basys

Introducing writerxg

CREATE LETTERS, FORMS & INVOICES RIGHT FROM YOUR BASYS SYSTEM

Keeping members, dependents and employers informed and supplied with vital documents is an important priority– and often a legal requirement – for fund offices and TPAs. With **WriterXG**, basys customers can generate, preview, edit and send letters, forms, invoices and other documents to anyone, quickly, consistently and efficiently.

Instantly generate and send documents on-demand

WriterXG integrates with your basys system, populating letters, statements and forms with account-specific data, allowing you to quickly and efficiently create personalized documents for a single member or for thousands of participants or employers. Tailor your documents for different communications needs by adding comments, images, notes, or other information specific to the situation.

Start with a library of best practice templates

WriterXG comes with a library of best practice templates for many common fund office forms and letters, such as COBRA offering, pre-determination letter, pend and delinquency letters. You can easily customize them with your logo, contact info and formatting so that recipients instantly recognize that the documents they're receiving are from you – an organization they trust.

You can use the basys-provided starter templates to customize your own forms, letters, invoices or statements. You design your preferred layout, add text, then choose which data fields you want from the member, dependent or employer data elements that are provided with **WriterXG**. You can preview changes and edit your document, giving you control over the final output. And you can save your custom templates into your library to use again when you need them.

Go paperless!

When integrated with **MemberXG** from basys, **WriterXG** opens the future to a paperless option for fund communications with your members, enabling big savings for your fund office on postage and time spent managing mailings.

About basys

Since 1977, basys has specialized in benefits administration software for the Taft-Hartley community, providing integrated technology solutions that help trust fund offices, national multiemployer plans and third party administrators accurately and efficiently serve millions of members across the US and Canada. Basys software suites, web-based portals and hosting services deliver cost-effective and reliable health and pension benefits processing, fund office administration, reporting and member service on a platform built for data security, regulatory compliance and a lower total cost of ownership.

Basys is state-of-the-industry technology driven by decades of commitment to benefit American workers.

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Flexible delivery, archiving and access

Deliver a single document at a time, or use batch processing to send letters or forms to many recipients. Forms can be delivered via email or printed for postal delivery, and you can send them immediately or store them for future use as needed. If your basys system is integrated with an ECM system, you can archive all communications in your document repository, where they are automatically associated with the correct member, dependent or employer Correspondence record, so your member service team has all outgoing documents readily available for easy reference.

With **WriterXG** from basys, you can improve document accuracy, communicate with a clean, professional look and dramatically improve member service. Talk to your basys account exec today for additional details on **WriterXG**.

WriterXG Features	Value and Benefits
On-Demand Generation of Personalized Documents	
✦ Generate, edit, format and preview letters, forms, checks, statements and other personalized documents on demand. ✦ Send immediately via print or email, or archive to your ECM for future retrieval. ✦ Generate letters for batch or bulk mailings.	Eliminates manual processes like mail merge and reduces your dependency on IT. Dramatically boosts accuracy for documents that contain critical information from the basys system like birthdate, amounts owed, effective dates, etc. Save time by creating and sending letters in batch with just a few clicks.
Ready-to-Go Document Library	
✦ **WriterXG** comes loaded with a best practice library of the most of the common Fund Office letters and documents, already mapped to draw in specific fields from your basys system. ✦ Customize documents with your fund's logo, contact information, header and footer and other specific information. ✦ Design and store new templates and documents using a growing set of available basys data.	Simplifies letter/statement generation for frequently used documents. Consistent look and feel across all your documents give recipients confidence that the communications are coming from an organization they know and trust.
Go Green with WriterXG's e-delivery options	
✦ Encourage members to opt-in for electronic communication, then use **WriterXG** to deliver annual statements, notices and other fund office communications right to their personal document center on MemberXG, the basys self-service member portal.	Save money on postage and printing and reduce time spent on managing mailing addresses. Members can access documents independently, without calling the fund office for reprints.

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How does WriterXG compare with CreateForm?		
	CreateForm	WriterXG
Ability to create batch statements, forms, checks	✓	✓
Ability to personalize templates with fund-specific logos, headers, footers	✓	✓
Ability to print output for mail delivery	✓	✓
Ability to apply stylesheets for a consistent look and feel across all fund documents		✓
Ability to send letters/statements electronically via email or portal		✓
Ability to easily design and edit templates of letters/statements		✓
Ability to create interactive ad hoc letters to individual members, dependents, employers, providers, etc. and pull data from basys into the documents		✓
Ability to "lock down" specific portions of a letter that should not be edited		✓
Ability to automatically archive outgoing documents in your ECM imaging system		✓
Integrated with ServiceXG		✓
Integrated with MemberXG Document Center		✓
Auto-populate Correspondence Tracking		✓