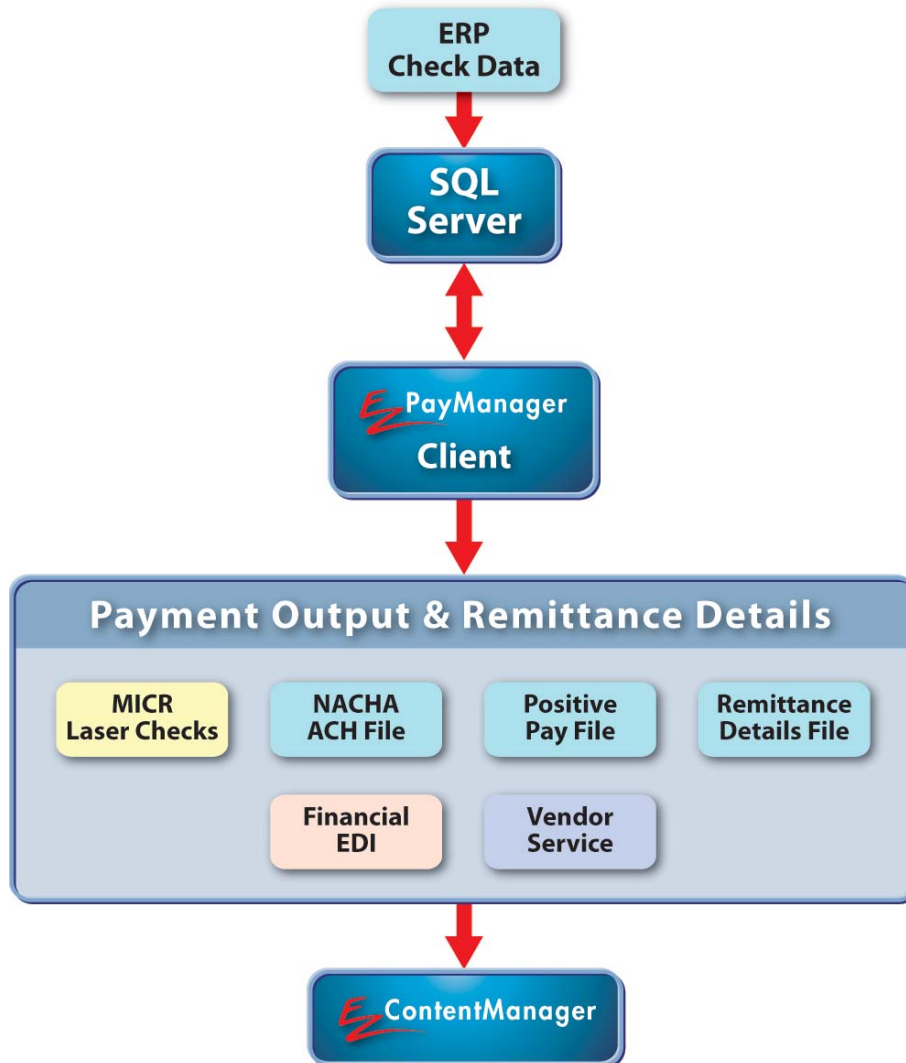




# Windows Payment Modules

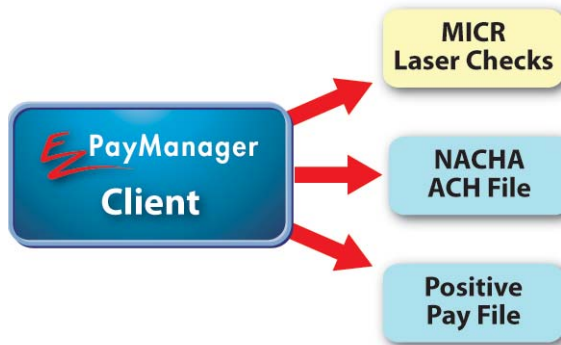
## Technical Overview

**ACOM's EZPayManager Windows based product suite provides** a complete management solution to help companies streamline the process of creating, distributing, and archiving ERP generated payments. ACOM or the VAR will create the electronic check template for the customer. This creation includes the lines and boxes, static text, logos, signatures, etc. – all the information that is currently on the preprinted check form. ACOM or the VAR will also create a one time conversion program to take the ERP check data and populate it into the SQL database. Once the data is there, you can use EZPayManager to create payment output and remittance notification.

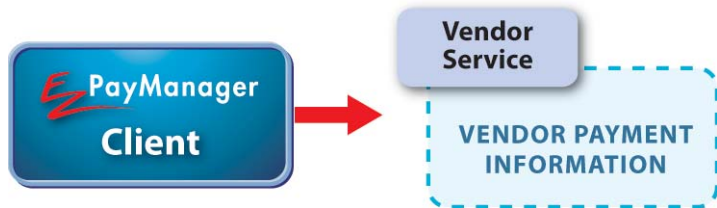


ACOM

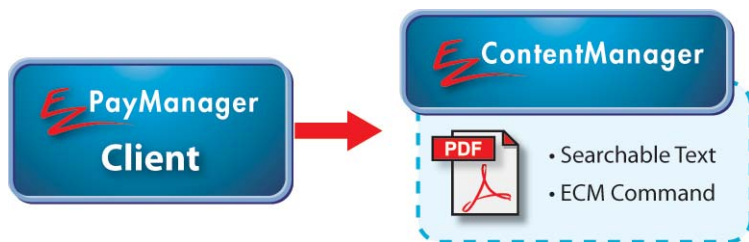
Checks can be MICR printed to blank check safety paper and/or sent via an ACH transaction in a NACHA formatted file for electronic transmission to a financial institution. The remittance detail for ACH payments may be made via laser printed copy, email, fax or posted to the web. Checks can optionally be included in a Positive Pay file used to prevent check fraud.



EZPM also has an optional vendor services module(s) which facilitates the outreach to vendors and provides a self service portal with which to manage Vendor payment information.



EZPM provides the capability to create electronic copies of all payments (including remittance detail) by creating a text searchable PDF or with the ECM command, creates a PDF copy of the forms with an associated file that contains user defined index fields. The ECM command supports automatic importing into ACOM's EZContent Manager or other content management systems.



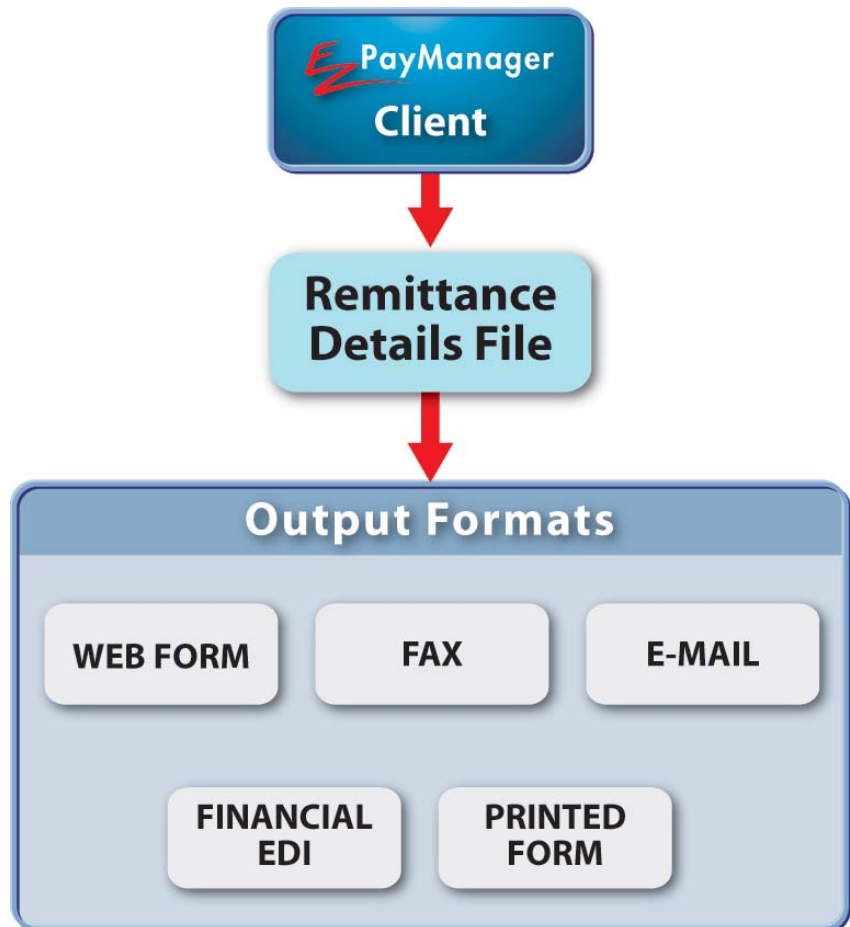
Once the software is configured, users are not required to log into the software. The data is exported from the ERP application and the EZPM import utility imports the data automatically and produces laser printed checks, an ACH file with e-mailed and/or faxed remittance, a Positive Pay file, and/or a financial EDI file.

## REMITTANCE OUTPUT

EZPM provides flexible remittance output. Check remittance can be sent via secure password protected e-mail (PDF attachment), fax, posted on the web for review by the recipient, and/or printed for review. EZPM also has the option to have the data output as a financial EDI file. Any and all remittance options happen automatically at the time the check data is processed.

Output formats include:

- Web form
- Secure remittance data sent via e-mail
- Fax
- Financial EDI
- Printed form



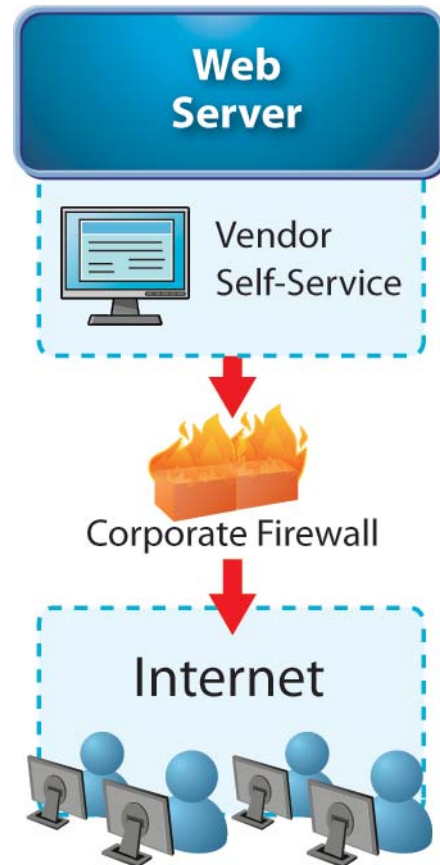
## VENDOR SERVICES

EZPM offers an optional Vendor Self-Service Module that allows payees to self-service their account through a secure web site.

Some of the services that can be performed on the website include:

- Updates and changes to the vendor/ employee profile
- Online registration for electronic payments
- Ability for payees to access current and past payment records with full payment details

The key benefits here include the reduction in payment phone inquiries and the shift of labor-intensive tasks, like updating payees' profiles and contact information, from the accounting department to the payees.



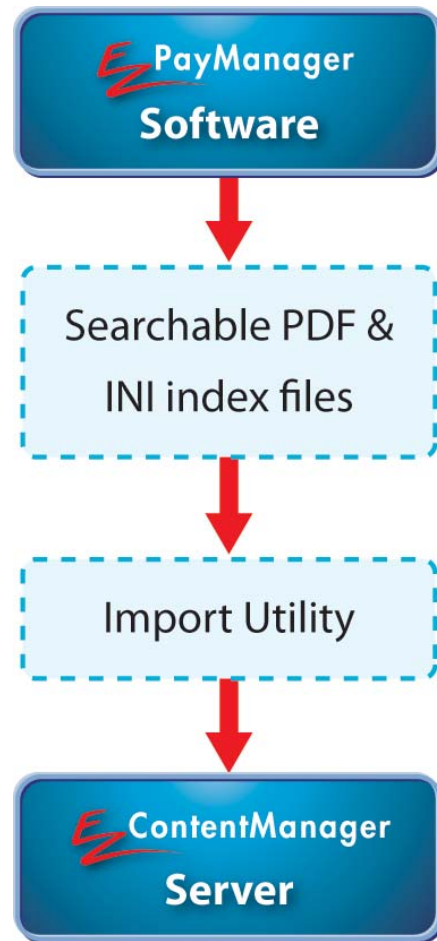
The ACH Online Registration allows payees to self-register for electronic payments through the Vendor's Self-Service website. Once the registration form is completed, an email is automatically sent to the accounting department, indicating that one or multiple payees have just registered. The email will include a web link for a review and approval step, where the user will get a chance to review new ACH registrations before they are loaded into the EZPayManager (EZPM) database.

Once the registrations are approved by the accounting department, all the information from the ACH registration form is automatically loaded into the EZPM database and the payee profile is updated to reflect the new payment preference from checks to electronic payments. The whole registration process is fully automated and most of the work is done by the payees, rather than the accounting department personnel.

## CONTENT MANAGEMENT

ACOM's EZContentManager (EZCM) is a Web accessible content management system. EZCM uses an SQL database to store data. Documents created by EZPayManager can automatically be captured by EZCM for unlimited easy retrieval and or view.

By setting up the ECM command one time within EZPM, a text searchable PDF copy of the check is produced along with an associated INI formatted index file. This INI file contains the preselected index fields that will be used for searching later on. This information is automatically loaded into EZCM using our import utility running in the background in Windows. This process takes place transparent to the user.



Other content that is network based like WORD, EXCEL, PDF, etc., can be manually or automatically imported into EZCM. Paper based documents can be scanned, indexed, and placed into EZCM as well.



Once in the database, content can be easily searched, retrieved, and distributed. Distribution methods include print, e-mail and fax.

EZRetrieve, an add-on module to EZCM, allows a user to select data in any open PC application, ERP, CRM, e-mail, etc. and initiate a hot key search based on file content or document type. The search will automatically log into EZCM, search the repository and retrieve the documents that match the search criteria.

EZCM is designed with an intuitive browser based framework that is easy to use and requires little or no training. It can be accessed by authorized users from any internet enabled device.



## SECURITY

EZPayManager offers security on many levels:

### System Level

- A lockout feature automatically disables a user's account after a specified number of login attempts.
- A timeout feature disables access to the software when the system is idle for a pre-defined period of time.

### User Level

- User access can be limited by function.
- User access can be limited by bank account.
- A detailed audit log records a user ID, the function performed and a date time stamp for all activity.

### Process Level

- Access to the Reprint function can be restricted.
- Access to payee files can be restricted.
- Access to the electronic archive can be restricted.
- The Positive Pay module helps combat check fraud.
- Checks can be set-up to require single or dual signatures based on amount.

Files in the EZContentManager document management system files are secured via:

- Encrypted user passwords for system access.
- Encryption of files on the file server.
- Support for SSL encryption using an organization's Website Certificate.
- Support for individual signed certificates, allowing users to digitally sign documents in the workflow process.
- Audit reports that track access history, resource usage, email history, user registration and repository content.
- Folder and file access rights that can be assigned by individual user or user groups.
- Use of System Permissions to control access to administrative functions.
- A file destruction option allowing up to 3 overwrites of files being destroyed.

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**For more information:**

- Contact ACOM Solutions, Inc.  
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Email: **[sales@acom.com](mailto:sales@acom.com)**
- View our 2-minute tours online at **[www.acom.com/windows](http://www.acom.com/windows)**

