iAddress™ Updater

January 2015, Volume 8, Number 1

Reminders for 2015

- Addressed Admail Machineable Presort has been **<u>discontinued</u>**.
- Addressed Admail NDG has been **<u>discontinued</u>**. Publications Mail NDG is **<u>not</u>** affected by this change.
- The classification for Addressed Admail "Letter Carrier Presort" or "LCP" has been changed to "Special Handling" or "SH". The "Short/Long" or "S/L" category for Addressed Admail has been renamed "Standard". This is strictly a change in name. Please bear with us this year as we update our products and documentation to reflect this new name.
- Addressed Admail Special Handling (formerly LCP) now has a single price-point for all levels of sortation. iAddress™ will still sort your mail into the appropriate levels and they will be bundled and containerized the same way they have been. The only difference is that now all levels of presort will have the same price per piece.
- Return to Sender will now be an upfront price per piece of $0.01 instead of a cost per returned item.
- Our December newsletter noted that Canada Post's Address Correction Service (ACS) will be discontinued. ACS was an add-on service provided by Canada Post on the mail piece itself; it is not the address correction/validation process in iAddress™ that produces the Statement of Accuracy. We apologize for any confusion this might have caused.

Additional changes as of January 12, 2015

1. Variable Width/Variable Weight

Different sized mail pieces are now acceptable within a single mailing provided all mail pieces fall within the same weight band and size category. You may be familiar with this as "variable width, variable weight" mail. This will apply to both Addressed Admail and

Incentive Lettermail. The indicia must contain the same customer number for all mail items.

The following are the weight bands that would apply for these services. If you have jobs that fall outside these weight bands but are variable width, variable weight, please contact support@flagshipsoftware.com for assistance.

Addressed Admail		
Weight Band	Machineable	Special Handling (LCP)
0-50g	$0.45	$0.50
50-100g		$0.55
Incentive Lettermail		
Weight Band	Machineable	Presort
0-30g	$0.72	$0.71
30-50g	$0.95	$0.94
50-100g	$1.55	$1.52

2. Mixed method of payment discontinued

The mixed method of payment for Addressed Admail has now been discontinued. This applied to mailers who used a meter impression for their entire mailing using the DMD rate and then paid the difference using their commercial account. As Special Handling (formerly LCP) now has a single flat rate, this mixed method of payment is no longer required.

3. Lettertainers to be discontinued

Lettertainers will no longer be an option as of July 31, 2015. Mailers should start transitioning to letterflattainers (LFTs). Previous communication from Canada Post had indicated the end date was the end of June, 2015 but it has now been set at the end of July. Please remember that you must use a single type of container per mailing; you may not mix lettertainers and LFTs in the same job. LFTs are also not available for Unaddressed Admail at this time.

4. Square envelopes now allowed

Square envelopes (**but not** cards or self-mailers) are now acceptable in the following service categories.

- o   Machineable Addressed Admail - Standard (formerly S/L)
- o   Machineable Lettermail - Standard
- o   Machineable Incentive Lettermail – Standard
- o   Machineable Publications Mail – Short/Long

Dimensions are as follows:

       Minimum: 140mm x 140mm x 0.18mm

       Maximum: 156mm x 156mm x 5mm

5. Additional locations to accept Machineable Addressed Admail

Machineable Addressed Admail will now be accepted at Level 1 and Level 2 Corporate post offices that currently accept Special Handling (formerly LCP) mail. For deposit locations, please consult Canada Post's "Find a Deposit Location" tool:

http://www.canadapost.ca/cpotools/apps/fdl/business/findDepositLocation?execution=e2s1

Lévis Amalgamation Data

A large municipal amalgamation took place on January 12, 2015 in Lévis, Quebec. This change affected approximately 50,000 addresses. Canada Post has provided Flagship Software with the address change information. You will notice a new option on the Correction/Validation screen to allow you to update your records against the Lévis Amalgamation data for mailings on or after February 12, 2015. If your database contains an affected address, iAddress™ will automatically update the record to the new address. We will continue to retain the amalgamation data for at least a year. There is no charge for this service.
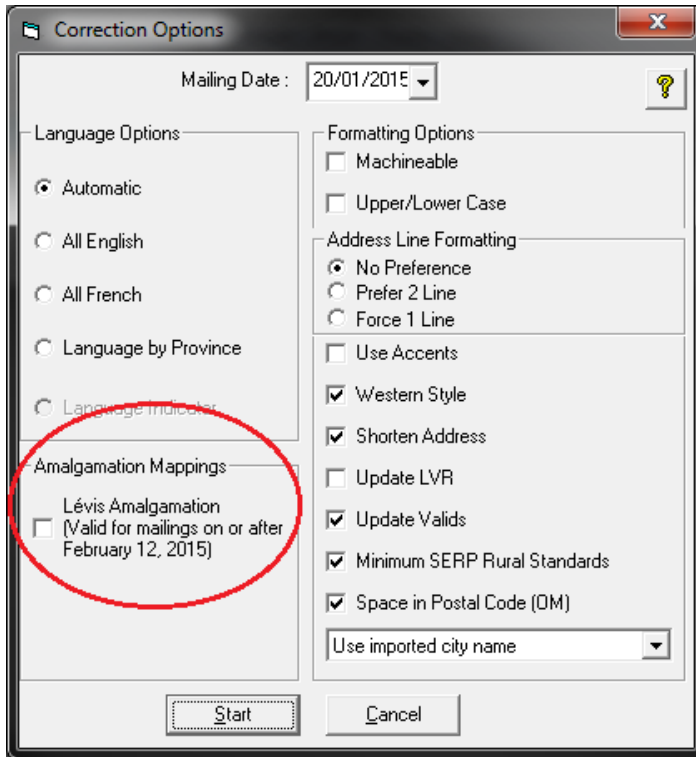
The City of Lévis has detailed information on this change and its impact to residences and businesses. The link is as follows:

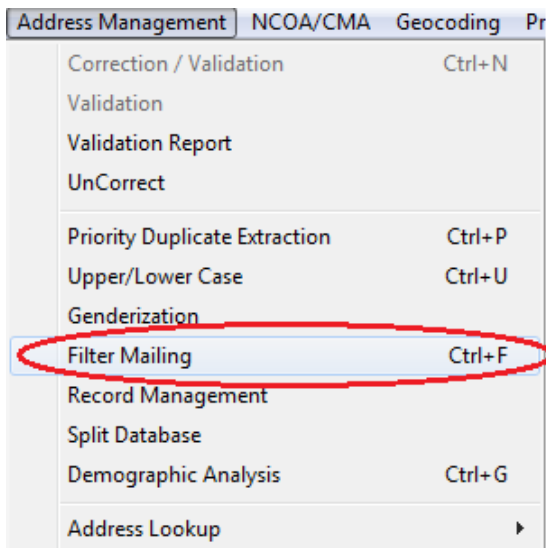https://www.ville.levis.qc.ca/developpement-planification/planification-urbanisme/toponymie

Updating Amalgamation Records

To update any records in your database that have been affected by the Lévis amalgamation, please follow these steps:
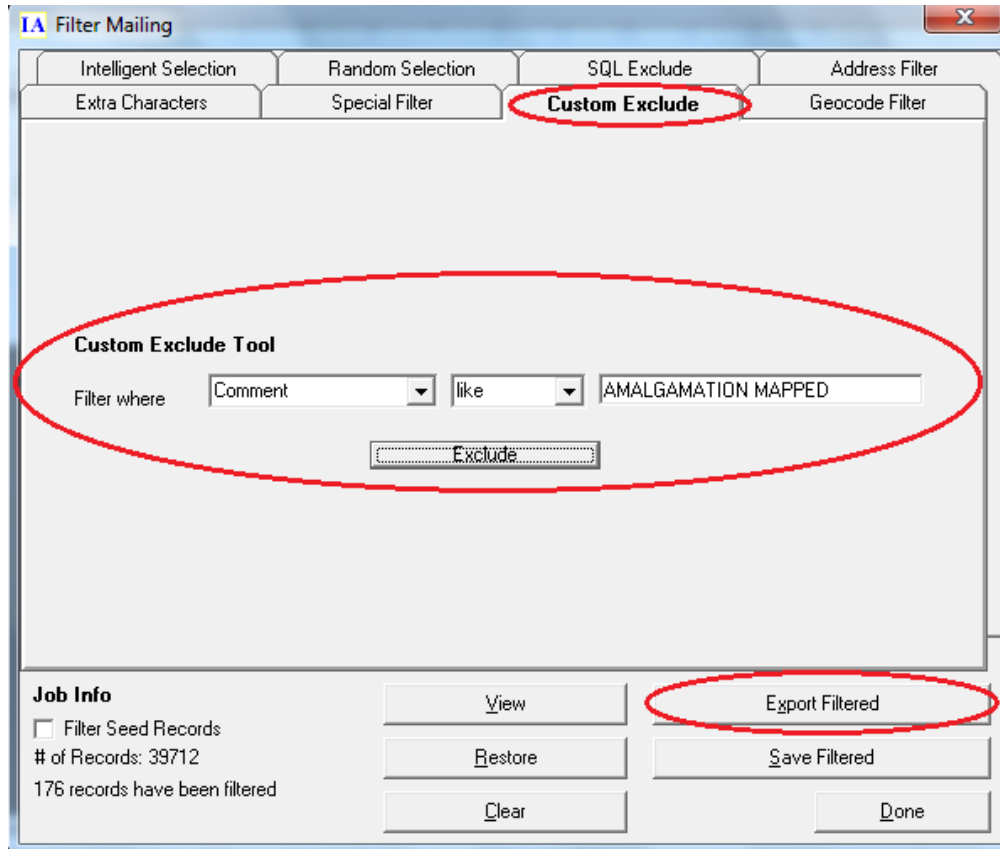
1. Ensure you have downloaded the most current update for iAddress™ .

2. Create your job as usual in iAddress™. When you reach the Correction/Validation screen, check the Lévis Amalgamation box.

3. Once the correction/validation process has been run, your Lévis addresses will be updated. To export the affected addresses, go to Filter Mailing.

4. On the Filter Mailing screen, please enter the following parameters and click Exclude. Once you have filtered the affected records, you can export them using the export option.

IMPORTANT!
PLEASE REMEMBER TO RESTORE YOUR FILTERED RECORDS BEFORE EXITING THIS SCREEN!

---

iAddress™ Web Training

Flagship Software continues to offer **Web Training**!
If you are a new customer, would like a refresher course on *iAddress™* or if you have new hires, please contact Carolyn at 1-866-672-0007 ext. 3
or carolyn@flagshipsoftware.com to schedule a web session.