

You need to be aware of this information pertaining to document delivery options:

There are two available document delivery options. They are exe file or zip file. Each has its advantages. It is your responsibility to choose the option that best suits your company's needs.

An exe file is a self-extracting zip file. The advantage to this type of file is that you do not need to own unzip software. The file will unzip when you click on the exe file. The disadvantage is that many e-mails accounts delete exe file attachments from the e-mail. *Please check with your System Administrator before choosing this option.*

A zip file is a compressed file. The advantage to this type of file is that e-mail accounts do not generally delete zip file attachments. The disadvantage is that you need to own unzip software. That is not a major obstacle as many are freely downloadable from the internet.

**Please check to see which of these options suits your needs before processing. If you do not choose the proper option and do not receive your documents, you may incur Support charges for retrieval of your document.**