THE PLD GROUP LEGENDS

Legends help us to clarify the operational codes we internally use for each of our popular services.

Whether its web proofing, job status, SmartPay, e-SmartStatements or another service, each code has a unique meaning and description.

Understanding each code and its uses helps our customers understand and use our services more efficiently.

Following are the legends and description for Web Approval

WEB APPROVAL

There are 3 choices when deciding not to print or mail out a statement.

As a rule of thumb:

- For 99% of the scenario's select Omit
- If our processing has already created an 'omit' for a particular statement, please do NOT undo (reverse the selection). The statement will be returned to the provider as something is wrong, and your account will incur an unnecessary charge.
- If your account is set up for e-statements, use the selection below.

No Mail

The Statement Provider (client) has provided some reason to designate the Document as No-Mail. This means that the document is not mailed. It may be printed. It will be available on the Web. Statement Owners (Users) will see the Web document and receive E-mail notifications (if enabled) that their statement is available. The document will not be included in the Presort Documents.

Omit

The Statement Provider (client) has provided some reason to designate the Document as Omit. This means that the document is not mailed. It may be printed. It may be available on the Web (depending on setting in Submission Type Maintenance). The Statement Owners (Users) may see their statements (depending on setting in Submission type maintenance) and may receive an e-mail notification that their statement is available. The document will not be included in the Presort Documents.

Exclude

The Statement Provider (client) has provided some reason to designate the Document as Exclude. This means the document is not mailed. It may be printed. It may be available on the Web (depending on setting in Submission Type Maintenance). The Statement Owners (Users) may see their statements (depending on setting in Submission type maintenance) and may receive an e-mail notification that their statement is available. The document will not be included in the Presort Documents. – New – Excluded documents will not generate Exceptions during Field Validation.

THIS INFORMATION AND MORE IS ALSO AVAILABLE IN OUR SMARTHUB AT WWW.THEPLDGROUP.COM

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