

LACS^{Link}® Software Interface Distribution Certification Procedures

Attention Distributor Licensee Applicants: Applicant is prohibited from representing to third parties that USPS® has certified Applicant's software product until USPS issues a software certification notice and Software Interface Distribution License Agreement to Licensee as described in Step 2, below. Prior to receiving the software certification notice from USPS and executing a Software Interface Distribution License Agreement with USPS, Applicant may only represent that it has "applied" to receive software certification, and is prohibited from making any representations or warranties as to the availability of its software and/or the ability of its software to support the LACS^{Link} product.

The following material describes the process for an Applicant to qualify for a license to distribute LACS^{Link} software. Information for each step of the certification process is included.

Full requirements are set forth in the USPS LACS^{Link} License Agreements and related documents. In the event of a conflict between this document and the standard LACS^{Link} License Agreement, the terms of the LACS^{Link} Licensee Agreement prevail.

Applicant must submit all materials to USPS at the following address:

LACS^{Link} PRODUCT DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001
FAX: 650-577-5773

Step 1. Application and Self-Certification Statement Approval

The following documentation must be completed and submitted by Applicant and approved by the USPS:

- Application
- Confidentiality Statement
- Self-Certification Statement
- Key Personnel Listing
- Security Documentation

USPS will notify Applicant if it determines that Applicant has completed Step 1 to the satisfaction of USPS.

Step 2. Execution of License

Upon successful completion of Step 1 and issuance of a certification notice under the separate Software Developer License, USPS will forward a standard LACS^{Link} Software Interface Distribution License Agreement ("License Agreement") for signature. **The LACS^{Link} License Agreement must be signed by an officer who possesses the necessary legal authority to sign on behalf of the company, firm, or organization.** Upon receipt of the original signed standard LACS^{Link} Software Interface Distribution License Agreement, the USPS Contracting Officer's Representative will execute the

license agreement and a copy of the executed license agreement will be mailed to the LACS^{Link} Software Interface Distributor via Priority Mail. The license/data fee invoice (if applicable) will be mailed separately.

Payment must be received within ten (10) calendar days from receipt of the executed license agreement. Once payment is received USPS will list the Licensee as a Licensed LACS^{Link} Distributor and/or begin LACS^{Link} Production data distribution if applicable.

NOTE: Companies writing and/or who have written (authored) their own Address Matching Software; the LACS^{Link} Interface Distribution License Fee is waived.

The Software Interface to be distributed under the standard Software Interface Distribution License Agreement must be developed, certified and maintained by Applicant under a separate Software Interface Developer Agreement.

Step 1
LACSLink® Software Interface Distribution
Application

Please Print:

Company Name: _____
Company Address: _____
City: _____ State: _____ ZIP + 4: _____
North American Industry Classification System (NAICS): _____
Telephone No.: _____ Fax No.: _____
Contact Name: _____
Parent Company (if applicable): _____
E-mail Address: _____

Terms and Conditions of Application for License

1. Applicant understands and agrees that License is limited to distributing and marketing Interfaces as a component of Applicant's Products to users for their use with the LACSLink Product in the Field of Use in accordance with the License Agreement.
2. Prior to consideration for a LACSLink Software Interface Distribution license, Applicant must demonstrate its capability of software development, support and maintenance to the sole satisfaction of USPS. Applicant must submit the Self-Certification Statement, along with this Application to enable USPS to make this determination.
3. Applicant is not eligible to receive a LACSLink Software Interface Distribution license prior to USPS: (a) completing its acceptance testing of the software, (b) determining, in its sole discretion, that the testing is successful, and (3) certifying the Applicant's specific LACSLink software.
4. Applicant is prohibited from representing to third parties that USPS has certified Applicant's software until such time as Applicant receives a software certification notice from USPS. Prior to receiving the software certification notice from USPS, Applicant may only represent that it has "applied" to receive software certification, and is prohibited from making any representations or warranties as to the availability of its software and/or the ability of its software to support the LACSLink product.
5. USPS is not liable for any and all costs incurred by the Applicant, its affiliates, agents or employees for the submission of this Application and related materials, or the distribution or testing of Applicant's proposed LACSLink software.
6. Applicant is in good standing under all existing license agreements with USPS, if any, and has received no notice of warning, suspension or termination from USPS relating either to a current or expired USPS license agreement.
7. USPS may elect not to award Applicant a Software Interface Distribution license agreement in the event that USPS determines that Applicant has violated any of the terms and conditions set forth above.

I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to applying for or obtaining a USPS LACS^{Link} Software Interface Distribution License Agreement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization. The materials submitted to USPS are true and complete to the best of my knowledge and belief. I understand that submission of false, fictitious or fraudulent statements or representations may be grounds for USPS terminating or suspending any License Agreement and may be punishable by fine or imprisonment (US Code, Title 18, Section 1001.)

Applicant Name: _____

By: _____ (Signature)

Name (please print): _____

Title: _____

Date: _____

Step 1
LACS^{Link}[®] Software Interface Distribution
Confidentiality Statement

All material supplied in connection with the application for and use of LACS^{Link} Product contains trade secrets and/or confidential technical, commercial, or other information not generally available to the public. This document, and all other material provided in connection with LACS^{Link} technology and the data and information contained therein shall not be used, duplicated or disclosed to third parties, in whole or in part, for any purpose, without the prior express written consent of the United States Postal Service[®].

I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to using the LACS^{Link} Product. I, my company, and/or firm further agree to continue to abide by this Confidentiality Statement whether or not the USPS awards a LACS^{Link} License to me, my company, and/or firm. This Confidentiality Statement shall not be superseded by the award or entry into of a LACS^{Link} License or any other agreement with the United States Postal Service, unless such agreement specifically refers to this Confidentiality Statement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization.

Product Name: _____ LACS^{Link}[®] Product _____

Company Name (please print): _____

Name (please print): _____

Title: _____

Signature: _____ Date: _____

Please sign and return to:
LACS^{Link} LICENSING DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001
FAX: 650-577-5773

Step 1
LACSLink® Software Interface Distribution
Self-Certification Statements

The following provides clarification and specifics for Item 2 of the Application. This must be provided for evaluation along with the Application.

1. A narrative describing the nature of the applicant's business, with emphasis on its experience in software distribution, support and maintenance.
2. A description of how the applicant plans to utilize LACSLink technology as part of its business or service offering.
3. Key Personnel list (attached)
4. Please provide a narrative on how the LACSLink technology will be secure. A diagram and/or flowchart describing the specific measures may be provided. (Attach separate documents if necessary.)

After review of the provided information, the USPS will notify the applicant in writing of the acceptance or rejection of its license application.

Step 1
LACS^{Link}® Software Interface Distribution
Key Personnel

LICENSING CONTACT: (Primary contacts for licensing issues)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP + 4: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____

SITE CONTACT: (Primary contacts for operational issues)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP + 4: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____

FULFILLMENT CONTACT: (Primary contacts for fulfillment)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP + 4: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____

Step 1
LACS^{Link} Software Interface Distribution
Key Personnel

TECHNICAL CONTACT: (Primary contacts for technical issues)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP + 4: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____

MARKETING CONTACT: (Information to be posted on USPS PostalPro Website YES NO)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP + 4: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____
Company Web site: _____
Customer Service Email: _____
Customer Service Phone: _____

BILLING CONTACT: (Primary contacts for billing issues)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP + 4: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____

Step 2
LACSLink® Software Interface Distribution
Execution of License

Upon USPS determining that Developer has successfully completed Step 1 and USPS issuance of a software certification notice under separate License Agreement, USPS will forward an approval letter, a prorated fee chart and a standard LACSLink Software Interface Distribution License Agreement to Applicant. **The LACSLink License Agreement must be signed by an officer who possesses all necessary legal authority to sign on behalf of the company, firm, or organization.** The signed, original agreement and fee payment must then be returned to the USPS at the following address:

LACSLink LICENSING DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001
FAX: 650-577-5773

Upon USPS review and approval of the signed License Agreement and receipt of the license fee, USPS shall execute the License Agreement and return a copy to Applicant.