

Archive Systems



ASPEN Virtual File Room

For many industries, the shift to a paperless work environment to a paperless environment is a transition that continues to evolve over time. The reality is that many processes are still paper-based. For industries such as financial services, hospitality, retail and others, forms typically get printed to paper for processing, or circulation through an approval cycle. Departments within an organization, such a Human Resources or Finance & Admin, still handle a large amount of paper documents.

These companies are forced to source a variety of hardware, software and services to help them manage paper documents as they convert them to electronic format. Archive Systems is uniquely able to provide integrated software and services to enable the path to paperless, including the secure management, storage and conversion of physical, paper documents. Virtual File Room is a document management system designed for organizations that wish to convert, manage and secure their paper files as electronic documents.

Key Facts

- Platform specifically designed for the quick search and retrieval of critical records
- Removes the burden of hardware and system maintenance from IT departments with a Software-as-a-Service model
- Quickly request and retrieve stored document images from within line-of-business applications
- Allows selection of a group of records that may be viewed securely by third parties
- Creates a backup of your critical documents

Benefits

- A comprehensive pay-as-you-go subscription service
- A fully redundant online document repository
- A scalable solution supporting unlimited users
- No additional investments in infrastructure or personnel
- Ease of implementation and quicker time to value
- Industry leading service level



W-9
Form 999-October 2007
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: Individual/sole proprietor Corporation Partnership Limited liability company. Enter the tax classification (disregarded entity, C corporation, P partnership) Exempt payee Other (see instructions)

Address (number, street, and apt. or suite no.) Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 2. Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person Date

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:
• An individual who is a U.S. citizen or U.S. resident alien.
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
• An estate (other than a foreign estate), or
• A domestic trust (as defined in Regulations section 301.7701-7).

Virtual File Room provides:

Management of electronic documents
Secure, centralized access to documents
Integration with key systems such as Enterprise Resource Planning, Human Resources, Information Systems, Customer Relationship Management, and more.

Manipulate images, add annotations, and more with ASPEN VFR.

Document Management Services

This enterprise-strength solution integrates document receipt, scanning and data capture services, along with online content storage and web-based image access to provide a comprehensive document management solution.

A Powerful and Flexible Platform

ASPEN VFR guarantees 24/7 access to business critical information through a web browser. All content is stored in redundant Data Centers with ensured business continuity and disaster recovery. Records can then be found instantly using the user-defined search functionality and accessed through the robust viewer.

Archive Systems

With over 20 years of experience, Archive Systems understands the complexities of records management, and provides customers with a spectrum of services and software systems to manage the lifecycle of their documents and vital records. By utilizing the most advanced technologies, we provide a solution to manage paper and digital documents and the connection between them. Archive Systems is the bridge to a paperless future.

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