

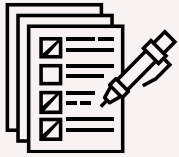
HOW TO ELIMINATE PAPER FROM YOUR PROCESSES

An Outline of Twelve Key Steps



1 SELECT YOUR PROCESS

Identify a process and then document where paper enters your business and processes.



2 ASSESSMENT

Assess where process slowdowns happen and the reason these slowdowns occur



3 EVALUATION

Evaluate how removing paper from operational processes will enhance response times, improve the overall customer experience, and save in back-office costs.



4 ENDORSEMENT

Identify who is in charge of radical process review and seek endorsement for enacting paper-free policies.



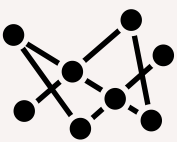
5 PROMOTE SUCCESS

Promote successes where digital information and processes are being used.



6 TRIAL RUN

If you have no existing paper-free processes, pick one to use for a trial run - AP perhaps, or HR - but be careful not to become locked in to a single-point solution (e.g. from your finance system vendor).



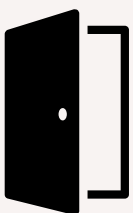
7 CONNECTION

Ensure that existing paper-free processes are taking full advantage of OCR, data capture and integration with core enterprise systems.



8 UP-FRONT SCANNING

Evaluate how a scan-to-archive post process implementation can be changed to an up-front scan-to-process approach that improves operational efficiency by streamlining the overall process.



9 POSITIONING

Position the system "right at the door" as a digital mailroom, defending offices from paper, and ensuring the quickest conversion to digital.



10 MOBILE AND CLOUD

Do not limit your possibilities to be within the corporate walls. Look for ways to extend capture, access and engagement activities beyond the corporate walls using mobile and cloud applications.



11 CONTINUOUS IMPROVEMENT

Do not limit your possibilities to be within the corporate walls. Look for ways to extend capture, access and engagement activities beyond the corporate walls using mobile and cloud applications.



12 YOU CAN DO IT

Taking the first step is better than taking no step at all. If you are unsure of where to begin or how to begin, seek professional assistance and/or training to help you set off on the right path. Look to your current suppliers and service providers for guidance.