

# Transactional & Regulatory E-mail Distribution Services

Electronically distributing and reporting on transactional and regulatory e-mails can be cumbersome. **DG3** makes it simple with automated programs that do the work for you.

## Why It Matters

**Financial institutions are required to communicate with clients regarding a number of matters and track those communications.**

Many organizations have requirements to send PDFs of their financial statements and other reports to record keepers. They also benefit from having evidence that the documents were received and opened. Unfortunately for them, there are few cost-effective, out of box solutions to accomplish this. Many think they can simply use an e-mail blast service, but those tools are required by CAN/SPAM laws to have “unsubscribe” options included in the e-mail, and are light on features.



## What We Offer

DG3's **Transactional & Regulatory E-mail Distribution Service** solves all the above problems and more. **A typical workflow includes:**



Data files are submitted indicating which recipients should receive which reports along with the PDFs if required



PDF files are uploaded to secure storage



User credentials are created and delivered to e-mail recipients as needed



Permissions are set on which files can be accessed by which recipients



Our automated process delivers the e-mail along with appropriate links to the recipients



The client admin receives the e-mail, logs into the secure portal, and reviews the documents

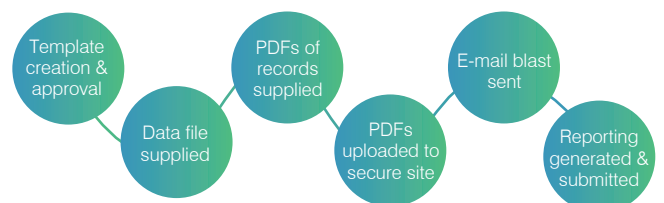
Not only does this process eliminate the burden of sending so many e-mails and securely storing them—eliminating the possibility of an unintended party receiving these documents—but **we also provide valuable reporting back to the client** that indicates:

- When the e-mail was sent
- If it was opened
- If it was received
- If the record keeper logged into the portal and viewed the documents

## Fully Automated - Fully Supported

The system has been designed to pick up data files from pre-established File Transfer Protocols (FTPs), extract and parse the data within that file, and populate the e-mail templates. PDFs for record keepers are automatically uploaded to secure folders, and e-mails with links to the secure site are distributed to recipients. Once the e-mails have been sent, reports can be generated at a time interval and supplied back to you through the same FTP site. And, of course, you can always rely on your DG3 team to step in when template or process changes are needed.

## Workflow Overview



Get in touch for a **FREE** scoping session and pricing proposal.

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