ZIPCODEDOWNLOAD
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Lookup GXE

User's Guide

ZIP Code Download Lookup GXE

Since its introduction, ZIP Code Download's Lookup GXE has become one of our most popular products. Lookup GXE gives you the power to perform complex lookups involving distance searches, radius searches, and ZIP Code-related information. It gives you the ability to quickly and easily load the results into your favorite programs - like Microsoft Excel, Lotus Notes, Access, Oracle, or many other programs.

This User Guide will walk you through the steps required to perform the different searches available with the Lookup GXE.
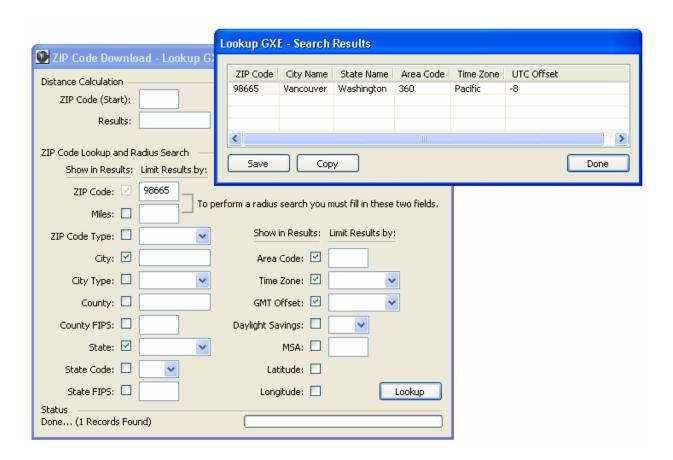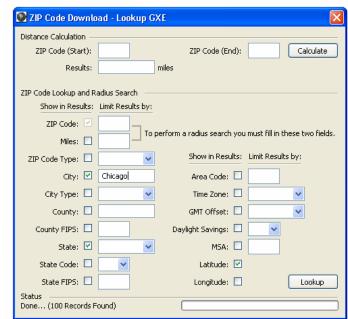
User's Guide Contents

Performing a Lookup

1. Enter the center ZIP Code in the 'ZIP Code' box of the *ZIP Code Lookup and Radius Search* section of the Lookup GXE.
2. Check the boxes next to the information the you would like to look up (ZIP Code Type, City, City Type, County, County FIPS, State, State Code, State FIPS, Area Code, Time Zone, GMT Offset, Daylight Savings, MSA, Latitude, Longitude).
3. Click "Lookup"
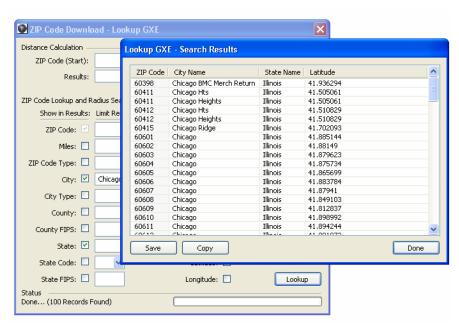4. The results will display in another box.

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Limiting Results in a Lookup Search

1. Check the boxes next to the information you would like to retrieve from the database (ZIP Code Type, City, City Type, County, County FIPS, State, State Code, State FIPS, Area Code, Time Zone, GMT Offset, Daylight Savings, MSA, Latitude, Longitude). ZIP Code will marked by default.

2. Enter the information that you would like to limit in the corresponding text box.

For example, if you would like to limit the results to a certain state, check the "State" or "State Code" box and select the state you would like returned.
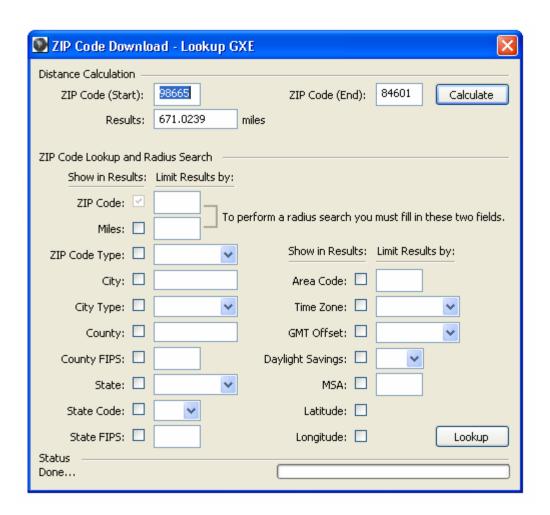
3. Click "Lookup"

4. The ZIP Codes and related information for the limits specified will open in a new window.
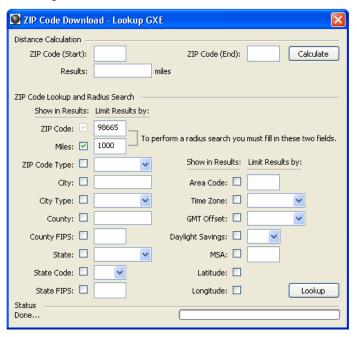
Calculating the Distance Between Two ZIP Codes

1. Enter first ZIP Code in the 'ZIP Code (Start):' box in the *Distance Calculation* section.
2. Enter the second ZIP Code in the 'ZIP Code (End):' box in the *Distance Calculation* section.
3. Hit "Calculate"

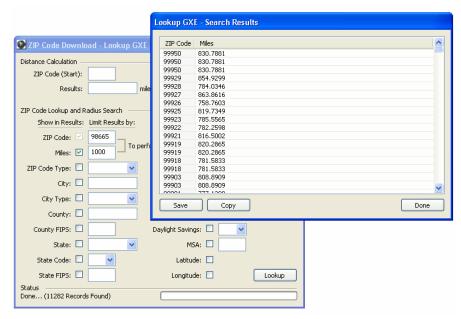The distance between the two ZIP Codes will be in the "Results" box. This distance is calculated in miles.

Performing a Simple Radius Search

1. Enter the center ZIP Code in the 'ZIP Code' box of the *ZIP Code Lookup and Radius Search* section of the Lookup GXE.
2. Check the 'Miles' box and enter the number of miles you would like to search in the adjacent text field.

3. Click "Lookup"
4. The ZIP Codes in the radius specified will open in a new window.

Retrieving Information with a Radius Search

1. Enter the center ZIP Code in the 'ZIP Code' box of the *ZIP Code Lookup and Radius Search* section of the Lookup GXE.
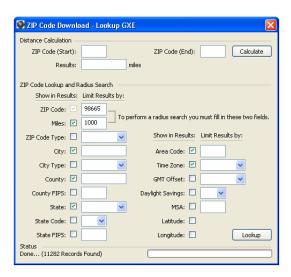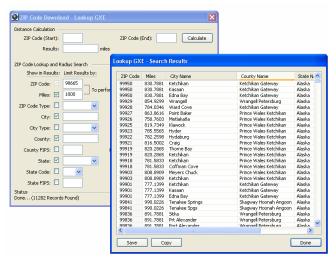2. Check the 'Miles' box and enter the number of miles you would like to search in the adjacent text field.
3. Check the boxes next to the information you would like to retrieve from the database (ZIP Code Type, City, City Type, County, County FIPS, State, State Code, State FIPS, Area Code, Time Zone, GMT Offset, Daylight Savings, MSA, Latitude, Longitude).

3. Click "Lookup"
4. The ZIP Codes and related information in the radius specified will open in a new window.
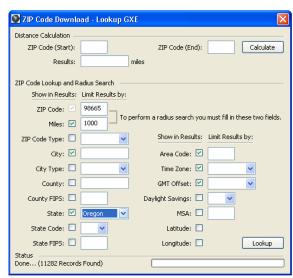
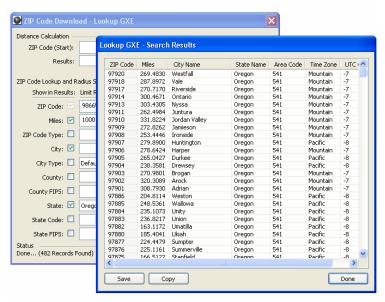www.ZipCodeDownload.com

Limiting Results in a Radius Search

1. Enter the center ZIP Code in the 'ZIP Code' box of the *ZIP Code Lookup and Radius Search* section of the Lookup GXE.
2. Check the 'Miles' box and enter the number of miles you would like to search in the adjacent text field.
3. Check the boxes next to the information you would like to retrieve from the database (ZIP Code Type, City, City Type, County, County FIPS, State, State Code, State FIPS, Area Code, Time Zone, GMT Offset, Daylight Savings, MSA, Latitude, Longitude).
4. Enter the information that you would like to limit in the corresponding text box. For example, if you would like to limit the results to a certain state, check the "State" or "State Code" box and select the state you would like returned.

5. Click "Lookup"
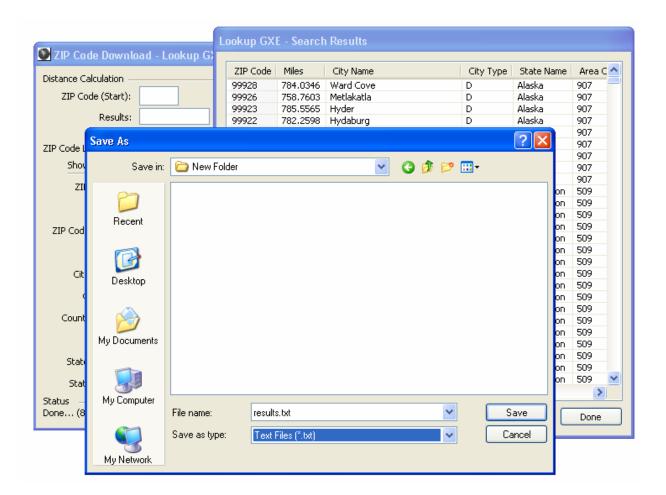6. The ZIP Codes and related information in the radius specified will open in a new window.

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Exporting Data

Exporting data from the Lookup GXE is easy.

1. Run a lookup query following the directions in this manual.
2. Click "Save"
3. A box will open that allows you to save the results as a .txt document.
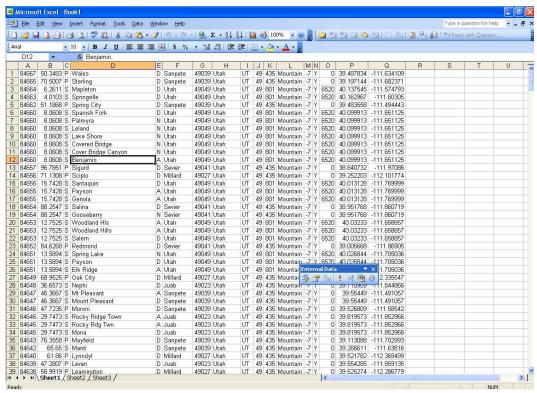4. Click "Save" again.

The results will be available to be viewed as a text file or imported into other programs, such as Excel.

Importing Data into Excel

After exporting information from the Lookup GXE, you may want to import the data into a spreadsheet program to manipulate it. Here are instructions for importing the data into Microsoft Excel.

1. Perform the desired lookup and export the data following the instructions in this guide.
2. Open Microsoft Excel
3. Select 'Import External Data' from the 'Data' dropdown menu and then select 'Import Data'
4. Select the file where you saved the data
5. In the Text Import Wizard, choose 'Delimited' as the data type and click 'Next'
6. Check the box 'Tab' as the delimiter. The chart should show the data fields in the appropriate columns.
7. Click "Finish" and select the cell where you would like the import to start
8. The data will now be in the appropriate columns.

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Field Definitions

ZIP Code—ZIP stands for "Zoning Information Plan". It is used to signify a delivery route in the United States as designated by the USPS. In most cases a ZIP Code is a geographic region with a center point.

ZIP Code Type—The USPS has assigned each ZIP Code a "type." Why? It helps them sort mail more quickly.

- **S** - Standard - A "standard" ZIP Code is what most people think of when they talk about ZIP Codes - essentially a town, city, or a division of a city that has mail service.
- **P** - PO Box Only - Rural towns, groups of towns, or even high-growth areas of cities are given a "PO Box Only" ZIP Code type.
- **U** - Unique - Companies, organizations, and institutions that receive large quantities of mail are given a "unique" ZIP Code type.
- **M** - Military - Military bases overseas - and often vessels and ships - are given a "military" ZIP Code type.

City—The name of the city (and in some cases, organization) designated by that ZIP Code or postal code.

City Type—In many cases, a ZIP Code can have multiple "names", meaning cities, towns, or subdivisions, in its boundaries. However, it will ALWAYS have exactly 1 "default" name.

- **D** - Default - This is the "preferred" name - by the USPS - for a city. Each ZIP Code has one - and only one - "default" name. In most cases, this is what people who live in that area call the city as well.
- **A** - Acceptable - This name can be used for mailing purposes. Often times alternative names are large neighborhoods or sections of the city/town. In some cases a ZIP Code may have several "acceptable" names which is used to group towns under one ZIP Code.
- **N** - Not Acceptable - A "not acceptable" name is, in many cases, a nickname that residents give that location. According to the USPS,

you should NOT send mail to that ZIP Code using the "not acceptable" name when mailing.

County—A county is the largest administrative division in most states. Each ZIP Code in our database is assigned to one county. If a ZIP Code covers two counties, the "primary" county is used.

County FIPS—Each county in the United States is assigned a unique number for identification purposes - a "Federal Information Processing Standards" or FIPS code. The County FIPS code is a combination of a 2-digit state FIPS code as well as a 3-digit county code as designated by the National Institute of Standards and Technology (NIST).

State—A state in our database is a state, territory, province, or region as designated by the USPS. The database includes all United States territories and possessions that have been assigned ZIP Codes.

State Code—A state code or abbreviation is a two character designation for that state - for example, California is CA and Texas is TX, etc. **State FIPS**—A state FIPS is a two-digit code used to uniquely define each state as designated by the National Institute of Standards and Technology (NIST).

Area Code—The area code listed in our database is the primary or foremost area code for each ZIP Code. If multiple area codes belong to one ZIP Code, only the primary is listed.

Time Zone—The time zone to which that ZIP Code belongs. Only the primary time zone is listed for each ZIP Code.

GMT Offset—The GMT offset is the number of hours the particular ZIP Code is from Universal Time Co-ordinated (UTC), the international time standard, also known as Greenwich Meridian Time (GMT).

Daylight Savings—The daylight savings time flag indicates if a particular ZIP Code "obeys", or, in other words adjusts their clocks forward and back with the seasons. This information is particularly useful to determine time in other time zones with areas that may or may not use daylight savings time - for example, Arizona, Hawaii, and, of all places - Indiana.

MSA—MSAs or Metropolitan Statistical Areas, are 4-digit codes assigned to the roughly 340 metropolitan areas as designated by the Office of Management and Budget (OMB). They are primarily used to group cities together for statistical purposes or types of analysis. Latitude and longitude are a much more efficient way of accomplishing the same task.

Latitude—The daylight savings time flag indicates if a particular ZIP Code "obeys", or, in other words adjusts their clocks forward and back with the seasons. This information is particularly useful to determine time in other time zones with areas that may or may not use daylight savings time - for example, Arizona, Hawaii, and, of all places - Indiana.

Longitude—The longitude coordinate listed is an exact east/west point (to 6 decimal places) on the globe of the centroid or "middle" of the ZIP Code.

MSA Code Descriptions

0040	Abilene,TX	MSA		
0060	Aguadilla, PR	MSA		
0080	Akron, OH	SMSA		
0120	Albany,GA	MSA		
0160	Albany-Schenectady-Troy, NY	MSA		
0200	Albuquerque, NM	MSA		
0220	Alexandria, LA	MSA		
0240	Allentown-Bethlehem-Easton, PA	MSA		
0280	Altoona,PA	MSA		
0320	Amarillo, TX	MSA		
0380	Anchorage, AK	MSA		
0440	Ann Arbor, MI	SMSA		
0450	Anniston, AL	MSA		
0460	Appleton-Oshkosh-Neenah, WI	MSA		
0470	Arecibo,PR	MSA		
0480	Asheville, NC	MSA		
0500	Athens,GA	MSA		
0520	Atlanta,GA	MSA		
0560	AtlanticCity, NJ	MSA		
0580	Auburn-Opelika, AL	MSA		
0600	Augusta-Aiken, GA-SC	MSA		
0640	Austin-San Marcos, TX	MSA		
0680	Bakersfield, CA	MSA		
0720	Baltimore, MD	MSA		
0730	Bangor,ME	MSA		
0740	Barnstable-Yarmouth, MA	MSA		
0760	Baton Rouge, LA	MSA		
0840	Beaumont-Port Arthur, TX	MSA		
0860	Bellingham, WA	MSA		
0870	Benton Harbor, MI	MSA		
0875	Bergen-Passaic	PMSA		
0880	Billings, MT	MSA		
0920	Biloxi-Gulfport-Pascagoula, MS	MSA		
0960	Binghamton, NY	MSA		
1000	Birmingham, AL	MSA		
1010	Bismarck, ND	MSA		
1020	Bloomington, IN	MSA		
1040	Bloomington-Normal, IL	MSA		
1080	Boise City, ID	MSA		
1120	Boston, MA	SMSA		
1125	Boulder-Longmont	PMSA		
1145	Brazoria, TX	PMSA		
1150	Bremerton, WA	MSA		
1160	Bridgeport-Milford, CT	SMSA		
1200	Brockton, MA	SMSA		
1240	Brownsville-Harlingen-San Benito, TX MSA			
1260	Bryan-College Station, TX	MSA		
1280	Buffalo-Niagara Falls, NY	MSA		
1305	Burlington, VT	MSA		
1310	Caguas, PR	SMSA		
1320	Canton-Massillon, OH	MSA		
1350	Casper,WY	MSA		
1360	Cedar Rapids, IA	MSA		
1400	Champaign-Urbana, IL	MSA		
1440	Charleston-North Charleston, SC	MSA		
1480	Charleston, WV	MSA		
1520	Charlotte-Gastonia-Rock Hill, NC-SC MSA			
1540	Charlottesville, VA	MSA		
1560	Chattanooga, TN-GA	MSA		
1580	Cheyenne, WY	MSA		
1600	Chicago, IL	SMSA		
1620	Chico-Paradise, CA	MSA		
1640	Cincinnati, OH-KY-IN	SMSA		
1660	Clarksville-Hopkinsville, TN-KY	MSA		
1680	Cleveland, OH	SMSA		
1720	ColoradoSprings, CO	MSA		
1740	Columbia, MO	MSA		
1760	Columbia, SC	MSA		
1800	Columbus, GA-AL	MSA		
1840	Columbus, OH	MSA		
1880	Corpus Christi, TX	MSA		
1890	Corvallis, OR	MSA		
1900	Cumberland, MD-WV	MSA		
1920	Dallas-Fort Worth, TX	SMSA		
1930	Danbury, CT	SMSA		
1950	Danville, VA	MSA		
1960	Davenport-Moline-Rock Island, IA-IL MSA			
2000	Dayton-Springfield, OH	MSA		
2020	DaytonaBeach, FL	MSA		
2030	Decatur,AL	MSA		
2040	Decatur,IL	MSA		
2080	Denver-Boulder, CO	SMSA		
2120	Des Moines, IA	MSA		
2160	Detroit, MI	SMSA		
2180	Dothan,AL	MSA		
2190	Dover, DE	MSA		
2200	Dubuque,IA	MSA		
2240	Duluth-Superior, MN-WI	MSA		
2281	Dutchess County, NY	PMSA		
2290	Eau Claire, WI	MSA		
2320	El Paso,TX	MSA		
2330	Elkhart-Goshen, IN	MSA		
2335	Elmira,NY	MSA		
2340	Enid, OK	MSA		
2360	Erie, PA	MSA		
2400	Eugene-Springfield, OR	MSA		
2440	Evansville-Henderson, IN-KY	MSA		
2520	Fargo-Moorhead, ND-MN	MSA		
2560	Fayetteville, NC	MSA		
2580	Fayetteville-Springdale-Rogers, AR MSA			

2600	Fitchburg-Leominster, MA	MSA	
2620	Flagstaff, AZ-UT MSA		
2640	Flint, MI	MSA	
2650	Florence, AL	MSA	
2655	Florence, SC	MSA	
2670	Fort Collins-Loveland, CO	MSA	
2680	Fort Lauderdale-Hollywood, FL	SMSA	
2700	Fort Myers-Cape Coral, FL	MSA	
2710	Fort Pierce-Port St. Lucie, FL	MSA	
2720	Fort Smith, AR-OK	MSA	
2750	Fort Walton Beach, FL	MSA	
2760	Fort Wayne, IN MSA		
2800	Fort Worth, TX SMSA		
2840	Fresno,CA	MSA	
2880	Gadsden,AL	MSA	
2900	Gainesville, FL MSA		
2920	Galveston-Texas City, TX SMSA		
2960	Gary-Hammond-East Chicago, IN SMSA		
2975	Glens Falls, NY MSA		
2980	Goldsboro, NC MSA		
2985	Grand Forks, ND-MN	MSA	
2995	Grand Junction, CO	MSA	
3000	Grand Rapids-Muskegon-Holland, MI MSA		
3040	Great Falls, MT MSA		
3060	Greeley,CO	MSA	
3080	Green Bay, WI MSA		
3120	Greensboro--Winston-Salem--High Point, NC MSA		
3150	Greenville, NC MSA		
3160	Greenville-Spartanburg-Anderson, SC MSA		
3180	Hagerstown, MD MSA		
3200	Hamilton-Middletown, OH	SMSA	
3240	Harrisburg-Lebanon-Carlisle, PA	MSA	
3280	Hartford, CT	MSA	
3285	Hattiesburg, MS MSA		
3290	Hickory-Morganton-Lenoir, NC	MSA	
3320	Honolulu, HI	MSA	
3350	Houma, LA	MSA	
3360	Houston, TX	SMSA	
3400	Huntington-Ashland, WV-KY-OH MSA		
3440	Huntsville, AL	MSA	
3480	Indianapolis, IN MSA		
3500	Iowa City, IA	MSA	
3520	Jackson,MI	MSA	
3560	Jackson,MS	MSA	
3580	Jackson,TN	MSA	
3600	Jacksonville, FL MSA		
3605	Jacksonville, NC MSA		
3610	Jamestown, NY MSA		
3620	Janesville-Beloit, WI	MSA	
3640	Jersey City, NJ SMSA		
3660	JohnsonCity-Kingsport-Bristol, TN-VA MSA		
3680	Johnstown, PA MSA		
3700	Jonesboro, AR	MSA	
3710	Joplin,MO	MSA	
3720	Kalamazoo-Battle Creek, MI	MSA	
3740	Kankakee, IL	MSA	
3760	Kansas City, MO-KS	MSA	
3800	Kenosha, WI	SMSA	
3810	Killeen-Temple, TX	MSA	
3840	Knoxville, TN	MSA	
3850	Kokomo,IN	MSA	
3870	La Crosse, WI-MN	MSA	
3880	Lafayette, LA	MSA	
3920	Lafayette, IN	MSA	
3960	Lake Charles, LA MSA		
3980	Lakeland-Winter Haven, FL	MSA	
4000	Lancaster, PA	MSA	
4040	Lansing-East Lansing, MI MSA		
4080	Laredo,TX	MSA	
4100	Las Cruces, NM MSA		
4120	Las Vegas, NV-AZ	MSA	
4150	Lawrence, KS	MSA	
4160	Lawrence-Haverhill, MA-NH	SMSA	
4200	Lawton,OK	MSA	
4240	Lewiston-Auburn, ME	MSA	
4280	Lexington, KY	MSA	
4320	Lima, OH	MSA	
4360	Lincoln,NE	MSA	
4400	Little Rock-North Little Rock, AR MSA		
4420	Longview-Marshall, TX	MSA	
4480	Los Angeles-Long Beach, CA	SMSA	
4520	Louisville, KY-IN	MSA	
4560	Lowell, MA-NH SMSA		
4600	Lubbock,TX	MSA	
4640	Lynchburg, VA	MSA	
4680	Macon, GA	MSA	
4720	Madison,WI	MSA	
4760	Manchester, NH MSA		
4800	Mansfield, OH	MSA	
4840	Mayaguez, PR	MSA	
4880	McAllen-Edinburg-Mission, TX	MSA	
4890	Medford-Ashland, OR	MSA	
4900	Melbourne-Titusville-Palm Bay, FL MSA		
4920	Memphis,TN-AR-MS	MSA	
4940	Merced,CA	MSA	
5000	Miami, FL	SMSA	
5015	Middlesex-Somerset-Hunterdon, NJ PMSA		
5080	Milwaukee, WI SMSA		
5120	Minneapolis-St. Paul, MN-WI	MSA	
5140	Missoula, MT	MSA	
5160	Mobile,AL	MSA	
5170	Modesto,CA	MSA	
5190	Monmouth-Ocean, NJ	PMSA	
5200	Monroe,LA	MSA	

5240	Montgomery, AL MSA		6800	Roanoke,VA	MSA
5280	Muncie,IN	MSA	6820	Rochester, MN	MSA
5330	Myrtle Beach, SCMSA		6840	Rochester, NY	MSA
5345	Naples,FL	MSA	6880	Rockford, IL	MSA
5350	Nashua, NH	SMSA	6895	Rocky Mount, NC	MSA
5360	Nashville, TN	MSA	6920	Sacramento, CA MSA	
5380	Nassau-Suffolk, NY	SMSA	6960	Saginaw-Bay City-Midland, MI	MSA
5400	New Bedford, MA	MSA	6980	St. Cloud, MN	MSA
5480	New Haven-Meriden, CT MSA		7000	St. Joseph, MO	MSA
5520	New London-Norwich, CT-RI	MSA	7040	St. Louis, MO-IL MSA	
5560	New Orleans, LAMSA		7080	Salem, OR	MSA
5600	New York, NY-NJ	SMSA	7120	Salinas,CA	MSA
5640	Newark, NJ	SMSA	7160	Salt Lake City-Ogden, UT MSA	
5660	Newburgh-Middletown, NY	SMSA	7200	San Angelo, TX MSA	
5720	Norfolk-Virginia Beach-Newport News, VA-NC MSA		7240	San Antonio, TX MSA	
			7320	San Diego, CA MSA	
5775	Oakland, CA	PMSA	7360	San Francisco-Oakland, CA	SMSA
5790	Ocala, FL	MSA	7400	San Jose, CA	SMSA
5800	Odessa-Midland, TX	MSA	7440	San Juan, PR	SMSA
5880	OklahomaCity, OK	MSA	7460	San LuisObispo-Atascadero-Paso Robles, CA MSA	
5910	Olympia,WA	MSA			
5920	Omaha, NE-IA	MSA	7480	Santa Barbara-Santa Maria-Lompoc, CA MSA	
5945	Orange County, CA	PMSA			
5960	Orlando,FL	MSA	7485	Santa Cruz, CA SMSA	
5990	Owensboro, KY MSA		7490	Santa Fe, NM	MSA
6015	Panama City, FL MSA		7500	Santa Rosa, CA SMSA	
6020	Parkersburg-Marietta, WV-OH	MSA	7510	Sarasota-Bradenton, FL	MSA
6080	Pensacola, FL	MSA	7520	Savannah, GA	MSA
6120	Peoria-Pekin, IL MSA		7560	Scranton--Wilkes-Barre--Hazleton, PA MSA	
6160	Philadelphia, PA-NJ	SMSA			
6200	Phoenix-Mesa, AZ	MSA	7600	Seattle-Everett, WA	SMSA
6240	Pine Bluff, AR	MSA	7610	Sharon,PA	MSA
6280	Pittsburgh, PA	MSA	7620	Sheboygan, WI MSA	
6320	Pittsfield, MA	MSA	7640	Sherman-Denison, TX	MSA
6340	Pocatello, ID	MSA	7680	Shreveport-Bossier City, LA	MSA
6360	Ponce, PR	MSA	7720	Sioux City, IA-NE	MSA
6400	Portland, ME	MSA	7760	Sioux Falls, SD MSA	
6440	Portland, OR-WA	SMSA	7800	South Bend, IN MSA	
6450	Portsmouth-Dover-Rochester, NH-ME MSA		7840	Spokane,WA	MSA
			7880	Springfield, IL	MSA
6480	Providence-Fall River-Warwick, RI-MA MSA		7920	Springfield, MO MSA	
			8000	Springfield, MA MSA	
6520	Provo-Orem, UT MSA		8040	Stamford, CT	SMSA
6560	Pueblo,CO	MSA	8050	State College, PAMSA	
6580	Punta Gorda, FL MSA		8080	Steubenville-Weirton, OH-WV	MSA
6600	Racine, WI	SMSA	8120	Stockton-Lodi, CA	MSA
6640	Raleigh-Durham-Chapel Hill, NC MSA		8140	Sumter,SC	MSA
6660	Rapid City, SD MSA		8160	Syracuse, NY	MSA
6680	Reading,PA	MSA	8200	Tacoma, WA	SMSA
6690	Redding,CA	MSA	8240	Tallahassee, FL MSA	
6720	Reno, NV	MSA	8280	Tampa-St. Petersburg-Clearwater, FL MSA	
6740	Richland-Kennewick-Pasco, WA	MSA			
6760	Richmond-Petersburg, VAMSA		8320	Terre Haute, IN MSA	
6780	Riverside-San Bernardino-Ontario, CA SMSA		8360	Texarkana, TX-Texarkana, AR	MSA
			8400	Toledo,OH	MSA

8440	Topeka,KS	MSA
8480	Trenton, NJ	SMSA
8520	Tucson,AZ	MSA
8560	Tulsa, OK	MSA
8600	Tuscaloosa, AL	MSA
8640	Tyler, TX	MSA
8680	Utica-Rome, NY	MSA
8720	Vallejo-Fairfield-Napa, CA	SMSA
8735	Ventura, CA	PMSA
8750	Victoria, TX	MSA
8760	Vineland-Millville-Bridgeton, NJ	SMSA
8780	Visalia-Tulare-Porterville, CA	MSA
8800	Waco, TX	MSA
8840	Washington, DC-MD-VA	MSA
8880	Waterbury, CT	MSA
8920	Waterloo-Cedar Falls, IA	MSA
8940	Wausau,WI	MSA
8960	West Palm Beach-Boca Raton, FL	MSA
9000	Wheeling, WV-OH	MSA
9040	Wichita,KS	MSA
9080	WichitaFalls, TX	MSA
9140	Williamsport, PA	MSA
9160	Wilmington, DE-NJ-MD	SMSA
9200	Wilmington, NC	MSA
9240	Worcester, MA	MSA
9260	Yakima,WA	MSA
9270	Yolo, CA	PMSA
9280	York, PA	MSA
9320	Youngstown-Warren, OH	MSA
9340	Yuba City, CA	MSA
9360	Yuma, AZ	MSA

Updates for the Lookup GXE

Many people are surprised to find out that ZIP Codes change regularly. The USPS updates its database on a monthly basis. You can purchase the updated information from ZIP Code Download as needed

To update your database, you need to purchase the USA 5-digit ZIP Code Database, Commercial Edition from ZIP Code Download. Information on this database is found on our website.

After you have purchased an update, you will need to download the Microsoft Access 97 or later version of the database. After you download and extract the data, replace the database in the Lookup GXE folder with the new database you purchased.