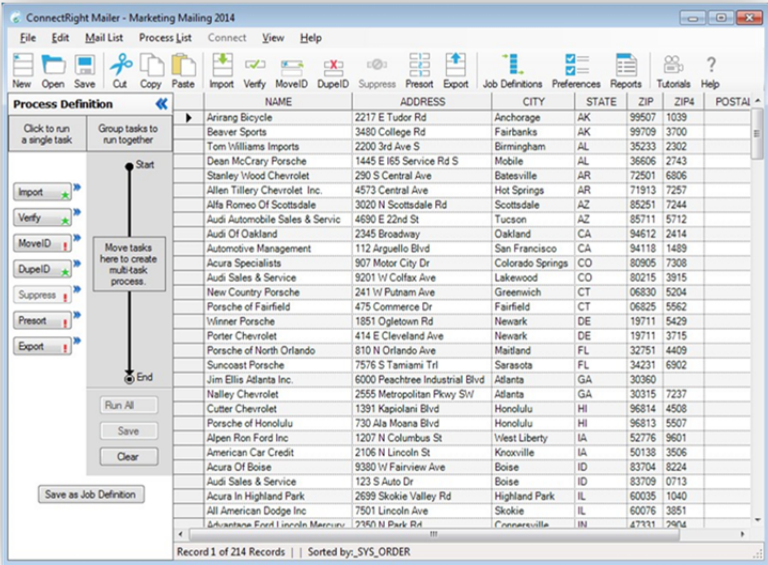
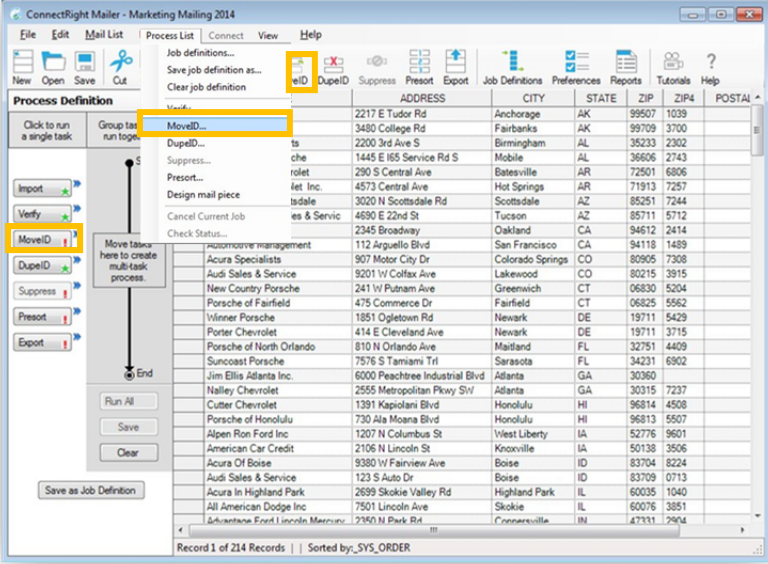


Objective: To compare and update addresses in your mailing list with information from the USPS NCOA directory.

	Comment	ACTION – DO THIS
1	<p>Move ID will allow you to compare the names and addresses in your mail list against the USPS National Change of Address (NCOA) directory, and update the records with the new address.</p>	
2	<p>Begin by selecting the MoveID option from one of the following locations:</p> <ul style="list-style-type: none"> • The Process Definition menu, • The MoveID icon on the tool bar, or • The MoveID option in the Process List menu 	

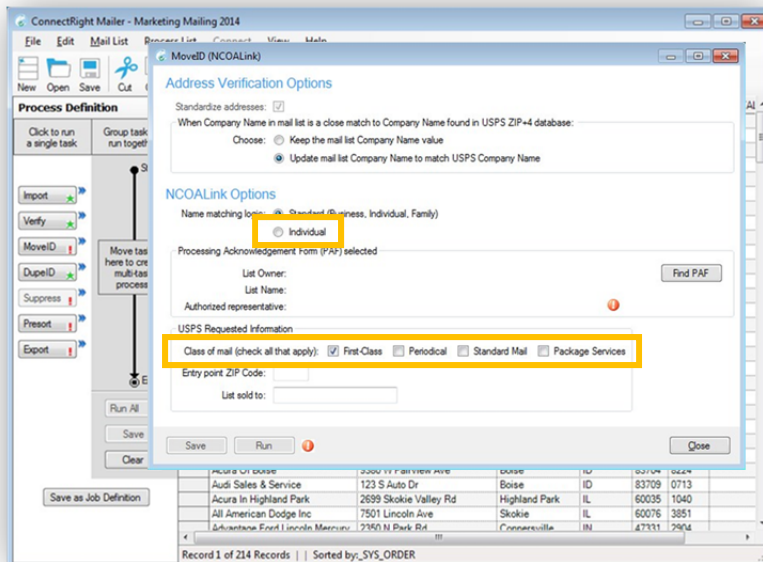
ConnectRight™ Mailer Processing Move Updates

3

The "MoveID NCOA^{Link}" box will appear and ConnectRight Mailer will automatically select the most common options.

If you want to change the name matching logic to individuals only, select "Individual".

You can also change the classes of mail by selecting the services you use.

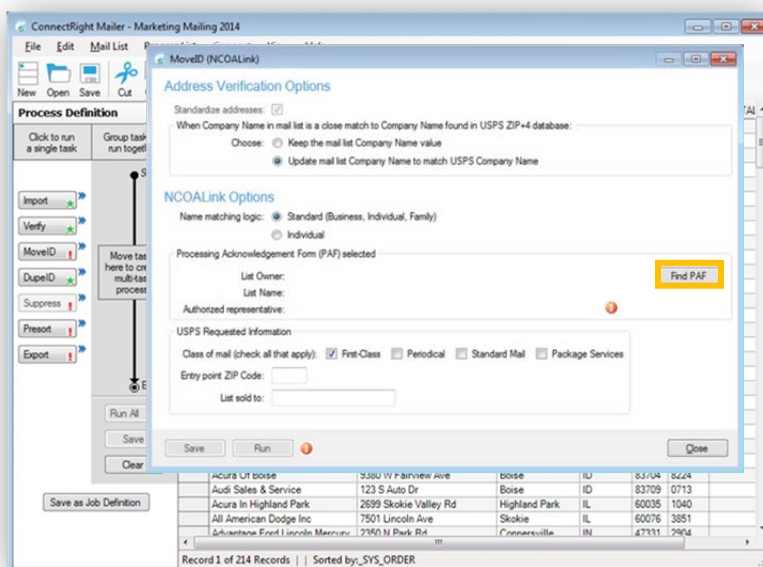


4

Before you can run the move update function on ConnectRight Mailer, you will need to submit a "Process Acknowledgement Form" or "PAF".

The USPS requires a PAF so they can comply with federal privacy regulations. When the USPS shares NCOA^{Link} information, they must be able to track access to that data.

Select "Find PAF".



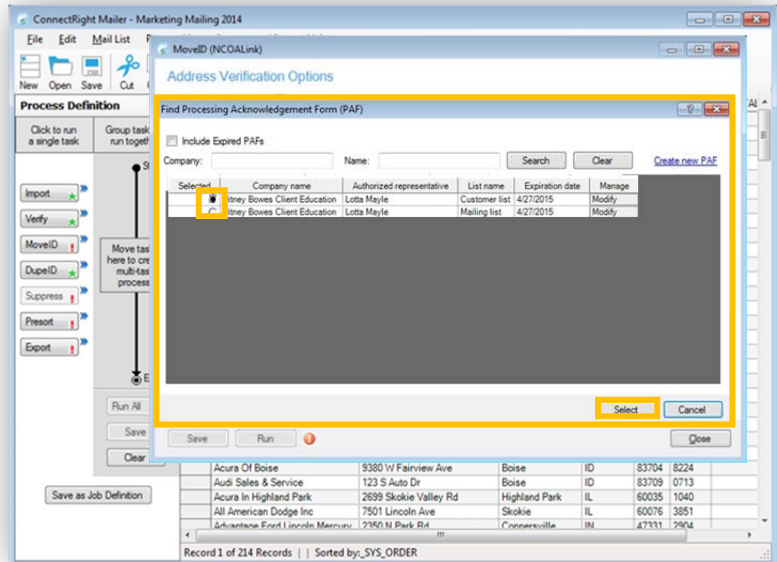
ConnectRight™ Mailer Processing Move Updates

If you do not have a PAF established, the PAF list will be blank.

Refer to the "**Process Acknowledgement**" module found on the ConnectRight Mailer support site to see detailed information on establishing a PAF.

- 5 If you have established one or more PAFs, they will be displayed in the "**Find Process Acknowledgement Form**" box.

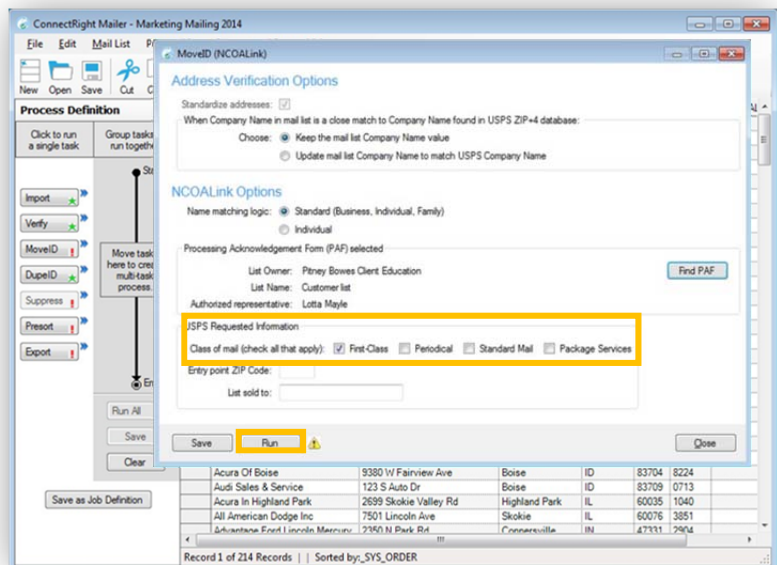
Click the radio button next to the PAF you would like to use for this mailing list then click "**Select**."



Select the mailing service you will be using to send out your items.

If the list will be used for several mailing services, select all that apply.

- 6 Select "**Run**" when you are ready to process the list.



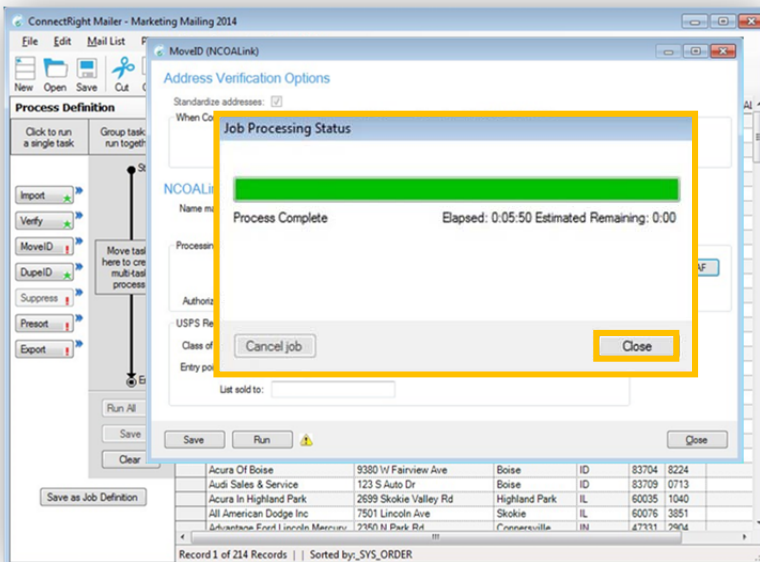
ConnectRight™ Mailer Processing Move Updates

7

A "Job Processing Status" window will appear and a progress bar will display letting you know the progress ConnectRight Mailer has made and the estimated time remaining to complete the move update process.

The Job Processing Status window will also indicate when the process is complete.

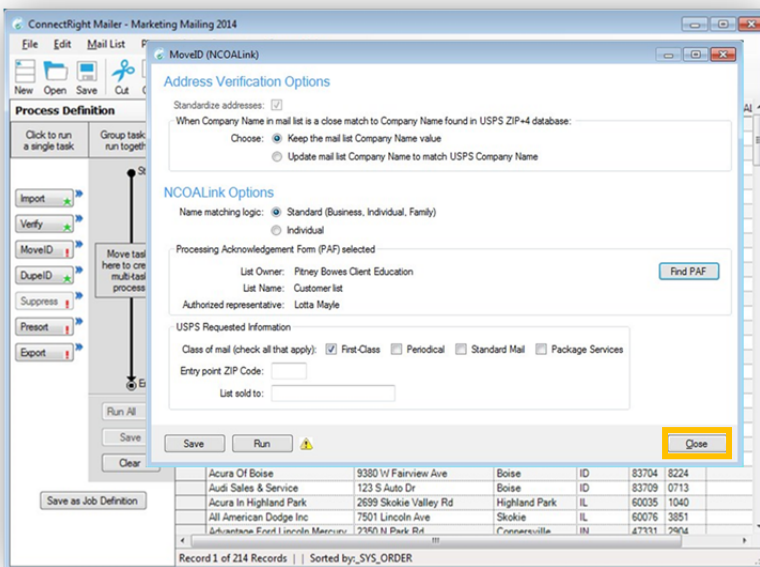
Select "Close" to continue



8

Your mail list has now been updated with any moves ConnectRight Mailer discovered.

Select "Close" to Exit the MoveID screen.

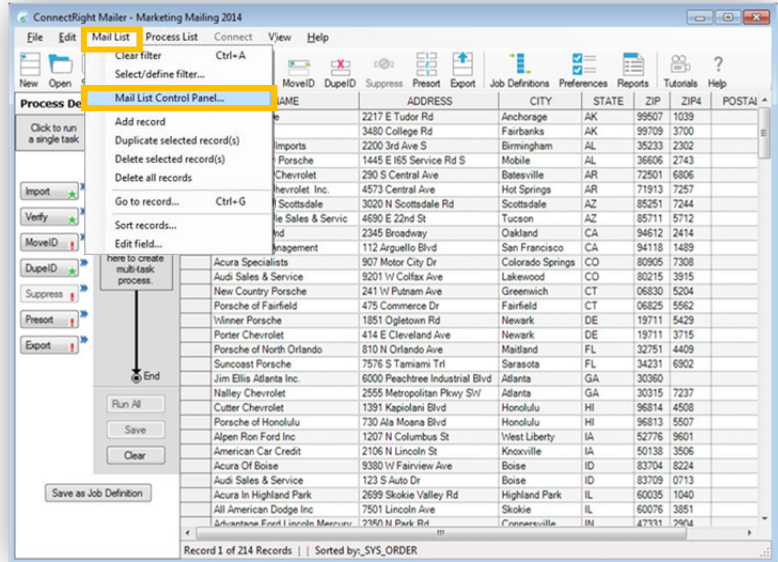


ConnectRight™ Mailer Processing Move Updates

If you want to see details about your list, such as the records that were updated or the type of move, you can modify your mail list to display that level of detail.

9 Begin by selecting the "Mail List" menu.

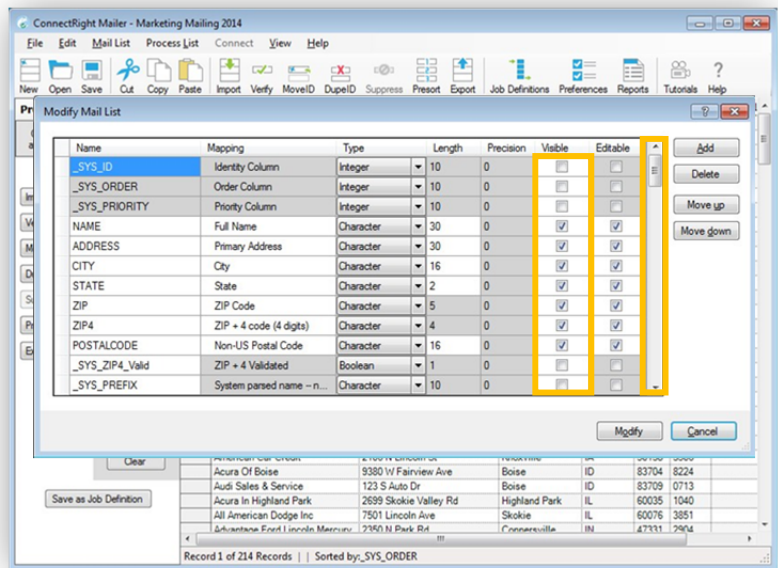
Then select "Mail List Control Panel."



A "Modify Mail List" window will appear.

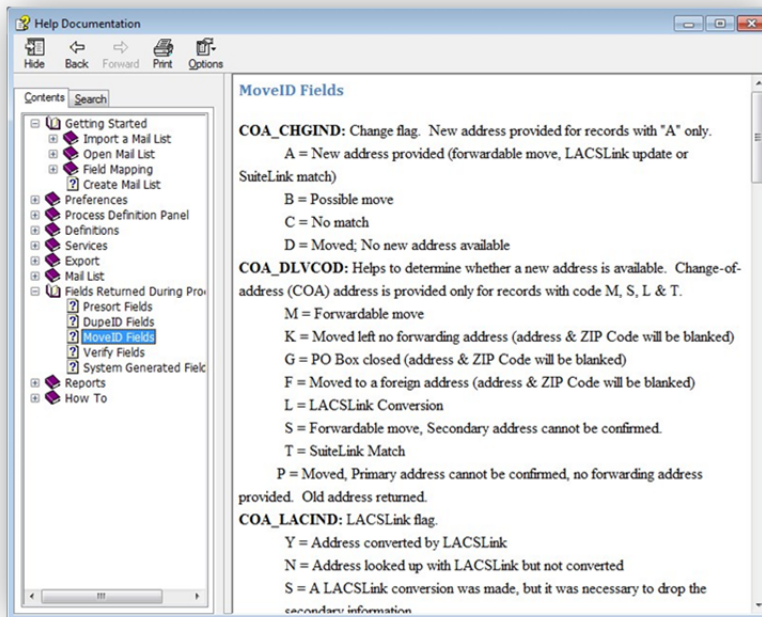
Fields with a check mark in the "Visible" column, such as "CITY" or "STATE", will display on your mail list.

10 Using the scroll bar, scroll down to see other fields that are available.



The information contained in the new columns is coded, and a complete list of those codes is contained in the help file.

13



NOTES: