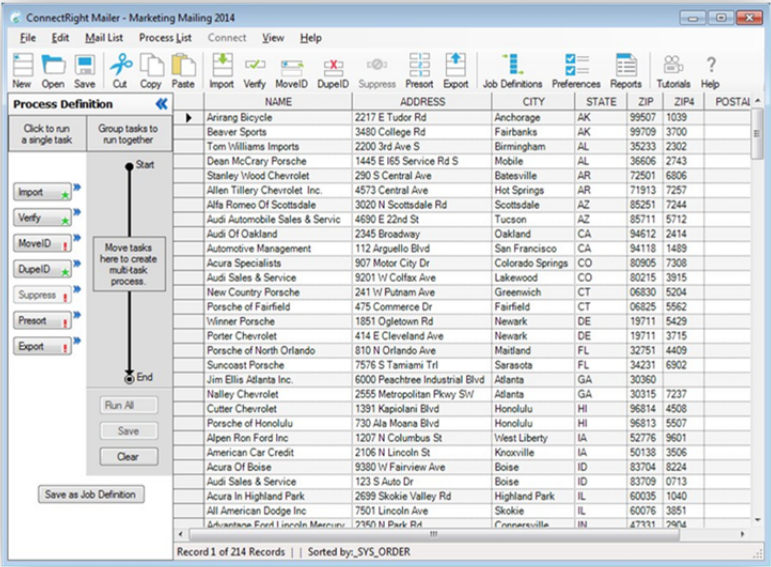
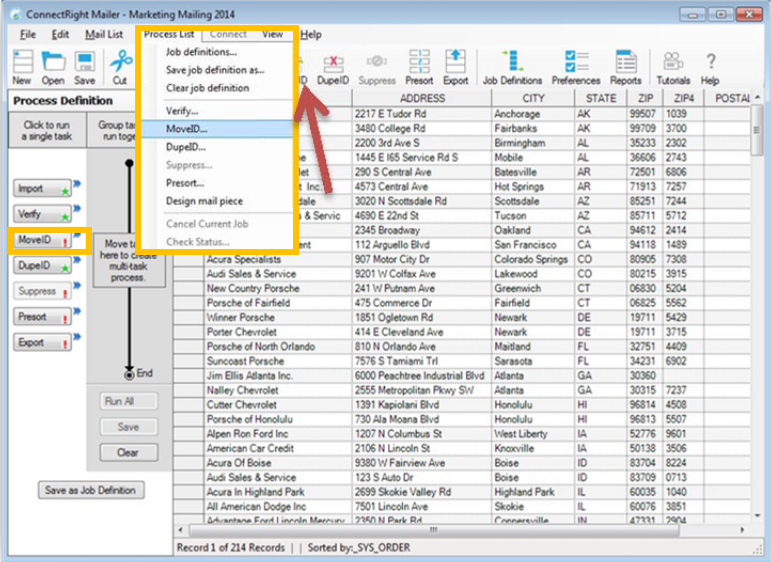


**Objective:** To register/renew an existing PAF for use with ConnectRight Mailer.

	Comment	ACTION – DO THIS
1	<p>Before you can run the move update function on ConnectRight Mailer, you will need to submit a "Process Acknowledgement Form" or "PAF".</p> <p>The USPS requires a PAF so that they can comply with federal privacy regulations. When the USPS shares NCOALink information, they must be able to track access to that data.</p>	
2	<p>Begin by selecting the <b>MoveID</b> option from one of the following locations:</p> <ul style="list-style-type: none"> <li>• The <b>Process Definition</b> menu,</li> <li>• The <b>MoveID</b> icon on the tool bar, or</li> <li>• The <b>MoveID</b> option in the <b>Process List</b> menu</li> </ul>	

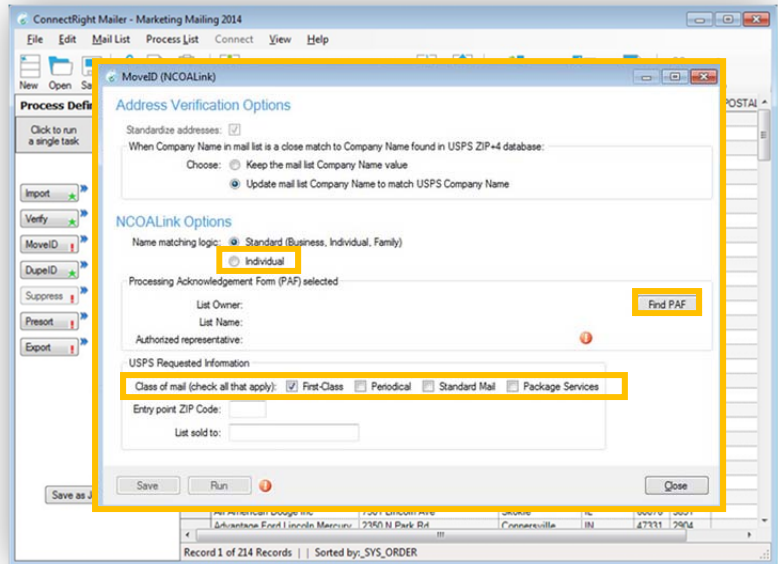
## ConnectRight™ Mailer Process Acknowledgement Form

ConnectRight Mailer will automatically select the most common options.

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

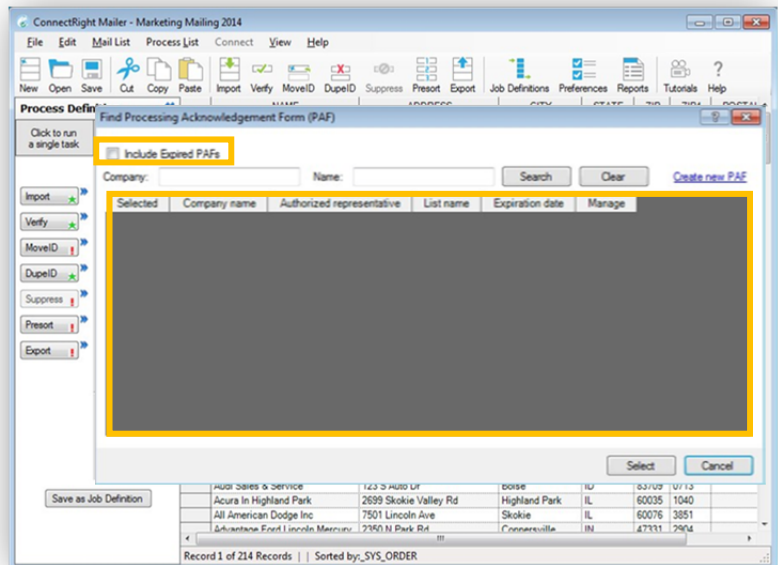
3 You can also change the classes of mail by selecting the services you use.

Next, Select **"Find PAF"**



When you first access the Find PAF screen, your existing PAF may not be listed. Click **"Include Expired PAFs"** to show all PAFs associated with your account.

4

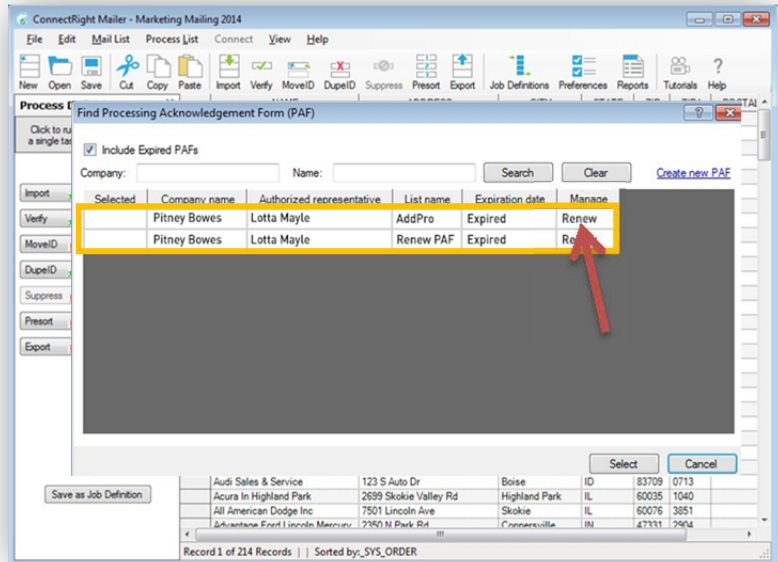


## ConnectRight™ Mailer Process Acknowledgement Form

5

The search results will display PAFs that are associated with your account and ready for renewal.

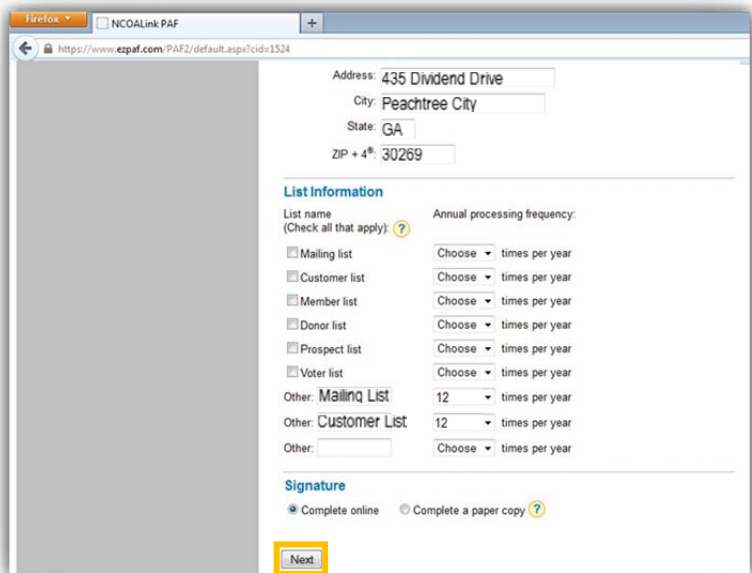
Click "Renew" on an existing PAF to start the renewal process.



6

Verify the information that is pre-populated on the Processing Acknowledgement Form and correct as necessary.

Click **Next** when you are ready to complete the renewal process.



## ConnectRight™ Mailer Process Acknowledgement Form

You will be prompted to confirm the details before processing the PAF renewal.

If any information needs editing, select "**Back.**"

If all information is correct, select "**Confirm.**"

7

ezPAF™ easy and secure NCOALink® Processing Acknowledgement Form

**What is a PAF?**  
The USPS requires the PAF so they can comply with federal privacy regulations. When the USPS shares NCOALink information, they must be able to track access to that data.

- [Instructions](#)
- [Guide to PAFs](#)

**Support**  
For support contact:  
support@ezPAF.com

**Please confirm details**

**List Owner**  
Company Name: Pitney Bowes  
Address: 435 Dividend Dr Ste C  
Peachtree City GA 30269-1955  
Telephone: 770-555-1515 Email Address: lotta.mayle@pb.com  
NAICS: 561499 USPS® Mailer ID:  
Parent Company Name:  
Marketing or "DBA" Company Name or Primary Affiliate Company Name:  
Website:  
Name: Lotta Mayle Title: Administrative Director

**Lists**  
List Name: Frequency:  
Mailing list 12  
Customer list 12

After you confirm the details, an email will be sent to you containing a link to the signature page.

< Back Confirm

A final screen will display letting you know an e-mail will be sent to you. The e-mail may take a few minutes to reach your 'in box.'

8

ezPAF™ easy and secure NCOALink® Processing Acknowledgement Form

**What is a PAF?**  
The USPS requires the PAF so they can comply with federal privacy regulations. When the USPS shares NCOALink information, they must be able to track access to that data.

- [Instructions](#)
- [Guide to PAFs](#)

**Support**  
For support contact:  
support@ezPAF.com

**You're almost done...**

- You will be receiving an email shortly from: "PAF Support <support@ezPAF.com>"
- Please click on the link contained in the email
- Electronically sign the PAF

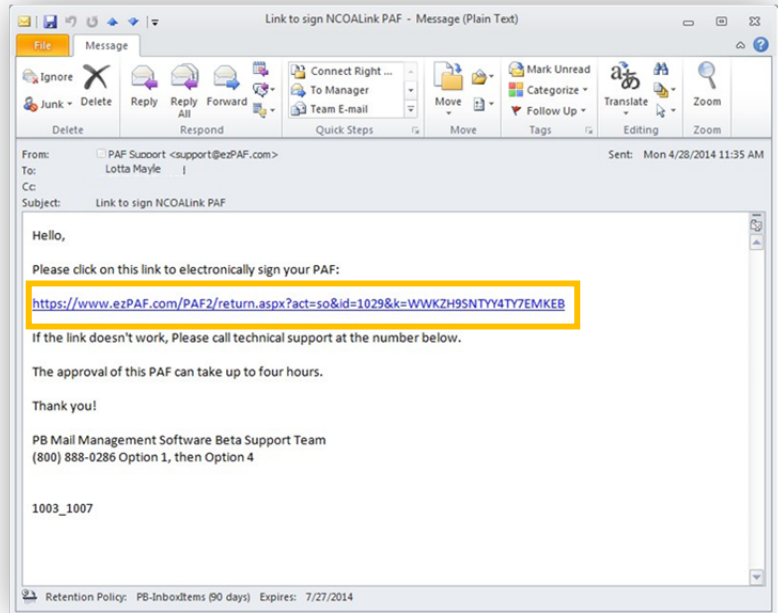
This window may be closed at any time.

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## ConnectRight™ Mailer Process Acknowledgement Form

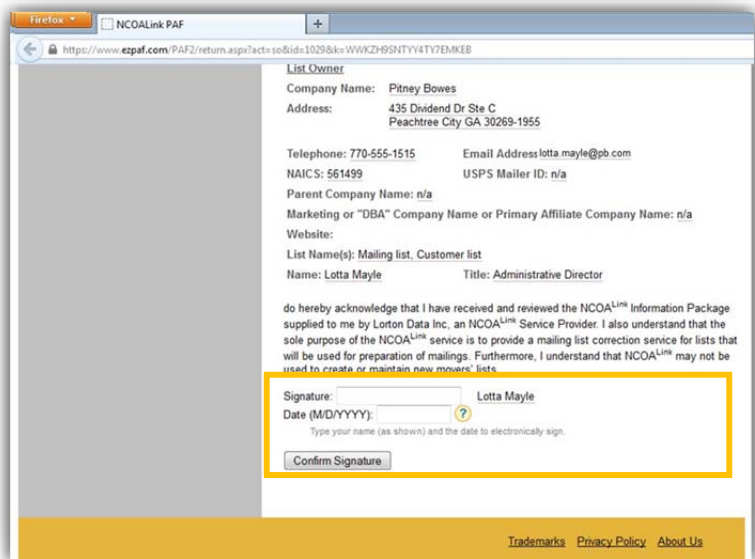
When you receive the e-mail from 'PAF Support,' select the link to electronically sign your PAF.

9



Scroll to the bottom of the Electronic Signature page to confirm your signature.

10





## ConnectRight™ Mailer Process Acknowledgement Form

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You can review your information again and electronically 'sign' the PAF.

Enter the name that appears next to the signature box.

Then select/enter the current date.

Select "**Confirm Signature**" to complete the process.

The screenshot shows a web browser window with the URL <https://www.ezpa.com/PAF2/return.aspx?act=so&id=1029&k=WWKZH5NTY4TY7EMKEB>. The page title is "NCOALink PAF". The form displays the following information:

- List Owner**
- Company Name: Pitney Bowes
- Address: 435 Dividend Dr Ste C, Peachtree City GA 30269-1955
- Telephone: 770-555-1515 | Email Address: lotta.mayle@pb.com
- NAICS: 561499 | USPS Mailer ID: n/a
- Parent Company Name: n/a
- Marketing or "DBA" Company Name or Primary Affiliate Company Name: n/a
- Website:
- List Name(s): Mailing list, Customer list
- Name: Lotta Mayle | Title: Administrative Director

Below the information is a paragraph of acknowledgment text. At the bottom, there is a signature box with the text "Signature: Lotta Mayle" and "Date (MM/YYYY): 04/28/2014". A "Confirm Signature" button is located below the date field.

12

The web site will display an acknowledgement that your signature has been received.

Once your PAF has been approved, you will receive a confirmation e-mail and you may begin processing your mailings for move updates!

The screenshot shows the same web browser window as above, but the page content has changed. The header now includes the "ezPAF™" logo and the text "easy and secure Processing Acknowledgement Form". The main content area is titled "Electronic Signature Confirmation" and contains the following text:

- Thank you, your signature has been received.
- Once your PAF has been reviewed and approved you will receive a confirmation email.
- This window may be closed at any time.

At the bottom right, there are links for "Trademarks", "Privacy Policy", and "About Us".

NOTES: