

Completion Date	Description
✓ (check off boxes upon completion)	
<input type="checkbox"/> _____	1. Obtain a (DUNS ®) number by contacting Dun & Bradstreet at (800) 333-0505, or by accessing their website at www.dnb.com . If your company has any questions about obtaining a DUNS, call technical support (877) 264-9693, Option 1, for Assistance.
<input type="checkbox"/> _____	2. If applicable, obtain a listing of Confirmation Services Certified Vendors at www.usps.com , search: "Certified Vendors" (if purchasing shipping/manifesting system.)
<input type="checkbox"/> _____	3. Complete PS Form 5051, <i>Confirmation Services Electronic Option Application</i> , and PS Form 1357-S, <i>Request for Computer Access</i> .
<input type="checkbox"/> _____	4. Fax and mail completed PS Form 5051 and PS Form 1357-S to: PRODUCT INFORMATION REQUIREMENTS PRODUCT DEVELOPMENT UNITED STATES POSTAL SERVICE 1735 N LYNN ST RM 2036 ARLINGTON VA 22209-6029 Fax Number (703) 292-3938
<input type="checkbox"/> _____	5. Receive Test Kit and logon information from the Postal Service. Call Postal Service Technical Support at (877) 264-9693, Option 1, to receive password.
<input type="checkbox"/> _____	6. Create electronic test that represents 100 packages.
<input type="checkbox"/> _____	7. Print 20 test labels from each printer, if you are printing your own labels. Complete PS Form 5052, <i>Confirmation Services Printer Certification</i> , supplied in Publication 91, and mail along with the test labels to the address on the form.
<input type="checkbox"/> _____	8. Call Confirmation Services Certification Support at (877) 264-9693, Option 3, after sending your test file.
<input type="checkbox"/> _____	9. Receive PS Form 3152, <i>Confirmation Services Certification</i> , and an acceptance letter from the U.S. Postal Service. If requested, you will need to present a copy of this form to your local US Postal Facility as proof of mailing at the electronic rate.

Confirmation Services Support Line: (877) 264-9693

Option 1 Technical Support
 Arlington, VA
 Hours: 8AM to 6 PM (EST)

Assist with electronic file formats, e.g. Confirmation Services, such as Delivery and Signature Confirmation, Express Mail Manifesting, and Merchandise Return. Provide Test Kit, Login ID and password.

Option 2 Connectivity Support
 Request Management Center
 Raleigh, NC
 Hours: 24 hours

Direct Line **(877) 245-1659**

Communication problems transmitting an electronic file or connecting to the postal network.

Option 3 Certification Support
 Memphis, TN
 Hours: 7:30 AM to 5 PM (CST)

Direct Line **(800) 279-2651**

Assistance with certification status, transmitting test files and label formatting.