

Managed AMOE Receipt, Tracking, and Reporting

Third-party mail receipt, complete processing records, and quarterly and annual reporting

Business Compliance Associates (BCA) receives and processes mailed Alternate Method of Entry (AMOE) submissions for businesses that run sweepstakes and similar promotions. This overview calls each business the operator.

BCA separates physical mail receipt and initial record creation from the operator's platform. BCA records what was received, how it was processed, what problems were found, and when the files were delivered. The operator receives weekly processing files plus standard quarterly and annual reports.

Why third-party processing helps

- Separates physical mail receipt and initial records from the operator's platform
- Applies one documented process to receipt, scanning, tracking, problem handling, and delivery
- Creates records for management and compliance officer review
- Supports authorized financial-provider, legal-advisor, and outside compliance review requests
- Supplies records that a separate qualified reviewer can examine during an audit

1 RECEIVE MAIL

2 IDENTIFY PROMOTION

3 SCAN SUBMISSIONS

4 RECORD DETAILS

5 ASSIGN BCA TRACKING

6 RECORD PROBLEMS

7 SEND WEEKLY FILES

8 QUARTERLY / ANNUAL REPORTS

Base monthly service

Base monthly pricing includes the first 50 AMOE entries, the standard weekly package, and standard quarterly and annual service reports. Additional volume, delivery schedules or methods, integrations, custom reports, longer recordkeeping, and additional data entry, compliance, or other services are extra. The operator completes the U.S. Postal Service forms required for the selected mailing arrangement.

Set Up the Service and Mailing Address

Five steps before mailing begins

- **1. Approve the service agreement.** Confirm the operator, promotion, included services, contacts, security, delivery schedule, reports, and each party's responsibilities.
- **2. Choose the mailing arrangement.** Select a BCA-managed address with the required PMB designation or a dedicated USPS PO Box controlled by the operator, subject to USPS approval.
- **3. Update the website and rules.** The operator and legal advisor approve and publish the exact mailing address, promotion name or code, submission requirements, and deadlines.
- **4. Set the files and reports.** Agree on data fields, CSV format, file names, BCA tracking, cutoff, delivery day, problem categories, contacts, report format, and holiday schedule.
- **5. Set security and recordkeeping.** Agree on authorized recipients, file protection, storage, retention, destruction, receipt confirmation, and reporting of delivery or security problems.

1. BCA-managed mail address

The operator completes PS Form 1583, Application for Delivery of Mail Through Agent. The approved address uses PMB (private mailbox) or # as assigned for mail delivered through BCA.

2. Dedicated operator PO Box

The operator applies for and controls its own USPS PO Box. Approved BCA representatives are listed for pickup. If the local Postmaster approves this arrangement, the address uses PO BOX and no PMB.

Confirm the address before publication

Do not publish the address until the local Postmaster confirms the required forms and exact format. The service agreement and setup record should identify the selected arrangement, approved representatives, and operator responsibilities.

Weekly Processing Records and Delivery

Each weekly package connects the physical submissions, scanned images, recorded information, problem notes, and delivery confirmation through BCA tracking.

Standard weekly package

- Dated record of each group of mail received
- Scans of each envelope and submission
- BCA tracking numbers for the mail group and each record
- Agreed information in a comma-separated values (CSV) spreadsheet file
- List showing which scan belongs to each spreadsheet row
- Record of unreadable, damaged, incomplete, or incorrectly addressed mail
- Processing notes, corrections, and unresolved items
- Confirmation that the weekly package was sent

How the information is recorded

BCA uses optical character recognition (OCR) software to read typed or clearly printed information from scanned mail. BCA places the agreed information in the CSV file, checks that scans are readable, and checks that requested information is present.

BCA tracking numbers identify BCA's mail groups and records. They are not official operator entry numbers.

How the weekly package is delivered

Standard delivery is a password-protected file or BCA-approved secure download link sent to the people selected by the operator.

A different delivery method, upload to the operator's system, or direct system connection requires separate agreement and setup.

The operator's rules control entry decisions

The operator's official rules control submission requirements and eligibility decisions. BCA records receipt and processing facts unless a separate written service assigns additional review work.

Quarterly and Annual Compliance Records

The reports organize BCA's receipt and processing records so the operator can review whether the agreed procedures were followed, document problems and corrections, retain a consistent history, and respond to authorized compliance requests.

Quarterly service report

- Promotions and reporting period covered
- Mail groups and submissions received and processed
- Processing and delivery-date summary
- Counts and types of problem mail
- Correction, reprocessing, delivery, and unresolved-item status
- Recordkeeping status under the service agreement

Annual service record

- Consolidated quarterly information for the service year
- Annual submission and problem totals by promotion
- Record of corrections, unresolved items, and delivery status
- List of quarterly reports supplied during the year
- Record-retention status under the service agreement

How the records support review

- **Management:** Compare service activity with approved rules, written procedures, staffing, and platform records.
- **Compliance officer:** Review volumes, problem types, corrections, unresolved items, and delivery history.
- **Authorized external reporting:** Provide relevant records to banks, payment providers, legal advisors, regulators, or other compliance reviewers when requested.
- **Separate audit support:** Give a qualified independent reviewer BCA's records for examination with the operator's rules, platform records, and other evidence.

Service-report boundary

BCA reports facts from its own receipt and processing records. The reports do not decide entry eligibility, replace operator decisions, provide legal advice, or serve as an independent audit opinion. A formal independent audit, when required, must be performed under a separate agreement by a qualified reviewer independent of the work being audited.

Additional Services and Operator Responsibilities

Price and responsibilities for additional services are confirmed before work begins.

Data, system, and entry services

- **Enter data:** Put approved information into the operator's website or administration system.
- **Upload files:** Send weekly files or reports to an approved secure website or file-transfer location.
- **Connect systems:** Transfer records through an application programming interface (API) or another approved connection.
- **Handle official entry numbers:** Create, assign, or retrieve numbers using the operator's approved process.

Notices, review, comparison, and reports

- **Send entry notices:** Send an operator-approved email or text with an entry number or confirmation.
- **Check against approved rules:** Follow written instructions. Newman Law reviews rules questions and sends its response directly to the operator.
- **Compare records:** Compare BCA records with platform records and report missing or different information.
- **Prepare custom reports or audit support:** Supply added reports, data extracts, or supporting records.

The operator remains responsible for

- Approving the promotion, official rules, and mail-in entry instructions, and publishing the exact approved mailing address before the promotion begins
- Defining data fields, due dates, authorized recipients, security, and problem-mail handling
- Naming the sponsor and administrator, deciding who may enter, managing customer accounts and sweepstakes activity, selecting winners, and making required regulatory decisions unless assigned in writing
- Reviewing weekly, quarterly, and annual records and addressing unresolved items
- Protecting entrant information after delivery and telling BCA before important rule or system changes

The signed documents control

The agreements and approved setup documents control the final services, USPS mailing arrangement, official rules, security and technical requirements, reports, record retention, and each party's responsibilities.