

Downloading an Alpha Scheme and Creating a Carrier Scheme

1. Wait until after the LOCK date to pull a scheme
2. Go to the IMAQ page <http://imaq/>
3. On the top menu panel click “Address Management”
4. On the left column click “Programs and Applications”
5. Click “AMS Scheme Programs”
6. Select Area and District
7. Select zip code
8. Select EXCEL
9. De-select PO Boxes
10. Click submit and save file (Alpha Scheme)

Creating a Carrier Scheme

11. Open the ALPHA scheme
12. Highlight the entire scheme but not the header line (Range, etc.)
13. After highlighting, at the top of the page click DATA and then SORT
14. Choose Sort by column “H” and then Sort by column “E”
15. Ascending should be checked and no header row should be checked
16. Click “OK” and SAVE and/or PRINT