

Electronic Product Fulfillment

User Guide

June 2025

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INTRODUCTION

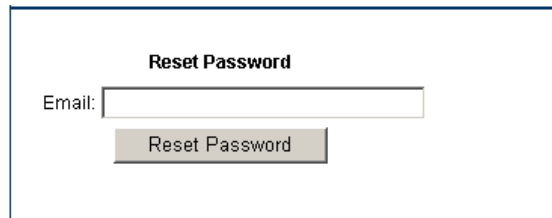
The Electronic Product Fulfillment (EPF) application is designed to provide subscription products to customers efficiently. Products are posted to a secure site where customers can simply download their product files based on product subscription.

Customers must first request access to the application. After the application is approved and the account is established, e-mail notifications will be sent identifying subscription products that 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. Minimum access requirements include Internet Access and the latest version of your browser.

RESET PASSWRD

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.

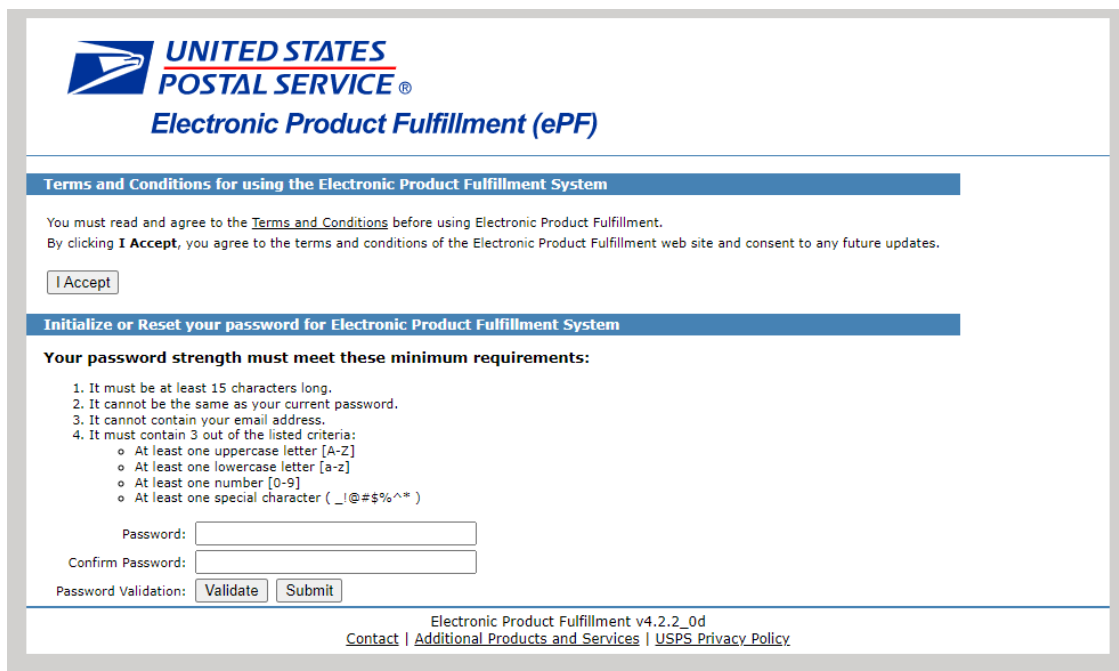


The image shows a 'Reset Password' form. It has a title 'Reset Password' at the top. Below the title is a label 'Email:' followed by a text input field. Below the input field is a button labeled 'Reset Password'.

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

A message appears in red text under the Important Information section with instructions for completing the process.

2. Navigate to your e-mail inbox.
3. Open the e-mail containing the subject line of "Electronic Product Fulfillment Password Reset" and follow the instructions provided.
4. Click the link in the body of the e-mail to open the password reset page.



The image shows the 'Electronic Product Fulfillment (ePF)' password reset page. At the top is the United States Postal Service logo and the text 'Electronic Product Fulfillment (ePF)'. Below this is a section titled 'Terms and Conditions for using the Electronic Product Fulfillment System'. It contains text stating that users must read and agree to the terms and conditions before using the system, and that clicking 'I Accept' agrees to the terms and conditions. Below this is a button labeled 'I Accept'. The next section is titled 'Initialize or Reset your password for Electronic Product Fulfillment System'. It contains text stating that the password strength must meet minimum requirements. The requirements are listed as follows:

- 1. It must be at least 15 characters long.
- 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 listed criteria:
 - o At least one uppercase letter [A-Z]
 - o At least one lowercase letter [a-z]
 - o At least one number [0-9]
 - o At least one special character (_ ! @ # \$ % ^ *)

Below the requirements are two text input fields: 'Password:' and 'Confirm Password:'. Below these fields are two buttons: 'Validate' and 'Submit'.

At the bottom of the page, there is a footer with the text 'Electronic Product Fulfillment v4.2.2_0d' and links for 'Contact', 'Additional Products and Services', and 'USPS Privacy Policy'.

5. Click the Terms and Conditions link to open and review the Terms and Conditions. You must complete this step before moving to the next step.
6. After reviewing the Terms and Conditions, click the **I Accept** button.
7. Create your password, following the instructions as noted. Click the **Validate** button to confirm the password meets the minimum security requirements.

8. If there are no errors, click the **Submit** button to return to the Login page.


**UNITED STATES
POSTAL SERVICE®**
Electronic Product Fulfillment (ePF)

Welcome to Electronic Product Fulfillment

Electronic Product Fulfillment (EPF) is designed to provide subscription products to customers efficiently. As products become available, based on frequency (weekly, monthly, annually), they are posted to this secure site where customers can simply download the subscribed product files.

WARNING! FOR OFFICIAL USE ONLY

This is a U. S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with US Postal Service policies and these terms.

| Important Information | Application Access |
|--|---|
| <p>Password successfully reset.</p> <p>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.</p> | <div style="text-align: center; margin-bottom: 20px;"> Login </div> <div style="margin-bottom: 10px;"> Email: <input style="width: 100%;" type="text"/> </div> <div style="margin-bottom: 10px;"> Password: <input style="width: 100%;" type="password"/> </div> <div style="text-align: center; margin-bottom: 20px;"> <input type="button" value="Enter Application"/> </div> <div style="text-align: center;"> Reset Password </div> <div style="margin-bottom: 10px;"> Email: <input style="width: 100%;" type="text"/> </div> <div style="text-align: center;"> <input type="button" value="Reset Password"/> </div> |

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Electronic Product Fulfillment v4.2.2_0d
[Contact](#) | [Additional Products and Services](#) | [USPS Privacy Policy](#)

Verify that the 'Password successfully reset' message appears in red in the Important Information section.

9. Login using your e-mail address and new password.

USER ROLES

User roles are determined through a user's subscription in EPF. Users will either have download role, upload role, or both. The download role allows users to access the files of products they are subscribed to. The upload role allows users to upload files onto EPF.

After logging into EPF, users will be sent to the File Download Manager page. A toolbar is available on the lefthand side for navigating each section. The contents of this page will vary depending on the role a user has.

UNITED STATES POSTAL SERVICE®
Electronic Product Fulfillment (ePF)

User: chairunisa.anaya@usps.gov [Log Out](#)

File Download Manager

File Status: New All Product Type: ALL Products Fulfillment Date: ALL Dates

| Status | Product Description | Fulfilled ↓ | Modified | File Name | File Size |
|--------|------------------------|-------------|------------|--------------------------|-----------|
| New | CARRIER ROUTE NATIONAL | 2025-05-15 | 2025-04-14 | crisnatl.tar | 141.5 MB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_501952_25506.ZIP | 3.2 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_419700_25506.ZIP | 4.6 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_417600_25506.ZIP | 14.4 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_416400_25506.ZIP | 8.3 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_380030_25506.ZIP | 3.8 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_351331_25506.ZIP | 5.5 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_303025_25506.ZIP | 2.6 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_281260_25506.ZIP | 42.5 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_201346_25506.ZIP | 32.1 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_200710_25506.ZIP | 54.3 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_200593_25506.ZIP | 1.5 MB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_200528_25506.ZIP | 8.0 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_101452_25506.ZIP | 14.7 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_502139_25506.ZIP | 2.5 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_500390_25506.ZIP | 3.1 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_501483_25506.ZIP | 2.5 KB |
| New | ACS Product | 2025-05-05 | 2025-05-05 | P200710_101452_25505.ZIP | 11.6 KB |

Users with download-only access will be able to view their products and the links in the toolbar displayed above *except* for the Upload Manager. Users with upload-only access will be able to view both the File Download Manager and Upload Manager, however the File Download Manager will have no files available for download. Users with upload and download access will be able to view and navigate both the File Download Manager and Upload Manager.

TOOLBAR LINKS



Electronic Product Fulfillment (ePF)

User: chairunisa.anaya@usps.gov Log Out

File Download Manager

File Status: New ☒ All ☐ Product Type: ALL Products Fulfillment Date: ALL Dates

| Status | Product Description | Fulfilled ↓ | Modified | File Name | File Size |
|--------|------------------------|-------------|------------|--------------------------|-----------|
| New | CARRIER ROUTE NATIONAL | 2025-05-15 | 2025-04-14 | crisnatl.tar | 141.5 MB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_501952_25506.ZIP | 3.2 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_419700_25506.ZIP | 4.6 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_417600_25506.ZIP | 14.4 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_416400_25506.ZIP | 8.3 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_380030_25506.ZIP | 3.8 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_351331_25506.ZIP | 5.5 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_303025_25506.ZIP | 2.6 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_281260_25506.ZIP | 42.5 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_201346_25506.ZIP | 32.1 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_200710_25506.ZIP | 54.3 KB |

File Download Manager
Upload Manager
ACS Download Manager
REST API Reference
EPF Related Links
Terms and Conditions

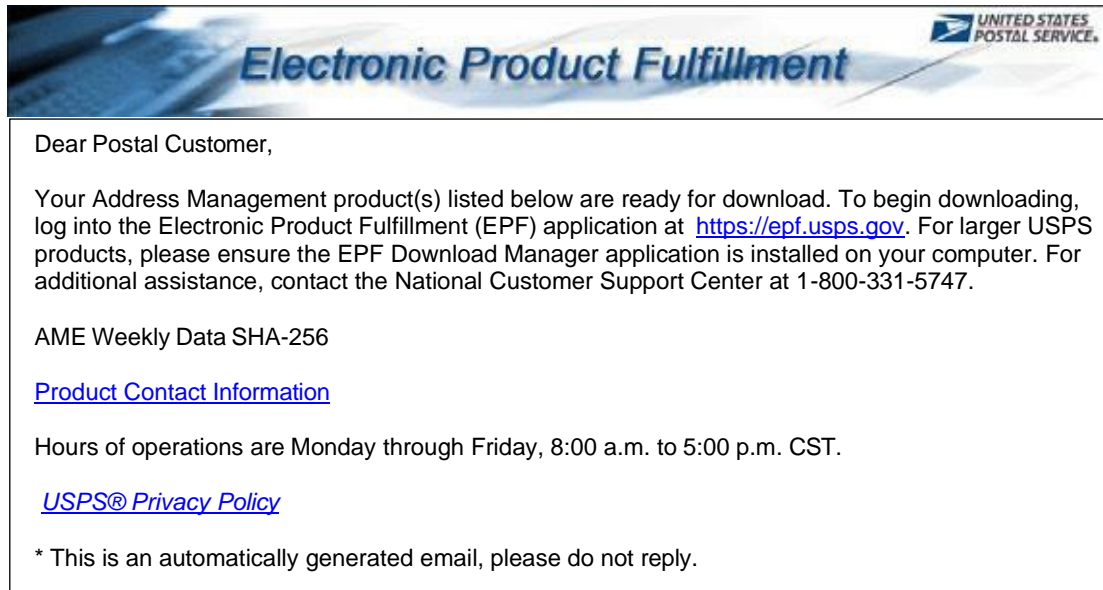
| | |
|------------------------------|---|
| File Download Manager | Access and download products. |
| Upload Manager | Upload files onto EPF and review status. Only users that have upload role can view this |
| ACS Download Manager | Access and download ACS files. For customers signed up for ACS services |
| REST API Reference | Documentation for setup with the USPS EPF API |
| EPF Related Links | Additional links and documents |
| Terms and Conditions | View EPF Terms and Conditions |

ACCESSING PRODUCT FILES (DOWNLOAD ROLE)

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: EPF Administration [BXDMM0@usps.gov]
Sent: Tuesday, May 24, 2022 7:03 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://epf.usps.gov>.

The login form is titled "Application Access" and contains a "Login" section with fields for "Email:" and "Password:", and an "Enter Application" button.

The interface displays the products included in your subscription. Use the drop-down menus to filter by:

The screenshot shows the EPF interface with the following elements:

- A**: Points to the "File Download Manager" link in the left sidebar.
- B**: Points to the "Product Type" dropdown menu, which is currently set to "ALL Products".
- C**: Points to the "Fulfillment Date" dropdown menu, which is currently set to "ALL Dates".
- D**: Points to the "Log Out" button in the top right corner.

The main table displays a list of products with the following columns: Status, Product Description, Fulfilled, Modified, File Name, and File Size.

| Status | Product Description | Fulfilled | Modified | File Name | File Size |
|--------|------------------------|------------|------------|--------------------------|-----------|
| New | CARRIER ROUTE NATIONAL | 2025-05-15 | 2025-04-14 | crisnatl.tar | 141.5 MB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_501952_25506.ZIP | 3.2 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_200710_25506.ZIP | 54.3 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_200593_25506.ZIP | 1.5 MB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_200528_25506.ZIP | 8.0 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_500390_25506.ZIP | 3.1 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_419700_25506.ZIP | 4.6 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_417600_25506.ZIP | 14.4 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_416400_25506.ZIP | 8.3 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_380030_25506.ZIP | 3.8 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_351331_25506.ZIP | 5.5 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_303025_25506.ZIP | 2.6 KB |

| | | |
|----------|-------------------------|--|
| A | File Status | New – Product files that have not been downloaded All – Default. Displays all product files regardless of download status |
| B | Product Type | Product types are displayed based on user subscription(s) |
| C | Fulfillment Date | Date product was fulfilled |

D – Click the **Log Out** button to exit the website.

The below attributes are displayed for each product. Clicking a column header sorts the products in ascending/descending order.

| Status | Product Description | Fulfilled | Modified | File Name | File Size |
|--------|------------------------|------------|------------|--------------------------|-----------|
| New | CARRIER ROUTE NATIONAL | 2025-05-15 | 2025-04-14 | crisnatl.tar | 141.5 MB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_501952_25506.ZIP | 3.2 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_200710_25506.ZIP | 54.3 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_200593_25506.ZIP | 1.5 MB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_200528_25506.ZIP | 8.0 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_500390_25506.ZIP | 3.1 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_419700_25506.ZIP | 4.6 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_417600_25506.ZIP | 14.4 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_416400_25506.ZIP | 8.3 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_380030_25506.ZIP | 3.8 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_351331_25506.ZIP | 5.5 KB |
| New | ACS Product | 2025-05-06 | 2025-05-06 | P200710_303025_25506.ZIP | 2.6 KB |

| | | |
|----------|----------------------------|---|
| A | Status | Product download status. New – product files that have not been downloaded Downloaded – product files that have been downloaded |
| B | Product Description | Subscription product name |
| C | Fulfilled | Scheduled product fulfillment date |
| D | Modified | Date product modified and posted for download |
| E | File Name | Name of the downloadable tar file containing the product file |
| F | File Size | 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.
- 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.

A download dialog box appears showing the progression of the file being saved. Once download is complete, the status for the selected file changes to "Downloaded".

File Download Manager



File Download Manager

Upload Manager

File Status: NewAll

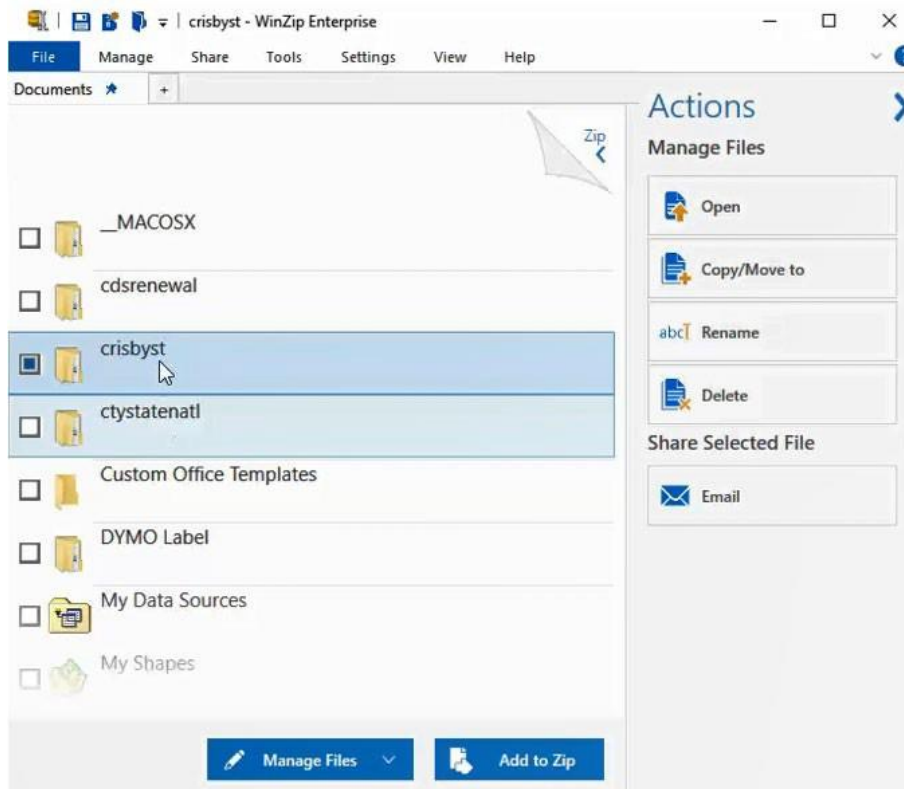
Product Type: Labeling Lists

Fulfillment Date: ALL Dates

| | Status | Product Description | Fulfilled ↓ | Modified | File Name | File Size |
|---|------------|---------------------|-------------|------------|-----------|-----------|
|  | Downloaded | Labeling Lists | 2025-05-01 | 2025-05-01 | lists.zip | 844.0 KB |
|  | Downloaded | Labeling Lists | 2025-04-01 | 2025-04-01 | lists.zip | 834.5 KB |

Important Information: To extract the product files, you *must* have the latest version of WinZIP installed. Using an older version or a different application may lead to errors during the extraction process.

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



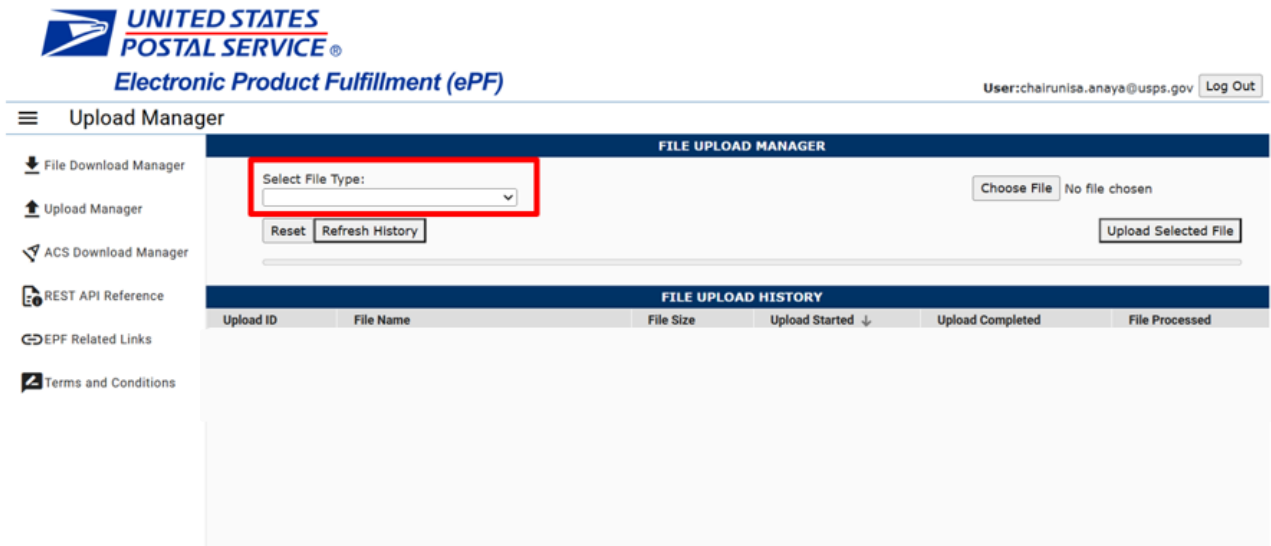
The WinZIP window displays all files associated with the downloaded file. These files are ready to be extracted to your preferred location.

Available files (*new and downloaded*) remain within the EPF interface for approximately two months and can be re-downloaded at any time. However, **saving the files is highly recommended.**

UPLOADING FILES (UPLOAD ROLE)

The Upload Manager tab is only available for users that have an upload role in EPF.

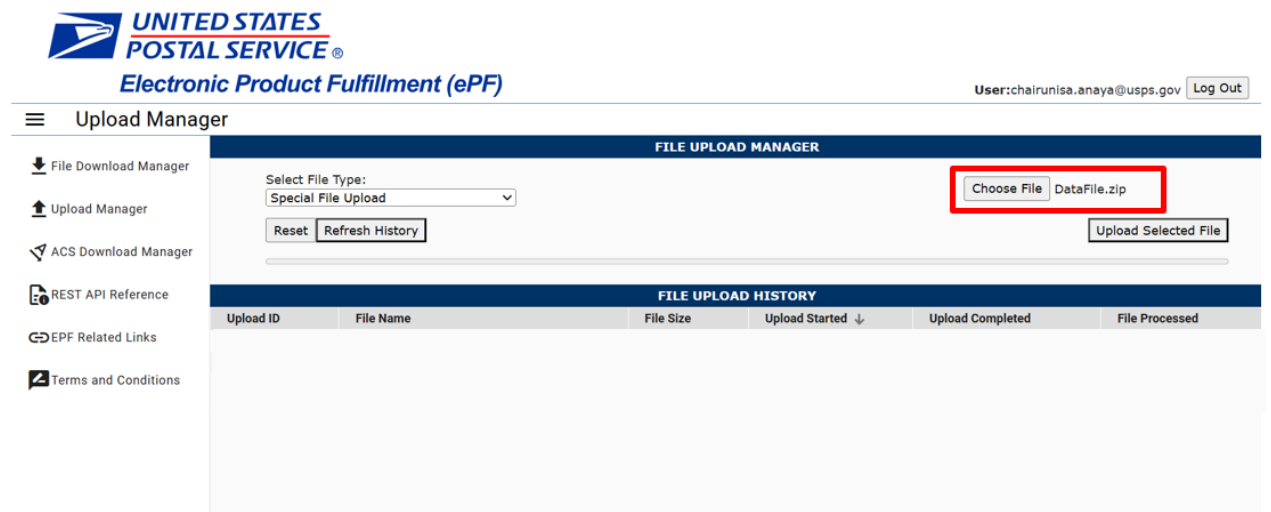
1. To begin a file upload, navigate to the **Select File Type** and click the appropriate group to upload. The name of the group will be selected and displayed



The screenshot shows the EPF Upload Manager interface. The header includes the United States Postal Service logo and the text "Electronic Product Fulfillment (ePF)". The user is logged in as "User: chairunisa.anaya@usps.gov" with a "Log Out" button. The left sidebar contains navigation links: "File Download Manager", "Upload Manager", "ACS Download Manager", "REST API Reference", "EPF Related Links", and "Terms and Conditions". The main content area is titled "FILE UPLOAD MANAGER" and contains a "Select File Type:" dropdown menu, which is highlighted with a red box. Below the dropdown are "Reset" and "Refresh History" buttons. To the right of the dropdown is a "Choose File" button and the text "No file chosen". At the bottom right of the main area is an "Upload Selected File" button. Below the main area is a table titled "FILE UPLOAD HISTORY" with columns: "Upload ID", "File Name", "File Size", "Upload Started", "Upload Completed", and "File Processed".

2. Click on the **Choose File** button. Your File Explorer window will pop up. Navigate to the location where the file is saved, select the file and click Open. The File Explorer window will close, and the file name will be previewed next to the **Choose File** button on the EPF File Upload Manager.

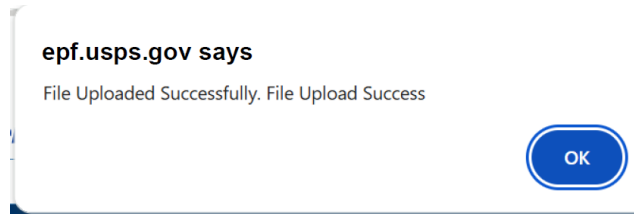
Note: The **Reset** button will remove the selections under **Select File Type** and **Choose File**.



The screenshot shows the EPF Upload Manager interface after clicking the "Choose File" button. The "Select File Type:" dropdown menu now displays "Special File Upload". The "Choose File" button is highlighted with a red box, and the text "DataFile.zip" is displayed next to it. The "Reset" and "Refresh History" buttons remain below the dropdown. The "Upload Selected File" button is still at the bottom right. The "FILE UPLOAD HISTORY" table is still present at the bottom of the main area.

3. Click on the **Upload Selected File** button.

- Once the server has completed validating the file, a popup will appear confirming a successful upload.



- The file will appear under the **File Upload History** section, alongside the associated information:

UNITED STATES POSTAL SERVICE®
Electronic Product Fulfillment (ePF)

User: chairunisa.anaya@usps.gov Log Out

Upload Manager

FILE UPLOAD MANAGER

Select File Type: Special File Upload
Reset Refresh

Choose File DataFile.zip Upload File

FILE UPLOAD HISTORY

| Upload ID | File Name | File Size | Upload Started ↓ | Upload Completed | File Processed |
|-----------|--------------|-----------|---------------------|---------------------|----------------|
| 7845 | DataFile.zip | 613.05 KB | 2025-05-07 09:08:09 | 2025-05-07 09:08:10 | |

| | | |
|---|------------------|--|
| A | Upload ID | Unique identifier for product file uploaded. |
| B | File Name | Name of zip file containing the product file. |
| C | File Size | Product file size. |
| D | Upload Started | Date and time upload began. |
| E | Upload Completed | Date and time upload completed. |
| F | File Processed | Status of file. A timestamp will be available if the file was processed. |

Clicking a column header sorts the products in ascending/descending order.

ADDITIONAL INFORMATION

Electronic Product Fulfillment v4.2.2_0d
[Contact](#) | [User Guide](#) | [Additional Products and Services](#) | [USPS Privacy Policy](#)

| | |
|---|--|
| Contact | Contact information for AIS products, Product Licensing and EPF website. |
| Electronic Product Fulfillment | Version of EPF is subject to change |
| User Guide | Instructions for utilizing the EPF application |
| Additional Products and Services | Additional Address Quality products and services available |
| USPS Privacy Policy | View USPS Privacy Policy |