

Truman State University

Mailers+4 Processing Instructions

Required to receive USPS bulk mail rate

Revised August 2026

For best results before you begin...

You must have at least 200 mailable addresses to receive the bulk mail rate. If errors are found in your addresses, you must have at least 200 after any bad addresses are removed.

Provide a sample of your mailing to Campus Mail Services. They will give you the exact dimensions and weight measurements you need to process with Mailers+4. Instructions say to provide a 10-piece sample, but that may differ from mailing to mailing.

Ensure that all of the addresses in your file have been processed through NCOA (National Change of Address) in the last 95 days (USPS requirement for bulk rate). If your addresses are pulled directly from Banner, you do not need to do this. Banner addresses are batch-processed every 95 days.

Create a new folder (suggest on Y: drive) specifically for processing this mailing and place only your Excel spreadsheet of addresses there. Mailers+4 will create some PDF files in the source directory of your spreadsheet. Having a unique folder for each mailing makes it easier to keep track of the associated PDF files for each mailing.

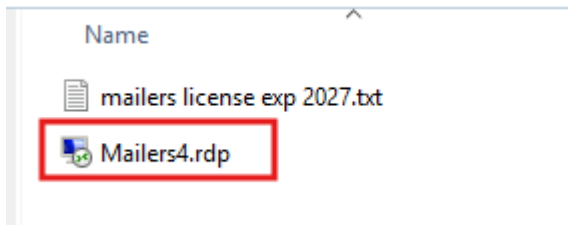
Remove all data from your spreadsheet not required for Mailers+4 processing. If your source spreadsheet has multiple tabs and extra columns of data, make a separate copy to use with Mailers+4 and delete all the extraneous tabs and columns.

Next, add a column header in your spreadsheet to the first blank column to the right of your data called "ADDERR" which is a recognized value for output errors by Mailers+4. Sort your spreadsheet by the Zip column.

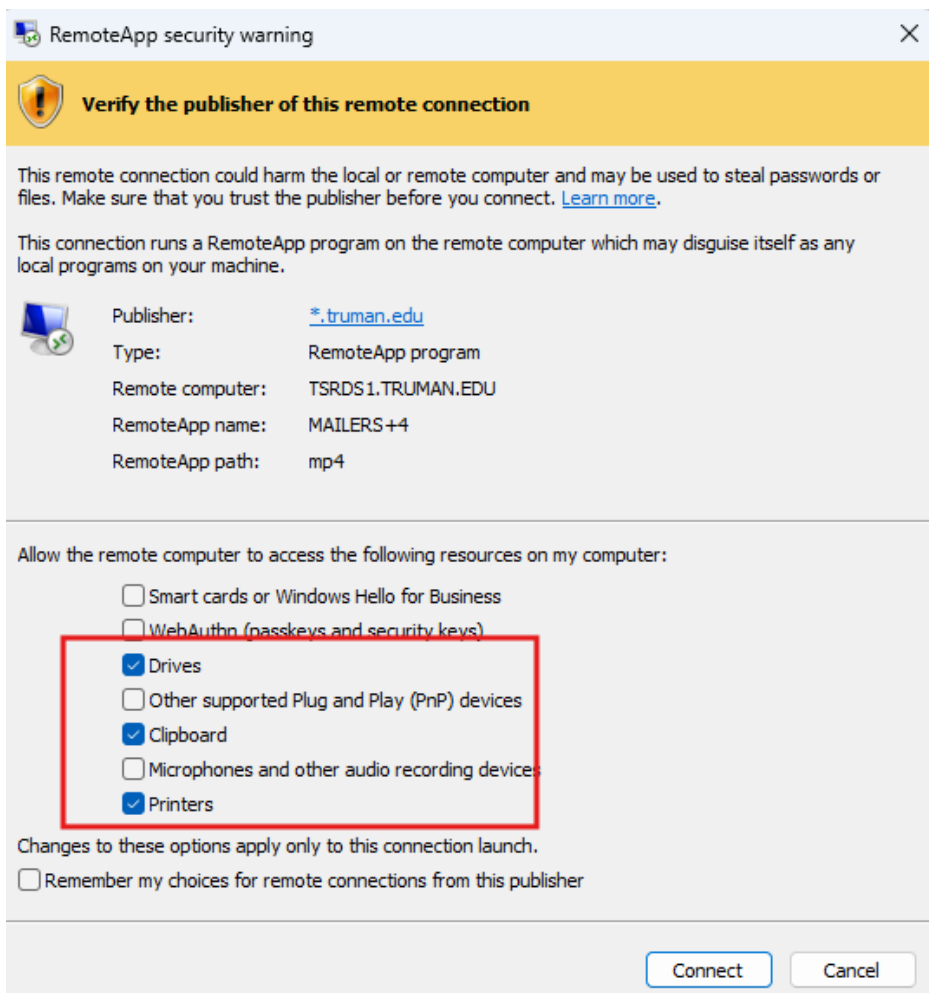
Save and close your spreadsheet. Changes are made to your address and error column by Mailers+4 so the spreadsheet cannot be open in Excel before you begin.

PC users who belong to the “Bulk Mailers” Active Directory group can launch Mailers+4 from the N: drive you should have already (automatically) mapped to your Windows pc. Mac users can contact the Help Desk to get the current path and mapping instructions to do this.

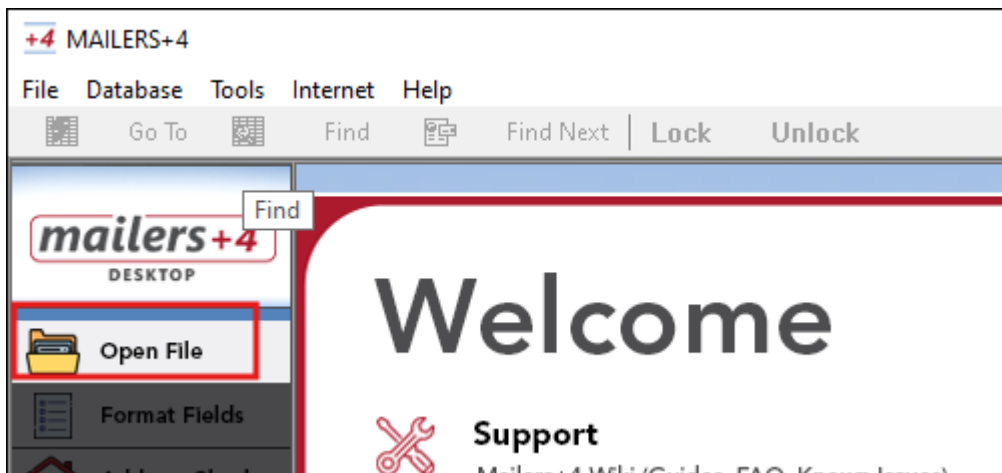
If you are prompted for a license key, copy/paste the value found in the “mailers license...” txt file in the same directory



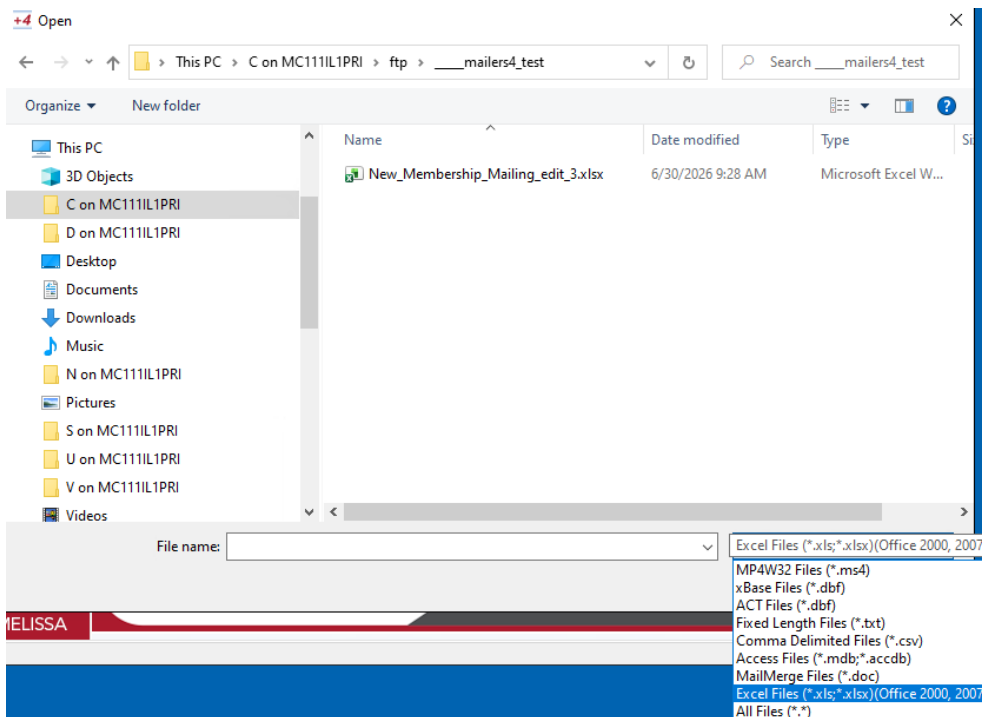
When you launch this remote application you will be prompted with several access options. You may want to include “Drives” (though all but your C: should be available regardless, “Clipboard” (in case you need to copy/paste the license key), and “Printers” (though any reports you view will be placed in a “Presort Reports” folder that Mailers+4 creates in the same directory as your spreadsheet).



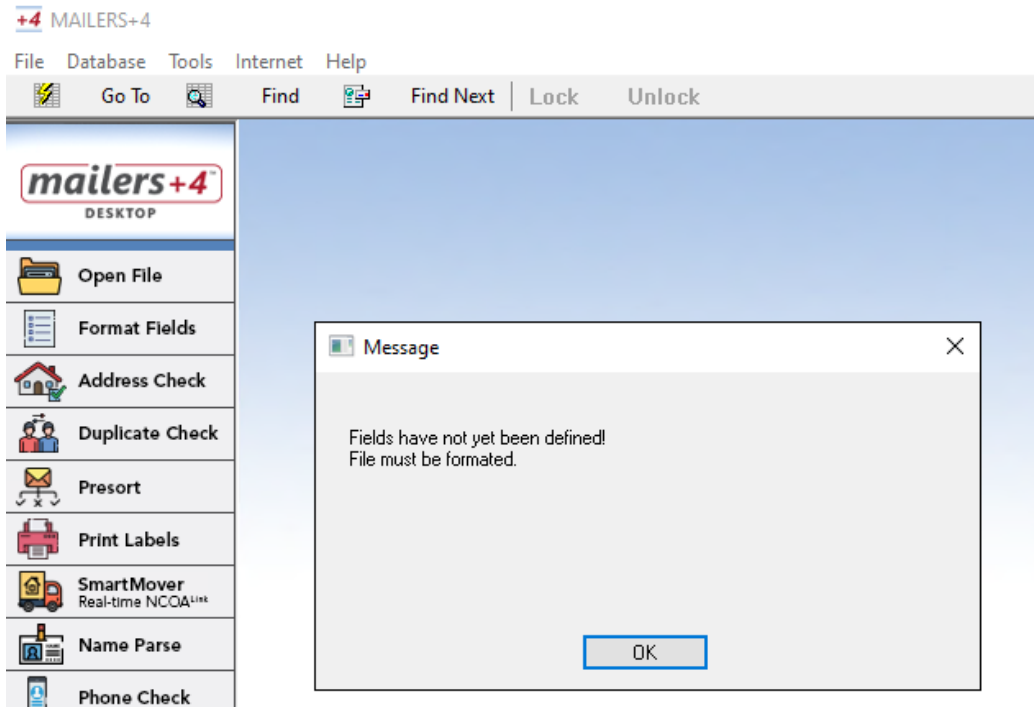
In the upper left-hand corner, click “File” then “Open” or simply click on the manila folder icon...



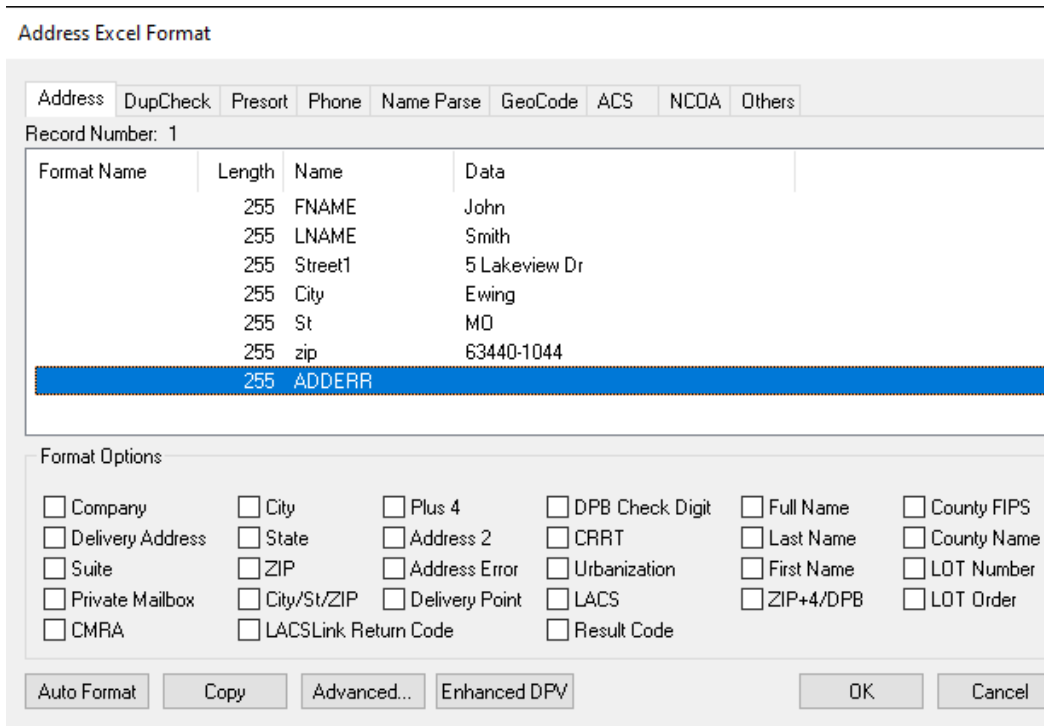
Choose the type of data file you will be using (Excel) from the “Files of Type” drop down box at the bottom of the search window, then browse to the folder that contains your file of mailing addresses. For this example, we are using an Excel spreadsheet.



Opening the spreadsheet for the first time tells you it has not been formatted (for Mailers+4).



...which will open a window that shows your column header names and displays the first record in your file.



Click the “Auto Format” button in the lower left-hand corner and the software will do its best to figure out what each column contains based on the column header name in your file.

Address Excel Format

Address DupCheck Presort Phone Name Parse GeoCode ACS NCOA Others

Record Number: 1

Format Name	Length	Name	Data
FIRST NAME	255	FNAME	John
LAST NAME	255	LNAME	Smith
	255	Street1	5 Lakeview Dr
CITY	255	City	Ewing
STATE	255	St	MO
ZIP	255	zip	63440-1044
ADDRESS ERROR	255	ADDERR	

Format Options

☐ Company ☒ City ☐ Plus 4 ☐ DPB Check Digit ☐ Full Name ☐ County FIF
☐ Delivery Address ☒ State ☐ Address 2 ☐ CRRT ☒ Last Name ☐ County Na
☐ Suite ☒ ZIP ☒ Address Error ☐ Urbanization ☒ First Name ☐ LOT Num
☐ Private Mailbox ☐ City/St/ZIP ☐ Delivery Point ☐ LACS ☐ ZIP+4/DPB ☐ LOT Order
☐ CMRA ☐ LACSLink Return Code ☐ Result Code

Auto Format Copy Advanced... Enhanced DPV OK Cancel

In the example above, the software recognized and matched all necessary columns except “Street1” from the source spreadsheet. If your file contains header names that are not automatically identified, simply click on the item in the list (it becomes highlighted in blue) and then put a checkmark in the appropriate box below.

In this example, Mailers+4 did not recognize the header name “Street1” so you would simply click that item in the list and then put a checkmark by “Delivery Address” to manually format this column.

Address Excel Format

Address DupCheck Presort Phone Name Parse GeoCode ACS NCOA Others

Record Number: 1

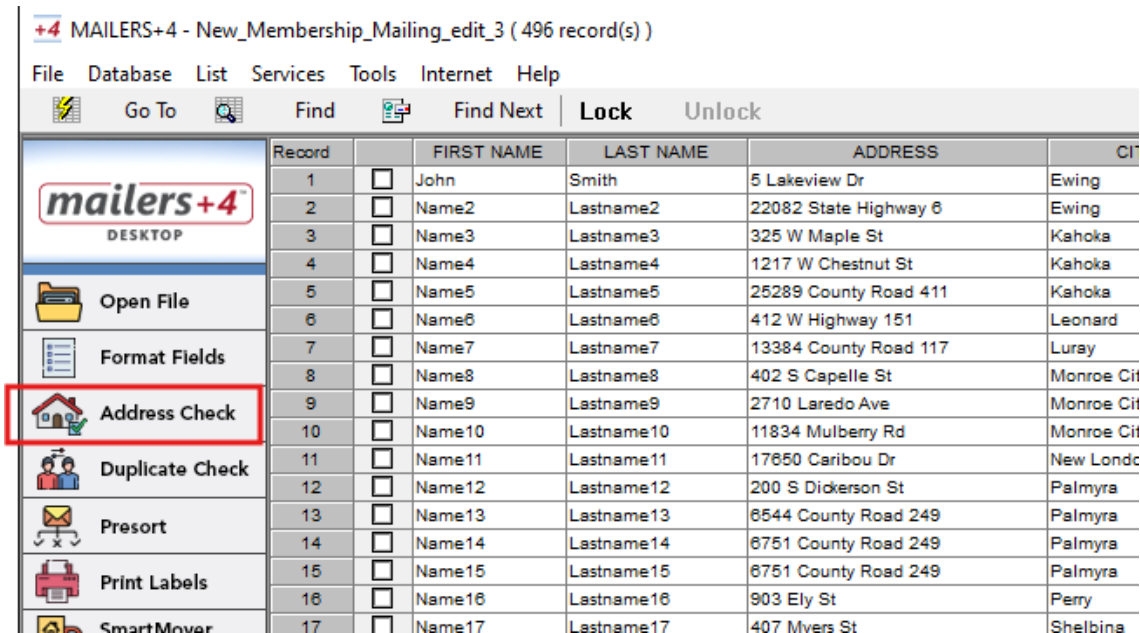
Format Name	Length	Name	Data
FIRST NAME	255	FNAME	John
LAST NAME	255	LNAME	Smith
ADDRESS	255	Street1	5 Lakeview Dr
CITY	255	City	Ewing
STATE	255	St	MO
ZIP	255	zip	63440-1044
ADDRESS ERROR	255	ADDERR	

Format Options

☐ Company ☒ City ☐ Plus 4 ☐ DPB Check Digit ☐ Full Name ☐ County FIF
☒ Delivery Address ☒ State ☐ Address 2 ☐ CRRT ☒ Last Name ☐ County Na
☐ Suite ☒ ZIP ☒ Address Error ☐ Urbanization ☒ First Name ☐ LOT Num
☐ Private Mailbox ☐ City/St/ZIP ☐ Delivery Point ☐ LACS ☐ ZIP+4/DPB ☐ LOT Order
☐ CMRA ☐ LACSLink Return Code ☐ Result Code

Auto Format Copy Advanced... Enhanced DPV OK Cancel

This mapping must be completed for all parts of the address (ADDRESS, CITY, STATE, and ZIP). After you've formatted all of the appropriate fields click "OK" and you'll be returned to the summary screen. Click the "Address Check" button to begin the process of validating your addresses.



Below is an example of the screen that will be displayed. You'll want to accept all the default values, so simply click the "Go" button in the lower right-hand corner to begin.

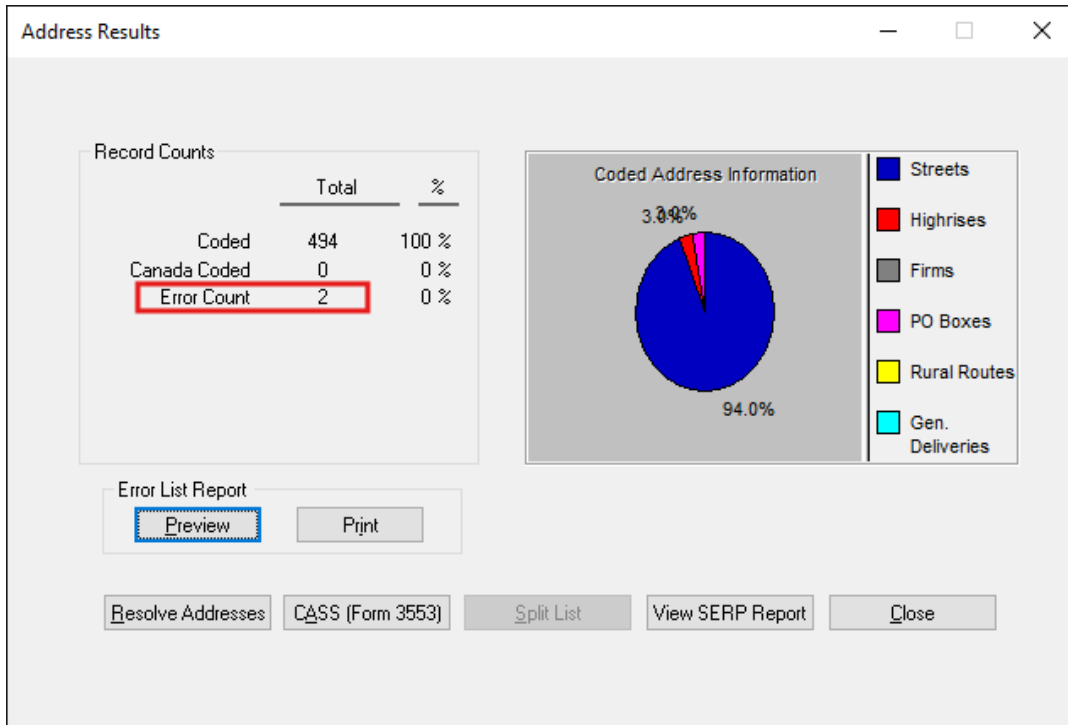
Address Options

Processing Options ☐ Skip previously coded records ☐ Use USPS Preferred City Names ☐ Combine Range and Address field	Casing ☒ Auto ☐ Upper/Lower ☐ Upper ☐ Convert Company Field To All Caps ☐ Do not case the name field
Address Standardization ☐ Never ☒ Only On Coded Records ☐ Always	On Address Errors ☒ Clear Existing PLUS4's ☒ Clear Existing CRRT'S ☐ Delete Unresolved dBase Records
Form 3553 ☐ Print 1 copies to printer MC112 Color LaserJet on krypton (redirected 227)	Days Until Database Expiration United States: 67 day(s) Canada: 67 day(s)
☐ Save Settings As Default	

Format... Filter ... Cancel **Go**

After a few seconds, Mailers+4 will begin validating and standardizing the addresses in your spreadsheet. This means that not only will it check to make sure that “100 East Normal Avenue” is an existing, mailable address, but it will convert it to the standardized format that the US Postal Service requires. In this case “100 E Normal Ave”

The picture below shows that 494 addresses were processed successfully while 2 errors were found.



If your file contains errors, you have two choices. If the number is small and you want to try fixing them from within Mailers+4 you can click the “Resolve Addresses” button to see the offending addresses.

A screen like this one will pop up displaying the addresses that need correcting. If you happen to know what is wrong with any/all of the addresses, select the address you want to fix and click the “Resolve” button in the lower right-hand corner.

The 'Resolve Address Errors' window displays a list of addresses that need correction:

Rec No.	Address	City
8	1402 S Capelle St	Monroe City
10	11000 Mulberry Rd	Monroe City

At the bottom, there is a checkbox for 'Ignore Range/Suit' and a 'Resolve...' button. The word 'Error' is visible in the bottom left corner.

A detail screen pops up showing what type of error was encountered. For this example the house number was changed from 402 to 1402. The “R” error is for “Range Errors” like this and will also now appear in the ADDERR column of your spreadsheet. If this error was obvious, you can correct the value on the “Address” line and click the “Replace” button.

Resolve Address Errors - New_Membership_Mailing_edit_3

Original Info

Optional:

Name: Name8 Lastname8

Company:

Address: 1402 S Capelle St

City: Monroe City

State: MO ZIP+4: 63456

Error R - Range Error

Edit Info

Address: 1402 S Capelle St

City: Monroe City

State: MO ZIP: 63456

Range	o/e	Dir	Street Name	ZIP+4	Suite	Company

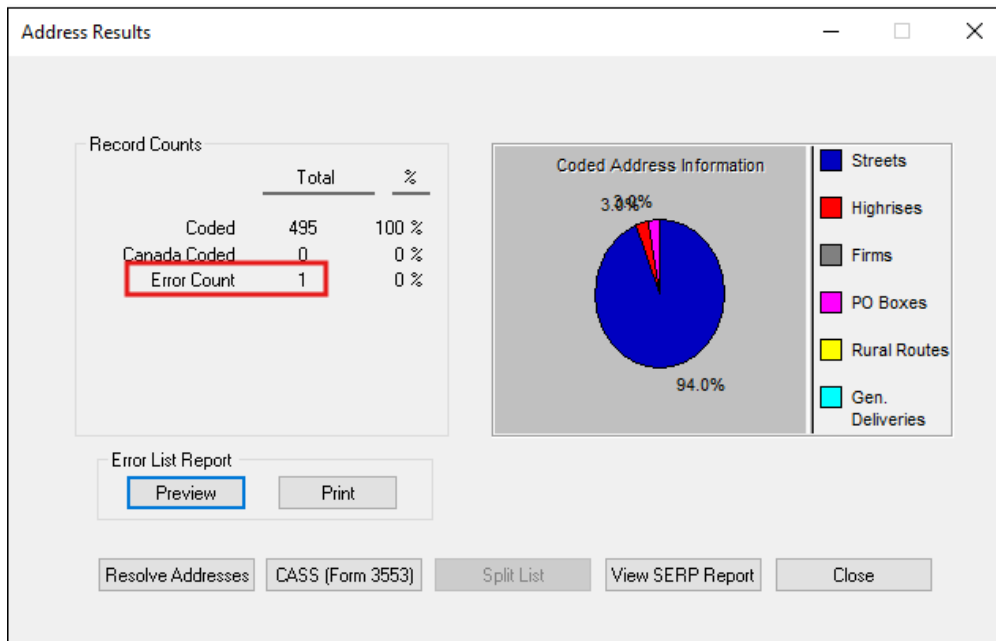
The Error column will be empty if the correction resolved the issue.

Resolve Address Errors - New_Membership_Mailing_edit_3

Rec No.	Address	City	State	ZIP	Error	Company	Optional 1
8	402 S Capelle St	Monroe City	MO	63456-1718			
10	11000 Mulberry Rd	Monroe City	MO	63456	R		

When you are done correcting addresses click “Close” in the lower right-hand corner.

You are taken back to the summary screen where you'll need to run "Address Check" again. Having only corrected one error there is still one remaining. Not knowing the correct address, you need to remove it from your spreadsheet.



Close Mailers+4 (because it has your spreadsheet open).

Open your spreadsheet and temporarily sort it by the ADDERR column. The error you saw in Mailers+4 was "R" so find and remove that record. You'll have to decide if "bad" records should be put into a different file and mailed 1st Class or discarded. Note: You can ignore "V" values in the ADDERR column as they just indicate that the address has been vacant at some point in the last 95 days.

	A	B	C	D	E	F	G
1	FNAME	LNAME	Street1	City	St	zip	ADDERR
2	Name10	Lastname10	11000 Mulberry Rd	Monroe City	MO	63456	R
3	Name29	Lastname29	PO Box 562	Kirksville	MO	63501-0562	V
4	Name193	Lastname193	802 E Randolph St	Kirksville	MO	63501-4146	V
5	Name294	Lastname294	2788A State Highway T	Kirksville	MO	63501-6941	V

Once you have removed all error records from your spreadsheet, save and close it. Relaunch Mailers+4, open your spreadsheet, and process “Address Check” one last time. Verify that your Error Count is now zero and click the “CASS (Form 3553)” button to print the first report you need.

Address Results

Record Counts

	Total	%
Coded	495	100 %
Canada Coded	0	0 %
Error Count	0	0 %

Coded Address Information

3.04%

94.0%

Legend:

- Streets
- Highrises
- Firms
- PO Boxes
- Rural Routes
- Gen. Deliveries

Error List Report

Preview Print

Resolve Address **CASS (Form 3553)** Split List View SERP Report Close

Supply required info and click form then “CASS Preview” to launch Adobe or, if you mapped your printer at launch, click “CASS Print” to send directly to a printer. If you failed to map your printers earlier, just viewing it here (CASS Preview) will drop a PDF file (*your_spreadsheet_name*+“P3553”.pdf) in the folder with your source spreadsheet. You can go back and print it after you’ve finished processing your file.

CASS Information

B1 . List Processor's Name

YOUR NAME HERE

D3 . Name and Address of Mailer

Name

Company Truman State University

Address 100 E Normal Ave

City Kirksville State MO ZIP 63501

☐ Save as default

OK CASS Preview CASS Print

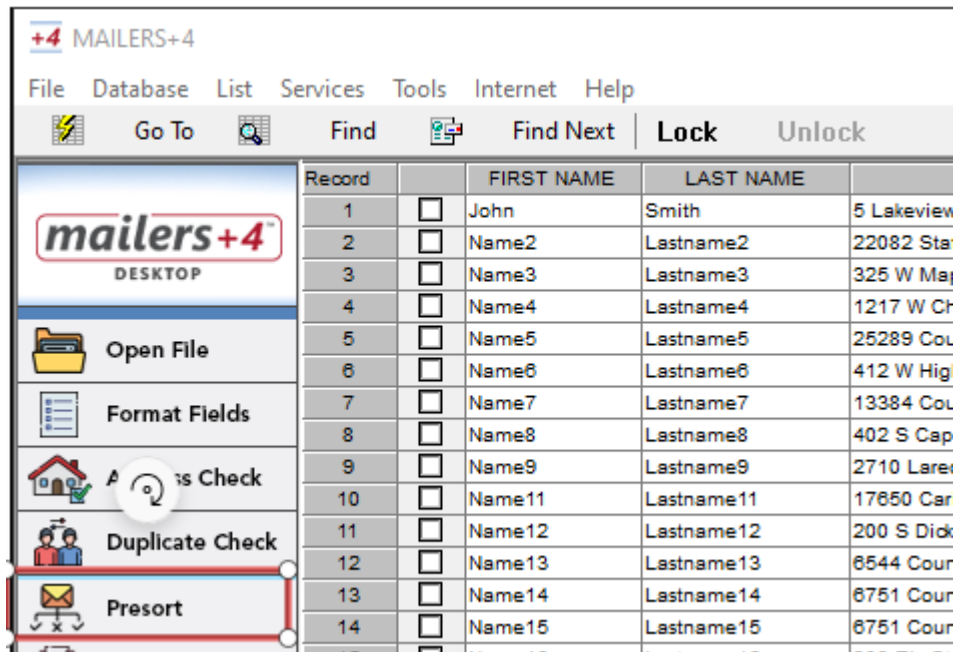
This screen is also a shared resource, so you are likely to find another office’s information pre-filled. Just replace it with your own information for your mailing.

Your spreadsheet should now contain only clean addresses. At this point you could 1.) exit Mailers+4, ***re-sort your spreadsheet by zip code** and print your labels or 2.) remain in Mailers+4 and use the Presort button to print the postage report needed by the University Mailroom.

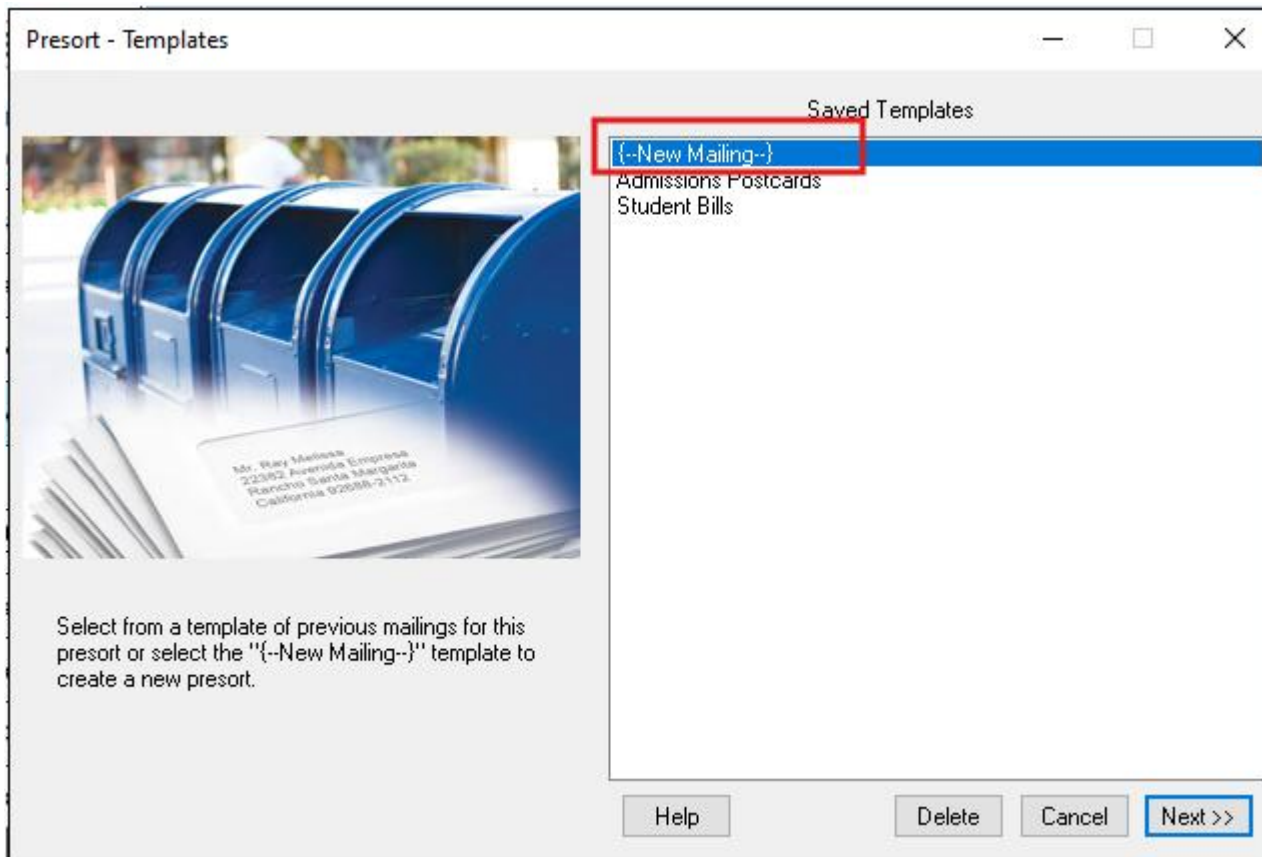
*It is very important that you resort your spreadsheet by zip code before printing your labels. Any zip codes that were corrected by Mailers+4 will affect your sort order.

Printing Postage Report:

Click the "Presort" button.



I do not recommend using or saving Templates for two reasons. First, this is a shared resource menu within Mailers+4 meaning where other users can view/edit/delete your Templates. Second, you'll have to click "<<Back" multiple times to verify that your values are correct and uncheck (each time) the "Mail Date" field anyway. Use at your own risk.



Here you will need the information you should have obtained from the mailroom regarding weight and measurements of your mail pieces.

The "Post Office of mailing" information will always be KIRKSVILLE, MO 63501-0000.

For a bulk rate mailing, select "Standard" as the Mail Class (USPS refers to bulk mail as standard). Select either "Letter/Card" or "Flat" as the Mail Piece Type (check with the mailroom if you are unsure which to choose). For Rate Type, most offices will choose "Non-profit" (check with the Mailroom if unsure).

THE VALUES SHOWN IN THE "SAMPLE SIZE AND WEIGHT" SECTION HERE ARE JUST EXAMPLES, NOT VALUES YOU WILL USE FOR YOUR MAILING. Before completing this next page, you will need to supply a 10-piece sample of your mailing to the mailroom. The sample will be weighed and measured so they can give you the values you need to complete this section.

Enter the values provided by the mailroom in the appropriate boxes and click "Next."

Presort

Post Office of mailing

City: KIRKSVILLE

State: MO ZIP+4: 63501 . 0000

☐ Save as default

Mail Class

☐ First-Class ☐ Periodicals ☒ Standard

Mail Piece Type

☐ Postcard ☒ Letter/Card ☐ Flat

Rate Type

☐ Profit ☒ Non-profit ☐ Classroom ☐ Science of Agriculture

Destination Discounts

My post office of mailing is:

☐ an SCF

Sample Size and Weight

Number of pieces in sample: 10

Sample Thickness in inches: 0.42

Sample weight in: ☒ oz ☐ lbs 15

Piece Dimensions

Height of mail piece in inches: 4.5

Width of mail piece in inches: 9

Aspect Ratio

Width / Height: 2.0

FSM 1000

Use FSM 1000 dimensions: ☐

Mail Processing Type

Nonmachinable: ☐

Help Cancel << Back Next >>

One more form will pop up and require that you enter your name and University information. You need to enter "905887001" in the "Mailer ID" field, enter your "Permit #", enter a blank space in the "NP Auth. No." field (to avoid an error message), uncheck the box in the "Mail Date" field and check "NCOALink" in Move Method block.

The screenshot shows a 'Presort' form with three main sections: Permit Holder, Mail Owner, and Mailing Agent. The Permit Holder section contains fields for Name, Company, Address, City, State, ZIP, CRID, Mailer ID (highlighted with a red box and containing '905887001'), Phone, Email, Permit # (highlighted with a red box), NP Auth. No. (highlighted with a red box), and Additional Information (Seq. #, Agency Code, CAPS/CTAS, Mail Date dropdown set to 08/26/2026, and an unchecked checkbox). The Mail Owner section includes fields for Name, Address, City, ZIP, NP Auth. Mail Owner, Permit No., and Permit Type. The Mailing Agent section includes fields for Name, Address, City, ZIP, and NP Auth. Mail Owner. At the bottom, there is a 'Move Update Method' section with radio buttons for Ancillary Service, ACS, OneCode ACS, Alternative, NCOALink (selected and highlighted with a red box), n/a Alternative Address, Multiple, and None. A 'Payment' section has radio buttons for Meter (selected), Imprint, and Stamp, with a value of 0.25. At the bottom right are buttons for 'Cancel', '<< Back', and 'Next >>' (highlighted with a blue box).

If you get this error message you need to put a blank space in the "NP Auth No." field.

The screenshot shows an error message dialog box titled 'MAILER'S+4'. It features a yellow warning triangle icon and the text: 'Invalid Entry: A Non Profit Authorization number must not be blank.' At the bottom right is an 'OK' button.

On the Suggest Mailing form that appears, you need to uncheck the first box labeled “STD Automation Letters-Cards.” The University does not have the machinery required to prepare this type of mailing. Click “Go.”

Presort - Suggested Mailings

Suggested Mailings

☐ STD Automation Letters-Cards

☒ STD Nonautomation Letters-Cards

☒ Residual Mailing

Presort has suggested these mailings for you. Press the Go button to begin presorting.

Container Tags Options Mail.dat/ACS Options

☐ Create Pallets

Help Destinations Customize

Format Filter Cancel << Back Go

After processing, you will come to the Mailing Results Screen which will hopefully show that all the pieces of your mailing qualify for the STD Nonautomation rate. Click “Next” to proceed.

Presort

Mailing Results

Mailing	Containers	Packages	Pieces	Amount
STD Nonautomation Letters	2	2	495	113.350
None Qualified Residual Mailing	0	0	0	0.000

Presort Time: 0.828 seconds

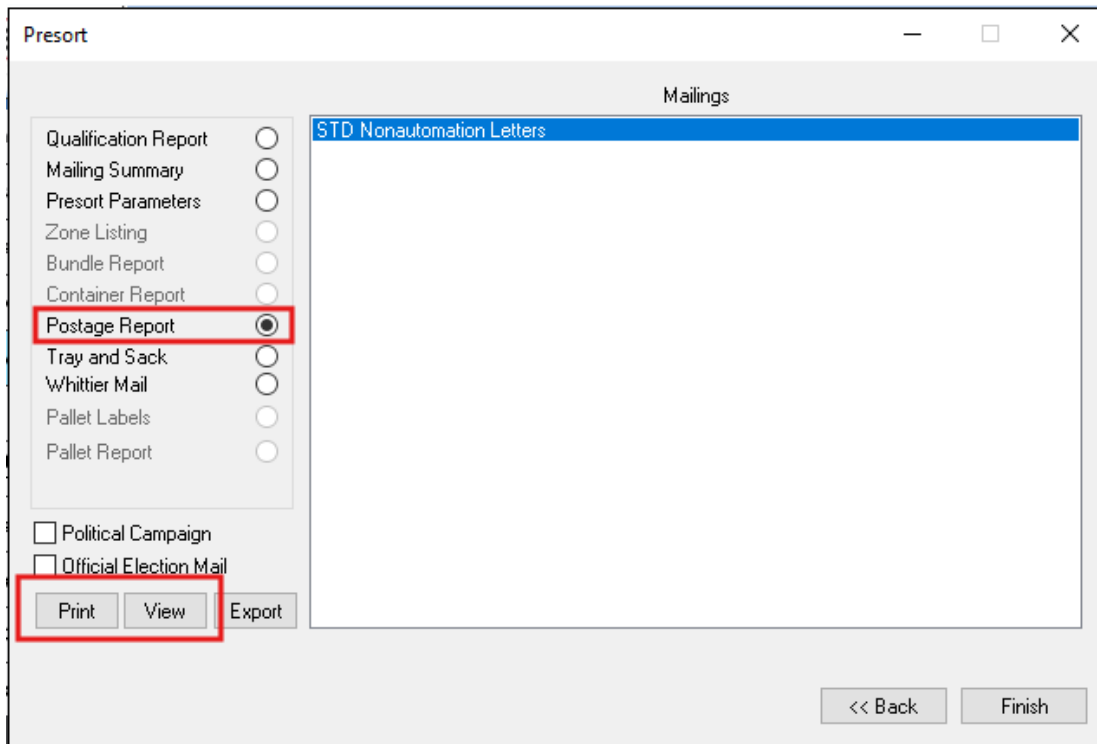
Total pieces 495

Total cost 113.35

Any mailing identified by “None Qualified” indicates that the mailing did not have enough pieces to create a valid mailing.

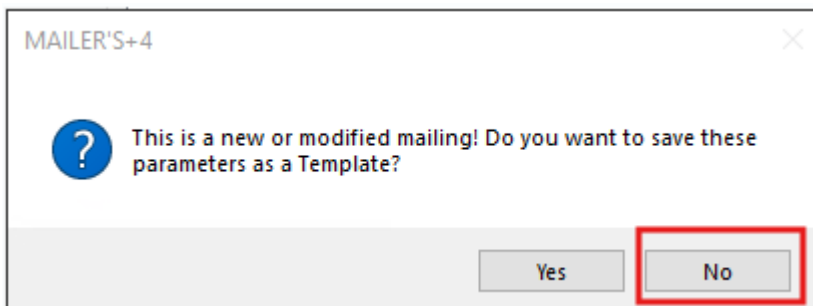
Next >> Finish

When you reach the “Mailings” screen, click “Postage Report” and either click print or view. Again, if you failed to map your printers, just viewing the report will cause a PDF file to be dropped in the folder with your spreadsheet in a folder called “Presort Reports.”



If the Mailroom requires any of the other reports from this page, you view/print them in the same way as the Postage Report.

Click Finish and you'll be asked if you want to save as a Template. Suggestion is to click “No”, but it is not harmful.



Submit your printed CASS report and Postage Report along with your zip code sorted mail pieces to the Mailroom.