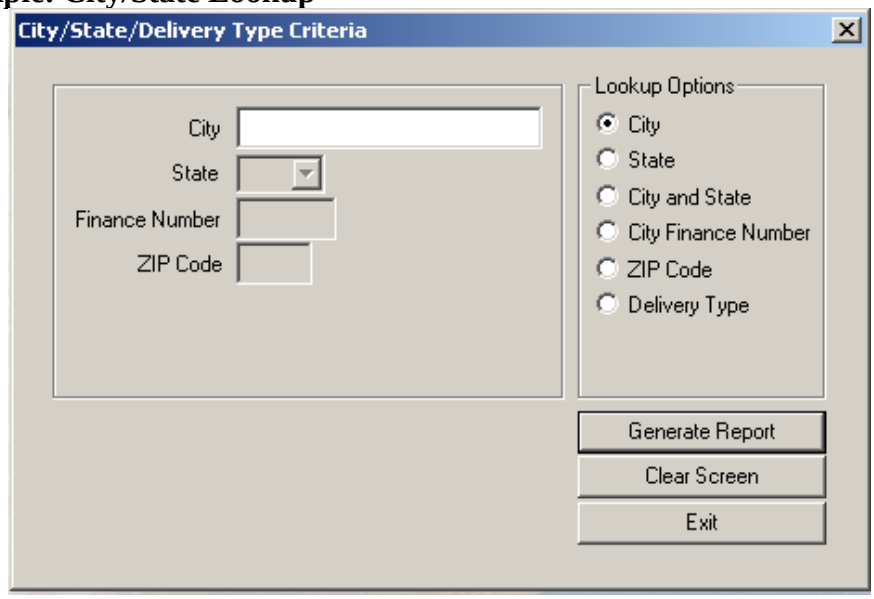
City/State Option

The city/state portion is a comprehensive list of ZIP Codes and the city, county, and post office names associated with those ZIP Codes. It can be used to validate the city name and ZIP Code of a mailing address. The user can search for information with the following lookup options:

- City
- State
- City and State
- City Finance Number
- ZIP Code

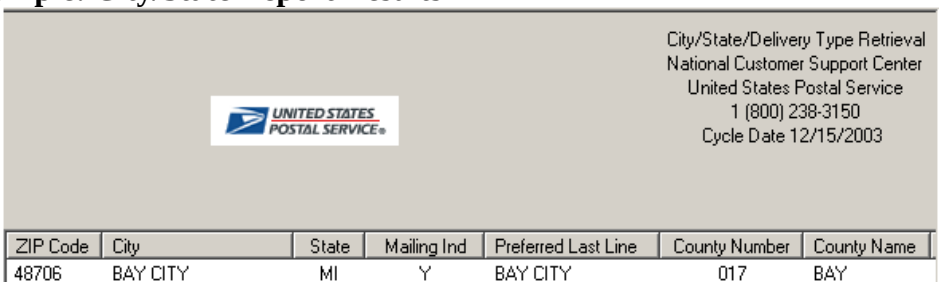
The user will need to select the Lookup Option and then type in the information in the activated text boxes. The user can then begin the search by either pressing [Enter] on the keyboard or selecting the [Generate Report] button. In order to view the entire report on screen, it will be necessary to use the scroll bars.

Example: City/State Lookup



Based on the user's search criteria this type of retrieval will provide the following information to view and print: ZIP Code, City, State, Mailing IND, Preferred Last Line, County Number, County Name, and Finance Number.

Example: City/State Report Results

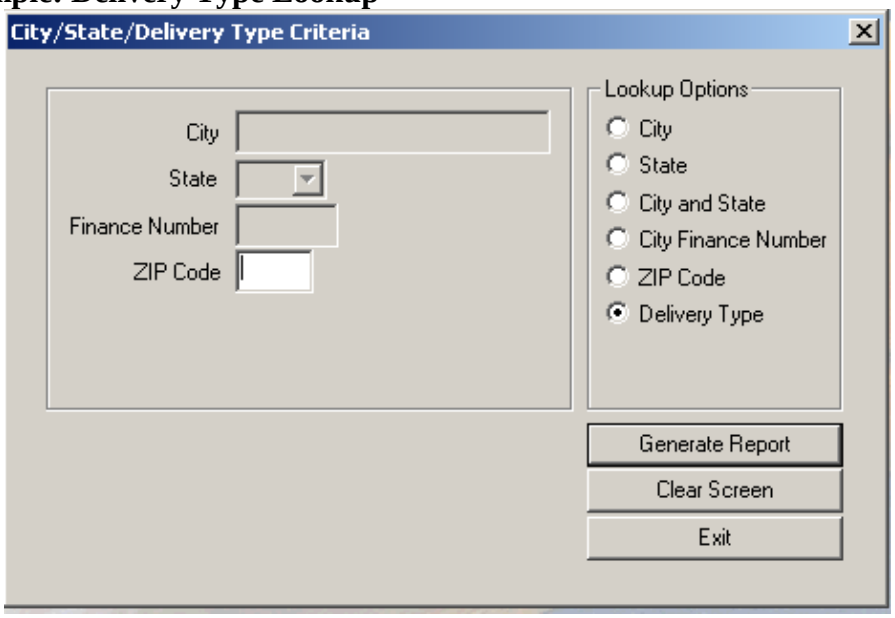


ZIP Code	City	State	Mailing Ind	Preferred Last Line	County Number	County Name
48706	BAY CITY	MI	Y	BAY CITY	017	BAY

Delivery Type Option

The Delivery Type portion is a comprehensive list of delivery types available to the user by ZIP Code. The user should first select the delivery type option and then type in the ZIP Code. The user can press [Enter] on the keyboard or select the [Generate Report] button on the report screen. This will generate a report for viewing or printing. In order to view the entire report on screen, it will be necessary to use the scroll bars.

Example: Delivery Type Lookup



The results of the search will provide the ZIP Code, County Number, County Name and whether or not there is a delivery type that coincides with the search criteria.

Example: Delivery Type Report Results

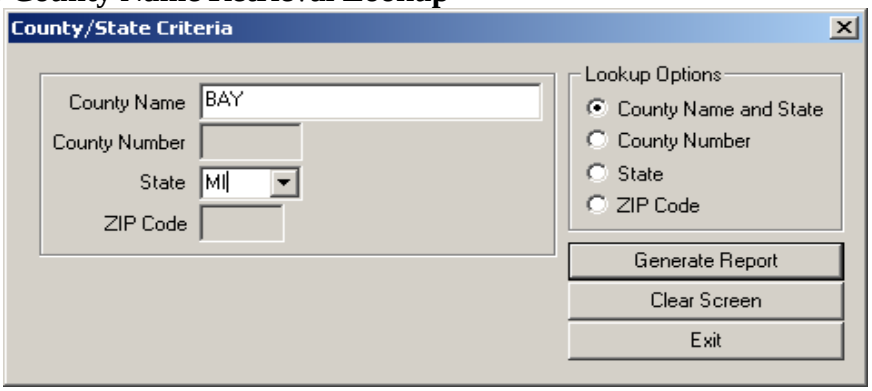
City/State/Delivery Type Retrieval
National Customer Support Center
United States Postal Service
1 (800) 238-3150
Cycle Date 12/15/2003

ZIP Code	Street	Rural	PO Box	Gen/Del	Military	Unique	Non Active	County Number	County Name
48001	Y	Y	Y	N	N	N	N	147	SAINT CLAIR
48002 *	Y	Y	Y	N	N	N	N	147	SAINT CLAIR
48003	Y	Y	Y	N	N	N	N	087	LAPEER

County Name Retrieval

This report provides the user the ability to view and print reports based on United States counties and parishes. The user has the option of viewing data based on County Name and State, County Number, State, or ZIP Code. The user selects the lookup option and types in the information in the activated text boxes. To view the report the user will then need to either select [Enter] or the Generate Report button.

Example: County Name Retrieval Lookup



The report will provide the user with the ZIP Code, County Number, County Name, and State based on the search criteria.

Example: County Name Report Results

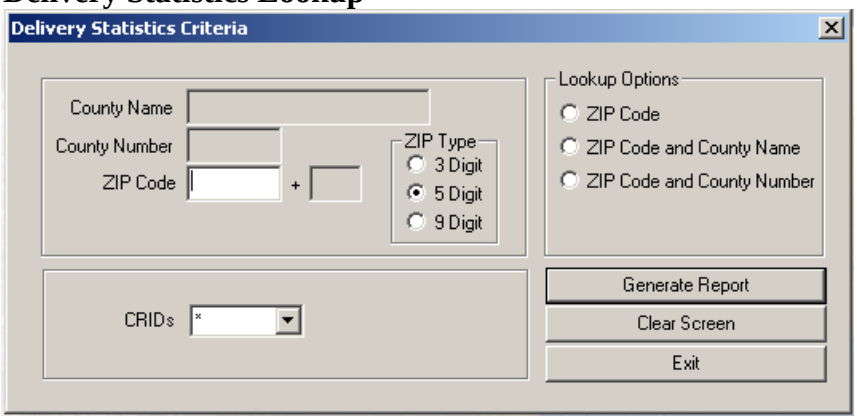
County Name Retrieval
National Customer Support Center
United States Postal Service
1 (800) 238-3150
Cycle Date 12/15/2003

ZIP Code	County Number	County Name	State
48601*	017	BAY	MI
48604*	017	BAY	MI
48611	017	BAY	MI
48613*	017	BAY	MI

Delivery Statistics Retrieval

This report allows the user to look up statistical information based on ZIP Code (3, 5, or 9 digit), ZIP Code and County Name, or ZIP Code and County Number.

Example: Delivery Statistics Lookup



The results from a Delivery Statistics search will provide the following data based on the criteria searched: Carrier ID, Possible/Active Residential, Business, and Total along with the Finance Number, State, and County Number.

Example: Delivery Statistics Report Results

Delivery Statistics Retrieval
National Customer Support Center
United States Postal Service
1 (800) 238-3150
Cycle Date 12/15/2003
ZIP Code 48706

Carr ID	Possible Residential	Possible Business	Total	Active Residential	Active Business	Total	Finance Number	State	County Numbe
B001	28	29	57	21	21	42	250690	MI	017
B002	18	15	33	12	10	22	250690	MI	017
B003	30	37	67	24	29	53	250690	MI	017
B004	43	30	73	40	24	64	250690	MI	017
B005	51	23	74	42	22	64	250690	MI	017

ZIP + 4 Retrieval

ZIP + 4 Retrieval is used when the user wants to search for specific data or individual street information. The user can search using the following search criteria:

- Street and ZIP Code (3, 5, or 9 digit)
- Street, City, and State
- City and State
- ZIP Code (3, 5, or 9 digit)

Full Report

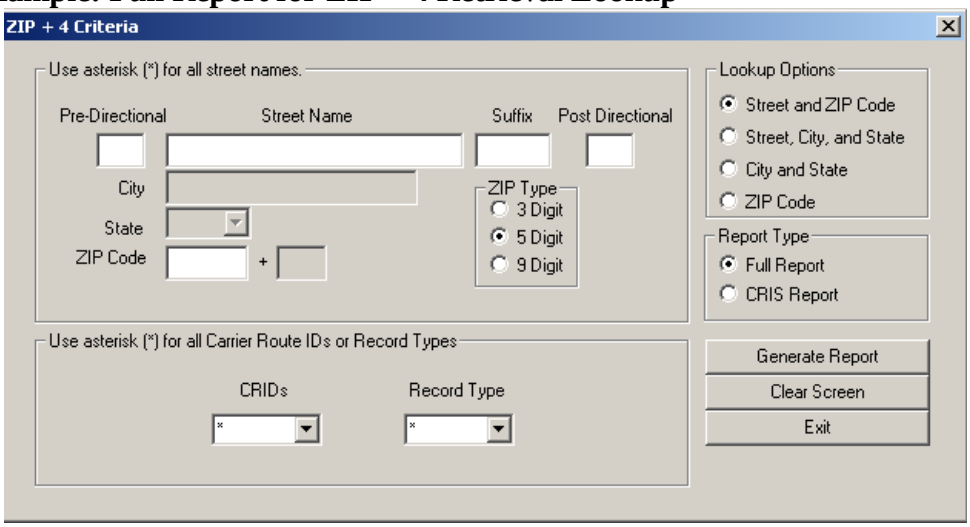
The user will need to select their search criteria and type in the data for the activated boxes. The user will need to then select the

option. This will generate a report for viewing and printing. In order to view the entire report on the screen, it may be necessary to use the scroll bars.

ZIP + 4 Retrieval Lookup Options for Full Report

Note: *When entering an address do not enter the physical street number, only enter the street name.*

Example: Full Report for ZIP + 4 Retrieval Lookup



The Full Report will provide the following information based on the user's search criteria: Record Type, ZIP Code, Carrier ID, Prefix Direction, Street Name, Suffix, Post Directional, Prime Low, Prime High, OEB, Firm Name, Abbreviation, Secondary Low, Secondary High, OEB, Add-on Low, Add-on High, and County Number.

Example: ZIP + 4 Retrieval Full Report Results

Rec Type	ZIP Code	Carr ID	Pre Dir	Street Name	Suffix	Post Dir	Prim Low	Prim High	OEB	Firm Name	Abbrev	Sec Low	Sec High	OEB	Add-On Low	Add-On High	County Num
S	48706	C031		2 MILE	RD		2300	2398	E						1155	1155	017
S	48706	C031		2 MILE	RD		2301	2399	O						8130	8130	017
S	48706	C031		2 MILE	RD		2400	2498	E						1181	1181	017

Note*: For a definition of the column headers, please refer to the Glossary*

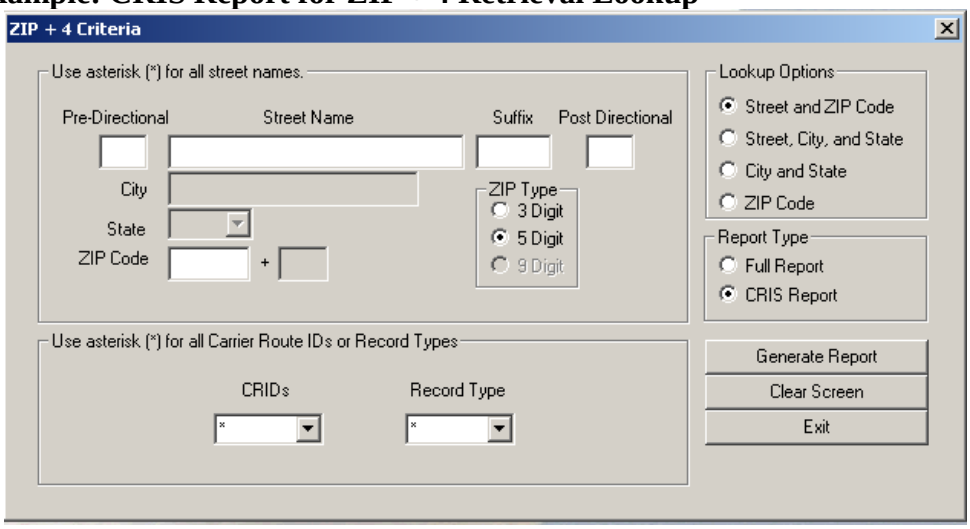
CRIS Report

The user will need to select the search criteria and type in the data for the activated boxes. The user will need to then select the CRIS Report option. This will generate a report for viewing and printing. In order to view the entire report on the screen, it may be necessary to use the scroll bars.

ZIP + 4 Retrieval Lookup Options for CRIS Report

Note: *When entering an address do not enter the physical street number, only enter the street name.*

Example: CRIS Report for ZIP + 4 Retrieval Lookup



The CRIS Report will provide the following information based on the user's search criteria: Record Type, ZIP Code, Carrier ID, Prefix Direction, Street Name, Suffix, Post Directional, Prime Low, Prime High, OEB.

Example: ZIP + 4 Retrieval CRIS Report Results

Rec Type	ZIP Code	Carr ID	Pre Dir	Street Name	Suffix	Post Dir	Prim Low	Prim High	OEB
S	38018	R038		LAGRANGE	CIR	N	6800	6999	B
S	38018	R038		LAGRANGE	CIR	S	6800	6999	B
S	38018	R038		LAGRANGE DO...	RD		1100	1499	B
S	38018	R051		LAGRANGE HILL	DR		7000	7199	B
S	38018	R038		LAGRANGE HILL	RD		6800	6999	B

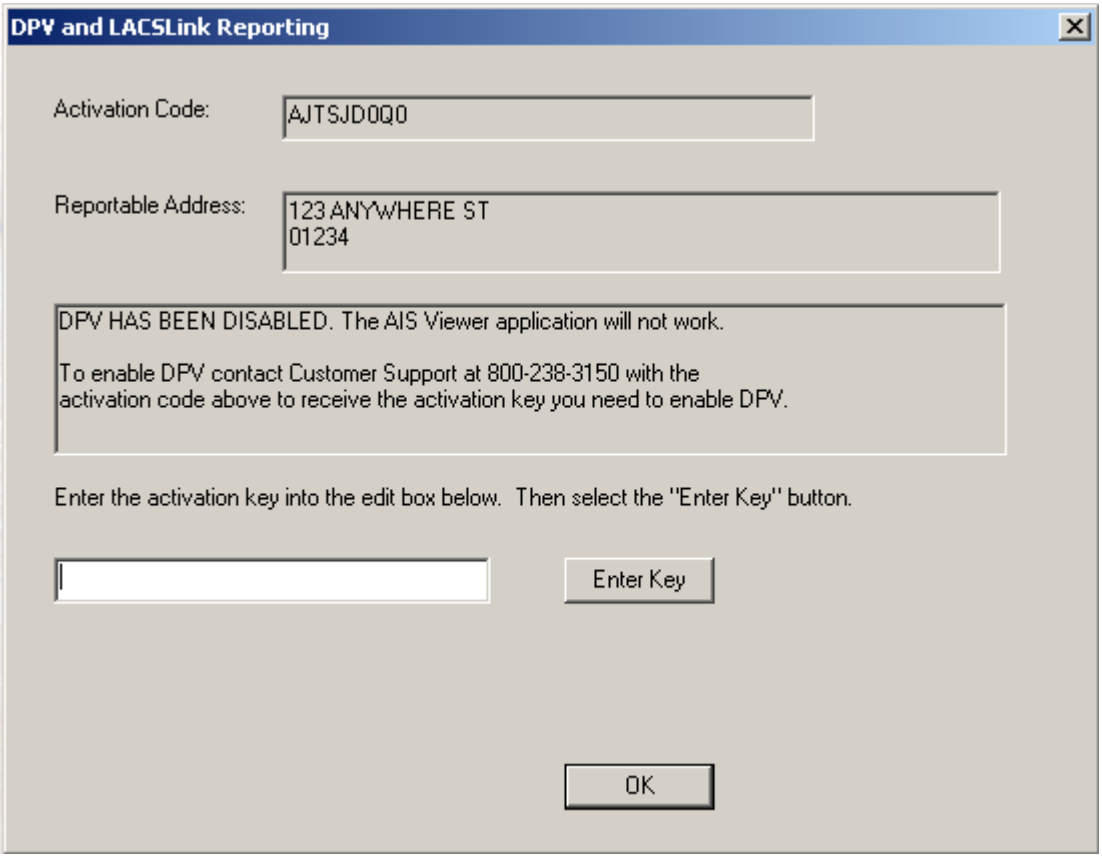
Note*: For a definition of the column headers, please refer to the Glossary*

DPV AND LACS^{LINK} REPORTING

DPV is Disabled

1. If the DPV component becomes disabled all of the AIS Viewer products except the County Name Retrieval will not display results. The following dialog will appear when DPV is disabled. Contact Customer Care at 800-238-3150 with the activation code seen in the dialog.

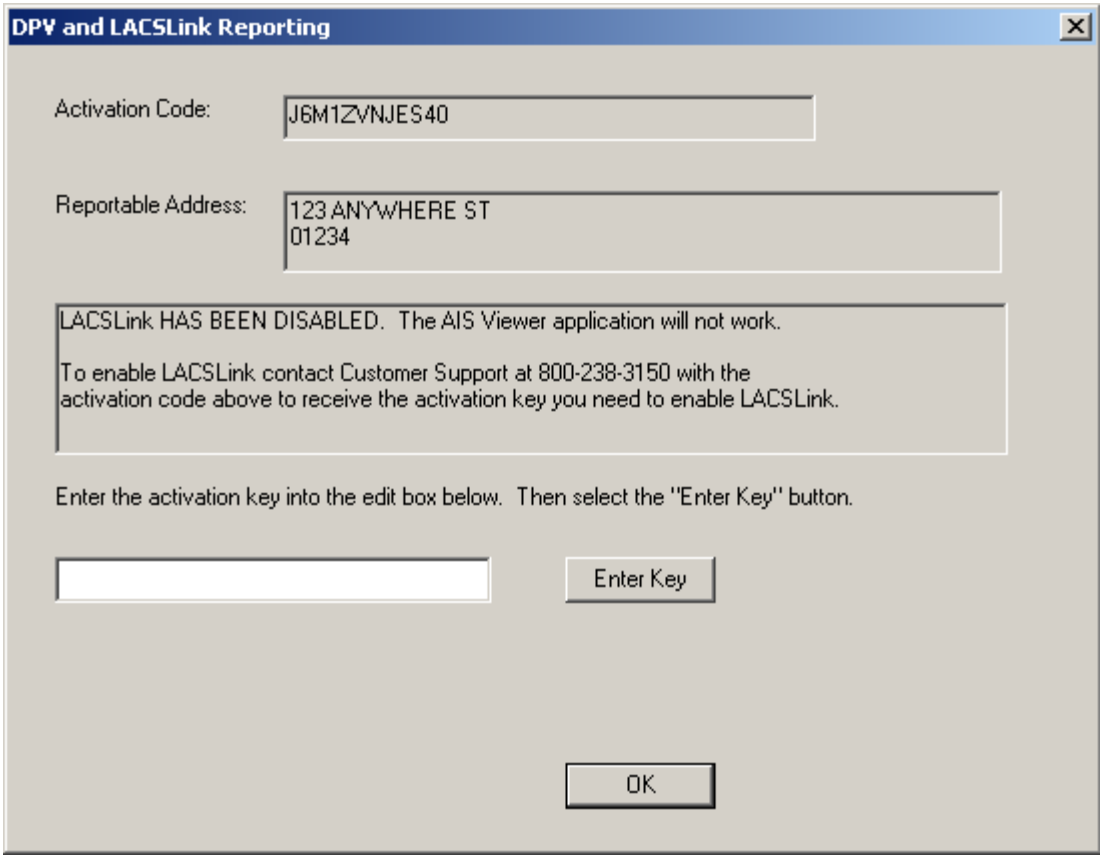
2. The user will receive the activation key that should be entered in the edit box. After entering the activation key, select the [Enter Key] button to enable DPV. Then select the [OK] button to close this dialog.



LACS^{Link} is Disabled

1. If the LACS^{Link} component becomes disabled all of the AIS Viewer products except the County Name Retrieval will not display results. The following dialog will appear when LACS^{Link} is disabled. Contact Customer Care at 800-238-3150 with the activation code seen in the dialog.

2. The user will receive the activation key that should be entered in the edit box. After entering the activation key, select the [Enter Key] button to enable LACS^{Link}. Then select the [OK] button to close this dialog.



GLOSSARY

Abbrev (Abbreviation)
Abbreviate directionals to the appropriate one or two character abbreviation.

Address Primary Name
Primary Name of a street without a directional or suffix.

Asterisk
The asterisk represents a wildcard to search by all carrier routes or all record types in the ZIP + 4 Retrieval option.

Carrier Route Delivery Number (Carr ID)
This is also referred to as a CRID which is assigned to a mail delivery or collection route within a 5-digit ZIP Code. There are five types:
B = PO Box
H = Highway contract
R = Rural route
C = City delivery
G = General Delivery

County Number
The Federal Information Processing Standards (FIPS) code assigned to a given county or parish within a state. In Alaska, it identifies a region within the state. If APO/FPO and the record type is "S", "H", or "F", the county number will be blank.

Delivery Point
The Delivery Point Code is the finest depth of code to which a mail piece can be sorted by its address. It is usually the 11-digit numeric code formed from the ZIP + 4 and represented by the delivery point barcode (DPBC).

DPV®
The DPV Product identifies whether a ZIP + 4® coded address is currently represented in the USPS® delivery file as a known address record. The DPV™ Product allows users to confirm known addresses as well as identify potential addressing issues that may hinder delivery. Correcting potential addressing issues can reduce the amount of undeliverable-as-addressed (UAA) pieces, which in turn will result in more efficient mail processing and delivery.

The DPV Product confirms that:

- The known address has verifiable primary and secondary data.
- The known address has the verifiable primary but not secondary data.
- The address cannot be verified as a known address.

Firm Name
The firm name is the name of firm or business.

LACS$^{Link®}$
The LACS^{Link} Product is a secure dataset of converted addresses that primarily arise from the implementation of a 911 system, which commonly involves changing rural-style addresses to city-style addresses. The LACS^{Link} Product also contains existing city-style addresses that have been renamed or renumbered.

The LACS^{Link} Product:

- Reduces undeliverable mail by providing the most current address information for matches made to the LACS^{Link} file.
- Lowers mailer costs by reducing the number of undeliverable or duplicate mailpieces by using the most current address information.
- Provides the opportunity for faster product/service marketing through accurate mail delivery.

Menu Options
This is the function that is displayed across the top of your screen. It includes: File, View, Reports, Tools, Installation, User Guide, Help, and About. For a better understanding of these options, please see the section "Menu Functions".

O/E/B
The abbreviation O/E/B indicates if a ranged number contains odd, even, or both odd and even numbers in the range of numbers.

Post Dir
Post Directional indicator for street directions. (N, SE, E, W, NE, NW, SE, SW)

Pre Dir
Pre-directional indicator for street directions. (N, S, E, W, NE, NW, SE, SW)

Prim Low (Primary Low)
The Primary Low is the low-end address in a range of addresses – often referred to as house number.

Prim High (Primary High)
The Primary High is the high-end address in a range of addresses – often referred to as house number.

Record Type
An alpha value that identifies the type of data in the record. Record type codes include the following:
F = Firm or business address
G = General delivery
H = High-rise

P = PO Box
R = Rural route/highway contact
S = Street

Sec Abb
A descriptive code (abbreviations) used to identify the type of secondary address. (Apt, Ste, F1, etc.)

Sec Low (Address Secondary Low)
Code that describes an apartment, room, suite, space, floor or other secondary addressing numeric or alphanumeric that follows a street address. The low-end secondary address component in a range of secondary addresses.

Sec High (Address Secondary High)
Code that describes an apartment, room, suite, space, floor or other secondary addressing numeric or alphanumeric that follows a street address. The high-end secondary address component is in a range of secondary addresses.

Status Bar
The status bar is the strip along the bottom of the screen that may include the current date and time, the position of the cursor on your screen, etc.

Street Name
The street name is the official name of a street as assigned by a local governing authority. The Street Name field contains only the street name and does not include directionals or suffixes.

Suffix
Suffix is a code that is the standard USPS abbreviation for the trailing designator in a street address. (ST, AVE, RD, etc)

Tool Bar
The tool bar is a horizontal strip of buttons near the top of a window that provides shortcuts for commonly used commands.

ZIP Add-On High
The ZIP add-on high number is the last four positions of a ZIP + 4 Code; the high end ZIP add-on of the last ZIP + 4 in a consecutive series of ZIP + 4 codes assigned to the delivery address.

ZIP Add-On Low
The ZIP add-on low is the last four positions of a ZIP + 4 code; the low-end ZIP add-on of the first ZIP + 4 in a consecutive series of ZIP + 4 codes assigned to the delivery address.

ZIP Code
A ZIP Code is a 5-digit code that identifies a specific geographic delivery area. ZIP Codes can represent an area within a state, an area that crosses state boundaries (unusual condition), or a single building or company that has a very high mail volume. ZIP is an acronym for Zone Improvement Plan.