



# ***SouthData Mailings & Homeowner Communication***

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# *The SouthData Difference*

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At SouthData, we know that homeowner communication should be simple and efficient. That's why we believe in providing property management companies and homeowner associations with products and services designed to improve and enhance the way they communicate with their homeowners.



In today's competitive environment, you need every advantage available to provide professional looking documents in a timely manner. Our level of accuracy and unmatched commitment to service offers you the ability to manage mailings, control costs, and gain back valuable time and employee resources.

Discover the ways SouthData can help you achieve your goals for productive and effective homeowner communication today.

# *Manage Mail Your Way*



Create mailings and view proofs online

Compatible with your property management software



Certified Mail online library for proof of signature and delivery

Enjoy updated address files and reduce returned mail



Free your staff from printing, folding, and inserting items into envelopes

# Do More with SouthData

*We print and mail:*

- Ballots & proxies
- Violation letters
- Disclosure Packets
- Budgets
- Letters
- Calendar Inserts
- Postcards
- Newsletters
- Return Envelopes
- Ballot Envelopes
- Prepaid Postage
- Late Notices
- Announcements
- Lien Notices
- Demand Letters
- Pool & Parking Passes
- Foreclosure Notices

- ✓ Reduce overhead
- ✓ Control costs
- ✓ Enhance customer service

- ✓ Gain valuable time
- ✓ Reduce phone calls

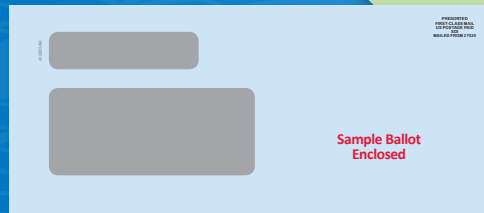


**NO MORE  
MAKING COPIES  
OF LETTERS TO  
SEND TO YOUR  
HOMEOWNERS!**

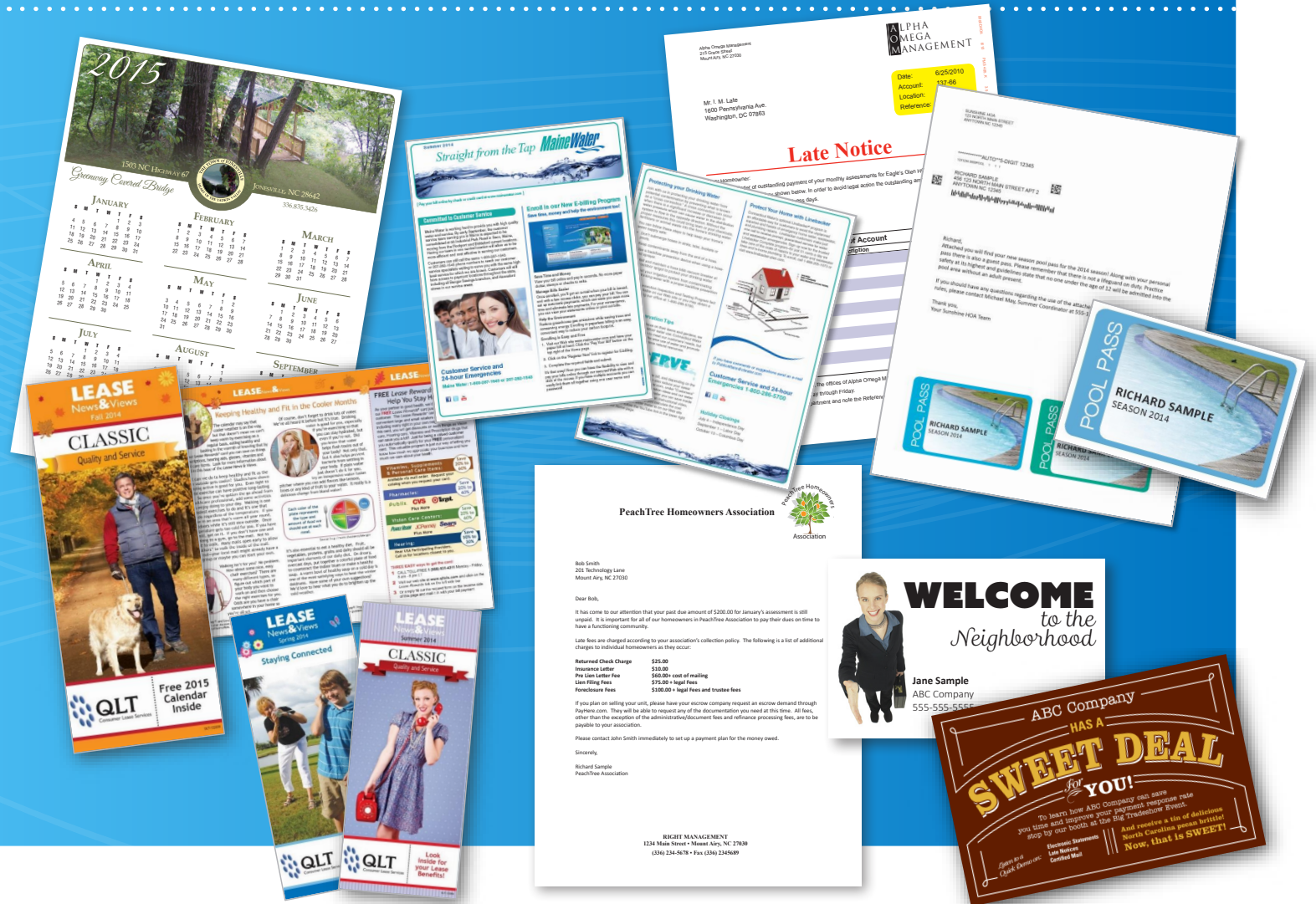
# ***Mailing Options***

*Mailings Customized for you:*

- Colored paper
- Stapling
- Certified Mail
- First Class Mail
- Return envelopes
- Ballot envelopes
- Prepaid postage for return envelopes



# Customized Products Just for You







## *Smarter* MAILING

- Automate homeowner communications
- Enjoy updated address files
- Reduce operating costs and gain valuable time



## *Simpler* MAILING

- Create a variety of mailings from the convenience of your desktop
- Streamline your mailings process
- Choose generic mailings or mailings with variable data



## *Stronger* MAILING

- Make an impression with your homeowners
- Ensure communications stand out and get noticed
- Create professional looking documents in minutes

# Cheat Sheet: Order a Generic Mailing


Creating mailings is simple through SouthData's online order center!


**Order Center**


Select an Option to Begin Your Order


**\* This product can now be sent as certified mail. CertMail™ is now a delivery option that can be chosen while reviewing your order.**


Back



**Upload a PDF\***  
Upload your pdf that contains the mailing address on the front page of your letters.

**Upload Your Data and Letters\***  
Order general mailings here. Use this option to upload letters that require a data file.

**Enter Your Recipients\***  
Order mailings by entering the recipient information and uploading a PDF letter.



Cancel Order

Order CertMail™/SignatureMail™

Map your data

We are displaying the first 3 records from your data. Your data has been successfully loaded. To clearly display all of the data, click on the "View All" link in the top right corner. In the first column choose the description of each row: Column A, Column B, etc. We have highlighted all of the data in one view. In the first column choose the description of each row: Column A, Column B, etc. We have highlighted all of the data in one view.

Mapping Options	Recipient 1	Recipient 2	Recipient 3
Column A: (Name 1)	Sentinel Real Estate Corp. Inman Park Apartments	Franklin & Dickey Adams	J.M. & Denise Adsett
Column B: (Street)	2105 Sheltonham Way	1828 Wyssong Court	1845 Wyssong Court
Column C: (City, State Zip)	Raleigh, NC 27612	Raleigh, NC 27612	Raleigh, NC 27612
Column D: (City, State Zip)			
Column E: (City, State Zip)			

Back Process Data

1 Create a generic letter, log on to the client site and choose "Order Cert Mail/ Signature Mail." Then choose "Upload Your Data and Letters" and select your data file.

2 Upload your data file and assign a data type for each column.



It is strongly recommended that you preview each mailing address prior to the recipients of this mailing.

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Account Number	Address
SENTINEL REAL ESTATE CORP. INMAN PARK AP	

Edit Association Information

Association:

- Initial mailing introduct
- Kelly's Association 2
- Kelly's Management Company
- Kelly's No Detail Association
- Kellys Association1
- LeBron James
- Mailing Packet
- ROBERT & LESLIE HOOKING ARMINGTON
- 4604 KEOGHLEY PLACE
- RALEIGH, NC 27612

Back Next: Select Your Letters

### Upload all of the letters for your order

#### Left Hand Margin

#### PLEASE NOTE:

All document inserts must have a clear 1/4" margin on the left-hand side of each page.

SouthData clients may include newsletters, letters, reports or notices as inserts in monthly statements or coupon book mailings. SouthData uses the left-hand margin to apply collation instructions. Do not allow a 1/4" left-hand margin, your important information could be cut off. For questions, call Customer Service at 800.549.4722.

Click 'Select Your Letters' to choose your files to be uploaded.

Select Your Letters

### Select the products for your letters

File Name	Options
GenericLetter.doc	<div> <div> File Type: <ul style="list-style-type: none"> <li>Letter Print on Front and Back</li> <li>Letter Print on Front Only</li> </ul> </div> <div> Paper Color: <ul style="list-style-type: none"> <li>White</li> </ul> </div> <div> Ink Color: <ul style="list-style-type: none"> <li>Black</li> </ul> </div> </div>

Delete Letter

Back

Review Order

#### Available Order Options

##### Mailing Options

Paper Color: White (Will not affect additional letters)

☐ Staple recipient mailing  
Items that are stapled must go in a 9 X 12 envelope. As a result, the postage for this order may be affected. This will also affect additional letters.

##### Delivery Options

(Choose all desired)

☒ First Class

☒ Certified Mail

A one page CertMail® letter costs \$7.48 + tax where applicable, United States only.

☐ Add Restricted Delivery to your Certified Mail  
This option restricts the delivery and signature for the letter to only the person to whom it is addressed and will cost an additional \$5.55 per record in addition to the certified mail fee.

##### Return Options

(Optional)  
Typical production turn-around is 2-3 business days from approval.

Department or Letter Type: Board Election

An optional care of line which will print above the return address on your document.

☐ #9 Mailing Return Envelope per recipient

☒ Ballot Package per recipient

☐ Secret Voting Envelope

☐ #9 Mailing Return Envelope

Mailing Return Envelope Address	Blue Secret Voting Envelope Fields
Name1: Blue Sky HOA	Field1: BALLOT ENCLOSED
Name2: C/O Dr. Kelly's Management	Field2: Include Asst. #
Street Address: 215 Grace Street	Field3: Seal Envelope
City, State Zip: Mt. Airy, NC 27030	Field4: Return by 7/4/2015

☒ Pre-Paid Postage for Return Envelope

##### Special Instructions

\*Add For Ship Date: (up to 90 days allowed)

Warning: Orders you approve go to automated processing and cannot be stopped or canceled. No proof will be sent.

Cancel Order Save Order Place Order

3 Select the name of the association for your mailing.

4 Select and upload your letter. Then choose your letter printing options.

5 Select your mailing options and place your order.

# Cheat Sheet: Order a Mailing Using a PDF



Creating mailings is simple through SouthData's online order center!

**Order Center**

▼ Select an Option to Begin Your Order

**\* This product can now be sent as certified mail. CertMail™ is now a delivery option that can be chosen while reviewing your order.**

[Back](#)

**Upload a PDF\***  
Upload your pdf that contains the mailing address on the front page of your letters.

**Upload Your Data and Letters\***  
Order general mailings here. Use this option to upload letters that require a data file.

**Enter Your Recipients\***  
Order mailings by entering the recipient information and uploading a PDF letter.

## Select the address region of your PDF file(s)

[Click here to watch a video on how to select the address region of your PDF.](#)

In order for SouthData to address your Mailing pieces, drag the white address box over the recipient address information. Please provide ample white space around the address to ensure accuracy. The address must be in the exact same location on each page.

Some addresses in your document may be longer or have additional lines. **Please check the addresses on all pages using the "Next Page" link to assure ALL addresses fall into the address box.** Before submitting the order, you will have an opportunity to review the addresses that will be used.

The return address will be your office's address currently on file at SouthData.

## Recipient Page Count Option

☐ Check here if your recipients appear on the same interval of pages. For example: A PDF may contain 12 pages with 4 letters being mailed to 3 recipients.

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**SouthData®**  
INNOVATIVE SOLUTIONS  
Billing • Scanning • Networking

www.southdata.com  
toll-free 800.549.4722  
office 336.719.5000  
fax 336.789.4143

Michael McGuire  
215 Grace Street  
Mount Airy, NC 27030

1 Create a series of letters using a PDF, log on to the client site and choose "Order Cert Mail/Signature Mail." Then select "Upload a PDF."

2 Select the PDF located on your computer. Once it's uploaded, draw a box around the name/address location.

Summary of your PDF scrape:

8 recipients were found in 16 pages  
8 recipients have 2 pages

Page 1 of 1

	Recipient Address	Pages	Options	Association
Edit Recipient	MARY HELEN GILLESPIE 126 MAIN ST. MOUNT AIRY, NC 27030	1-2 (View and Edit Pages)	Print on Front Only Black and White ink White paper (Update)	(Update)
Edit Recipient	NANCY DREW 400 OAK ST. MOUNT AIRY, NC 27030	3-4 (View and Edit Pages)	Print on Front Only Black and White ink White paper (Update)	(Update)
Edit Recipient	MARY QUEEN OF SCOTS 429 GRANITE MOUNT AIRY, NC 27030	5-6 (View and Edit Pages)	Print on Front Only Black and White ink White paper (Update)	(Update)
Edit Recipient	JEANNE D'ARC 323 AUSTIN DR. MOUNT AIRY, NC 27030	7-8 (View and Edit Pages)	Print on Front Only Black and White ink White paper (Update)	(Update)
Edit Recipient	MICHAEL MCQUIRE 215 GRACE STREET MOUNT AIRY, NC 27030	9-10 (View and Edit Pages)	Print on Front Only Black and White ink White paper (Update)	(Update)
Edit Recipient	WILEY A. COYOTE 1018 ROCKFORD MOUNT AIRY, NC 27030	11-12 (View and Edit Pages)	Print on Front Only Black and White ink White paper (Update)	(Update)
Edit Recipient	JOHN Q. ADAMS 703 SUNSET	13-14 (View and Edit Pages)	Print on Front Only Black and White ink White paper (Update)	(Update)

Available Order Options

Mailing Options

Paper Color: White (Will not affect additional letters)  
☐ Staple recipient mailing  
Items that are stapled must go in a 9 X 12 envelope. As a result, the postage for this order may be affected. This will also affect additional letters.

Delivery Options (Choose all desired)

☒ First Class  
☒ Certified Mail  
A one page CertMail® letter costs \$7.48 + tax where applicable, United States only.  
☐ Add Restricted Delivery to your Certified Mail  
This option restricts the delivery and signature for the letter to only the person to whom it is addressed and will cost an additional \$5.55 per record in addition to the certified mail fee.

Return Options (Optional)

Typical production turn-around is 2-3 business days from approval.  
Department or Letter Type: Board Election  
An optional care of line which will print above the return address on your document.  
☐ #9 Mailing Return Envelope per recipient  
☒ Ballot Package per recipient  
Secret Voting Envelope  
#9 Mailing Return Envelope

Mailing Return Envelope Address

Name1: Blue Sky HCA  
Name2:  
C/O: c/o Kelly's Management  
Street Address: 215 Grace Street  
City, State Zip: Mt. Airy, NC 27030

Blue Secret Voting Envelope Fields

Field1: BALLOT ENCLOSED  
Field2: Include Post #  
Field3: Seal Envelope  
Field4: Return by 7/4/2016  
Field5:

☒ Pre-Paid Postage for Return Envelope

Special Instructions

Hold for Ship Date: (up to 90 days allowed)

Warnings: Orders you approve go to automated processing and cannot be stopped or canceled. No proof will be sent.

Cancel Order Save Order Place Order

3 Review all names and addresses, delete or correct names and addresses, verify page count, and assign an association name.

4 Select your mailing options and place your order.

SouthData<sup>®</sup>  
AN OSG COMPANY

