



## A smart software solution > Insurance document management and processing

Improve your current  
document preparation and  
issuance capacity.

Free yourself from processing insurance-related documents manually—FORMS, WELLAND's knowledge-based software is designed to improve your current document preparation and issuance easily by automatically identifying, completing and printing documents to your exact business requirements.

Company-specific and industry-standard forms are created with predetermined rules and database lookups from your system and stored in a central online library. They are "triggered" to print when needed and FORMS keeps an audit trail of all work performed. For security purposes, varying levels of authority and access can be set up for those using FORMS.

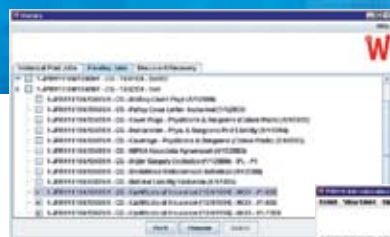
Built on a standard JAVA/XML framework, FORMS uses any SQL-compliant database such as Oracle or Microsoft's SQL Server for its data storage needs. Each document is generated in either Adobe Acrobat or Crystal Reports software and prints in PDF format with Microsoft's standard printing capabilities.

FORMS adds efficiency to your document management by:

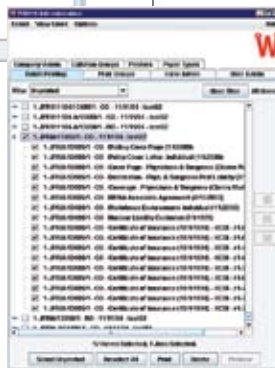
- Speeding up processing times
- Reducing overhead costs
- Improving data accuracy
- Ensuring compliance
- Enhancing communication
- Controlling printing



# Forms



Screen with authorized documents



Batch printing screen



Sample—Certificate of Insurance



Sample—Invoice

FORMS offers you these benefits, whether you are processing quotes, new policies, renewals, claims correspondence, invoices or checks:

- **Speeds up processing times** Instantly attaches all of the proper forms, already filled out with data from your system. FORMS virtually eliminates manual document preparation.
- **Reduces overhead costs** Allows your staff to be more productive and frees up their time for other tasks. Printing and filing costs are noticeably reduced since documents can be viewed and searched online.
- **Improves data accuracy** Every manual keystroke is a potential error. You and your insureds benefit from valid and accurate documents that are pre-filled and predetermined.
- **Ensures compliance** Your specific business rules and industry regulations are built-in so only authorized documents are issued. No guesswork is required, so there is less risk of noncompliance. It's also easy to track the status of state-mandated filings.
- **Enhances communication** Improves the quality of your documents—creating more consistent, accurate and attractive documents that lead to higher client satisfaction.
- **Controls printing** Gives you numerous options for automatic sorting and timing for print preparation. You are able to process one or thousands of documents efficiently.

## Four Simple Steps

Once your documents are in place (with their business logic), FORMS follows these four simple steps:

- 1 Identifies the proper forms.
- 2 Inserts data.
- 3 Organizes printing.
- 4 Saves document.

WELLAND is happy to provide an on-line or in-person demonstration of FORMS, the smart and flexible software solution.

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