



Resources

Address Correction Service (options and endorsements)

Standard Class Mail w/ACS:

The Standard Class ACS option trackmymail currently offers is "Change Service"

Description of Standard Class Change Service:

Change Service for Standard Class Mail instructs the USPS as follows:

For forwardable pieces, during the entire **18-month** life of the COA order, the mailpiece is discarded, and an electronic ACS notification is generated.

If the piece is determined to be undeliverable because it is matched to a **carrier filed action**, the mailpiece is discarded, and an electronic ACS COA notification with Deliverability Code "K" or "G" is generated.

If the mailpiece is undeliverable for any reason other than a move, it is considered to be a NIXIE. For all NIXIES, the mailpiece is discarded, and an electronic ACS nixie notification stating the reason for nondelivery is generated.

Requirement of Endorsement:

When ACS is used with standard mail, an endorsement of "**Electronic Service Requested**" is required.

Placement of Endorsement:

While trackmymail is glad to scan samples of your IMB for barcode readability, questions regarding approval of endorsement placement should be directed to your USPS mailpiece design analyst.

The endorsement may be placed in one of 4 positions:

1. Directly below the return address.
2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
3. Directly to the left of the postage area and below or to the left of any rate marking.
4. Directly below the postage area and below any rate marking.

Physical Standards for Endorsements:

The endorsement must meet these physical standards:

The type size of the endorsement must be at least 8 points.

The read direction of the endorsement and return address must be the same as the read direction of the delivery address.

The color contrast between the endorsement and the mailpiece background must be kept at a reasonable degree. A brilliant colored background or reverse printing is not permitted.

A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the endorsement(s) is required. This 1/4-inch clear space is not required for an endorsement that is applied with a multiline optical character reader (MLOCR) inkjet and placed in the location directly below the postage area and any rate marking if the endorsement is clear and legible.



First Class Mail w/ACS:

First Class ACS option "Address Service Requested"

- Forwardable pieces:* During months 1 through 12 of the customer's move, the mailpiece is forwarded, and an electronic ACS notification of new address is provided.
- During months 13 through 18, the mailpiece is returned at no charge with new address attached, and a separate electronic ACS record of the new address is provided.
- After month 18, the mailpiece is returned at no charge with the reason for non-delivery attached, and a separate electronic ACS notice of reason for non-delivery.
- Undeliverable Mailpieces:* The mailpiece will be returned with reason for non-delivery attached; a separate electronic ACS notice with reason for non-delivery is provided.

First Class ACS option "Change Service Requested"

- Forwardable pieces:* During months 1 through 12 of the customer's move, the mailpiece is forwarded, and a separate ACS COA notification of the new address is provided.
- During months 13 through 18, the postal service disposes of the mailpiece and a separate ACS COA notification of the new address is provided.
- After month 18, the postal service disposes of the mailpiece and provides a separate ACS notification of reason for non-delivery.
- Undeliverable Mailpieces:* The post office disposes of the mailpiece and a separate notification for reason for non-delivery is provided."

Important: First Class Mail does not utilize an endorsement, and placing one on the mailpiece may result in unexpected results.

Please submit samples prior to mailing

Submit a sample of your barcoded mailpiece via a PDF file to customerservice@trackmymail.com.

Indicate the numerical value of the IMB you are printing, along with the ACS option being used.

[Please contact us at 888-444-9972, ext 1043.](tel:888-444-9972)

Update Pro™ Terms and Conditions (from order creation)

By agreeing to the terms and conditions for Update Pro services and related charges, you have read and agree to the following terms and conditions:

You will be bound to the following for this job/ mailing and any other jobs/mailings that have this option checked while logged into trackmymail.com with your UserID.

If you terminate this Agreement you must cancel this job before the first mail date and discontinue the use of any supplied Tracking ID's and/or information. By signing this agreement, you acknowledge that you are responsible for all charges associated with the USPS Address Correction Service for this job/ mailing (selected as part of the job creation process by the associated User ID), and give your approval that these charges will appear on your bill from trackmymail.com, and that such charges for this service will be the sole responsibility of your company.