

## HOW TO FORMAT AN ADDRESS LIST FOR EAS PROCESSING USING MICROSOFT EXCEL

1. Import your address list into Excel.
  - Ensure you divide your data in columns when using the instructions in the Text Import Wizard. New vertical separator lines may be added, extra vertical lines deleted or existing lines may be moved to clearly place each address element into a separate field. After separating each address element into individual fields complete the Text Import Wizard.
2. Arrange your data in the format required for EAS processing.
  - All fields listed below must be included, even if you have no data to place in the field.
  - Fields must be in the sequence listed below.
  - Filler fields must be left blank.
3. Set the column width for each field. Column width for each column is included in the logical field length column below.
  - To set the column width right click at the top of the column and select column width and set the column width to the *Logical Length* of that field per the Electronic Address Sequencing Customer Input File Format below. Then click OK.
4. After the column width has been set for each field, save the file.
  - Select file, then save as, then save it as a Formatted Text (Space delimited)(\* .prn). **Do not save as a comma- or tab-delimited file.**
5. After the file has been successfully saved change the extension from .prn to .txt.
  - Right click on the file and select rename, then rename the file with a .txt extension.
6. The file is now ready to be zipped and sent for processing.

### ELECTRONIC ADDRESS SEQUENCE SERVICE CUSTOMER INPUT FILE FORMAT‡

FIELD REFERENCE NUMBERS	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU		CONTENT NOTES
1	FILLER	01	01	01	BLANK
2	ZIP CODE	05	02	06	
3	CARRIER ID	04	07	10	
4	FILLER	07	11	17	BLANK
5	PRIMARY NUMBER	10	18	27	
6	STREET PRE-DIRECTIONAL	02	28	29	
7	STREET NAME	28	30	57	
8	STREET SUFFIX	04	58	61	
9	STREET POST-DIRECTIONAL	02	62	63	
10	SECONDARY UNIT DESIGNATORS	04	64	67	
11	SECONDARY UNIT NUMBER	08	68	75	
12	FILLER	14	76	89	BLANK
13	URBANIZATION LOCALE KEY†	06	90	95	
14	FILLER	06	96	101	BLANK
15	CUSTOMER KEY *	05	102	106	

‡ This file must end in a .txt extension

† Puerto Rico only

\* This position can be used to contain any alpha or numeric characters you wish to assign to identify the address record. It may also be left blank.