

### DOMA Does the Heavy Lifting & Your Team Reaps the Rewards

Eliminate the need to manually collect, sort, and deliver physical mail. DOMA's digital mailroom solutions can connect email, faxes, and physical mail into one efficient system that automates the delivery of critical information. Access your mail anytime, anywhere while also saving money, time, space, and valuable resources.



#### Get Access to Your Money Faster

Your team can electronically deposit checks after scanning or even automate the process for quick access to your financial assets.



#### Expedite Invoicing Processes

Ensure actionable items like invoices go directly to the correct department for immediate action.



#### Improve Tracking & Accountability

Get visibility into how your team is using their mail and gather metrics on key processes that would normally be impossible to track.



#### Enhance Security & Compliance

Physical mail can be easily tampered with or lost. With a digital mailroom you can set viewing permissions, track access, and maintain records for audits.

### How Does a Digital Mailroom Work?

- **Forwarding:** Your mail is forwarded directly to DOMA's secure facility eliminating the need for a dedicated mailroom to sort and distribute mail.
- **Scanning:** Our team opens and scans all of your incoming mail. We can also scan any archived paper documents at the same time.
- **Digitization:** Your records are converted into digital format using advanced OCR making them fully searchable.
- **Delivery:** Each digital communication is routed to the appropriate person through a secure network.
- **Action:** Your team can then route mail data into other digital workflows.
- **Shredding or Storage:** Paper mail can be securely shredded or stored to fit your retention needs.





## HOW IS A DIGITAL MAILROOM DIFFERENT?

A digital mailroom is more than just a scanning solution. DOMA's approach focuses on integrating mail more easily with your other business processes. With a digital mailroom you can automatically deposit checks, route invoices to accounting, extract data, and more. Digital mail combines seamlessly with your current workflow to make mail actionable right away.

**See an impact across your entire organization with actionable, digital mail.**



## EMAIL ALONE IS NOT THE ANSWER.

Scanning documents and attaching directly to email is not secure. DOMA uploads all of your content to a secure portal allowing you to prevent the compliance headache that paper mail can cause.

**!** Instead, get email alerts without the security risk.

## DIGITAL vs TRADITIONAL MAILROOMS

- + Compliant and secure with a clear audit trail
- + Automate the processing of checks, forms, invoices, and other transactional mail
- + Get instant email alerts to access your mail via our secure portal
- + Avoid multiple copies and downstream scanning with one, centralized document
- Paper mail can be lost or tampered with
- Requires handling by multiple individuals before mail reaches the intended recipient and becomes actionable
- Labor and space intensive operations
- Legacy mailrooms are expensive to operate on-site
- Difficult to scale as business grows

