

## Introducing the “File Exchange”



Have files too large to e-mail to underwriting or finance? We know.

That's why in July VML Insurance Programs launched a new file sharing page called File Exchange. The File Exchange provides access to folders for downloading documents such as policies and invoices, typically in Adobe PDF format.

In File Exchange each member has an “upload” folder where policy or finance related documents can be uploaded.

As a Web-based application, each user can perform a variety of functions – such as creating, editing, renaming, moving, copying, deleting or printing files.

**Security** - Some documents are sensitive in nature. For security purposes member administrators have access to the File Exchange and must grant authority to others to access the system by using the “administration” link on the Member Home Page.

The File Exchange offers an easy and secure way to transfer important files right through the VML Insurance Programs Web site. For more information on navigating this application see the File Exchange Guide Book, or contact Seth Pearson at (804) 237-7336.