

Electronic Product Fulfillment

User Guide

September 2022

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INTRODUCTION

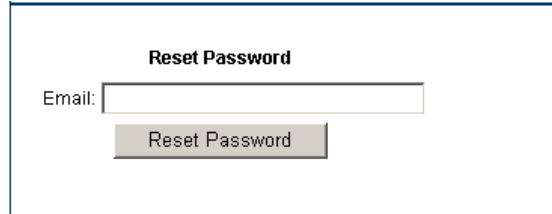
Electronic Product Fulfillment (EPF) application is designed to provide subscription products to customers efficiently. Products are posted to a secure site where customers can simply download their product files based on product subscription.

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. Minimum access requirements include Internet Access and the latest version of your browser.

RESET PASSWORD

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

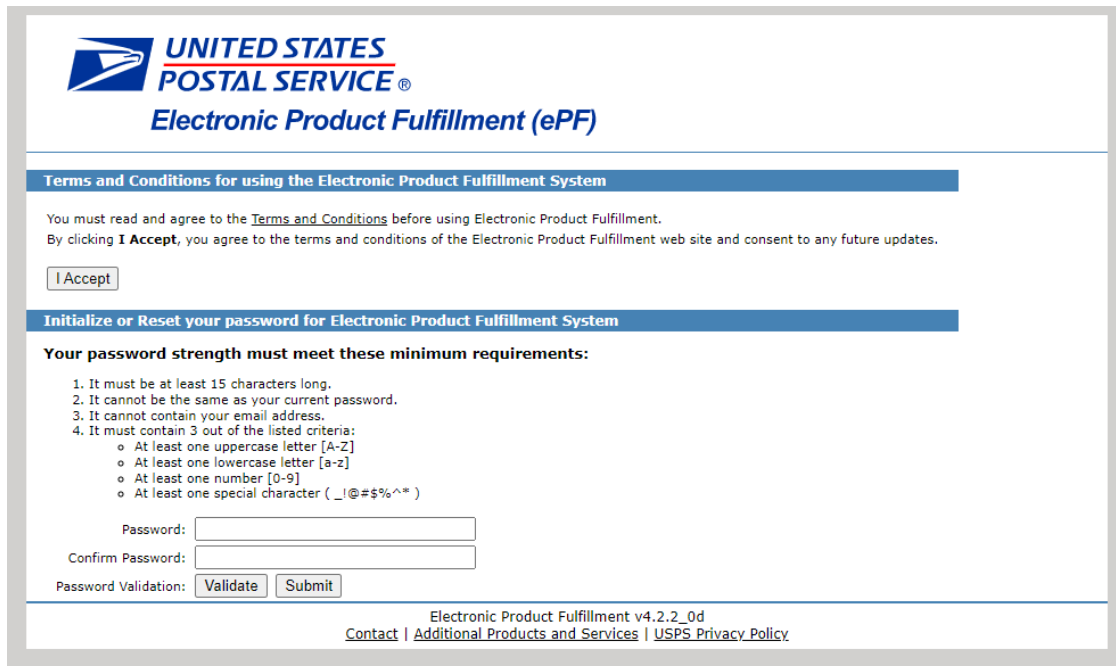
Important: It is highly recommended that each user reset their password after initial account setup and prior to entering the website.



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.



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>	<p>Login</p> <p>Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Enter Application"/></p> <hr/> <p>Reset Password</p> <p>Email: <input type="text"/></p> <p><input type="button" value="Reset Password"/></p>

Brought to you by the National Customer Support Center

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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.

ACCESSING PRODUCT FILES

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

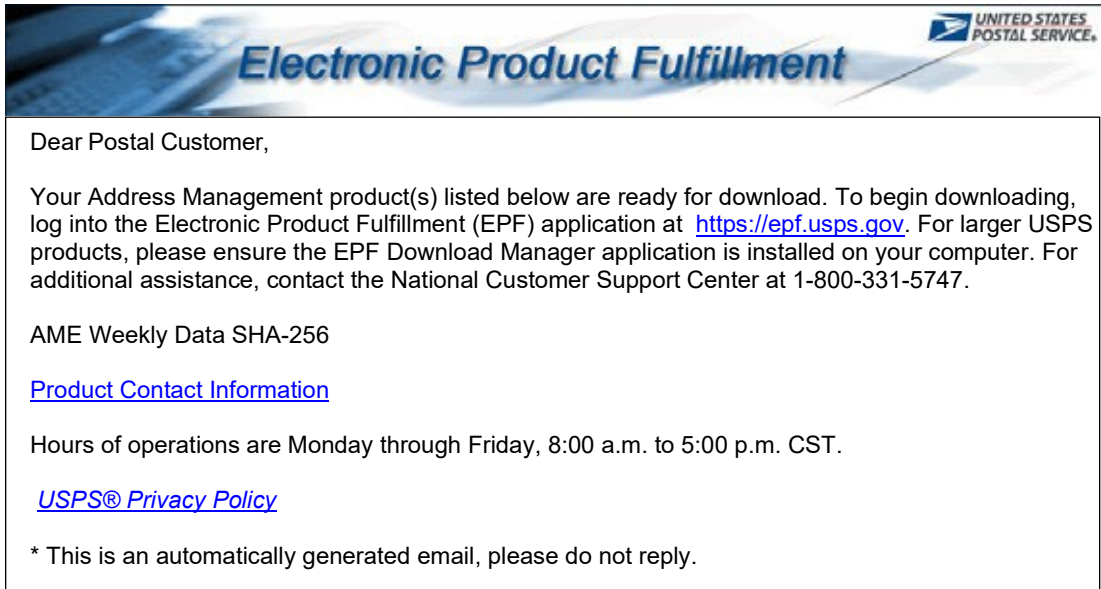
When product files are ready for download, an e-mail notification will be sent to the customer containing a link to the EPF website and a list of the products ready for download.

Sample E-mail:

From: 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 screenshot shows a login form titled "Application Access". It has a "Login" section with two input fields: "Email:" and "Password:". Below the input fields is a button labeled "Enter Application".

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:

- Selected View:** File Download Manager
- User:** samantha.a.hill@usps.gov
- Log Out** button
- File Status:** New (selected), All
- Product Type:** ALL Products
- Fulfillment Date:** ALL Dates

Status	Product Description	Fulfilled	Modified	File Name	File Size
New	AIS Viewer (Monthly Build) SHA-256	2022-08-15	2022-07-29	aisviewer.zip	2.0 GB
New	CARRIER ROUTE BY STATE	2022-08-15	2022-07-11	crisbyst.tar	139.1 MB
New	CDS Monthly Product	2022-08-15	2022-07-14	933590513.tar	1.7 MB
New	DELIVERY STATISTICS	2022-08-15	2022-07-11	delstatnatl.tar	18.9 MB
New	eLOT® BY STATE	2022-08-15	2022-07-11	ltrvbyst.tar	450.1 MB
New	eLOT® NATIONAL	2022-08-15	2022-07-11	ltrvnatl.tar	449.0 MB
New	FIVE-DIGIT ZIP	2022-08-15	2022-07-11	5digitnatl.tar	56.2 MB
New	Z4 CHANGE	2022-08-15	2022-07-11	z4changenatl.tar	188.2 MB
New	ZIP+1® BY STATE	2022-08-15	2022-07-11	zip1bust.tar	681.3 MB

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.

The screenshot shows the EPF interface with the following elements:

- Selected View:** File Download Manager
- User:** samantha.a.hill@usps.gov
- Log Out** button
- File Status:** New (selected), All
- Product Type:** ALL Products
- Fulfillment Date:** ALL Dates

Status	Product Description	Fulfilled	Modified	File Name	File Size
New	AIS Viewer (Monthly Build) SHA-256	2022-08-15	2022-07-29	aisviewer.zip	2.0 GB
New	CARRIER ROUTE BY STATE	2022-08-15	2022-07-11	crisbyst.tar	139.1 MB
New	CDS Monthly Product	2022-08-15	2022-07-14	933590513.tar	1.7 MB
New	DELIVERY STATISTICS	2022-08-15	2022-07-11	delstatnatl.tar	18.9 MB
New	eLOT® BY STATE	2022-08-15	2022-07-11	ltrvbyst.tar	450.1 MB
New	eLOT® NATIONAL	2022-08-15	2022-07-11	ltrvnatl.tar	449.0 MB
New	FIVE-DIGIT ZIP	2022-08-15	2022-07-11	5digitnatl.tar	56.2 MB
New	Z4 CHANGE	2022-08-15	2022-07-11	z4changenatl.tar	188.2 MB
New	ZIP+1® BY STATE	2022-08-15	2022-07-11	zip1bust.tar	681.3 MB

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.

2. Double-click a product name to begin the download process.
3. 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.

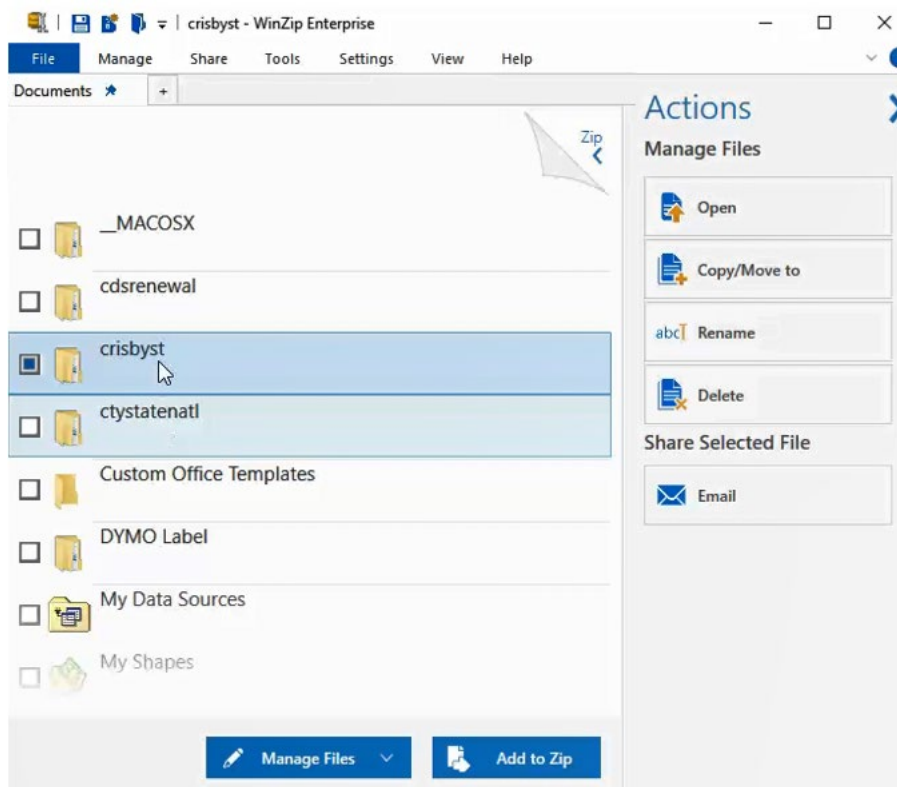
A download dialog box appears showing the progression of the file being saved.

Once download is complete, the status for the selected file changes to “Downloaded”.

Selected View: File Download Manager		User: samantha.hill@ecstech.com		Log Out	
File Status: New All		Product Type: ALL Products		Fulfillment Date: ALL Dates	
Status	Product Description	Fulfilled	Modified	File Name	File Size
Downloaded	Product Renewal Notice	2022-05-15	2022-05-15	ren_1006450_20220515.pdf	44.4 KB
Downloaded	Product Renewal Notice	2022-04-17	2022-04-17	ren_1006450_20220417.pdf	44.4 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.

4. 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.**

ADDITIONAL INFORMATION

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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