

Customers post data files to our secure FTP site or provide their data on some form of digital media. Once the file is finished uploading, the customer informs us of it's completion. The data is then pulled off of the FTP server to a folder on the file server or it is downloaded directly from the media to the file server. The data file is then processed with address correction services like CASS certification<sup>link</sup>, LACS<sup>link</sup> and Delivery Point Verification. Proofs are generated for layout approval and e-mailed to the customer. Once approved, the data file is presorted and all production and Postal eStatements are generated. The Production files are generated and pushed to the Production Department for printing and inserting.

