

Endicia Label Server Licensing Program

PSI Systems, Inc. dba DYMO Endicia
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USPS REQUIREMENTS

1. **PARTNER Overview.** PARTNER is required to include a narrative describing PARTNER company, the product that will integrate with the Endicia Label Server (ELS), customer profile, existing and expected customer base how ELS will fit into your application (i.e. it will sit alongside FedEx, UPS, or allow customers to automatically print labels, etc). This will be included as an Exhibit to the contract and LOI.
2. **Mail-From Requirement:** PARTNER is required to maintain knowledge of where each mail piece is being sent from. It is sufficient to ensure that you require a valid sender address.
3. **Touch points.** The USPS would like a description of how many touch points you will have with your customers/senders. This will be included as an Exhibit to the contract and LOI. Examples of touch points could be:
 - a. If you charge their credit card
 - b. If you mail them something as part of a sign-up process
 - c. If you or a dealer of yours perform some physical install or visit
 - d. If you call, email or mail them regularly. This also includes If you have a supplies
 - e. program with your customer whereas they receive some shipments from you.
 - f. If the customer is part of the USPS carrier pickup program
 - g. If they are a corporation with employees using the application
4. **Touch Points Maintenance.** The USPS requires that you maintain a record of the customer touch-points or your historical touch point processes.
5. **Language:** PARTNER grants Endicia the right to collect, store, audit, and process all the data provided to Endicia in each electronic transaction between the two parties (Transaction Data). PARTNER agrees that Endicia has the right and authority to provide Transaction Data to the United States Postal Service in compliance with their regulatory oversight of our postage service. PARTNER further agrees that Endicia may share Transaction Data if it is subpoenaed in legal proceedings, if it is requested by a government agency as part of an investigation, or as otherwise required by law.

PARTNER agrees to supply with each electronic transaction a unique identifier for each end user of that transaction. Upon request from the United States Postal Service, subpoena in legal proceedings, request by a government agency as part of an investigation, or as otherwise required by law; PARTNER agrees to expeditiously share with Endicia the customer name, address, telephone number, email address, and other account information reasonably required by the requesting agency.

PARTNER is solely responsible for compliance with privacy laws concerning the possible disclosure of this information. Furthermore, PARTNER ensures Endicia that only registered users access the Endicia label server to print USPS Postage Labels. PARTNER must have a registration and identification process for label server users that collects and maintains at minimum information such as user name, address, phone number, and email address to maintain knowledge of where mailpieces are being sent from.