

CONFIRM® SERVICE APPLICATION
U.S. Postal Service
CONFIDENTIAL INFORMATION

Instructions: Please provide all the information requested and mail this application to:

(ATTN: Confirm)
National Customer Support Center
6060 Primacy Pkwy Ste 201
Memphis, TN 38188-0001

Note: Only send the Confirm® Application to the NCSC for processing, an invoice will be mailed to the billing contact for payment.

Please immediately notify the National Customer Support Center (NCSC) in Memphis, Tennessee, if any of the information provided below should change in the future. Failure to do so may result in the interruption of access to or loss of Confirm® data.

Please submit one application per Subscription (not per Subscriber ID) that you wish to purchase.

* Asterisks indicate required fields

Part I. General Information

- *1. Company Name _____
- *2. D-U-N-S® Number _____
- *3. Tax ID _____
- 4. United States Postal Service (USPS) Account Manager (or other reference) who introduced you to Confirm:
Name: _____ Phone: _____ E-Mail: _____

Part II. Contact Information

- *1. Primary Contact Information
This is typically the primary user of Confirm® data for your company
- * First Name _____
- * Last Name _____
- Title _____
- * Address 1 _____
- Address 2 _____
- * City _____
- * State _____
- * ZIP Code _____
- * Phone Number _____
- * Fax Number _____
- * Pager Number _____
- * E-Mail Address _____

Should this contact receive Account Notifications? Yes No

You will be notified by e-mail if your subscription period or scan allowance is nearing expiration.

***2. Billing Contact Information**

The person USPS would contact if there were problems with your Confirm® payments.

* First Name _____
* Last Name _____
Title _____
*Address 1 _____
Address 2 _____
*City _____
*State _____
*ZIP Code _____
*Phone Number _____
Fax Number _____
Pager Number _____
*E-Mail Address _____

Note: Only send the Confirm® Application to the NCSC for processing, an invoice will be mailed to the billing contact for payment.

***3. Technical Contact Information**

An IT person in your company whom USPS would contact, if there were problems transmitting data to your server, or other technically related problems.

* First Name _____
* Last Name _____
Title _____
* Address 1 _____
Address 2 _____
* City _____
* State _____
* ZIP Code _____
* Phone Number _____
Fax Number _____
Pager Number _____
E-Mail Address _____

Should this contact receive Account Notifications? Yes No

You will be notified by e-mail if your subscription period or scan allowance is nearing expiration.

Part III. Subscription and Options

*1. Is this for a new subscription, or a renewal of an existing subscription?
 ____New ____Renewal

*2. Select the type of subscription you would like to purchase:

Type of Subscription	Length of Subscription	Maximum Number of Received Scans	Number of Destination Subscriber IDs	Number of Origin POSTNET Codes	Cost	Mark the Subscription Desired (one only)
Silver	90 Days	15 Million	1	200	\$2,000	
Gold	1 Year	50 Million	1	200	\$4,500	
Platinum	1 Year	Unlimited	3	200	\$10,000	

2a. **For Existing Customers only** Please indicate how you would like your existing Subscriber IDs mapped to the type of subscription you have chosen above (New customers will have Subscriber IDs assigned by the system automatically). If your new subscription entitles you to more Subscriber IDs than you currently have, then simply enter "new" to indicate that you will need a new Subscriber ID:

Type of Subscription	Subscriber ID(s)
Silver	1-
Gold	1-
Platinum	1-
	2-
	3-

3. If you wish to purchase additional Subscriber IDs, please indicate the quantity below. Subscriber IDs are purchased in 3-month increments.

Note: Any additional Subscriber IDs purchased will expire on the expiration date of this subscription, or at the end of the purchased increment(s), whichever comes first. The purchase of additional Subscriber IDs does not include any additional scans. Additional scans must be purchased separately.

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

4. When would you like your subscription to start?

_____ As soon as possible

OR

_____ On _____ (specify date)

5. For each of the Subscriber IDs included with your subscription, including any additional IDs you have purchased, choose the types of service you would like associated with your Subscriber ID(s) by entering the appropriate service codes below. Also indicate whether you want to receive first scans only, last scans only, or all scans.

Subscriber ID(s)	Scan Scrub Level (F- First, L- last, A- All)	Service Codes
Origin (if applicable)		

Service Codes

40-Destination (First Class Letters)	46-Destination (First Class Cards)	53-Origin (Business Reply Flats)
41-Destination (First Class Flats)	47-Destination (Standard Mail Cards)	54-Origin (Business Reply Cards)
42-Destination (Standard Mail Letters)	22-Destination (Residual Mail)	56-Origin (QBRM Letters)
43-Destination (Standard Mail Flats)	50-Origin (Courtesy Reply Letters)	57-Origin (QBRM Cards)
44-Destination (Periodical Letters)	51-Origin (Courtesy Reply Flats)	58-Origin (Courtesy Reply Cards)
45-Destination (Periodical Flats)	52-Origin (Business Reply Letters)	21-Origin

6. If you wish to purchase additional scans, please select the quantity below for the type of subscription you are purchasing. You can buy additional scans in “blocks of scans” as indicated below.

Note: additional scans purchased will expire on the expiration date of this subscription.

Type of Subscription	Cost	Qty	Total
Silver	\$500 for 2 Million Scans		
Gold	\$750 for 6 Million Scans		
Platinum	N/A		

7. For use with Origin mailings Only- Enter the 9 or 11 digit ZIP codes that your Confirm® return mail pieces will be mailed to:

1	41	81	121	161
2	42	82	122	162
3	43	83	123	163
4	44	84	124	164
5	45	85	125	165
6	46	86	126	166
7	47	87	127	167
8	48	88	128	168
9	49	89	129	169
10	50	90	130	170
11	51	91	131	171
12	52	92	132	172
13	53	93	133	173
14	54	94	134	174
15	55	95	135	175
16	56	96	136	176
17	57	97	137	177
18	58	98	138	178
19	59	99	139	179
20	60	100	140	180
21	61	101	141	181
22	62	102	142	182
23	63	103	143	183
24	64	104	144	184
25	65	105	145	185
26	66	106	146	186
27	67	107	147	187
28	68	108	148	188
29	69	109	149	189
30	70	110	150	190
31	71	111	151	191
32	72	112	152	192
33	73	113	153	193
34	74	114	154	194
35	75	115	155	195
36	76	116	156	196
37	77	117	157	197
38	78	118	158	198
39	79	119	159	199
40	80	120	160	200

Part IV. Technical Information

- * 1. How would you like to receive your data?
____ Via Downloads from the www.planetcodes.com website only.
(recommended only for low volume users). *Skip to Part V if you checked this.*
____ Via FTP transmissions from the Confirm® system to your FTP server
- * 2. Name of your FTP server _____
OR
IP address of your FTP server _____
- * 3. Pathname of Directory where your data should be placed _____
- * 4. Should your downloads be compressed? ___ Yes ___ No
- * 5. Login ID (if required) _____
- * 6. Password (if required) _____

Note: Please ask your IT group to notify NCSC Memphis if any of the technical information you have provided should change. Your data transmissions may be affected, if the information is not current.

Part V. Terms and Conditions

General

Any use of the Confirm® system or data shall be subject to all applicable rules, regulations, and orders of the USPS, including any future changes to such rules, regulations, and orders, and such additional terms and conditions as may be determined in accordance with applicable law. The USPS rules, regulations and orders shall prevail in the event of any conflict with any other terms and conditions applicable to any permitted access to or use of Confirm®.

Refunds

Refunds will only be provided prior to the completion of the setup process. Once we have notified you that your account has been set up no refunds will be made.

Subscription Expiration

Subscriptions expire at 11:59 PM on the day before the anniversary date of the activation of the subscription (e.g., at 11:59 PM on the 90th day of service for Silver subscriptions).

The time period for active subscription renewals will begin upon the expiration date of the previous subscription. For subscriptions that have expired and are in a suspense state, renewals will begin as soon as they can be processed.

All access to data on the Confirm® system will be terminated upon subscription expiration. All scheduled downloads and Entry Scan notifications will be terminated, upon subscription expiration. The subscriber's access to the www.planetcodes.com web site pages for downloading data will be terminated, upon subscription expiration. Any scan data captured by the system will continue to accumulate (subject to the 15 day data retention period) pending renewal of the subscription. Upon subscription renewal, any data available will be downloaded on the next scheduled download time, after renewal, and will be made available on the web site. Twelve weeks after the expiration of a subscription, all information pertaining to that subscription will be purged, and data will no longer be accumulated.

Advanced Shipping Notice (ASN)

Subscribers are required to print a Shipment ID Barcode on the 8125 or 3152A document that accompanies any Confirm® mailings, and to transmit an ASN file to the Confirm® system, prior to the processing of the mail contained in the relevant shipment.

Trademark Notices

Confirm® is a registered trademark of the United States Postal Service and may not be used without its expressed permission.

Use of Information

Information and data derived from Confirm® that pertains to individual subscribers are considered property of the subscriber and the Postal Service. Such information will be treated as confidential, and restricted to internal distribution within the Postal Service, only on the basis of a need to know. The Postal Service will not make such information publicly available, without prior written consent of the subscriber, unless required by law. Data and information derived from Confirm® that pertains to more than one subscriber may be aggregated, without identifying it with any particular subscriber. Such aggregated data and information may be used by the Postal Service internally, or disclosed as permitted by law, as the need arises.

Any unauthorized use or disclosure of confidential information by either the Applicant or the United States Postal Service may entitle the other to relief as provided by applicable laws.

Assign Passwords

USPS will provide Subscriber with passwords, at Subscriber's request, for Subscriber's Users to access Confirm® for the sole purpose of exchanging mailing information and viewing standard documentation on-line.

Deny Access

USPS retains the right to deny access to a User if the User has breached any Confirm® Obligations. USPS may also deny access to a User if he or she has a history of breaching security on other information systems.

Users List

USPS will maintain a list of Users that have access to Confirm®. The Privacy Act statement regarding USPS' use of this list is attached as Appendix A. Subscriber will also maintain a current list of Users with access to Confirm®. This list will include each User's log-on ID. Subscriber is responsible for promptly providing written or email notification to the USPS Help Desk of any changes in Subscriber's personnel with access to Confirm®, including but not limited to notification of any termination of employment of a User with access to Confirm®, and deactivating its Users log-on ID.

Monitoring

The Postal Service reserves the right to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

Subscriber Responsibility

Subscriber will ensure that its Users use Confirm® responsibly and Subscriber will provide its Users with copies of the User Responsibility Agreement Statement, attached as Appendix B.

Login ID Sharing Prohibited

Anyone who is provided your Login ID and Password could, inadvertently or otherwise, disrupt the transmission of data, prevent or interfere with the storing of ASN data, or otherwise adversely affect your Confirm® service. Personnel with login access to your

subscription data on the Confirm® web site will have access to your data and account administration features. The sharing of Login IDs with some of your customers could compromise the security of your other customers' data. Any sharing of Login ID's is prohibited, and the United States Postal Service will not be responsible for any actions resulting from the sharing of Login IDs.

Terminate Session

Subscriber will require its Users to terminate Confirm® sessions each time the Users leave their workstations and to abide by any other security measures the USPS may require.

Restrict Access

Subscriber will ensure that access to Confirm® is restricted to only those Users who require access to Confirm® in the performance of their duties.

Security Violations

If the Subscriber learns of any breach of security, misuse of passwords, unauthorized access, or violation of security procedures by any of its Users, Subscriber shall promptly provide written or email notification to the USPS Help Desk.

Unauthorized Attempt

Subscriber is responsible for any User who has access to a Confirm® computer, and for any unauthorized attempts to upload or change information, or otherwise cause damage to USPS.

1357C and 1357 Forms

All personnel in your company who access the Confirm® web site www.planetcodes.com are required to have a signed USPS 1357C form on file with NCSC Memphis, before logging onto the web site.

In addition, if you choose to upload your ASN file directly to the Confirm® system via an FTP transmission, your company is required to have a signed 1357 on file, before uploading can begin. The current form, PS Form 1357C, Customer Request for Web Access, is attached as Appendix C. The PS Form 1357, Request for Computer Access, is attached as Appendix D.

Confidentiality

Subscriber acknowledges that there are inherent risks in the electronic transmission of data. The USPS will not be liable for any unauthorized access, disclosure or dissemination of Subscriber's information.

Disclaimer

Confirm® is provided to the subscriber on an "as is, as available" basis. The Postal Service makes no representations, guarantees, or warranties regarding the accuracy, completeness, or reliability of any data or information provided through Confirm®.

Limitation of Liability

Except as otherwise expressly provided under the Federal Tort Claims Act (28 U.S.C. §§ 2671 et. seq.), the United States Postal Service will not be liable for any loss or damage resulting from the use of, or reliance on, data or information provided through subscription to Confirm®, or for any delay, omissions, or errors in the electronic transmission or receipt of any data or information provided through subscription to Confirm®. This limitation applies to loss or damage arising out of allegations of breach of contract, tort, or any other theory of liability.

Termination

The United States Postal Service reserves the right to terminate the Applicant's participation in the Confirm® service, upon 10 days written notification, (1) for failure of the Applicant to adhere to any of the terms and conditions set out above; (2) if Applicant's barcodes fail to meet all applicable criteria for Confirm®; or (3) in the event of a material change in the nature and circumstances of the Confirm® service.

Severability

Any provision of this Agreement that is determined to be invalid or unenforceable will be ineffective to the extent of such determination without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of such remaining provisions.

Entire Agreement

This Agreement and the Appendix constitute the complete agreement of the parties relating to Confirm® and supercede all prior representations or agreements, whether oral or written, with respect to the matters contained herein. No oral modifications or

waiver of any of the provisions of this Agreement shall be binding on either party. This Agreement is for the benefit of, and shall be binding upon, the parties and their respective successors and assigns. In the event of any conflict between the terms of this Agreement and the rules, regulations, or orders of the USPS, the rules, regulations, or orders of the USPS will control.

Force Majeure

Neither Subscriber or USPS shall be liable to the other party for any failure to perform its obligations in connection with any Confirm® transaction, where such failure results from any act of God or other cause beyond such party's reasonable control (including, without limitation, any mechanical, electronic or communications failure) which prevents Subscriber or USPS from transmitting or receiving any Confirm® information.

Signature

By signing this application I accept the terms and conditions set forth in this application. I hereby certify that all information furnished on this form is accurate, truthful, and complete, and I understand that anyone who furnishes false or misleading information on this form or who omits information required on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Signer (Please Print)_____

Signature_____ Date_____

APPENDIX A: Privacy Act

Privacy Statement: The collection of this information is authorized by 39 U.S.C. 401 and Public Law 100-235, Computer Security Act of 1987. This information will be used to assign computer logon IDs by which access to data and/or files on a computer systems is limited to authorized persons through the use of a computer security access control products. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to labor organizations as required by the NLRA; where pertinent, in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to hiring, contracting or licensing decision by the requesting agency; to an expert or consultant under contract with USPS to fulfill an agency function; to Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against the USPS under 29 CFR 1613; and to Merit Systems Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. Completion of this form is voluntary; however, if this information is not provided, you may not be granted a computer logon ID.

APPENDIX B: User Responsibility Agreement Statement

User Responsibility Agreement Statement: I am responsible for the Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. Access to computer data or files not authorized to me is prohibited. My logon ID may be suspended indefinitely if I violate security procedures. 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 U.S. Postal Inspection Service. The Postal Service reserves the right to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Read Privacy Act Statement before signing. Note: Privacy Act Statement MUST be on this form.

I certify that I have read and understand the foregoing.

Requestor's Signature _____
Date _____

APPENDIX C: PS Form 1357C, Customer Request for Web Access

Please obtain form by visiting Confirm web site www.planetcodes.com.



Customer Request - for Web Access

A. Customer Identification

1. Name	2. Last 4-Digits of SSN
3. Job Title	4. Telephone Number (Include area code)
5. Company Name	6. E-mail Address
7. Business Address	8. Corporate HQ Location (If different from your Business Address)

B. Customer Computer Access Authorization

1. USER RESPONSIBILITY AGREEMENT STATEMENT: I am responsible for the Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. Access to computer data or files not authorized to me is prohibited. My logon ID may be suspended indefinitely if I violate security procedures. 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 US Postal Inspection Service. The Postal Service reserves the right to monitor network to identify unauthorized attempts to upload or change information, or otherwise cause damage. Read the Privacy Act statement before signing. Note: The Privacy Act statement MUST be on this form.

I certify that I have read and understand the foregoing And the Privacy Act statement below. Additional responsibilities can be found in Handbook AS 805, *ADP Security*, and in the *Administrative Support Manual*.

Requestor's
Signature

Date

2. Application Name(s)

3. SITE ADMINISTRATOR RESPONSIBILITY STATEMENT: I authorize this person to have access to USPS web application(s). I agree that the logon ID will be used for authorized USPS work within the scope of my organization. I also agree that upon transfer or termination of user, I will advise the USPS Computer Systems Security Office in writing as the disposition of the computer files and/or data and logon ID. I will periodically review the use of the assigned logon ID and files and/or data.

Additional responsibilities can be found in Handbook AS 805, *ADP Security*, and in the *Administrative Support Manual*.

Company Site Administrator's:

a. Name
d. Signature

b. Last 4-Digits of SSN
c. Date
e. Telephone Number (Include area code)

C. USPS Computer Access Approval

1. USPS Functional System Coordinator	a. Signature	b. Date	c. Telephone
2. USPS Login ID Administrator	a. Signature	b. Date	c. Telephone

D. Privacy Act Statement

The collection of this information is authorized by 39 USC 401 and Public Law 100-235, *Computer Security Act of 1987*. This information will be used to assign computer logon IDs by which access to data and/or files on a computer system is limited to authorized persons through the use of a computer security access control products. As a routine use, this information may be disclosed to a congressional office at your request; to OPM for review of private relief legislation; to labor organizations as required by the NLRA; where pertinent, in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to hiring, contracting, or licensing by the requesting agency; to an expert or consultant under contract with USPS to fulfill an agency function; to Federal Records Center for storage; to Merit Systems Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. Completion of this form is voluntary; however, if this information is not provided, you may not be granted a computer logon ID.

APPENDIX D: PS Form 1357, Request for Computer Access

Please obtain form by contacting NCSC at (800) 238-3150.

Original PS 1357 Located at:	U.S. Postal Service Request for Computer Access (Instructions for completing form on reverse side.)	Logon ID Assigned
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Section A: User Identification

1. Requestor's Name	2. eAccess Unique ID or SSN	3. Area	4. Finance No.
5. Requestor's Job Title	6. Employment Status (<i>Check one</i>) <input type="checkbox"/> Contractor <input type="checkbox"/> Temporary <input type="checkbox"/> Career <input type="checkbox"/> Casual <input type="checkbox"/> Foreign <input type="checkbox"/> Nonpostal		
7. USPS Organization/Department	8. USPS or Company Mailing Address (Include ZIP+4)		
9. Telephone No.			
10. District Code and Name			

11. 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 Section A 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.
(Read Privacy Act Statement on reverse side before signing. Note: Privacy Act Statement MUST be on reverse side of this form.)

Signature _____ Date _____

12. Manager Responsibility Agreement Statement
I agree that modifications to existing service agreements will require additional Form 1357 requests. 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.

USPS Manager's Name (Please print) _____ Logon ID _____ Signature _____ Date _____ Telephone No. _____

Section B: Computer Access Requested

13a. Describe Support Required

Logon ID (Circle one): New Change Delete Facility Where Access Is Required: _____
 DDE/DR: Access Code: _____ User Type: _____ List Existing Logon IDs & Facilities: _____

13b. Resource Name <small>(Additional room is available on the reverse side)</small>	13c. Sensitive or Proprietary	13d. Access Level Required <small>(See instructions)</small>

Section C: Computer Access Approvals

14. Contractor Information (Must be completed by the Contracting Officer's Representative (COR))

a. Does the Contract Contain Provisions for (Circle Yes or No):

1. Screening?	Yes	No	b. Contract Number: _____
2. Security of Information?	Yes	No	c. Contract Expiration Date: _____
3. Privacy of Information?	Yes	No	d. USPS Organization/Department: _____
4. Contractor Screening by the Inspection Service?	Yes	No	

15. USPS COR's Name (Please Print)	Signature	Date	Telephone No.
16. Functional System Coordinator's Name (Please Print)	Signature	Date	Telephone No.
17. Logon ID Administrator's Name (Please Print)	Signature	Date	Telephone No.