



FCSI Certified Mail Envelopes

Quick Start Information Guide

This is a Quick Reference Guide to Future Computer Systems Certified Mail Envelopes
Current domain location: USCLEnvelopes.com

Print this Quick Start Information for reference

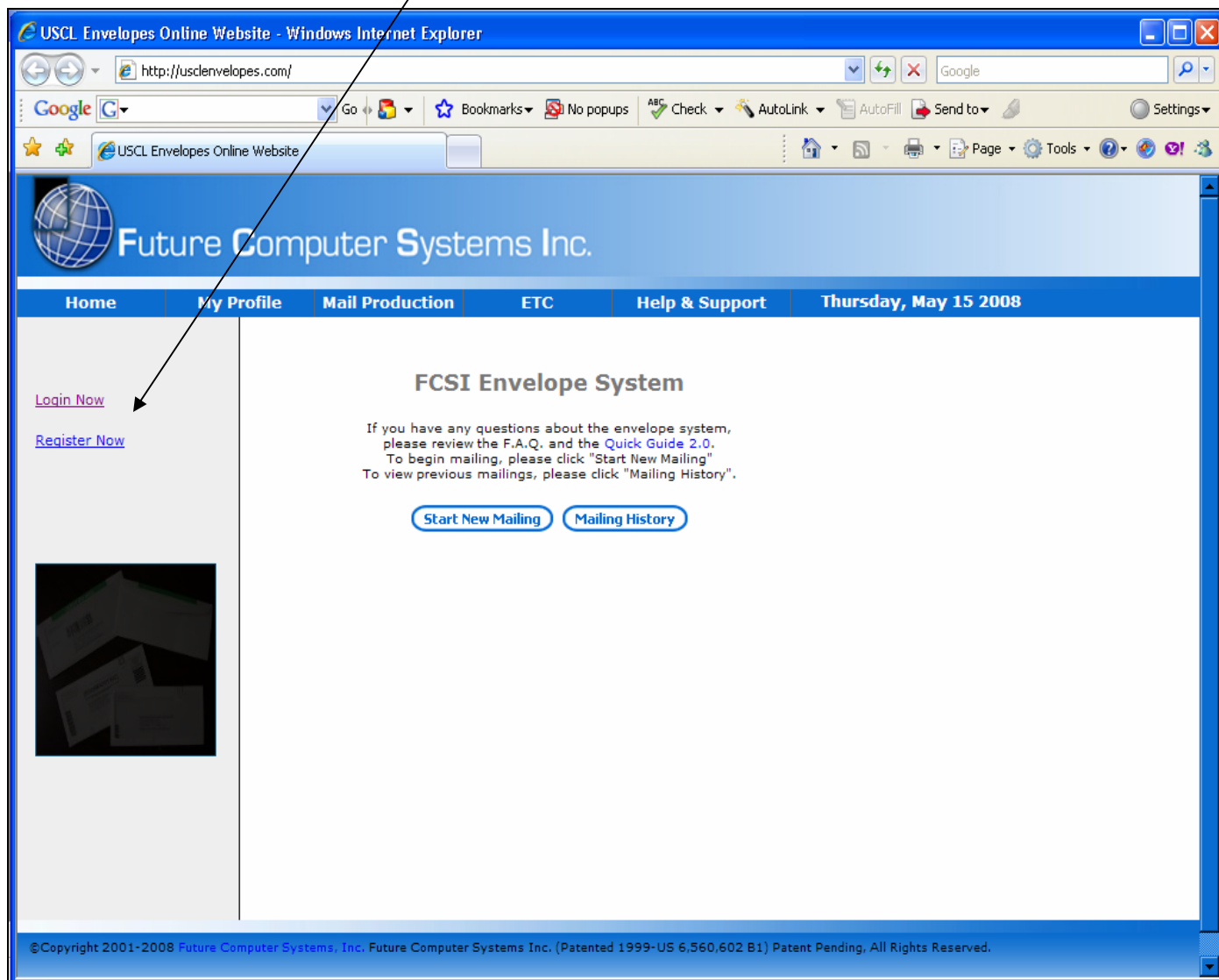
Envelope Support
1-800-946-3274 x 30

Certified Mail Envelopes - Quick Start Guide

Version 1.08 Software

To access the latest Version 1.8 software, go to www.usclenvelopes.com, and Click on **Login Now** or **Start New Mailing**, if you have an existing Envelopes Account. Go to **PAGE 5**.

For **New Users** Click on **Register Now**.



Once the New Customer Registration Form is displayed, complete the form in full.

Note: The **Remember Me** box provides a quicker login into your account.

New Customer Registration Form

USCL Envelopes Online Website - Windows Internet Explorer
http://www.usclenvelopes.com/profile.asp

USCL Envelopes Online Website

Future Computer Systems Inc.

Home My Profile Mail Production ETC Help & Support Thursday, May 15 2008

Modify Your Profile

*Username: FCSI01

*Password Hint: Company Name + 01 [Change Password](#)

Company: Future Computer Systems, Inc.

*Primary Email: jmaenza@fcsimail.com

First Name | M.I. | Last Name: John | Maenza

*Address 1: 508 Cahaba Valley Circle

Address 2:

*City | *ST | *Zip Code: Pelham | Alabama | 35124

Phone 1 | Phone 2 | FAX: (800) 946-3274 | (205) 733-6741 | (205) 733-6747

Secondary Email: jmaenza@uscertifiedletters.com

Custom Search Field 1: Account #

Custom Search Field 2: Unit #

Custom Search Field 3: Location Name

Custom Search Field 4: Client Name

Custom Search Field 5: Policy Number

CASS:

Buy Signatures:

Print Search Fields:

[Update](#) [Cancel](#)

1. Complete your personal profile which is used to insert your default return address information. This can be changed in the **My Profile** then **My Account** or edited on the mailing screen to a different return address for each address to be mailed. **See Page 4**

2. Make your selection in the bottom boxes above:

Print Search Fields Data on your Address Page allows customers to add additional search fields of information to be shown on their address page for easy reference and on the Manifest Report. You have up to 5 search fields of information that can be part of mailing and tracking data. Now you can search in your FCSI tracking system database by an account # or unit# or anything linked in your Search Fields Manually entered or included in your mailing list (when using a csv. file). The names and addresses are automatically included in the ETC-Electronic Tracing Confirmation® system.

CASS - Coding Accuracy Support Service: This box allows customers to certify the address used is a valid address, which speeds up your delivery time. The address will change to all caps and include the USPS 5zip + 4zip. **This service could correct the Zip Code or City, based the address listed.**

Example: Future Computer Systems, Inc.
508 Cahaba Valley Circle
Birmingham, AL 35124

The correction would be to the city, **PELHAM, AL 35124**. The system would recognize this is the correct **City**, based on the **Street Address** and **Zip Code** entered.

This is not a change of address service and will not change your address entered, only improve you're a delivery time.

Electronic Signature: This is optional per mailing. For each mailing you can select this option to receive a USPS Electronic Signature Page, once the letter is marked as delivered, the following Monday FCSI links all signatures directly to your ETC-Electronic Tracking Confirmation® report and Electronic Return Receipt®. For an additional USPS charge of \$1.00 you receive the actual signature page from the USPS linked into your account. All reports are available 24/7 for up to 7 years online in your password protected account.

See Sample Reports

After you have created your account or logged in, you can Click on **My Profile** then **My Account** and edit your profile at any time. You can change your password, and change the Search Fields to include Header Names that match your 5 search fields of information manually entered at the time of creating an address page or linked each time you send mail using a csv file (see **Upload mailing List**).

Home My Profile Mail Production ETC Help & Support Sunday, October 14 2007

Register
Log In
Log Out
My Account

Modify Your Profile

* Username: USCL01

* Password Hint: USCertifiedLetters

Company: USCertifiedLetters

* Primary Email: jmaenza@uscertifiedletters.com

* First Name | M.I. | * Last Name: Julia | Maenza

* Address 1: 500 Cohoba Valley Circle

Address 2:

* City | * ST | * Zip Code: Pelham Alabama 35124

Phone 1 | Phone 2 | FAX: (800) 946-3274 | (205) 733-6741 | (205) 733-6747

Secondary Email:

Custom Search Field 1: Account #

Custom Search Field 2: Unit #

Custom Search Field 3: Location Name

Custom Search Field 4: Client Name

Custom Search Field 5: Policy Number

CASS:

Buy Signatures:

Print Search Fields:

Update Cancel

http://www.usdaenvelopes.com/profile.asp Internet

To create an address page and send mail, Click on **Mail Production** then **Mailing History** to view previous mail to be sent or Click on **Start New Mailing**

Step 1. Start New Mailing: Name Your Mailing, Click NEXT.

The screenshot shows the Future Computer Systems Inc. web application interface. At the top, there is a navigation bar with links for Home, My Profile, Mail Production, ETC, Help & Support, and the date Friday, May 16 2008. The main content area is titled "Address Certified Mail Envelopes" and "Step-By-Step Method:". Under "Step 1. Job Name", it says "Let's Start By Naming Your Order:". A form titled "Name Your Order" contains a text input field for "Name Your Job:" with the value "My Mailing Name 5-15-08". Below the input field are "Back" and "Next" buttons. On the left side, there is a "Step-By-Step" sidebar with a list: 1. Job Name, 2. Envelope Size, 3. Address Mail, 4. Review. The footer contains copyright information: ©Copyright 2001-2008 Future Computer Systems, Inc. Future Computer Systems Inc. (Patented 1999-US 6,560,602 B1) Patent Pending, All Rights Reserved.

Step 2. Select Envelope Type: Click NEXT.

The screenshot shows the Future Computer Systems Inc. web application interface. At the top, there is a navigation bar with links for Home, My Profile, Mail Production, ETC, Help & Support, and the date Friday, May 16 2008. The main content area is titled "Step-By-Step Method:". Under "Step 2. Envelope Type", there is a form titled "Select Envelope Type" with a "Job Name:" field containing "My Mailing Name 5-15-08". Below this is a "Select Envelope Type:" label followed by a dropdown menu. The dropdown menu is open, showing the following options: "Select Envelope", "Select Envelope", "No. 10 Envelope", "6" X 9" Envelope", and "9" X 12" Envelope". On the left side, there is a "Step-By-Step" sidebar with a list: 1. Job Name (checked), 2. Envelope Size, 3. Address Mail, 4. Review. The footer contains copyright information: ©Copyright 2001-2008 Future Computer Systems, Inc. Future Computer Systems Inc. (Patented 1999-US 6,560,602 B1) Patent Pending, All Rights Reserved.

Step 3. Address Mail: Click on **Manually Enter** an address or multiple addresses.

To **Upload Mailing List** you must use the FCSI data format provided by FCSI. A sample CSV File is linked in the instructions. Go to **Page 12 to begin by using a mailing list for each mailing.**

Future Computer Systems Inc.

Home My Profile Mail Production ETC Help & Support Friday, May 16 2008

Step-By-Step

- Job Name
- Envelope Size
- 3. Address Mail
- 4. Review

Step-By-Step Method:

Step 3. Address Mail

If you are mailing to multiple recipients and wish to upload a CSV mailing list, please click "Upload Mail List".

If you would like to manually enter multiple recipient's addresses, please click "Manually Enter".

Choose Your Address Method

Jobname: My Mailing Name 5-15-08
Envelope Type: 6" X 9" Envelope

[Back](#) [Manually Enter](#) [Upload Mail List](#)

To Manually Enter the address information for each address page, Click on **Manually Enter**, then **Add New Recipient**. Or **Finish** if you had entered several names and address and ready to send the list to be processed.

Future Computer Systems Inc.

Home My Profile Mail Production ETC Help & Support Friday, May 16 2008

Step-By-Step

- Job Name
- Envelope Size
- 3. Address Mail
- 4. Review

Step-By-Step Method:

Step 3. Address Mail

To begin adding an address, please click "Add New Recipient"

Once you are finished adding all Recipients, please click Finish.

To edit an address, please click the "Click Here" link in the list of envelopes box.

Address Mail

Job Name: My Mailing Name 5-15-08
Envelope Type: 6" X 9" Envelope

[Add New Recipient](#) [Finish](#) [Cancel](#)

List of Envelopes

Total Envelopes: 1

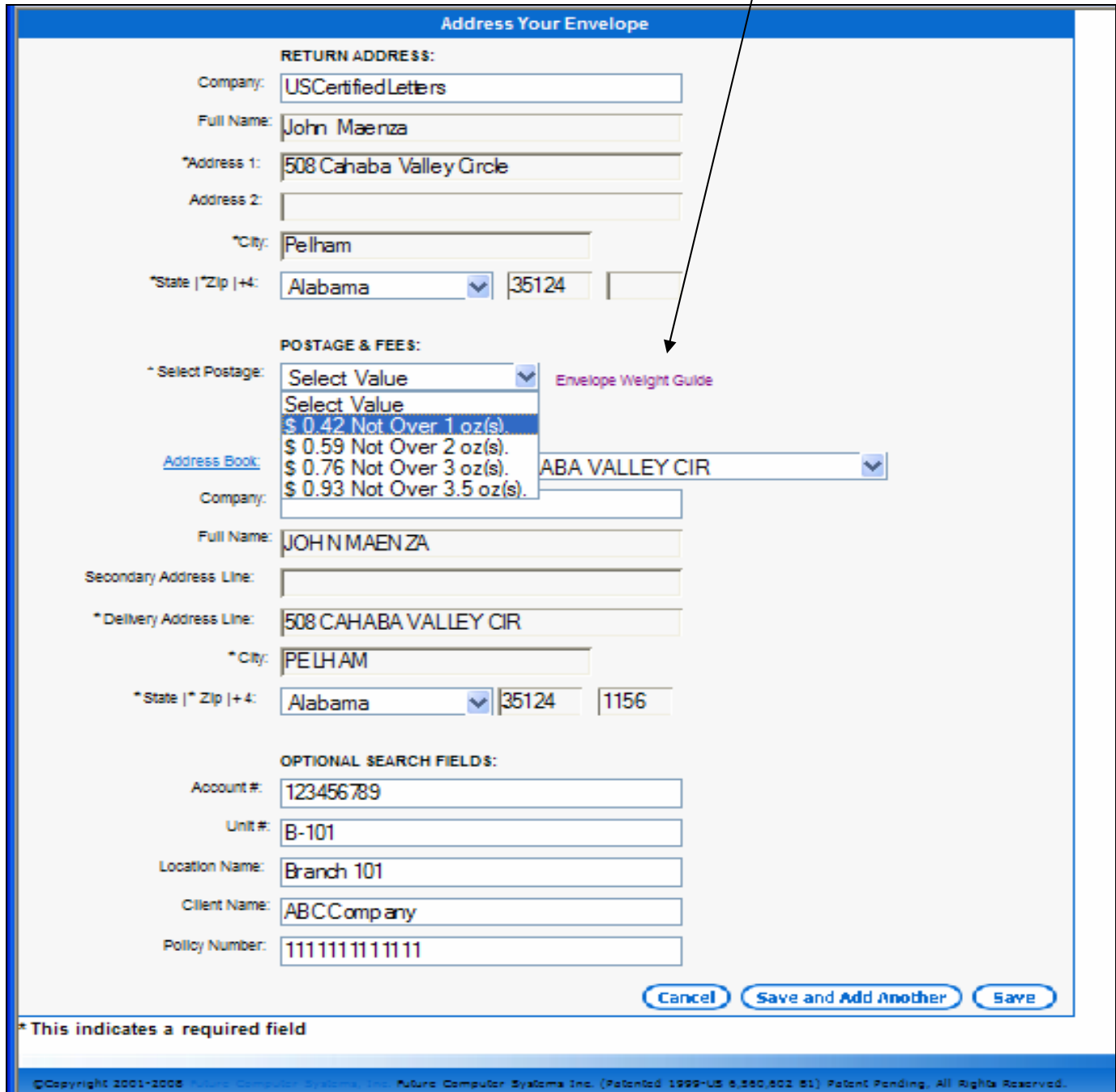
Company	Full Name	Street Address	Address2
Click Here	JOHN MAENZA	508 CAHABA VALLEY CIR	

Manually Enter: [Address Your Envelope](#)

Change the Return Address, if different than the default address entered. Next **Select Postage**, based on the number of pages to be inserted into the envelope. See the [Postal Weight Chart](#) by Clicking on the **Envelope Weight Guide**. See the following page.

Example: With the address page you can insert 4 additional pages.
Choose the **\$ 0.42 Not Over 1oz(s)**.

Enter the name and Address or Click on the [Address Book](#) and enter the information then select from your Address Book by Clicking on the drop down arrow. Enter the **Optional Search Fields** of Information, depending on your industry needs such as: Account#, Unit#, Tax ID#, etc.



Address Your Envelope

RETURN ADDRESS:

Company:

Full Name:

*Address 1:

Address 2:

*City:

*State | *Zip | +4:

POSTAGE & FEES:

* Select Postage:

[Address Book](#):

Company:

Full Name:

Secondary Address Line:

* Delivery Address Line:

* City:

* State | * Zip | +4:

OPTIONAL SEARCH FIELDS:

Account #:

Unit #:

Location Name:

Client Name:

Policy Number:

* This indicates a required field

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Enter the data that matches the Search Fields of information. Go to: **My Profile** then **My Account** and you can edit your profile at any time to customize the Header Names. Found on page 4.

Step 3. Address Mail: Continued

Click on **Save and Add Another** to complete several address pages to be mailed at one time, with the manifest listing all of your mail for that mailing; or Click on **Save**, if you are finished and ready to complete your one or several address pages for your Certified Mail letters for the day.

Postage Rates, Envelopes and Weight Comparison Table:

Outlines the cost of postage to select based on the envelope selected and the number of page to be inserted. Each Envelope may have a different number of pages and could have a different postage amount to be selected. The Manifest will list each name and address with the proper postage for each envelope and a total amount to be paid. For the total postage amount to place on each envelope, use the Manifest Report.

Example: 5 envelopes are being mailed with various numbers of pages and services selected (with or without the USPS E-Signature Page). Each envelope could have a different amount of postage. The Manifest Report will provide the totals for each Envelope and the total for all of your envelopes.

Postage Rates, Envelopes and Weight Comparison Table						
Weight	No. 10 pgs.	Postage	6x9's pgs.	Postage	9x12's pgs.	Postage
1 oz.	5	\$0.42	4	\$0.42	2	
2 oz.	10	\$0.59	10	\$0.59	8	\$1.00
3 oz.	*N/A	\$0.76	15	\$0.76	14	\$1.17
3.5 oz.	*N/A	\$0.93	*N/A	\$0.93	17	\$1.34
4 oz.					20	\$1.34
5 oz.					26	\$1.51
6 oz.					32	\$1.68
7 oz.					38	\$1.85
8 oz.					44	\$2.02
9 oz.						\$2.19
10 oz.						\$2.36
11 oz.						\$2.53
12 oz.						\$2.70
13 oz.						\$2.87

Notes

- *N/A Maximum number of pages is the last number in column, But cannot exceed maximum weight for envelope being used.
- Page counts are based on 20 lb. paper, page counts will vary based on the weight paper being used.
- When counting pages do not forget to add to the count the printed mail insert page.
- Remember this does not include the Fees for Certified Mail which is \$2.70.

Step 3. Address Mail: Continued

After Clicking on **Save**, this is your chance to **Cancel** your address pages created or Click on **Add New Recipient** to add an additional address. You can still Click on **Click Here** on that row of information to review and make any final changes. Click on **Finish** when you ready to proceed with processing your address pages for mailing.

Future Computer Systems Inc.

Home My Profile Mail Production ETC Help & Support Friday, May 16 2008

Step-By-Step

- Job Name
- Envelope Size
- 3. Address Mail
- 4. Review

Step-By-Step Method:

Step 3. Address Mail

To begin adding an address, please click "Add New Recipient"

Once you are finished adding all Recipients, please click Finish.

To edit an address, please click the "Click Here" link in the list of envelopes box.

Address Mail

Job Name: My Mailing Name 5-15-08

Envelope Type: 6"X 9" Envelope

List of Envelopes

Total Envelopes: 1

Company	Full Name	Street Address	Address2
Click Here	JOHN MAENZA	508 CAHABA VALLEY CIR	

Step 4. Review Your Order:

This your final review to purchase **USPS E-Signatures**, which will be linked to your ERR Reports and downloadable for up to 7 years online 24/7 – 365 days a year. **CASS Addressing** certifies this is a valid address based on the current USPS database. This does not a change of address service. There is no additional charge for this service.

Future Computer Systems Inc.

Home My Profile Mail Production ETC Help & Support Friday, May 16 2008

Step-By-Step

- Job Name
- Envelope Size
- Address Mail
- 4. Review

Step-By-Step Method:

Step 4. Review Your Order

Take a moment and please review your choices before moving on to processing.

Review Your Order

Jobname: My Mailing Name 5-15-08

Date Created: Friday, May 16, 2008

Uploaded File Name: No CSV File Uploaded - Address Manually Entered

Number of Envelopes Entered: 1

Envelope Type: 6"X 9" Envelope

Purchase Electronic Signature:

Cass Addressing:

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That's it. Your **Address Page(s)** and **Manifest Report** are being processed and in minutes will be ready to print. You can leave the Account or go to **Mailing History** to view and Print your Address Pages and Manifest Report. Once your reports are listed as **Completed**, the Article Numbers listed have been sent by FCSI Envelopes to a USPS database for notification you have used this number. Your letter(s) will now be tracked throughout the delivery process, which includes up to 5 Search Fields information entered.



View the Status. Once your Job is showing **Completed**, you can print that Job at any time. Click on the **Mail Piece Inserts** to print all of the Address pages in that Job. Then print the **Manifest Report** for that mailing.

If additional Jobs were created, and indicating Completed, you can print each of those Jobs. Click on the **Mail Piece Inserts** on each of those Jobs, and view, print and you can save them to your computer. You could even email them to others to be printed and mailed. **See the following page.**

Next Click on the **Manifest Report** to be used to determine you total postage cost per envelope

Note: The USPS Postal Service Form 3877 - Manifest Report and Envelopes should be presented to a USPS Post Office, and should be Round Stamped and Signed by a USPS Receiving Clerk.

Please read the information found on the screen below, which is an easy reference guide to your options.

USCL Envelope System

Below is your list of mail jobs. If status is labeled "Processing", your mail piece inserts are still being processed. Once your job is completed, please click the links located under "Mail Reports" and "Manifest Reports" to insert your mail. Mail Piece Inserts contain the recipient address pages. These will be placed inside each envelope. Manifest Reports contain all your USPS mailing information. They can be signed and stamped by the USPS at time of mailing. To create a new mailing, please click "Start New Mailing". To Edit a mailing which is still incomplete, please click the "Job Name". To Delete an incomplete job, please click the trashcan icon. To view tracking data for a completed job, please click the "Completed" link located in the status field.

Mailing History

Total Jobs: 54

Job Name	Date Created	Status	Original Filename	Envelope Count	Mail Reports	Manifest Reports
My Mailing Name 5-15-08	5/16/2008	Completed	No CSV File Uploaded - Address Manually Entered	1	Mail Piece Inserts	Manifest Report
Leo	5/14/2008	Completed	No CSV File Uploaded - Address Manually Entered	1	Mail Piece Inserts	Manifest Report
Test	4/22/2008	Completed	No CSV File Uploaded - Address Manually Entered	1	Mail Piece Inserts	Manifest Report
guijgb	4/22/2008	Completed	No CSV File Uploaded - Address Manually Entered	1	Mail Piece Inserts	Manifest Report
cvbsdgbdzf	4/21/2008	Completed	No CSV File Uploaded - Address Manually Entered	1	Mail Piece Inserts	Manifest Report
IRS 4-15-08	4/15/2008	Completed	No CSV File Uploaded - Address Manually Entered	1	Mail Piece Inserts	Manifest Report
weqweqw	4/15/2008	Completed	No CSV File Uploaded - Address Manually Entered	1	Mail Piece Inserts	Manifest Report
IRS 4-15-08	4/15/2008	Completed	No CSV File Uploaded - Address Manually Entered	1	Mail Piece Inserts	Manifest Report
test IRS to be selected without address1	3/26/2008	Completed	No CSV File Uploaded - Address Manually Entered	1	Mail Piece Inserts	Manifest Report

This Job Manually Entered is **Completed**. To send multiple letters using a csv. File.

See below the steps to **Upload Mailing List**. Your list will include the Mailing address, return address, which can be different for each letter to be mailed and can include up to 5 Search Fields of information.

Step 3. Upload Mailing List:

To [Upload Mailing List](#) you must use the FCSI data format provided by FCSI. [Click](#) on the click [HERE](#) to download an actual csv file, to be used as a template for your mailings.

See below the **Data File Characteristics** (File type and Layout) required to link a list.

Data File Characteristic Page:

Future Computer Systems Inc.

Home My Profile Mail Production ETC Help & Support Tuesday, May 20, 2008

Data File Characteristics

Mail List Contents

- Your mail list must be in our specified format. To download our mail list format, please click [HERE](#).
- Your mail list must contain all header records shown in the mail list format. This is a total of 24 headers. Header fields identify each element of your address records (i.e., Name, Address, City, State, and ZIP). The header record must be the first record in the table/list.
- Your mail list must contain at least one address record. There is no limit, however, to the number of address records in your mail list. Required fields are Address 1, City, State, Zip, and PostageFees. All headers are required in the file even if not used.

Mail List Supported Application Versions

Comma-Separated Value (CSV)

Mail List Text/Graphics

- There may be no linked text or graphics in a mail list. This restriction applies to both source and destination objects.

Mail List Definitions

- The following is a list of header record definitions found in the mail list format:
 - Company:** Enter Company Information
 - FullName:** Enter Name Information
 - Address1:** Enter Address Information. **Field is required**
 - Address2:** Enter Address Information
 - City:** Enter City Information. **Field is required**
 - State:** Enter State Information. **Field is required**
 - Zip:** Enter Zip Code Information. **Field is required**
 - Zip4:** Enter Zip + 4 Information
 - Search1:** Search fields are associated with each letter.
 - Search2:** Search fields are associated with each letter.
 - Search3:** Search fields are associated with each letter.
 - Search4:** Search fields are associated with each letter.
 - Search5:** Search fields are associated with each letter.
 - PostageFees:** Enter Postage for Mail Piece. Certified Mail fee (\$2.65) + postage (41 cents) and weight (varies). **Field is required**
 - Signature:** Enter .85 cents for Electronic Signatures. Signatures are available in ERR Report
 - Restricted:** N/A. No longer in use.
 - ReturnAddress:** Enter your Return Address Information. Your return lines must be separated with ||. Example: New Return Name||New Return Address||New City, ST ZIP
 - ArticleNumber:** N/A. For Internal Use Only
 - Planetcode:** N/A. For Internal Use Only
 - Reserved1:** N/A. For Internal Use Only
 - Reserved2:** N/A. For Internal Use Only
 - Reserved3:** N/A. For Internal Use Only
 - Reserved4:** N/A. For Internal Use Only
 - Reserved5:** N/A. For Internal Use Only

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Sample List

Microsoft Excel - Copy of Import_Example

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Company	FullName	Address1	Address2	City	State	Zip	Zip4	Search1	Search2	Search3	Search4	Search5
2	My Company Inc.	John Smith	123 Elm St	P.O. Box 1234	My City	ST	55555	1234	etc1	etc2	etc3	etc4	etc5
3													

Microsoft Excel - Copy of Import_Example

	N	O	P	Q	R	S	T	U
1	Postage	Signature	Restricted	ReturnAddress	ArticleNumber	Planetcode	Reserved1	Reserved2
2	3.12	1.00		FCSI Envelopes P.O. Box 12345 Pelham AL, 35124-1156				
3								

Selecting the Mailing List from your computer.

Future Computer Systems Inc.

Home | My Profile | Mail Production | ETC | Help & Support | Tuesday, May 20 2008

Step-By-Step

- Job Name
- Envelope Size
- 3. Address Mail
- 4. Review

Step-By-Step Method:

Step 3. Address Mail

To upload a mail list file, please click on the "browse" button to locate the file you would like to upload.

Existing Clients: Our mail list format has changed. Please review the file characteristics before uploading. Mail list must be in our format. There is no longer any mapping needed.

[Click HERE](#) For Information on File Characteristics.

Choose Your Address Method

Jobname: jjj
Envelope Type: 6"X9"Envelope

Upload Your Mailing List:

Choose file

Look in: My Computer

- Local Disk (C:)
- DVD Drive (D:)
- Home on 'uscnt1' (H:)
- C on 'haggis' (Q:)
- Nero Scout

Recent

Desktop

My Documents

My Computer

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Once you build your list in the required format, complete **Step 1**, **Step 2**, and in **Step 3** choose **Upload Mailing List**. To Upload your list Click on **Browse**, and then choose the file found on your computer. Then Click on **Upload Mailing List**. Next in **Step 4**. Click on **Finish**

That It!

SAMPLE ADDRESS PAGE:

John Maenza
USCertifiedLetters
508 Cahaba Valley Circle
Pelham AL 35124



7118 9042 9550 8204 3154

SEQ# 0000001



TEST COMPANY
TEST PERSON
508 CAHABA VALLEY CIR
PELHAM AL 35124-1156

123456789
111111111
location 1
client 1
98-7654321

TEST COMPANY
TEST PERSON
508 CAHABA VALLEY CIR
PELHAM AL 35124-1156

SAMPLE USPS FORM 3877 - MANIFEST REPORT:

This is your legal receipt or Proof of Mailing. Keep this for your records. The Manifest should be signed and Round Stamp dated by a USPS postal clerk or letter carrier to serve as receipt of letter acceptance.

		FCS/PS FORM 3877 Flats 6 x 9 Metered	Page 1 of 1							
Mailer's Name and Address USCertifiedLetters John Maenza 508 Cahaba Valley Circle Pelham , AL 35124		USCL Manifest Date: 10/14/07 Time: 19:40:59 Number: 0000728								
DUNS No.	Article No.	Addressee Name Delivery Address	Wt. oz.	ZIP/ Zone	Class/ Rate	Cert Fee	SC Fee	RD Fee	Postage Fee	Total Charge
71189042955 SEQ# 00000001 123456789 111111111 location 1 client 1 98-7654321	082043154	TEST COMPANY TEST PERSON 508 CAHABA VALLEY CIR PELHAM AL 35124-1156	1.00	351	1C	2.65	0.85	0.00	0.410	3.91

	Pieces	Postage	Certified	Return Receipt	Restricted Del.	Total Cost
Page Totals	1	\$0.41	\$2.65	\$0.85	\$0.00	\$3.91
Cumulative Page Totals:	1	\$0.41	\$2.65	\$0.85	\$0.00	\$3.91
Manifest Totals:	1	\$0.41	\$2.65	\$0.85	\$0.00	\$3.91

Total Number of Received: 1 **USPS CERTIFICATION**

Signature of USPS Receiving Employee

FCSI FORM 04, 2001 (Future Computer Systems, Inc. Copyright 2001-2007 and Patents, all rights reserved)

Note: Postage weight is calculated to the next whole ounce. Place Round Stamp Here

At any time, (before, during or after your mailing), you can Click on **ETC** then **ETC Search** to view the current delivery status of letters in the ETC-Electronic Tracking Confirmation[®] detailed reporting pages. Once your item is listed as **Delivered** the USPS tracking report, **ETC** and your **ERR-Electronic Return Receipt[®]** is available as proof of Delivery, along with your USPS Signature page, if you selected the advanced purchase of the original signature, at the time of mailing.

Note: ETC[®] is also available from the **Mailing History** Page. Click on **Completed**.

Please allow for the following Monday after your mail is delivered to receive the USPS Signature Page, included with the ETC[®] reports.



See Below the ETC[®] System Screens, with access to your reports.

From this screen I will see all of my mail sent and have the option to Click on the **Article Number** to view the Detailed Tracking Information, or Enter a name of number in the **Search Field** box to view every letters sent to that Company, Person, Account Number, etc.

See below the search for **IRS Service Center** letters mailed only.



Search Envelopes

Search Field IRS Service Center

Back

Search

List of Envelopes

Total Records: 3

Print Date	Article Number	Last Tracking Event	Company	Name Display	Address	Account #	Unit #	Location Name	Client Name	Policy Num
11/20/2007	7118904295508228261	Your item has been marked as DELIVERED on November 26, 2007 at 2:20PM in ATLANTA,GA 39901.		IRS SERVICE CENTER	IRS SERVICE CENTER					
4/15/2008	71189042955084154292	WAITING FOR USPS SCAN		IRS SERVICE CENTER	DEPARTMENT OF THE TREASURY					
4/15/2008	71189042955084154711	Your item has been marked as DELIVERED on April 26, 2008 at 12:16PM in ATLANTA,GA 39901.		IRS SERVICE CENTER	DEPARTMENT OF THE TREASURY		2007			

This is the actual **Shipment Detail** Page - **ETC®** screen available each day, to view the updated status of your mail sent. Each day you view the movement and delivery status of your mail. Click on the bottom box and scroll through the **Mailing History** to view the detailed movement of the envelope.



Shipment Detail

Company:
 Name Display: IRS SERVICE CENTER
 Address 2:
 Address 1: DEPARTMENT OF THE TREASURY
 City, State Zip Code: ATLANTA, GA 39901-0002
 Account #: 2007
 Unit #:
 Location Name:
 Client Name:
 Policy Number:

[Print ERR Report](#)

Tracking Detail

Print Date/Time: 4/15/2008 5:32PM
 Tracking Number: 71189042955084154711
 Envelope Type: No. 10 Envelope
 Mailing Type: Certified Mail w/ERR

Last Event: Your item has been marked as DELIVERED on April 26, 2008 at 12:16PM in ATLANTA,GA 39901.

Mailing History: Your item has been marked as ARRIVAL AT UNIT on April 26, 2008 at 11:46AM in ATLANTA,GA 39901.
 WAITING FOR USPS SCAN

Back

Shipment Detail Page: Click on **Print ERR Report**, to create the ETC-Electronic Tracking Confirmation® Reports.

Option 1 Enter any name and the report will be saved to the **Requested Reports** folder under the name entered.

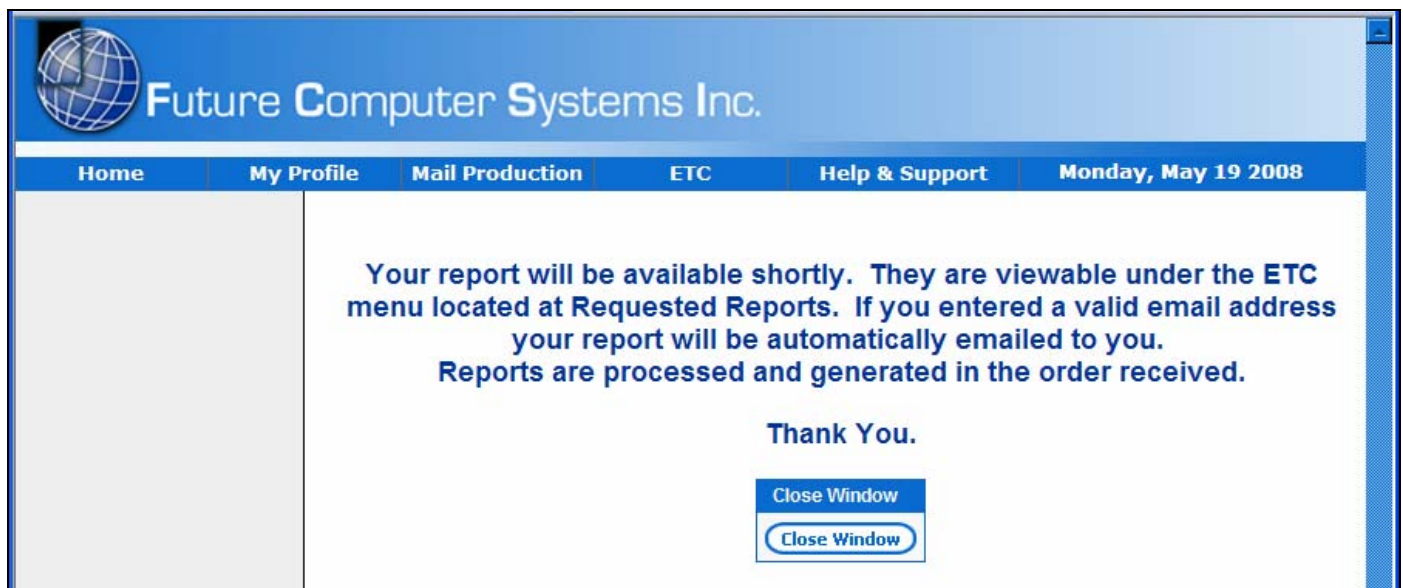
Option 2 Enter an e-mail address and the report will be sent to the **email address** entered and the **Requested Reports** folder showing the email address entered. From the **email** sent from FCSI Envelopes or **Requested Reports** folder you can then view, store or print the 2 or 3 page report (3 pages with the Electronic USPS Signature page).

The reports will be saved in the **Requested Report** folder for 14 days. You can request the same report as often as you want for up to 7 years

Report are accessible in your secure password protected account, and available online from any computer worldwide, 24/7 for up to 7 years.



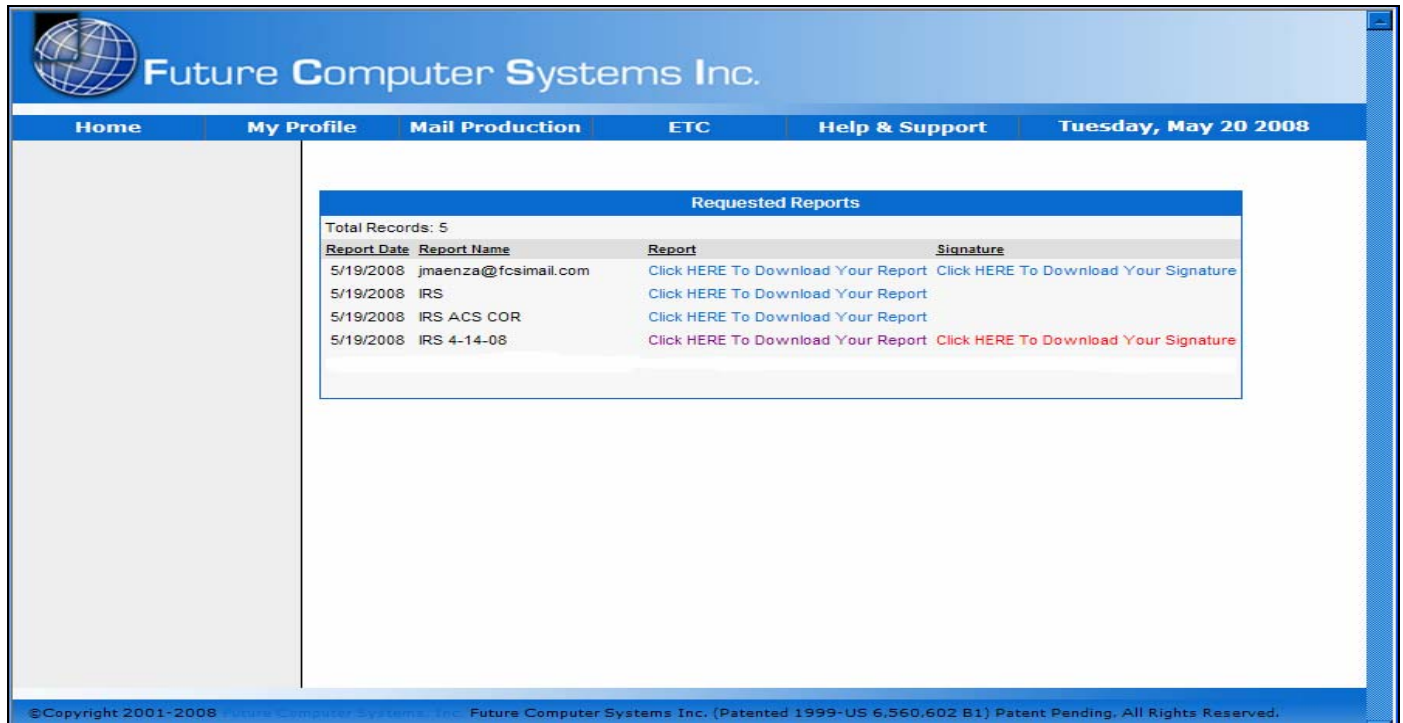
The screenshot shows the top of the Future Computer Systems Inc. website. The header includes the company logo and name. A navigation bar contains links for Home, My Profile, Mail Production, ETC, Help & Support, and the date Monday, May 19 2008. The main content area features a blue box with the following text: "Reports are now available online. They are viewable under the ETC menu located at Requested Reports. If you would like the report emailed, please enter an email address below to have the results of this report automatically emailed to you or someone else." Below this text is a text input field labeled "Report Name or Email Address to send to:" containing the text "IRS 4-14-08". To the right of the input field is a "Request Report" button. At the bottom of the page, there is a footer with the text "The only way to ensure you are receiving all of your reports from USCL is to Add Us to Your Address Book!" and the email address "data@uscertifiedletters.com".



The screenshot shows the same website as the previous one, but with a different message in the main content area. The text reads: "Your report will be available shortly. They are viewable under the ETC menu located at Requested Reports. If you entered a valid email address your report will be automatically emailed to you. Reports are processed and generated in the order received." Below this text is the phrase "Thank You." and two "Close Window" buttons, one above the other.

From the **Requested Reports** folder you can then view, store or print the 2 or 3 page report (3 pages with the Electronic USPS Signature page).

Click on the [Click HERE To Download Your Report](#) to Open or Save your ERR-Electronic Return Receipt® and [Click HERE To Download Your Signature](#) if you purchased the Electronic USPS Signature page.

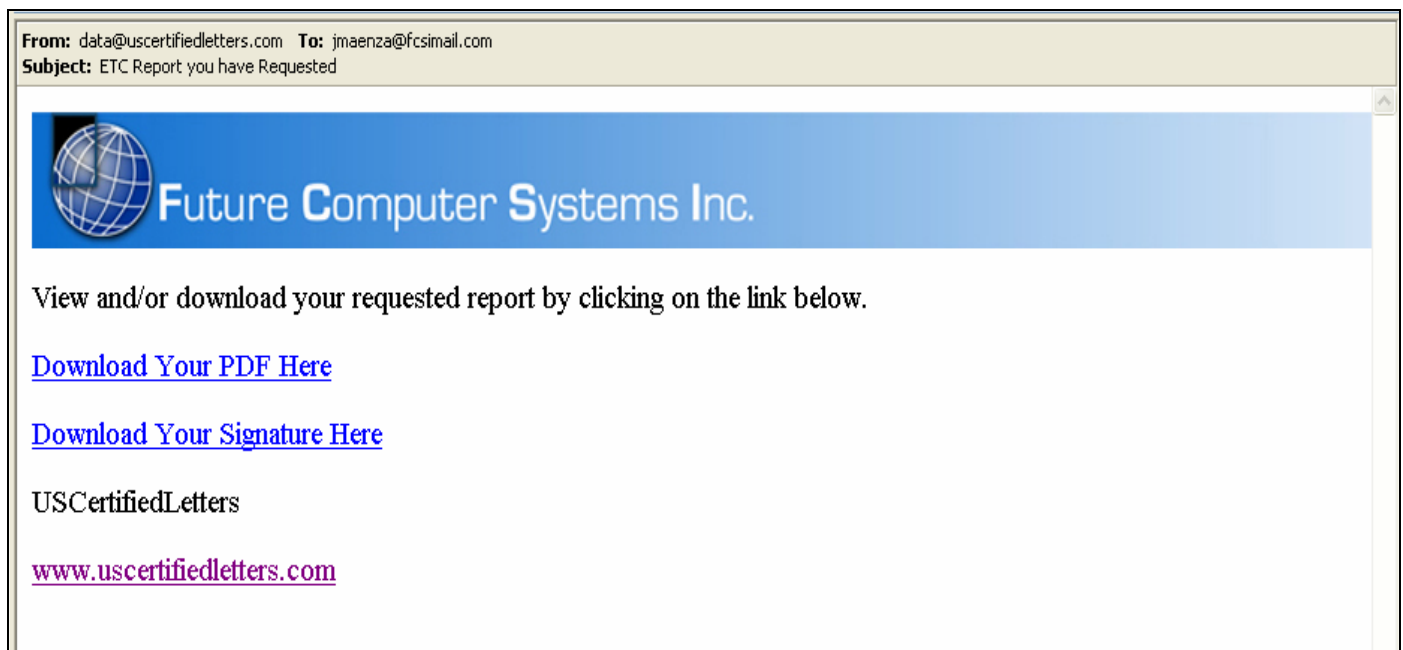


The screenshot shows the web interface for Future Computer Systems Inc. The header includes the company logo and name, and a navigation menu with links for Home, My Profile, Mail Production, ETC, and Help & Support. The date is Tuesday, May 20 2008. The main content area displays a table titled 'Requested Reports' with the following data:

Report Date	Report Name	Report	Signature
5/19/2008	jmaenza@fcsimail.com	Click HERE To Download Your Report	Click HERE To Download Your Signature
5/19/2008	IRS	Click HERE To Download Your Report	
5/19/2008	IRS ACS COR	Click HERE To Download Your Report	
5/19/2008	IRS 4-14-08	Click HERE To Download Your Report	Click HERE To Download Your Signature

From the link in the **email** sent to the email entered, you can Click on the [Download Your PDF Here](#) and [Download Your Signature Here](#)

Now you can email reports or enter any name for your reports and they are saved in the [Requested Reports](#) folder for 14 Days!



The screenshot shows an email interface with the following header information:

From: data@uscertifiedletters.com **To:** jmaenza@fcsimail.com
Subject: ETC Report you have Requested

The email body contains the Future Computer Systems Inc. logo and the following text:

View and/or download your requested report by clicking on the link below.

[Download Your PDF Here](#)

[Download Your Signature Here](#)

USCertifiedLetters

www.uscertifiedletters.com

See below the Actual ETC® and ERR® and USPS Electronic Signature Report.

ERR-Electronic Return Receipt®, Page 1 of 2.

Future Computer Systems, Inc. Electronic Tracking & Confirmation®

The following Electronic Tracking information shown below was provided by the U.S. Postal Service, through Future Computer Systems, Inc. (FCSI) ETC® - Electronic Tracking Confirmation® Solution. If not requested prior to mailing, an after mailing signature if available can be purchased by calling Future Computer Systems, Inc. at (800) 946-3274.

Pg. 1 of 2

ERR® - ELECTRONIC RETURN RECEIPT®	
1. Article Addressed to: IRS SERVICE CENTER DEPARTMENT OF THE TREASURY ATLANTA, GA 39901	Delivery Confirmation Your item has been marked as DELIVERED on April 26, 2008 at 12:16PM in ATLANTA, GA 39901.
2007	3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered Mail <input type="checkbox"/> Return Receipt <input type="checkbox"/> Insured Mail <input type="checkbox"/> C. O. D.
2. Article Number	7118 9042 9550 8415 4711
FCSI Form 3811, March 2001	Copyright 2001-08 FCSI. All rights reserved



USPS Round Stamp

Report Copyright 2001-07 by Future Computer Systems, Inc.. All Rights Reserved. The U.S. Postal Service has provided the delivery information shown on this report. Copies of this transaction will remain on file at the U.S. Postal Service for two (2) years and at FCSI for seven (7) years from the last event date shown above. For additional information contact, Future Computer Systems, Inc. at 1-866.888.8725.

Once your letter is marked as DELIVERED the Card will turn **Green**.

Future Computer Systems, Inc. Electronic Tracking & Confirmation[®]

The following Electronic Tracking information shown below was provided by the U.S. Postal Service, through Future Computer Systems, Inc. (FCSI) ETC[®] - Electronic Tracking Confirmation[®] Solution. If not requested prior to mailing, an after mailing signature if available can be purchased by calling Future Computer Systems, Inc. at (800) 946-3274.

ELECTRONIC TRACKING INFORMATION
7118 9042 9550 8415 4711

Pg. 2 of 2

USPS Electronic Tracking and Delivery Confirmation Information

Your item has been marked as DELIVERED on April 26, 2008 at 12:16PM in ATLANTA,GA 39901.
Your item has been marked as ARRIVAL AT UNIT on April 26, 2008 at 11:46AM in ATLANTA,GA 39901.
WAITING FOR USPS SCAN



USPS Round Stamp

Report Copyright 2001-07 by Future Computer Systems, Inc.. All Rights Reserved. The U.S. Postal Service has provided the delivery information shown on this report. Copies of this transaction will remain on file at the U.S. Postal Service for two (2) years and at FCSI for seven (7) years from the last event date shown above. For additional information contact, Future Computer Systems, Inc. at 1-866.888.8725.

USPS Electronic Signature Page:



Date Produced: 04/28/2008

FUTURE COMPUTER SYSTEMS INC

The following is the delivery information for Certified item number 7118 9042 9550 8415 4711. Our records indicate that this item was delivered on 04/26/2008 at 12:16 p.m. in ATLANTA, GA, 39901 to T EDMUNDSON

Signature of Recipient:

ature	
ited ne	Tyeisha Edmundson

Address of Recipient:

very ress	4800 Buford Hwy
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Thank you for selecting the Postal Service for your mailing needs. If you require additional assistance, please contact your local post office or Postal Service representative.

Sincerely,

United States Postal Service



Commonly Asked Questions

How long does it take USPS to deliver a Certified Mail envelope?

USPS does not guarantee or specify an exact delivery time. However, Certified Mail is considered Special Service Mail. Remember someone at the delivery address must sign for the envelope.

Our Experience: Plan on 3 to 10 business days.

If you are mailing to a residential address and no one is home, a USPS delivery reminder will be left by the USPS Mail Carrier (Notice Left). This reminder informs the recipient of the Certified Mail Envelope, and where it can be picked up at a nearby Post Office. If no one picks up the envelope after 5 to 7 days, the USPS attempts a second delivery to the delivery address. Again USPS is to leave a delivery reminder that mail can be picked-up at the nearby Post Office. After 5 to 7 days the third and final delivery attempt will be made. A final notice reminder is left and the envelope is taken back to the Post Office – Unit of Delivery. After 5 to 7 more days if no one has claimed the envelope it is marked Returned To Sender, to the return address provided on the outside of your envelope.

What receipts or legal proof is provided?

Three Reports are provided with our Certified Mail Envelope Service as “Proof of Mailing” and “Proof of Delivery”. The first is the **USPS PS Form 3877 - Mail Manifest** that you should have been signed and round stamped dated when you turn your envelopes over to the Postal Service. The second and third receipts are the **ETC-Electronic Tracking and Confirmation[®]** Report and **ERR-Electronic Return Receipt[®]**. This serves as your legal proof the USPS successfully delivered your envelope, available online in the ETC[®] system. In addition, an original signature is provided on the **USPS E-Signature page**, if purchased at the time of mailing.

- **USPS Mail Manifest** (PS-Form 3877). Many times referred to as the Postal Firm Book. It provides legal proof of mailing and is to be signed and dated by a Mail Carrier from the USPS.
- **ERR[®]** is the ERR-Electronic Return Receipt[®] (Green Card). This document is printed from the software, and is used to provide legal proof of delivery. The document shows Certified Mail delivery information and the information is authored by the United States Postal Service. The document can be printed from any computer at any time. The data resides at FCSI and is maintained for 7 years in your secure password protected account.

Where can I mail my Certified Mail Envelopes?

You may mail USPS Certified Mail at a post office, branch, or station or even give it to a mail carrier. You may also deposit Certified Mail in a post office mail box, a street mailbox, or any other receptacle to mail USPS First-Class Mail. Using our Certified Mail Envelopes you receive tracking and delivery scans to serve as your receipt of mailing and delivery.

Note: FCSI Envelopes recommends that you always take your mail to the Post Office.

What about the Green Card?

The “**Green Card**” has been the icon of Certified Mail for more than 230 years. However, the “Green Card” has been difficult for both the sender to fill-out and send, and the U.S. Postal Service to handle and manage. From 2001 to 2003, the U.S. Postal Service contracted with FCSI, dba USCertifiedLetters.com as a Sole Source vendor, providing a Certified Mail Solutions to postal customers - using our mailing solutions, which included **ETC-Electronic Tracking Confirmation[®]** and **ERR-Electronic Return Receipt[®]**.



FCSI Green Card:

Today the **ERR-Electronic Return Receipt®** is used by Certified Mail customers worldwide, including the USPS (See USPS, track and confirm - Return Receipt-Electronically), and is quickly replacing the old traditional Green Card. Clearly the FCSI ERR® saves the Mailer and the U.S. Postal Service time and money. It eliminates lost or misplaced "Green Cards" and is tracked daily with our patented **ETC-Electronic Tracking and Confirmation® Software** service, included with each Certified Mail Envelope sent.

The **ERR-Electronic Return Receipt®** and **Electronic Tracking and Confirmation®** Reports are stored in your secure password protected account, and are available 24/7 from any computer worldwide

How Does This Work:

Anytime a Certified Mail envelope is enter in the mail stream, the USPS scans the document throughout the delivery process. With our system you will see the tracking information throughout the delivery process (Shown on the ETC tracking detail screen). If the letter is scanned through a USPS reader at each Post Office along the delivery route (P.O. Box number are listed), and each Delivery Events will be listed.

The **Delivery Events** are listed below.

Event Code	Event Name
MA	Electronic Shipping Info Received
BE	Bulk Enroute
01	Delivered
02	Attempted / Notice Left
03	Accept or Pickup (by carrier)
04	Refused
05	Undeliverable as Addressed
06	Forwarded
07	Arrival at Unit
08	Missent
09	Return to Sender
10	Enroute
11	Dead Letter
14	Arrival at Pickup Point
15	Mis-shipped
16	Available for Pickup
17	Picked Up by Agent
18	Random Sampling
19	DC/eVS Arrive
80	Picked Up by Shipping Partner
81	Arrived Shipping Partner Facility
82	Departed Shipping Partner Facility

Subset of Return To Sender (09)	
21	No Such Number
22	Insufficient Address
23	Moved, Left No Address
24	Forward Expired
25	Addressee Unknown
26	Vacant
27	Unclaimed
28	Deceased
29	Other

The USPS collects a signature at the time of delivery. Each signature is captured by the mail carrier (PS Form 3849 and PS Form 3811-“Green Card”), and the U.S. Postal Service electronically stores that signature image. FCSI links that USPS Signature Page to your account

That signature on the Form 3849 provides legal proof the envelope was accepted by someone at that address. The “Green Card” Form 3811 is actually a courtesy reply card, with the recipient’s signature stating they are in receipt of the envelope, from the USPS. If that card is lost in the return process or misplaced. You have one option. Return to the Post Office and request and pay again for a USPS Electronic Signature page, since the “Green Card” is no longer available.

How Do I Get The Signature of the Person Who Accepted the Certified Mail Envelope?

Signatures may be purchased in advance using FCSI Envelopes for **\$1.00**. From any local USPS Post Office. Request the **Signature After Mailing, PS Form 3811-A**. The cost for each Signature after Mailing is **\$4.35** and you pay the Post Office direct.

Do I need a Signature?

Our ERR-Electronic Return Receipt® is conformation from the USPS that your mail has been delivered, with or without the signature. The real question is do I need a signature on every envelope sent for legal proof of delivery (less than one percent of Certified Mail sent will need an actual “Green Card” for legal proof of delivery). Our **ETC®** and **ERR®** system is used by Law Enforcement, State and County Agency’s, Collection Agency’s, Law Practices and Financial Institutions, and has been used in court cases throughout the country as legal proof of delivery.

The **ERR®**, with the entire tracking process, **ETC®**, is available at **No Additional Charge, for up to 7 years..**

Helpful Tips:

Purchasing Signatures from the USPS after I mail my letters:

Once your letters are marked as Delivered, you can still pay for and receive a signature. The USPS person behind the local Post Office may not be familiar with this service. Make sure you ask for the product by name: **Signature After Mailing, PS-Form 3811-A. \$4.35 per signature.**

The USPS will normally check the Internet web site then inform you that no signature was found. **This is not always correct. Ask them to check the USPS Intranet, not the web site.** If you continue to have problems ask for the Local Postmaster, then request the product again or contact FCSI for assistance.

If your letters is not marked as Delivered or there is no Signature available, **you could be entitled to a refund**, since the service of Certified Mail paid, **\$2.70** was not properly performed.

Ask to file PS-Form 3533 the Application and Voucher for Refund of Postage and Services. USPS does not like to issue refunds for Service Not Rendered so they will work extra hard to locate your Signature.

THANK YOU FOR “GOING POSTAL” WITH FCSI ENVELOPES

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USPS Certified Mail is a registered trademark of The United States Postal Service, All rights reserved.
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ETC-Electronic Tracking and Confirmation® Software is a trademark of Future Computer Systems, Inc. All rights reserved.
Certified Mail Envelopes is a product of Future Computer Systems, Inc. All rights reserved.