

# **Electronic Product Fulfillment**

## **User Guide**

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## INTRODUCTION

Electronic Product Fulfillment (EPF) application is designed to provide subscription products to customers efficiently. Products are posted to a secure site where customers can simply download their product files based on product subscription.

Customers must first request access to the application. After application is approved and the account is established, e-mail notifications will be sent identifying subscription products are ready for download. Click the EPF link provided in the e-mail notification to access and log into the website to begin downloading files. Downloading most files takes only seconds to complete.

Minimum access requirements include Internet Access and Microsoft Internet Explorer Version 8.x.

## REQUESTING ACCESS

To begin using the EPF website, complete and submit the *Electronic Product Fulfillment Web Access Request Form* to setup access on the EPF website.

1. Go to the EPF web page at <https://epf.usps.gov>
2. Click the Electronic Product Fulfillment Web Access Request Form link located in the *Important Information* section.
3. Print and complete the form.
4. Mail or fax completed form using the information at the bottom of the form.

Once access is approved and the customer has been notified, customers will use their e-mail address to reset their password prior to logging into the application. Customers will also begin receiving e-mails as products are posted to the website and ready for download.

## RESET PASSWORD

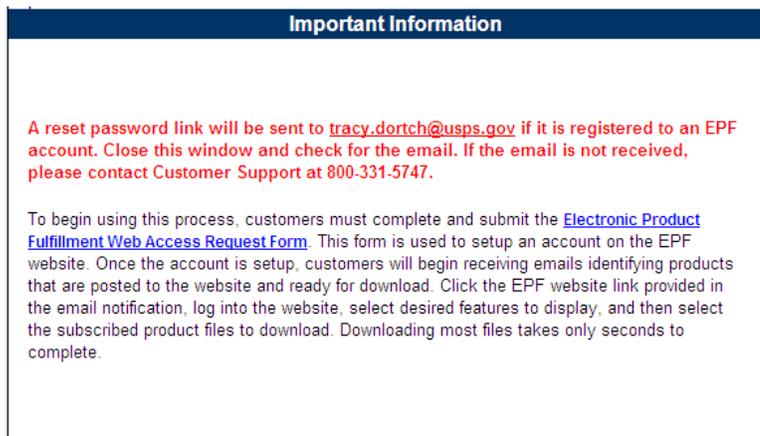
Use the Reset Password feature to reset your EPF password at any time.

**Important:** *It is highly recommended that each user reset their password after initial account setup and prior to entering the website.*



The screenshot shows a web form titled "Reset Password". It contains an "Email:" label followed by a text input field. Below the input field is a button labeled "Reset Password".

1. In the Reset Password section, located on the landing screen, enter your e-mail address and then click the **Rest Password** button.



The screenshot shows a banner with a dark blue header containing the text "Important Information". The main content area has a white background with red text and blue hyperlinks. The text reads: "A reset password link will be sent to [tracy.dortch@usps.gov](mailto:tracy.dortch@usps.gov) if it is registered to an EPF account. Close this window and check for the email. If the email is not received, please contact Customer Support at 800-331-5747." Below this, in smaller black text, it says: "To begin using this process, customers must complete and submit the [Electronic Product Fulfillment Web Access Request Form](#). This form is used to setup an account on the EPF website. Once the account is setup, customers will begin receiving emails identifying products that are posted to the website and ready for download. Click the EPF website link provided in the email notification, log into the website, select desired features to display, and then select the subscribed product files to download. Downloading most files takes only seconds to complete."

A message appears under the banner heading with steps to take to further complete this process.

2. Close the EPF application window.
3. Navigate to your e-mail inbox.
4. Open the e-mail containing the subject line of "Electronic Product Fulfillment Password Reset" and follow the instructions provided.
5. Click the link in the body of the e-mail.

**Reset Password for Electronic Product Fulfillment**

**Your password strength must meet these minimum requirements:**

1. It must be at least 8 characters
2. It cannot be the same as your current password
3. It cannot contain your email address
4. It must contain 3 out of the following 4 criteria:
  - o English uppercase letter [A-Z]
  - o English lowercase letter [a-z]
  - o Numeral [0-9]
  - o Non alphabetic character ( !@#\$%^&\* )

Email Address:

Password:

Confirm Password:

EPF password reset screen opens.

6. Enter the required information (*e-mail address may appear pre-populated*).
7. Click the **Reset Password** button.

**Important Information**

**Password successfully changed! Please login with your new password.**

To begin using this process, customers must complete and submit the [Electronic Product Fulfillment Web Access Request Form](#). This form is used to setup an account on the EPF website. Once the account is setup, customers will begin receiving emails identifying products that are posted to the website and ready for download. Click the EPF website link provided in the email notification, log into the website, select desired features to display, and then select the subscribed product files to download. Downloading most files takes only seconds to complete.

User is returned to the login screen.

Verify message appears under the banner heading confirming password reset was successful.

8. Log in using your e-mail address and new password.

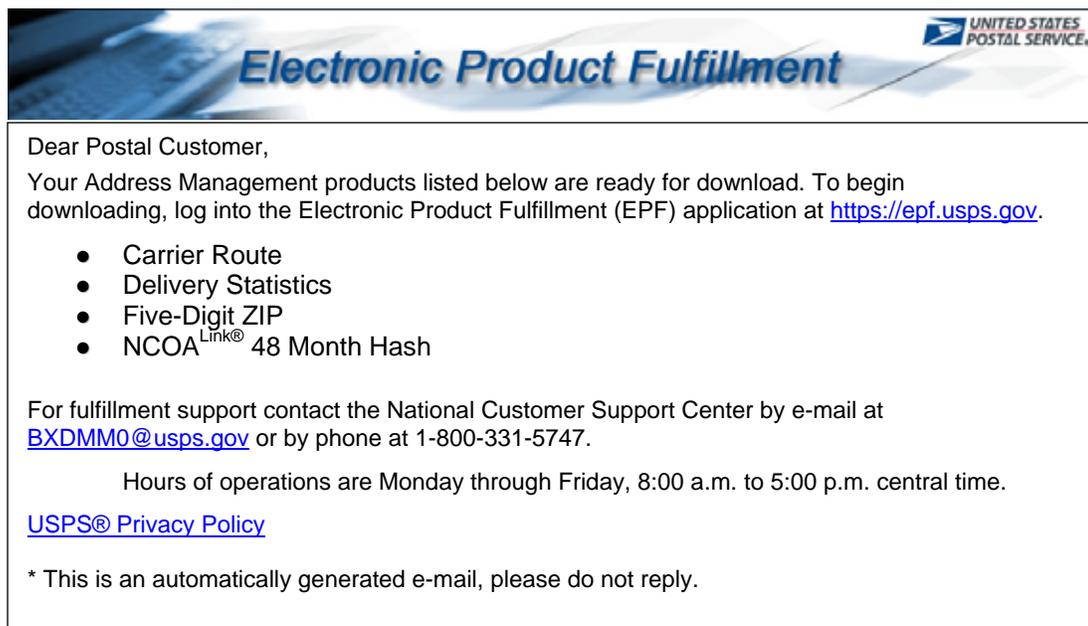
## ACCESSING PRODUCT FILES

After initial account setup, users must access the site and reset their password prior to entering the site.

When product files are ready for download, an e-mail notification will be sent to the customer containing a link to the EPF website and a list of the products ready for download.

### Sample E-mail:

From: USPS Address Management [mailto:bxdtmm0@usps.gov]  
Sent: Tuesday, June 1, 2010 8:00 AM  
Subject: Electronic Product Fulfillment Notification



To begin downloading files:

1. Click the EPF website link provided in the e-mail notification or go to <https://efp.usps.gov>.

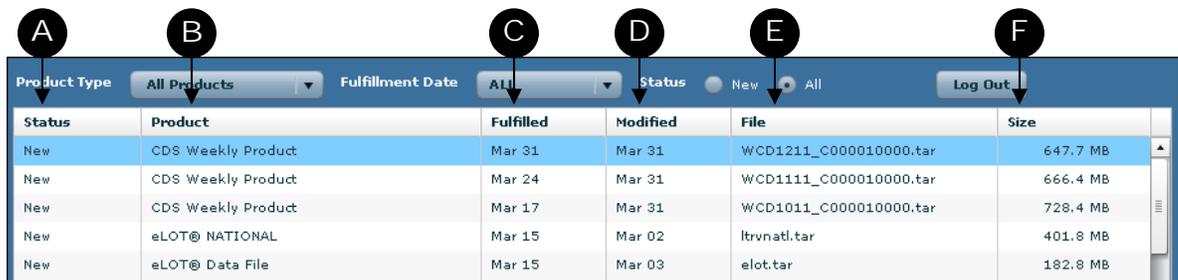
The image shows a screenshot of the "Application Access" login form. The form has a dark blue header with the text "Application Access" in white. Below the header, the word "Login" is centered. There are two input fields: "Email:" and "Password:". Below the "Password:" field is a button labeled "Enter Application".

2. If this is your first time logging into EPF, you must reset your password prior to entering the application; otherwise, proceed with login using your e-mail address and password.



Interface refreshed to display new products based on user subscription. Use the drop-down options to filter the products displayed.

|          |                         |  |
|----------|-------------------------|--|
| <b>A</b> | <b>Product Type</b>     | Product types are displayed based on user subscription(s)  |
| <b>B</b> | <b>Fulfillment Date</b> | Date product was fulfilled   |
| <b>C</b> | <b>Status</b>           | New-Product files that have not been downloaded<br>All is the default button-All product files regardless of download status |
| <b>D</b> | <b>Log Out</b>          | Exit the website   |



The below attributes are displayed for each product listed. Clicking the column headings will sort the products in ascending/descending order based on the selected column heading.

|          |                  |   |
|----------|------------------|---|
| <b>A</b> | <b>Status</b>    | Product download status.<br>New = product files that have not been downloaded<br>Downloaded = product files that have been downloaded |
| <b>B</b> | <b>Product</b>   | Subscription product name   |
| <b>C</b> | <b>Fulfilled</b> | Scheduled product fulfillment date  |
| <b>D</b> | <b>Modified</b>  | Date product modified and posted for download   |
| <b>E</b> | <b>File</b>      | Name of the downloadable tar file containing the product file   |
| <b>F</b> | <b>Size</b>      | Product file size ( <i>important for downloading</i> )  |

**Note:** The Modified date reflects the date the product was prepared for the release. This date can change between release (fulfillment) cycles should a product require editing or updating before the next release.

- Double click a product name to begin the download process.

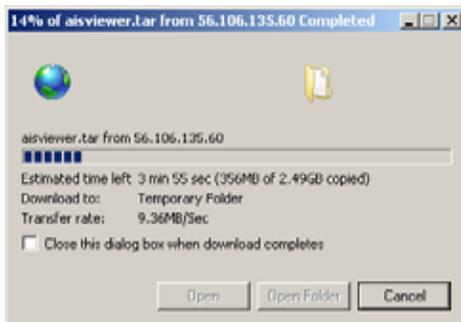
**NOTE:** Because there are multiple files associated with each product, selecting **Save** is highly recommended.



**NOTE:** If a WinZIP window appears when the product is selected to download, this indicates the “Always ask before opening this type of file” check box is not checked in the file download box. When this happens, click the Extract button in the WinZIP window to save the files to your hard drive (see step 5).

- Click **Save** to save the ZIP file to your hard drive. **This step is highly recommended.**

**Note:** **Saving is highly recommended** for customer’s archiving purposes. EPF will display two versions (current and previous) of each product.

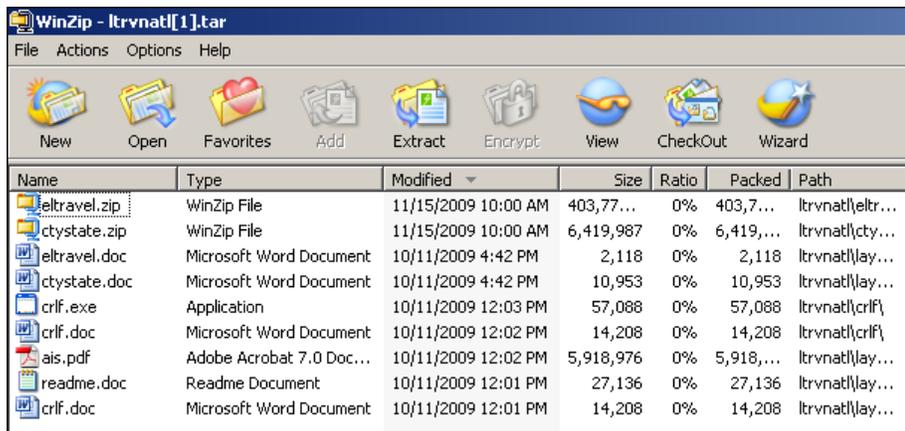


The download dialog box appears showing the progression of the file being saved.

| Status     | Product         | Fulfilled | Modified | File            | Size     |
|------------|-----------------|-----------|----------|-----------------|----------|
| New        | eLOT@ NATIONAL  | Mar 15    | Mar 02   | ltrvnatl.tar    | 401.8 MB |
| Downloaded | eLOT@ Data File | Mar 15    | Mar 03   | elot.tar        | 182.8 MB |
| New        | eLOT@ BY STATE  | Mar 15    | Mar 02   | ltrvbyst.tar    | 402.9 MB |
| New        | ZIPMOVE         | Mar 15    | Mar 02   | zipmovenatl.tar | 6.0 MB   |
| New        | ZIP+4@ NATIONAL | Mar 15    | Mar 02   | zip4natl.tar    | 670.6 MB |

Status for the selected file changes to “Downloaded”.

- Navigate to the location where the file was saved. Open the .tar (WinZIP) file.



The WinZIP window opens displaying all files associated with the downloaded file. These files are ready to be extracted to the user's preferred location.

At this point user should resume their personal processing steps as conducted when CD/DVD media was the source for obtaining product files.

Available files (*new and downloaded*) will remain within the EPF interface for approximately 10 weeks and can be re-downloaded at any time; however, saving is highly recommended.

## ADDITIONAL INFORMATION

Electronic Product Fulfillment v2.04.2  
[Contact](#) | [User Guide](#) | [Additional Products and Services](#) | [USPS Privacy Policy](#)

|   |  |
|---|--|
| <b>Contact</b>                          | Contact information for AIS products, Product Licensing and EPF website. |
| <b>User Guide</b>                       | Instructions for utilizing the EPF application                           |
| <b>Additional Products and Services</b> | Additional Address Quality products and services available               |
| <b>USPS Privacy Policy</b>              | View USPS Privacy Policy   |