

Instructions for completing CONFIRM® Service Application

For further assistance please contact:
USPS National Customer Support Center
(800) 238-3150
Confirm@email.usps.gov

General Instructions

All items marked with Asterisks (*) should be filled out.

Please submit only one application for each subscription (Silver, Gold or Platinum) that you wish to purchase. If you are submitting more than one application for purchasing multiple subscriptions and information is duplicated in Part I (General Information), Part II (Contact Information) and Part IV (Technical Information), you may just write "SAME" in the parts for which the information is repeated in the additional applications.

For each subscription you are purchasing, please total the amounts from sections III-2, III-3 and III-6 to determine the payment required. Make checks payable to the *U.S. Postal Service*.

Please mail your application and payment to: Accounts Receivable (ATTN: Confirm)
National Customer Support Center
6060 Primacy Pkwy Ste 201
Memphis, TN 38188-0001

Part I. General Information

1. **"Company Name"**- Your company name. You may wish to indicate the group that will be using the subscription if you are purchasing several subscriptions each for a separate division within your company.
2. **"D-U-N-S® Number"**- D-U-N-S® (Data Universal Numbering System) numbers may be obtained from the D&B website, www.dnb.com.
3. **"Tax ID"**- Your business' Tax ID.
4. **"USPS Account Manager (or other reference) who introduced you to Confirm®"**- This will enable USPS to follow up with the person who contacted you.

Part II. Contact Information

Primary Contact- This will typically be the business user of the Confirm® data, the person who “owns” the subscription.

Billing Contact- This will be the person who USPS can contact should there be any problems with your payment

Technical Contact- This will be the person whom USPS can contact, if we are experiencing problems downloading data to your server.

“Should this contact receive Account Notifications?”- These notifications will be sent out to provide important information about your Confirm subscription account. Examples include notification that your subscription is approaching the maximum number of scans to which you are entitled, and notification that your subscription will be expiring soon. Note that the Billing Contact is automatically set up to receive Account Notifications.

Part III. Subscription and Options

2. **“Select the type of subscription you would like to purchase”-** For each application you submit, select one subscription type as shown.

Type of Subscription- Each subscription level offers a different duration, differences in the maximum number of scans that can be received, differences in the number of subscriber IDs included, and differences in cost. If you plan to use the Origin Confirm® service, each subscription also allows you to indicate up to two hundred 11-digit ZIP Codes that you typically use for return mail pieces.

Length of subscription- Each subscription level expires after the indicated length of time. The purchase of additional Subscriber IDs does not increase the duration of the subscription under which they were purchased.

Maximum number of received Scans- This is the maximum number of scans that you can receive. Received scans are scans that are downloaded via your FTP download, PLUS any scans contained in a download file you build on the www.planetcodes.com website. Also note that downloaded scans are the only scans counted. Unused scan allowance cannot be carried over to the next subscription.

Number of Destination Subscriber IDs- This is the basic number of IDs included with each subscription level. Additional IDs may be purchased (see number 3 below).

Please note: If you have selected the Gold subscription, you can upgrade to Platinum at any time during the subscription period by paying an additional \$5,500 (for a total of \$10,000). This upgraded subscription would expire at the end of the original Gold subscription duration.

2a. **“For Existing Customers only”** – New customers should skip this step. Existing customers should indicate which, if any, of their existing Subscriber IDs should be included in their new subscriptions. For example, a Platinum subscriber who currently has 5 Subscriber IDs might pick 3 of those IDs to be included in the new subscription as shown below in example 1. An existing user, signing up for Platinum, who currently only has one ID, would simply write in “New”, as shown in Example 2 below, for the other two.

Example 1		Example 2	
Type of Subscription	Subscriber ID(s)	Type of Subscription	Subscriber ID(s)
Silver	1-	Silver	1-
Gold	1-	Gold	1-
Platinum	1-12345	Platinum	1- 98765
	2- 23451		2- “New”
	3- 34512		3- “New”

3. **“If you wish to purchase additional Subscriber IDs please indicate the quantity below”**- You may purchase as many additional IDs as you like. Each ID may be purchased for durations of 3 month increments (3, 6, 9, 12 months) each. Note that Additional IDs will expire, either when the Subscriptions under which they are purchased expire, or when the purchase increments expire, whichever comes first.

Example - Purchase 3 IDs, 1 for 3 months and 2 for 6 months

No. of IDs	No. of 3 month increments per ID	Cost per ID per 3 month increment	Subtotal (No. of IDs X No. of Increments X \$500)
1	1	\$500	\$500
2	2	\$500	\$2,000
		\$500	
		Total	\$2,500

4. **“When would you like your subscription to start?”**- You may elect to start your new subscription, as soon as it can be processed, or at a future date. If you will not start your Confirm® mailings for some time, you may wish to delay the start of your subscription, since the time counted towards your subscription length will not start until your subscription starts. However, data for mailings submitted before the start of your subscription will not be captured. Make sure your start date is in advance of your mailing.

5. **“For each Subscriber ID ... choose the types of service ...and ...whether you want to receive first scans only, last scans only, or all scans”**- Each Subscriber ID is set up with specific Service Codes (the first 2 digits of the PLANET Code) that you select. For each Subscriber ID that you have purchased, either those that are included with the subscription, or additional IDs, select all of the Service Codes that you will want to use. **IMPORTANT!** Data for mailings with Service Codes that have not been set up may not be captured and transmitted correctly, so choose carefully.

Also indicate for each of the Subscriber IDs whether you want to receive just the first scan that occurs in processing, just the last scan before the download of your data, or all of the scans. If you wish to reduce the number of scans you receive, please carefully review scan scrub levels you prefer.

Fill out the last line only if you plan to make Origin mailings. The information on this line will be applied to all of your POSTNET codes listed in number 7, below.

6. **“If you wish to purchase additional scans please select the quantity below”**- These scans must be used before this subscription expires. Scans purchased apply to the subscription not to individual Subscriber IDs within the subscription.

7. **“For use with Origin mailings Only “**- If you plan to use Confirm® Origin service, enter the 9 or 11 digit ZIP codes that your Confirm® return mail pieces will be mailed to.” In order to receive data for an Origin mailing the ZIP Code that the mail pieces will be returned to must be included in this list.

Part IV. Technical Information

1. **“How would you like to receive your data?”**- There are two ways you may receive data from Confirm®.

Web Site

You may log into the www.planetcodes.com website and select the data you wish to download. The system will then create a file with the data you have selected, and you can then download the file via your Internet connection. The scans that were included in that file will count against your scan total, only when the file is built. You may download the file multiple times without additional counts against your total. *(You may skip to Part V if you select this method.)*

FTP Download

You may schedule automatic downloads to your FTP server several times a day. This is the recommended method. You can still access your data via the website at any time, even if you are set up for FTP download.

2. **“Name...or..IP of your FTP server”**- Provide at least one of these pieces of information to allow the Confirm® system to transmit data to your server.
3. **“Pathname of Directory where your data should be placed”**- This is the directory on your server where your data will be placed.
4. **“Should your downloads be compressed?”**- Compression can minimize the space taken up on your server.
5. **“Login ID (if required)”**- If your server is setup to require a login for a user to be able to put or push files to it then provide the Confirm® system with a login.
6. **“Password (if required)”**- If your server is set up to require a password for a user to be able to put or push files to it, then provide the Confirm® system with a password.