



DIGITAL MAILROOM



RECEIVE AND DISTRIBUTE YOUR PHYSICAL MAIL DIGITALLY

Your company's mailroom is a hub of daily activity that ensures employees receive incoming mail. But how do employees access their physical mail when working from home? The GRM Digital Mailroom service bridges this gap, enabling your organization to access and distribute physical mail deliveries in a digital format using VisualVault, our secure, cloud-based content services platform. This ensures remote employees receive crucial business documents in a timely manner and minimizes the passing of physical documents from employee to employee and department to department.

The GRM Digital Mailroom can be implemented quickly and is easy to use. Here's how it works:

1. We Get Mail (USPS, overnight, etc.)

We either pick up your delivered mail from your location or you have it forwarded to us.

2. We Open, Sort, Prep

We open and sort your mail, then prepare it for scanning by placing a blank sheet of paper between each individual piece of mail.

3. We Scan Your Mail

4. Unique PDFs Created

The blank sheet of paper allows our scanning software to create a unique PDF for each individual piece of mail.

5. We Upload

We upload the PDF files to VisualVault.

6. You Access and Distribute

Your authorized user(s) access and distribute the PDFs digitally throughout your organization.

And once the mail is scanned, we can store the physical mail for you in our secure records management facilities.

