

**Control Your Document Quality**  
**Improve Your Customer Service**

**DocManager Gives You**  
2 Powerful Tools to Help Manage Your Documents Online  
**docManager = eApprove + eView**

**Tool 1—eApprove: What is eApprove and How Can it Help?**

eApprove lets you control which uploaded files get mailed. First, you review your finished documents within your uploaded file(s). Then, you gain peace-of-mind by approving which files you want mailed.

**Use eApprove to**  
**REVIEW - APPROVE - REJECT**  
**Uploaded Files**

**Tool 2—eView: What is eView and How Can it Help?**

eView gives you access to 90 days of actual mailed documents. Your office will **Improve Customer Service** by seeing exactly what your customer sees.

**Use eView to**  
**VIEW - PRINT - FAX - MAIL - eMAIL**  
**Mailed Documents**

**To Sign Up for docManager**

Review docManager monthly fee with your BillFlash Reseller or Us and then:

- **New Customers**—you automatically get a free 30 day trial during enrollment
- **Existing Customers**—follow directions under ACCOUNT menu at BillFlash.com

**Questions?**

Contact your BillFlash Reseller. Or, contact us at [Support@BillFlash.com](mailto:Support@BillFlash.com) or 435-940-9123.

