

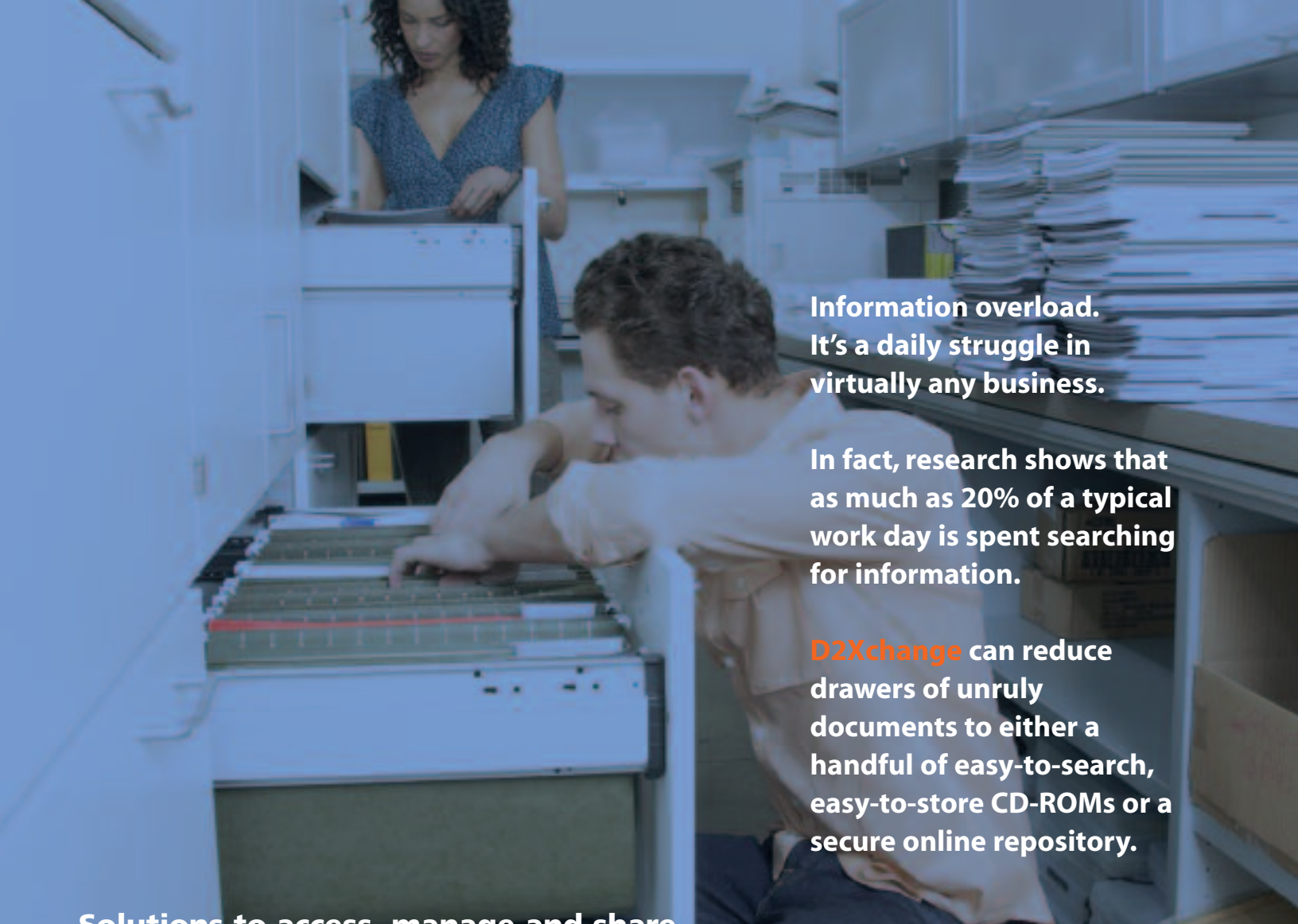
- > **Locate information faster**
- > **Share data and documents more effectively**
- > **Improve customer service and satisfaction**
- > **Streamline paper-laden work processes**
- > **Secure confidential data and documents**
- > **Slash paper storage and handling costs**

Information

at the point you need it.



Information at the point you need it



**Information overload.
It's a daily struggle in
virtually any business.**

**In fact, research shows that
as much as 20% of a typical
work day is spent searching
for information.**

**D2Xchange can reduce
drawers of unruly
documents to either a
handful of easy-to-search,
easy-to-store CD-ROMs or a
secure online repository.**

Solutions to access, manage and share

Information across your organization

D2Xchange, LLC is a full-service provider of data and document management solutions to capture, store, retrieve and distribute information more effectively. As the tagline that accompanies our logo says, we are dedicated to providing information at the point you need it so you can:

- Access information faster
- Share data and documents more effectively
- Improve customer service and satisfaction
- Streamline paper-laden work processes and increase productivity
- Secure confidential data and documents
- Slash paper storage and handling costs

We currently assist more than 4,000 organizations across the United States. Our customers include 10% of the Fortune 250, as well as leading business, academic, non-profit and public-sector institutions.

Whether you are looking for a fully integrated enterprise content management solution or a data and document management system for a handful of departments, D2Xchange has the experience and expertise to evaluate your unique situation and then provide an effective solution.

Safeguarding Your Data

D2Xchange collects, stores and distributes a wide range of sensitive data. To safeguard your information, we use a combination of physical and technology-based security measures and security-oriented processes. We successfully completed a SAS 70 Type II audit in November 2008, and all D2Xchange employees are required to adhere to the company's extensive Information Security Policy.

Examples of data security measures we employ include:

- Passkey and alarm-protected offices
- Highly controlled computer facilities for routers, switches, servers, and firewalls with limited employee access
- SSLs around all applications, including 128-bit encryption to ensure the security of transported data
- Network security log maintenance and monitoring
- External audits and internal IT system reviews
- Customer-administered user names and passwords and other industry recognized best practices

In addition we have partnered with a Level 1 DOD hosting facility for collocation, back-up and redundant T-1s and ISPs, allowing individual clients to leverage this facility as needed.

Scanning eliminates office clutter so you can find information faster.

Scanning converts paper documents into electronic images that are easy to store and share. You clean up office clutter, free up valuable storage space and eliminate the cost and inconvenience of maintaining hardcopy files.

Electronic documents can be stored online, on CD-ROM/DVD or behind a company firewall. An accurate, logical index assures that you can locate files quickly. Retrieval software allows you to open and view documents easily. As a result, you can access and share documents instantly across your organization via e-mail and/or through shared directories on your company's computer network.

You also create a more secure document archive for disaster recovery and business continuity. Paper files are more susceptible to damage, loss, theft and destruction. Converting them to electronic formats helps you protect business records.

Our professional scanning team has the experience and expertise to handle a variety of document formats including:

- Business card size to large format documents
- Maps, blueprints and drawings
- Graphics, data and pictures

To ensure a consistent production process, we follow time-tested, door-to-door quality control and validation procedures.

For your convenience, we offer pick-up and delivery services for scanning performed on our premises. If the sensitive nature of your documents requires that you keep them onsite, we can also bring a professional scanning team to your location.

Electronic data archiving gives you tools to manage and share information more effectively.

Another area of expertise for D2Xchange is our ability to capture, manage and redistribute data and documents electronically. These services can be adapted to a variety of needs, the goal of which is to help you access, manage and share information across your organization more efficiently. You also eliminate expenses associated with photocopying, managing and storing information in less-efficient paper media.

We have the experience to capture information from virtually any type of data stream (i.e., COLD, basic text, complex formatting, legacy databases). Once captured, data is formatted and stored in a secure, online repository. That gives you the ability to access data (with proper identification) 24/7 from any internet connection. You not only find information faster, you can share it with customers, employees and vendors in seconds and be assured secure, permission-based access.

You can use our electronic archiving and distribution services in a variety of ways to increase productivity, reduce human error and streamline paper-intensive processes.

For example, we can capture order forms, credit applications, contracts, payment records, product warranties and other customer/ financial records you need to save and share across your organization.



SCANNING & STORAGE

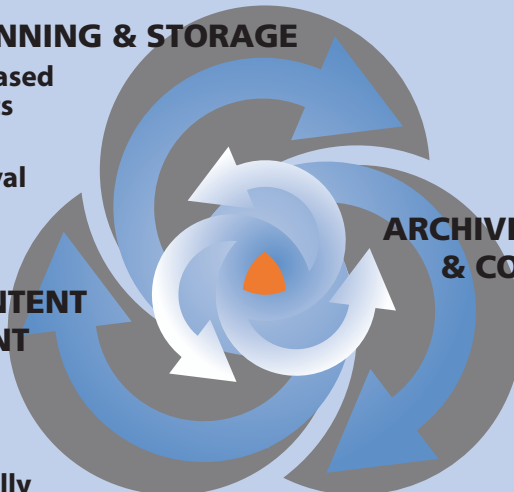
- Convert paper and computer-based documents to electronic formats
- Index documents for easy identification and future retrieval
- Store documents online, on a server, or on a CD-ROM/DVD

CONTENT MANAGEMENT

- Add workflow and business rules to automate transactional business processes
- Control documents systematically throughout their lifecycle
- Create audit trails for compliance

ARCHIVING & COLLABORATION

- Create a central, paperless repository to store documents and data
- Redistribute information in electronic format internally or externally to employees, customers, partners and other third parties



We have more than 15 years of experience helping organizations to streamline how they manage payroll and H.R. data

Managing payroll and H.R. data is another area of expertise. For instance, we can capture your payroll data and provide employees paperless pay stubs. They look exactly like your hardcopy check stub and include the same detailed information, but they cost pennies to produce.

To make the process of administering W-2s easier, we can archive your W-2 data electronically. You'll be able to correct W-2s and replace lost forms in seconds and mine data more efficiently for management reports and audits.

Historic payroll data and quarterly tax reports can also be captured electronically and stored online or on CD-ROM, making payroll data easier to locate and retrieve. In addition, you no longer pay to print or store cumbersome paper reports.

For a fully integrated solution, we also offer transactional printing services to complement our online hosting of payroll documents. For instance, once we capture payroll data, we can print and distribute hardcopy paychecks to any location and then store electronic check views and payroll registers along side other images and reports.

Electronic document management automates work processes and drives productivity

If your objective is to automate transactional business processes (e.g., accounts receivable/accounts payable) and/or control documents systematically throughout their lifecycle (i.e., creation, circulation, management, destruction), electronic document management is the answer. Electronic document management dramatically improves your ability to capture, retrieve, manage and share information across your organization.

The document management software solutions we offer can incorporate a variety of features including:

- Workflow to automate routine business processes
- Document-level access and security to protect sensitive information
- Automated document routing and approval
- Automatic or on-demand document archiving and/or removal
- Alerts and checklists to assure consistent work processes and fewer missed deadlines
- Audit trails for compliance and regulatory tracking (e.g., HIPAA, Sarbanes-Oxley)
- Version control and collaboration

We can assist you with web-hosted and server-based document management systems from Computhink, Digitech Systems and Hyland Software, as well as proprietary D2Xchange solutions. Before making any recommendations, we will objectively assess your situation and objectives and configure the system you choose to meet your specific needs. Our scanning services address back file conversion issues, allowing you to achieve maximum value from your new system.



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