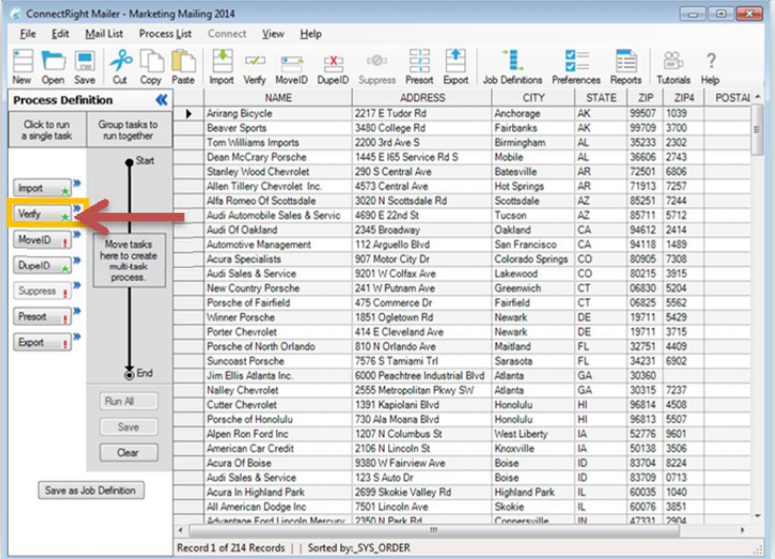
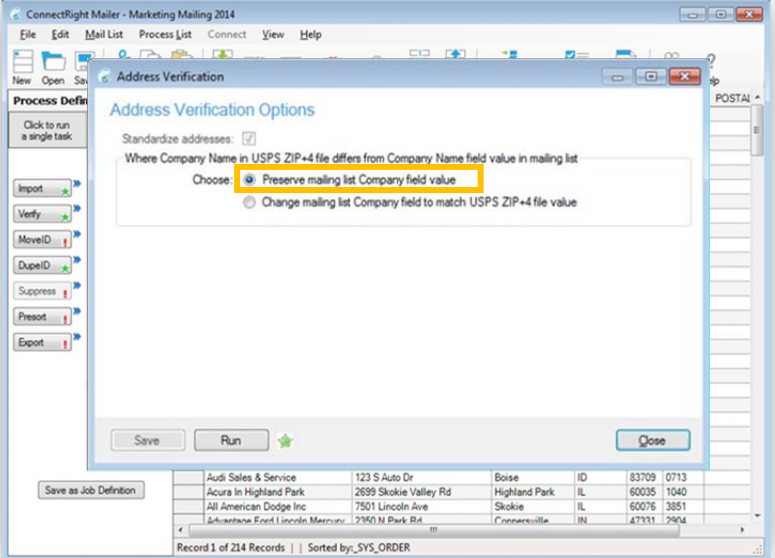


**Objective:** To verify your mail list addresses in ConnectRight Mailer in order to meet USPS® requirements.

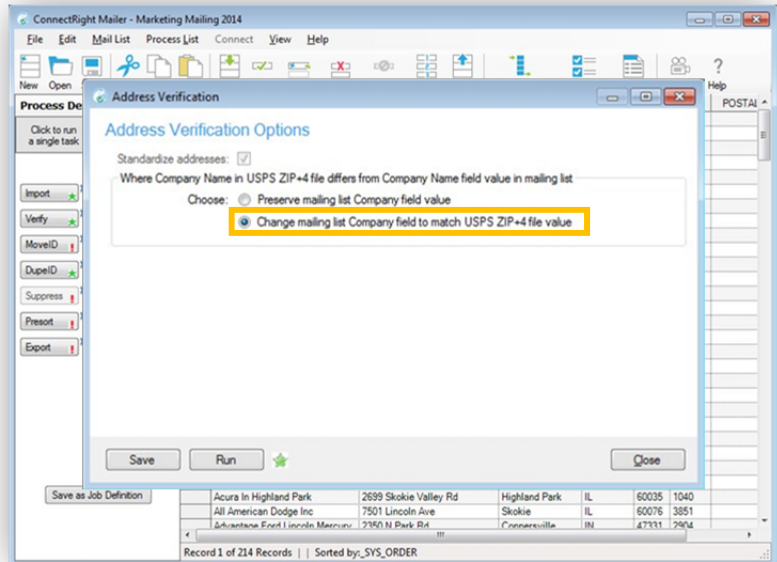
|   | Comment                                                                                                                                                                                                                                                                                                                                                           | ACTION – DO THIS                                                                     |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 1 | <p>Address Verification (ZIP+4) processing standardizes addresses to USPS requirements and appends postal information necessary to presort mailings.</p> <p>When you finish importing a file, a green star will appear on the button for Verify. <b>NOTE:</b> If a yellow triangle is present, this indicates that some fields have not been mapped properly.</p> |    |
| 2 | <p>Click the Verify button to begin the process.</p> <p>The <b>Address Verification</b> screen will display, presenting you with two options.</p> <p>By default, the <b>Preserve mailing list Company field value</b> option is selected. This ensures that the company name in your mailing list will not be modified during the verification process.</p>       |  |

## ConnectRight™ Mailer Address Presorting

3

Selecting **Change mailing list Company field to match USPS ZIP+4 file value** will update the business names in your mailing list's "**company**" field with the business names listed in the USPS ZIP+4 file.

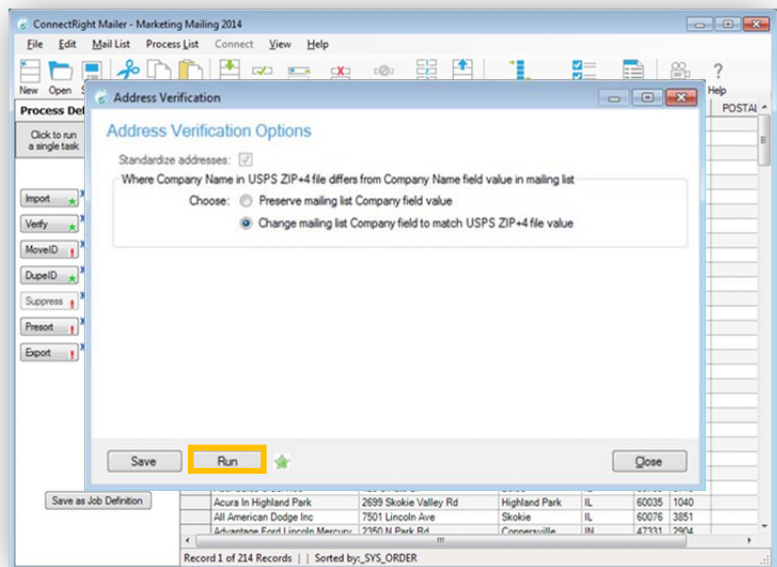
For example, an input company name of **ABC Company** could be updated to **ABC Worldwide Headquarters**.



4

**NOTE:** While company names listed in a **full name** field will process accurately for purposes of Address Verification, the company name for those records will not be updated if the **Change** option is selected.

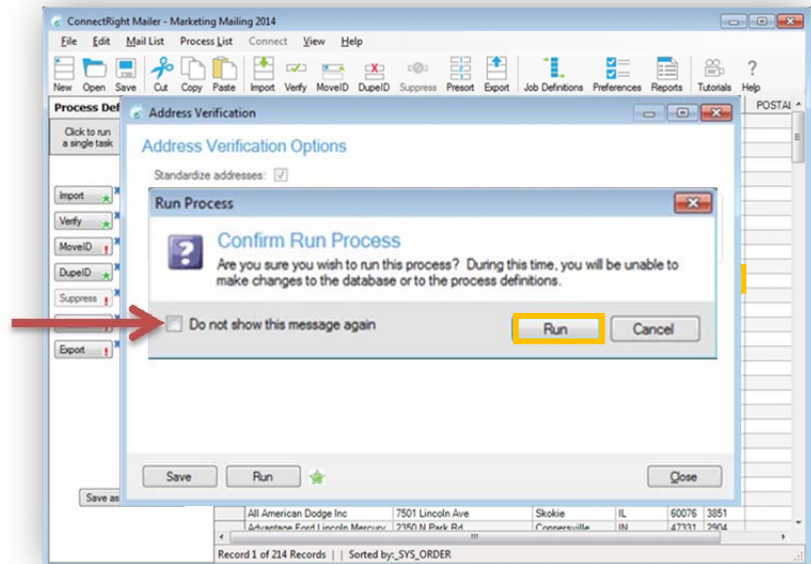
Click Run to begin the address verification process.



## ConnectRight™ Mailer Address Presorting

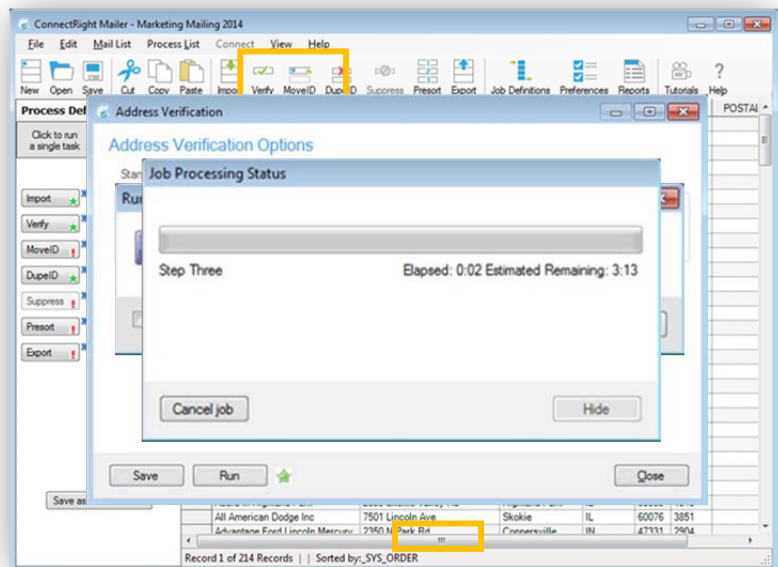
5

You will be prompted to confirm that you want to run the verification process. Select **Do not Show...** to turn off this message in the future. Select **Run** to begin processing



6

ConnectRight Mailer will now process your list and verify its accuracy.

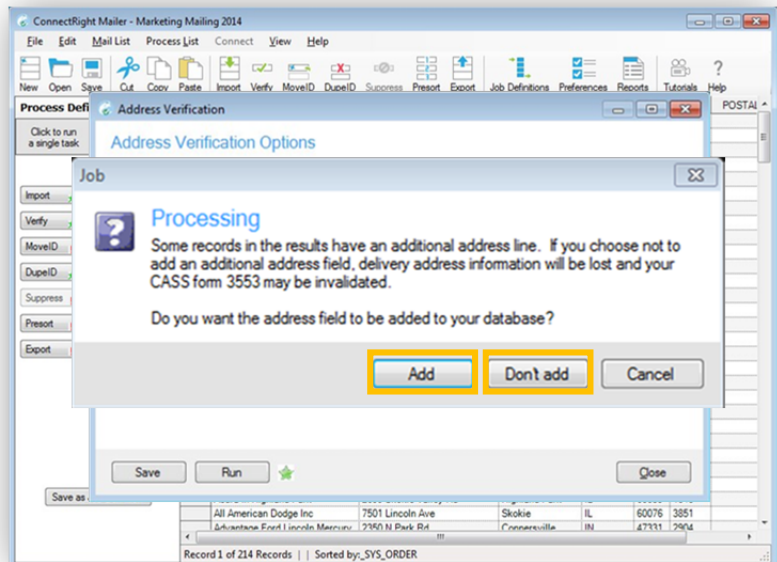


## ConnectRight™ Mailer Address Presorting

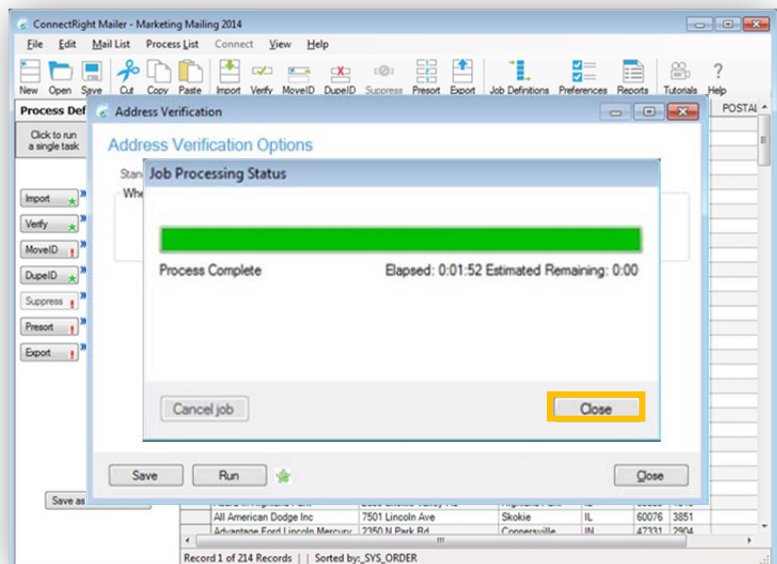
You may receive a pop-up that your mailing list requires additional fields.

If you select **Add**, ConnectRight Mailer will modify your list and add the needed fields.

Selecting **Don't add** will leave your fields unchanged and may result in some information being lost during processing.



ConnectRight Mailer will now complete the processing of your list. When the display indicates the job status is complete, click **Close**.

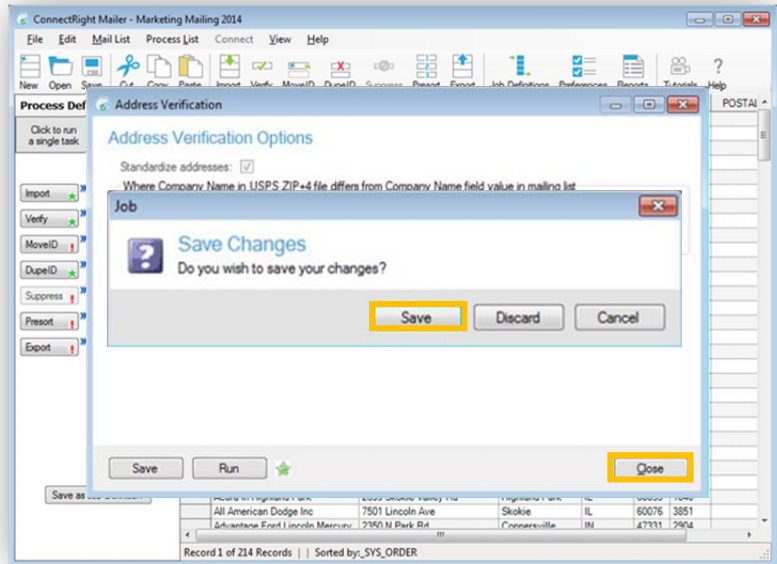


## ConnectRight™ Mailer Address Presorting

Close the **Address Verification** box.

When prompted, click **Save** to save the changes to your mailing list.

Your list is now verified and ready for use.



NOTES: