

It's easy!

All you need is an Internet connection.

1 Sign Up *Free trial!*

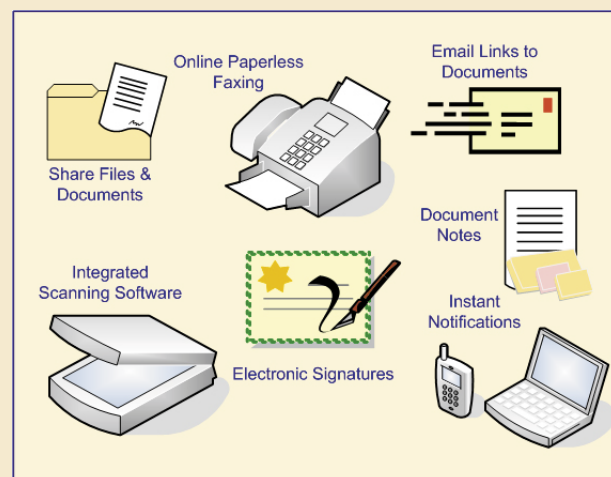
Log in to www.FileWorks.com for a **FREE MONTH** on VAExchange. Within a few minutes you can start storing your files on secure, professionally managed servers. There's no software to install or upgrade—and no servers or IT staff required. You'll have 24-hour, anywhere access to your files.

2 Invite Clients

Invite your clients to sign up for a VAExchange account. Link to your clients' accounts for single user name and password access.

3 Use the Tools

VAExchange is much more than a virtual filing cabinet. VAExchange not only securely stores and protects files, it provides a new set of productivity tools enabling you to work more efficiently.



4 Share Your Files

Your world moves quickly and your clients need instant access to information. Set up User and Guest accounts to expand your network. You'll save delivery time and fees.

About FileWorks

Starting in 1997, enterprise content management (ECM) software created by FileWorks has helped businesses manage scanned documents, faxed documents, and EDI transactions by automating business processes with our unique document-centric workflow technology. Our work with the nation's largest HMO in the heavily-regulated healthcare industry has solidified our role as a leader in technology and security. We have safeguarded confidential documents, including medical records, with our software solutions and have provided needed tools and audit controls for the industry.

We focus on both large and small businesses by tailoring our products to meet the needs of each. Our hosted Web-based solution, FileWorks Online, is designed for small- to mid-sized companies and for departments within large companies. Our iFile Enterprise software suite provides robust workflow functionality that is ideal for mid- to large-sized companies.

The iFile software suite creates efficient and secure paperless workflow for claims processing, customer service, enrollments, vendor management, accounts payable, accounts receivable, human resources, etc. iFile also helps businesses comply with privacy and accountability regulations, such as HIPAA and SOX.

FileWorks Online is a virtual file cabinet for storing and protecting documents and files within a controlled environment. FileWorks Online provides anytime, anywhere access to documents and files through a simple, secure, accessible website—at a fraction of the cost of running an in-house server. With FileWorks Online, you can share documents by granting access rights to others. There is also an audit trail down to the document level. FileWorks Online includes online business productivity tools, such as faxing, electronic signatures, scanning, indexing, instant notifications, email links, document notes, and more.

VAExchange is a new, customized FileWorks Online website tailored to the needs of virtual assistants and virtual professionals.

FileWorks Inc.
877-FileWorks (toll free)
877-345-3967 (toll free)
Solutions@FileWorks.com
www.FileWorks.com

Is this your idea
of anywhere
access to
your files?



Your virtual
file cabinet

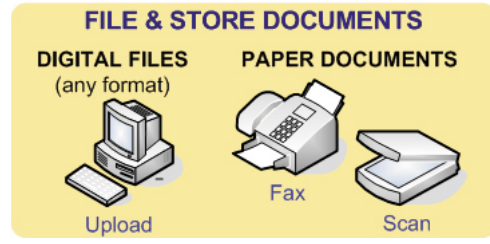
Online Document
Management for Virtual
Assistants and their Clients

www.FileWorks.com
starting at \$29.99/month

Simple.

You can do it right now. Log on to www.FileWorks.com. Everything you need is right on the site. Just sign up. Use the standard folders or edit them. A few clicks and your documents are filed and indexed. Scan in or fax in paper documents.

Get documents signed with electronic signatures. Fax a document to a client. Want return faxes to automatically deposit directly in the correct folders? You can with VAExchange!



Real Savings. With VAExchange, you avoid the hassles and the capital expense of buying and maintaining file servers, back-up servers, state-of-the-art firewalls or VPNs. Your files are stored on our secure, professionally managed servers—and you save money because you no longer need to buy back-room hardware or hire IT staff.

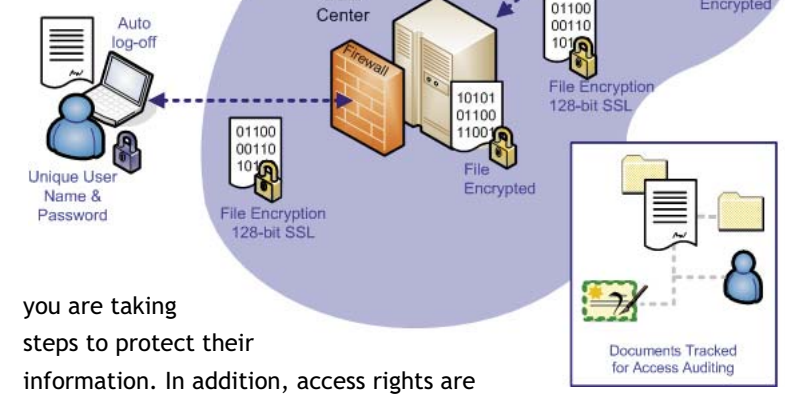
Save on basic office needs. Online faxing through VAExchange saves on dedicated fax lines, allows you to consolidate to one fax number and gives your business the added professionalism of a toll-free fax number. VAExchange can also cut the costs of off-site storage rentals, paper and printing supplies, and overnight document delivery services.

- With VAExchange:**
- Eliminate excess paper
 - Access your files—anywhere
 - Follow business best practices for document management, file security, tracking-auditing and technology
 - Safely share access to documents
 - Protect your company's critical and private information

Secure.

Your proprietary information may be at risk. Client information, company secrets, employee files, personal documents... they can all be at risk. VAExchange secures and protects your critical and confidential information releasing you from that burden. If you are concerned with HIPAA, Sarbanes-Oxley or any of the other regulatory compliance mandates, you absolutely need VAExchange.

VAExchange secures your information—and that's critical when you handle documents for clients. Now, you can assure your clients that



you are taking steps to protect their information. In addition, access rights are controlled at the folder level by the account owner or a designated user. Each individual has a unique user name and password secured with VeriSign SSL certificates with anti-spoofing technology. Access to documents is tracked and 128-bit SSL transmission guards documents in transit.

Do you have a disaster recovery plan? With VAExchange, you do (and so do your clients). VAExchange immediately backups up files when they are uploaded using real-time off-site replication, and those files are also fully encrypted. VAExchange also utilizes proven, industry leading firewalls to block unauthorized entry.

Accessible.

It's inevitable. You're here. The file you need is there. Carrying around a filing cabinet with the critical or confidential files you need isn't very practical—and keeping them on your laptop or desktop isn't very secure. Now, there's a secure solution.

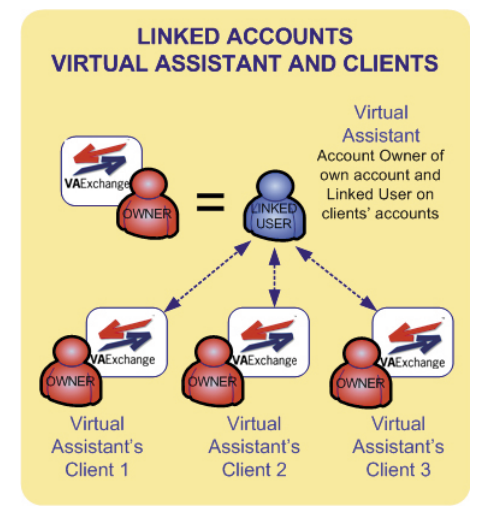
VAExchange gives you anytime, anywhere access to your documents and the documents you and your clients share—and all you need is an Internet connection.

Store and share information with VAExchange. If you or your clients deal with regulatory or privacy issues, you can rely on VAExchange to assist you with complying with the latest regulations. VAExchange is ideal for many corporate functions, such as:

- Company Planning
- Event Management
- Finance & Accounting
- Human Resources
- Legal
- Marketing
- Project Management
- Purchasing

Link your account to your clients' VAExchange accounts.

As a linked User on your client's accounts, you can have full access to the folders and features you need. Conveniently access multiple client accounts through your own VAExchange account.



RISK METER

Is your business exposed?
Check the Risk Meter.

- 10,000,000 identity theft victims
- \$182 average cost per compromised record
- \$660,000 average total cost per incident
- 71% of data leaks from lost/stolen laptops or backup tapes

Your business is at risk!

I can't find my laptop! I'm out of business.

I lost a file with employee social security numbers. I'm being sued.

Someone broke into our network! Did they get into our confidential files?

VAExchange stores your files behind state-of-the-art firewalls.

VAExchange encrypts your files for even greater security.

Who released information to the newspaper? I didn't know anyone had access to it!

VAExchange gives you complete access control and tracks who views and takes actions with documents.

You've lowered your risk!

VAExchange offers electronic signatures and notifies you when documents arrive or actions are taken.

VAExchange receives faxes and can file them in the right folder for maximum privacy.

Did anyone pick up a document from the fax tray?

Have we received the signed contract, yet?

VAExchange offers electronic signatures and notifies you when documents arrive or actions are taken.

I'm not a techie. What do I do about this mess?

VAExchange is your simple, secure accessible file server without the techie price tag!