

CASS Certification

What is it?

Cass Certification is a process that will take the addresses in your software and match them against a Postal Service database. The typical certification cycle is every 6 months.

Why do it?

Certifying the addresses will minimize returned mail to your office. Discounted postage rates are also applied when performing bulk mailing with addresses that have been certified.

Who uses it?

Currently, this service is only available for FlexGen and Zortec Utility Billing customers.

What do I do?

To have your addresses certified, you will need to contact the Software Deployment Department. A time will be scheduled to pull the necessary file from your system. Typically, the files can be certified and returned within a day's time. However, if you are trying to meet a deadline on sending mail to customers, allow a week's time to allow for problem resolution if necessary.

When can I start?

Start today! Contact the Software Deployment and get your certification scheduled and start saving money with your next billing. Call 1-800-737-1826 and ask for Stacy Davis or a member of Software Deployment and we will ensure your needs are met.

Example of Savings:

Not Certified Semi - Annually

Number of Accounts	3,000
Costs Per Card	<u>\$0.28</u> **
Monthly Postage	\$840.00
Annual Postage	\$10,080.00

Certified Semi - Annually

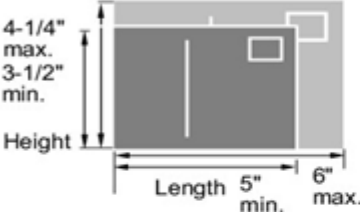
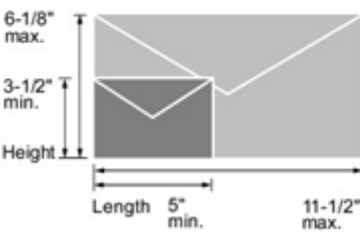
Number of Accounts	3,000
Costs Per Card	<u>\$0.205</u> **
Monthly Postage	\$615.00
Annual Postage	\$7,380.00
LGC Charge	\$700.00 (\$0.005 per account, per month or \$350.00 minimum)
Total Costs	\$7,980.00

Overall Postage Savings From certification **\$2,100.00**

Rates are based on local post office postage rates. Check your local post office for definitive numbers

Mail Measurements for Postcards used in example:

First-Class Mail Domestic—Retail

SHAPE	SIZE		PRICE		
Postcards					
	minimum	maximum	Price		
	length	5 inches	6 inches	\$0.28	
	height	3-1/2 inches	4-1/4 inches		
thickness	0.007 inch	0.016 inch			
Letters					
	minimum	maximum	Weight Not Over (oz.)	Price	
	length	5 inches	11-1/2 inches	1	\$0.44
	height	3-1/2 inches	6-1/8 inches	2	0.61
thickness	0.007 inch	1/4 inch	3	0.78	
			3.5	0.95	
<p>Letters that meet one or more of the nonmachinable characteristics in DMM 101.1.2 are also subject to the \$0.20 nonmachinable surcharge.</p>					