



iAddress™ Updater

November 2015, Volume 8, Number 9

Address Changes as of November, 2015

Please note that there are a large number of addresses whose civic numbers and/or street names are being changed as of November, 2015. This means that previously valid addresses may now be returned as invalid by the software when using the November/December 2015 data update. Because Canada Post allows a year for residents to transition to the new address, the postal code lookup utility on their website will still show the old address even though it is no longer a valid mailing address.

These are the towns and postal codes being affected that we are aware of:

Québec:

G0A 3P0	Sainte-Famille, QC
G0A 3W0	Saint-Jean-d'Orléans, QC
G0A 3Z0	Saint-Laurent-Île-d'Orléans, QC
G0A 4C0	Sainte-Pétronille, QC
G0A 4E0	Saint-Pierre-Île-d'Orléans, QC

Ottawa, Ontario :

Bratislava Court (previously Birchview Court)
Cleto Avenue (previously 6 to 19 Rita Avenue)
Gladiola Place (previously Glenbrook Place)
Kilt Court (previously Moorcroft Court)
Lentini Way (Previously Rutherford Street)
McWatters Road (previously 1193 to 1325 Pinecrest Road)
Savuto Way (previously Laird Street)

Orillia, Ontario:

Addresses in the following Orillia postal codes have been converted to Severn, Ontario and in most cases, the postal code has also been changed:

L3V0C1	L3V0C2	L3V0E1	L3V0E8
L3V0E9	L3V6H2	L3V6H3	L3V6H4
L3V7A8	L3V7H9	L3V7J1	L3V7J2
L3V7J3	L3V7J4	L3V7J5	L3V7J6
L3V7J7	L3V7J8	L3V7J9	L3V7K9
L3V7L1	L3V7L2	L3V7L3	L3V7W2

Have you signed your NCOA Terms of Use yet?

This is a reminder that Canada Post opened its new NCOA web portal on October 26, 2015. There have been a few glitches but it seems to be working fairly well. If you will be processing files through NCOA either for yourself or for a third party as of January 1, 2016, you will need to obtain your Terms of Use ID using this portal. If you are processing files on behalf of a third party, that party must also obtain a Terms of Use ID and provide it to you.

The links to the Terms of Use portal are as follows:

www.canadapost.ca/NCOA

www.postescanada/PNCA

Entering and using ToU ID numbers in iAddress™

iAddress™ is in the process of being updated to permit the entry of the Terms of Use ID numbers. These numbers will be entered in the same location as your account and agreement numbers. Instructions are as follows:

To enter YOUR Terms of Use ID:

1. Open iAddress™ and close out of the opening screen.
2. Go to File/Company Information.
3. On the Company Information tab, click the button marked "CPC & USPS Account Numbers and IDs".

IA Company Information

Seed Records Seed Groups Job Details

Company Information Customer Information U.S. Publication Information

Company Name

Contact Name

Address

Telephone Number () -

City Province/State

Postal / Zip Country

Email

CPC & USPS Account Numbers and IDs

Settings OK Cancel

4. Enter your information in the field labeled “NCOA Terms of use ID” and click “Done” to return to the main screen.

The image shows a software window titled "Customer ID Codes". It is divided into two main sections: "Canada Post" and "Unites States Postal Service".

- Canada Post section:**
 - Account Number: 1234567
 - Contract Number: (empty)
 - NCOA Terms of use ID: (empty, circled in red)
- Unites States Postal Service section:**
 - Permit Number: (empty)
 - PAF ID: (empty)
 - Mailer ID: 123456789-
 - CRID: (empty)

Buttons include "Add", "Remove", "Go to Business Customer Gateway", "Done", and "Cancel".

To enter YOUR CLIENTS' Terms of Use IDs:

1. Open iAddress™ and close out of the opening screen.
2. Go to File/Company Information.
3. Click on the Customer Information tab.
 - a. If your customer's information is already added, double click on their entry and click the button marked "CPC & USPS Account Numbers and IDs". Enter their Terms of Use ID and click "Done". Remember to click "Save Customer" before clicking "OK" to leave the screen.

OR

- b. If this is a new customer, add their name and address information and click the button marked "CPC & USPS Account Numbers and ID". Enter their Terms of Use ID and click "Done". Select "Add to List" then "OK" to leave the screen.

The screenshot shows a software window titled "IA Company Information". It has three main tabs: "Seed Records", "Seed Groups", and "Job Details". Under "Job Details", there are three sub-tabs: "Company Information", "Customer Information" (which is selected), and "U.S. Publication Information".

The "Customer Information" sub-tab contains the following fields:

- Customer Name: [Text Input]
- Address: [Text Input]
- City: [Text Input]
- Prov/State: [Dropdown]
- Postal / Zip Code: [Text Input]
- Email: [Text Input]
- CPC & USPS Account Numbers and IDs: [Text Input, circled in red]

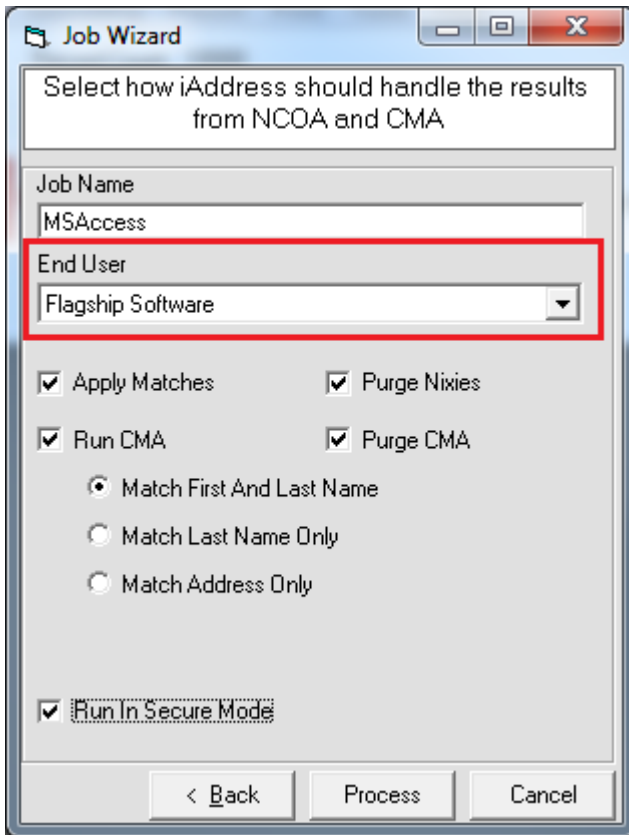
Below these fields are four buttons: "Add to List", "Save Customer", "Copy Customer", and "Clear". At the bottom of the window are three buttons: "Settings", "OK", and "Cancel".

Using the Terms of Use when processing NCOA:

1. Select "Process NCOA/CMA" from the NCOA/CMA menu.
2. Identify your name fields and click "Next".
3. Use the End User drop-down to select the appropriate mail owner for this job. Make any other option selections, then click "Process".

IMPORTANT:

Only End User Terms of Use IDs will appear in the End User drop-down. NCOA processing is not permitted using a Service Provider or Service Bureau number. End User ToU IDs start with an EU.



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.

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