<p style="color:red; text-align:center;">**LICENSING ANNOUNCEMENT**</p>
<p style="color:red; text-align:center;">**APRIL 25, 2019**</p>

REMINDER – NCOA^{Link}® CUSTOMER SERVICE LOGS UPLOAD

Primary Audience: All NCOA^{Link} Full and Limited Service Provider and End User Mailer Licensees

What:
As a reminder, all NCOA^{Link} monthly reports **must** be uploaded to
https://epfup.usps.gov/up/upload.html. Please use your existing Electronic Product Fulfillment (EPF) email address to upload the reports.

Monthly reports should not be sent via email to ncoastat@usps.gov.

The Reports sections in the NCOA^{Link} Software Performance Requirements (SPR) and Licensee Performance Requirements (LPR) listed below have been updated and posted to the PostalPro website to reflect this policy.

- **Developer SPR for Service Providers** – https://postalpro.usps.com/mnt/glusterfs/2019-04/Dev_SPR_Svc_Prov.pdf
- **Developer SPR for End User Mailers** – https://postalpro.usps.com/mnt/glusterfs/2019-04/Dev_SPR_EU.pdf
- **Full Service LPR** – https://postalpro.usps.com/NCOALINK_FSP_LPR
- **Limited Service LPR** – https://postalpro.usps.com/NCOALINK_LSP_LPR
- **End User Mailer LPR** – https://postalpro.usps.com/NCOALINK_EU_LPR

Additionally, the Reports section in the NCOA^{Link} Interface Distribution LPR was removed since monthly reporting for Distributor Licensees was discontinued in 2009. The updated document is located at: https://postalpro.usps.com/NCOALINK_DIST_LPR.

As a reminder, below are the naming convention guidelines for monthly reporting.

Reports should be compressed using a WinZip/PKZip compatible format with the following naming convention for each Platform ID.

- Example – XXXXMYY.zip
    - XXXX = Platform ID
    - MYY = Month Year (Alpha/Numeric)
        - Jan – Sept (1-9)
        - Oct – Dec (A-C)
        - Followed by the last two digits of the year of the report
    - zip = Extension

Customer Service Logs (CSLs) – Full and Limited Service Provider and End User Mailer Licensees
The correct naming convention is as follows:
- Example – CXXXXMYY.DAT
    - C = CSL
    - XXXX = Platform ID

- o MYY = Month Year (Alpha/Numeric)
  - Jan – Sept (1-9)
  - Oct – Dec (A-C)
  - Followed by the last two digits of the year of the report
- o DAT = Extension

Processing Acknowledgement Form (PAF) Log – Full and Limited Service Provider Licensees
The correct naming convention is as follows:
- Example – PXXXXMYY.DAT
  - o P = PAF
  - o XXXX = Platform ID
  - o MYY = Month Year (Alpha/Numeric)
    - Jan – Sept (1-9)
    - Oct – Dec (A-C)
    - Followed by the last two digits of the year of the report
  - o DAT = Extension

Broker Agent List Administrator (BALA) Log – Full and Limited Service Provider Licensees
The correct naming convention is as follows:
- Example – BXXXXMYY.DAT
  - o B = BALA
  - o XXXX = Platform ID
  - o MYY = Month Year (Alpha/Numeric)
    - Jan – Sept (1-9)
    - Oct – Dec (A-C)
    - Followed by the last two digits of the year of the report
  - o DAT = Extension

All alpha characters must be capitalized with the exception of the .zip in the zip file name, which should be lower case.

If you are having issues uploading your reports, please contact your NCOA^{Link} software vendor.

If you have any questions regarding this reminder notice, please submit them in writing to ncoalink@usps.gov.