**Informed Visibility® Mail Tracking & Reporting (IV®-MTR)  
Scan Data Delegation Request**



# Purpose

This form allows users to request IV Solutions Center® assistance in setting up a data delegation for visibility of mail tracking (scan) data in the IV-MTR application.

# Overview

The IV-MTR application allows users to share and receive data with other organizations (Customer Registration IDs (CRIDs) and Mailer IDs (MIDs)) through a feature called *data delegation*. In data delegation:

* ***Delegators*** are the organizations (MID Owners) that share their data.
* ***Receivers*** are the organizations that receive the data (usually third-party service providers).
* Once a delegation is created, Receivers can run one-time queries and create data feeds with the Delegator’s data.
* Delegators can share their data with as many Receivers as they like.

For more in-depth information about Data Delegation, please see the [IV-MTR User Guide on PostalPro](https://postalpro.usps.com/informedvisibility/MTRUserGuide)™.

# Process

There are two steps to delegating data in IV-MTR:

1. Set up the delegation (requires approval of both Delegators and Receivers)
2. Add newly delegated data to existing queries and feeds or create new queries and feeds **(must be done manually by receivers** after delegation is approved. Instructions available in the [IV-MTR User Guide](https://postalpro.usps.com/informedvisibility/MTRUserGuide))

# Setup Options

The IV-MTR web application has a self-service area where users can set up data delegations without contacting the Postal Service™. However, if one or both organizations do not use the web application, the IV Solutions Center can assist with the delegation if the organizations do one of the following:

1. **Submit Request Email:** The Delegator or Receiver’s organization emails the IV Solutions Center ([InformedVisibility@usps.gov](mailto:InformedVisibility@usps.gov)) with the following:
   1. Clear indication that the Delegator organization is authorizing the IV Solutions Center to implement data delegation to the Receiver organization.
   2. Specific information about what data is to be delegated, including CRIDs/MIDs, mail object types, handling events, etc.
2. **Submit This Form:** The Delegator or Receiver’s organization completes this form, which requires a signature from an authorized representative of the Delegator organization.
   1. The completed form (preferably in PDF format) must be emailed to the IV Solutions Center ([InformedVisibility@usps.gov](mailto:InformedVisibility@usps.gov)).

Once the IV Solutions Center has processed the delegation request, a confirmation email will be sent. **The Receivers are responsible for updating their IV-MTR queries and data feeds with the new data.**

# Questions/Further Assistance

If you have any questions about this form or need further assistance, please contact the IV Solutions Center at 1-800-238-3150, Option 2, or [InformedVisibility@usps.gov](mailto:InformedVisibility@usps.gov).

*Form begins on next page.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Delegator Organization (MID Owner) (Delegate FROM):** | | | |  |
| **Customer Registration ID (CRID) (if known):** | | |  | |
| **Primary Contact Name:** | |  | | |
| **Address:** |  | | | |
|  |  | | | |
| **Phone:** |  | | | |
| **Email:** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receiver Organization (Delegate TO):** | | | |  |
| **CRID (if known):** | |  | | |
| **Primary Contact Name:** | | |  | |
| **Address:** |  | | | |
|  |  | | | |
| **Phone:** |  | | | |
| **Email:** |  | | | |

**Please delegate the following mail object types:**

All  Container  Handling Unit  Bundle  Piece

**Please delegate the following event types:**

***Note:*** *Not all event types are available for all mail object types.*

Actual Handling Event

Assumed Actual Handling Event

Assumed Logical Handling Event

Logical Handling Event

By default, the IV Solutions Center will delegate visibility of all data fields for the mail object(s) and event(s) selected. If you only want to share visibility of select data fields, please contact the IV Solutions Center.

**Please delegate all available IV-MTR data for the following CRIDs and/or MIDs:**

***Note:*** *Add rows or additional pages as needed. You may attach a spreadsheet.*

|  |  |
| --- | --- |
| **CRID** | **MID(s)** |
| Example: 20783992 | 901864159, 901872596 |
| Example: 20784068 | All MIDs |
|  |  |
|  |  |

The delegation is to be in effect from the Start Date until the End Date, as specified below:

|  |  |
| --- | --- |
| **Start Date** |  |
| **End Date** |  |

***Note:***

* *The Start Date cannot be prior to today’s date.*
* *You may leave the End Date blank. The End Date can be changed in the future if needed.*

The Receiving Company is authorized to receive mail tracking data for these CRIDs and/or MIDs as specified through IV-MTR until the Delegating Company withdraws authorization.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Print Name:** |  |
| **Title:** |  |
| **Company:** |  |