The Standard ®

| Flexible Policy Correspondence | Accessing FilesAnywhere | Folders and Files | Search and Sort | Document Previews | Downloading Correspondence |

Getting Your Digital Policy Correspondence
With FilesAnywhere

We're taking the paper out of your policy correspondence

With digital delivery using FilesAnywhere, you gain flexibility in receiving, sorting and downloading your correspondence.

Follow some simple guides and tips to navigate the FilesAnywhere file sharing system

Standard Insurance Company | The Standard Life Insurance Company of New York | **standard.com/di**

For Producers Only

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Access FilesAnywhere

You'll receive an email from support@filesanywhere.com with your agency's link. This is your access point for your FilesAnywhere correspondence. **Your link never expires.**

You'll receive your password in a separate email. Make sure to save your agency's password in a private and secure location.

Note: Save your link in your online **Favorites** so you can access it regularly and simply. You'll only receive one email with the link.

A new FileShare has been created for you. Please use this link to download the shared file(s). If clicking the link does not work, manually copy the link and paste it in your web browser.

FileShare link: Click here to access FileShare

FileShare Details have been given below:

Sent By:	INDIV [DICustomerService@standard.com]
Link Expiration:	Mar. 16, 2105 11:00:20 AM

If you have questions about the files, please contact the sender: DICustomerService@standard.com

Thank you for using our service.

The Standard

Open by clicking **Click here to access FileShare**. Next, enter your password.

Note: You can't change your assigned password. Make sure to keep your password private and in a secure location.

Private FileShare Link

Shared by: **Admin**   admin@standard.com

A password is required to open this link

🔑 Password

With FilesAnywhere, you get options for your correspondence.

You can sort your documents — including looking for a specific client or letter type, preview documents and download all or specific items.

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When you log into your account, you'll find your file folders.

	Name ↑	Modified	Type	Size		
🏠 All Files \ Single Print Test					🔍 ☰	
☐ 📄	20230208_SIC_CLNI01_00CC271330_WINOGRAD_0000A00099_0000511788_001_ID3S70OPR.PDF	09/27/2023 4:41 PM	Document	61.2 KB	⬇ 👁
☐ 📄	20230208_SIC_DI9IPRM_00C7096680_CHUSSIL_0000A00099_0000010231_001_ID3S70OPR.PDF	09/27/2023 4:41 PM	Document	61.2 KB	⬇ 👁
☐ 📄	20230208_SIC_LPSDI1_00CC184070_JACOBSEN_0000A00099_0000507126_001_ID3S70OPR.PDF	09/27/2023 4:41 PM	Document	193 KB	⬇ 👁
☐ 📄	20230208_SIC_TRMDI1_00C9515040_WINE_0000A00099_AGENTID_002_ID3S70OPR.PDF	09/27/2023 4:41 PM	Document	56.3 KB	⬇ 👁
☐ 📄	20230208_SIC_BA8I01_00C9519430_SMEITH_0000A00099_0000480512_001_ID3S70OPR.PDF	09/27/2023 4:41 PM	Document	56.4 KB	⬇ 👁
☐ 📄	20230209_SIC_CLNI01_00CC269970_MCNEIL_0000A00099_0000044755_001_ID3S70OPR.PDF	09/27/2023 4:41 PM	Document	61.2 KB	⬇ 👁
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☐ 📄	20230209_SIC_FPOI01_00C7808690_LASALLE_0000A00099_0000073007_001_ID3S70OPR.PDF	09/27/2023 4:41 PM	Document	59.6 KB	⬇ 👁
☐ 📄	20230209_SIC_RRNDI1_00C7073300_BRODY_0000A00099_0000017182_001_ID3S70OPR.PDF	09/27/2023 4:41 PM	Document	62.6 KB	⬇ 👁

Here are some common Letter I.D. codes*

BA8101	Policy Expiration Notice
CLNI01	Benefit increase and cost-of-living increases (IDI)
DATAPAGES	Policy Data Pages
DI9IPRM	Coverage Renewal Letters
FPOI01	Future Purchase Options (IDI)
LSPDL1	IDI Policies Lapse Notices
RRNDI1	Extension/Maturity (IDI)
TRMDI1	Extension Terminations (IDI)

* This is not a complete list of letters available in FilesAnywhere

Click into your folder to find your correspondence files.

Each document is a PDF file and follows a specific naming style:

Process Date	INS Company I.D.	Letter I.D.	Policy No.	Policyowner Name	Agency No.	Producer I.D.	Sequence	User I.D.
20230630	SIC	CLNI01	00CC001000	Smith	0000A00101	123456	001	ID654321PR

Search and Sort Letters

In this digital platform, you can sort letters to find and save what you want or need.

You can search correspondence by any piece of the file name (previous page), including:

• Letter ID (for example, if you want to find all benefit increase letters)

• Customer last name

• Policy number

• Producer number

Here's how:

Find the **search bar** on the right side of your screen.

| Enter file or folder name | 🔍 ☰ ▾ |

Type in your search criteria in the field. This will search for file names, folders and text in files that contain you criteria.

Note: This can be any item from the file name such as policyowner name, letter type, SIC or SNY, producer number or a specific policy number. For example, type in FPO to search for all "Future Purchase Offer" letters.

Now that you've found the documents you're looking for, you can preview or download them.

Each document is a PDF file and follows a specific naming style:

Process Date	INS Company I.D.	Letter I.D.	Policy No.	Policyowner Name	Agency No.	Producer I.D.	Sequence	User I.D.
20230630	SIC	CLNI01	00CC001000	Smith	0000A00101	123456	001	ID654321PR

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Folders and Files

Search and Sort

Document Previews

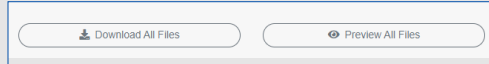**Downloading Correspondence**

Preview Your Documents

Do you want to read or review a letter before you download? No problem.

You can preview all or specific documents.

Preview All

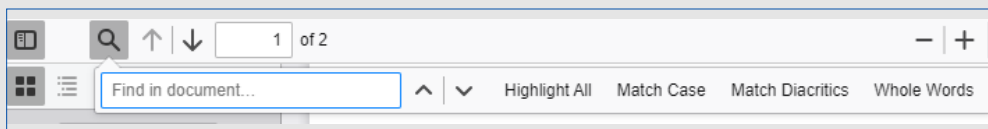You can preview all or selected documents without downloading them.

If you want to preview all documents, click the **PREVIEW ALL FILES** list on the right side of your screen.

A preview window will open on your screen.

You scroll through your letters using the right-hand panel.

	⬇ Download All Files	👁 Preview All Files

	Name ↑	Modified	Type	Size		
☐ 📄	20230208_SIC_CLNI01_00CC271330_WINOGRAD_0000A00099_0000511788_001_ID3S70OPR.PDF	09/27/2023 4:41 PM	Document	61.2 KB	⬇	👁
☐ 📄	20230208_SIC_DI9IPRM_00C7096680_CHUSSIL_0000A00099_0000010231_001_ID3S70OPR.PDF	09/27/2023 4:41 PM	Document	61.2 KB	⬇	👁
☐ 📄	20230208_SIC_LPSDI1_00CC184070_JACOBSEN_0000A00099_0000507126_001_ID3S70OPR.PDF	09/27/2023 4:41 PM	Document	193 KB	⬇	👁
☐ 📄	20230208_SIC_TRMDI1_00C9515040_WINE_0000A00099_AGENTID_002_ID3S70OPR.PDF	09/27/2023 4:41 PM	Document	56.3 KB	⬇	👁
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☐ 📄	20230209_SIC_CLNI01_00CC269970_MCNEIL_0000A00099_0000044755_001_ID3S70OPR.PDF	09/27/2023 4:41 PM	Document	61.2 KB	⬇	👁
☐ 📄	20230209_SIC_FPOI01_00C7800120_KIM_0000A00099_0000524394_001_ID3S70OPR.PDF	09/27/2023 4:41 PM	Document	59.6 KB	⬇	👁
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☐ 📄	20230209_SIC_RRNDI1_00C7073300_BRODY_0000A00099_0000017182_001_ID3S70OPR.PDF	09/27/2023 4:41 PM	Document	62.6 KB	⬇	👁

⬇ Download All Files	👁 Preview All Files

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▦ ☰	Find in document... ⌄ ∨ Highlight All Match Case Match Diacritics Whole Words	

Note: You can also search or sort correspondence directly from the preview screen, using the search bar.
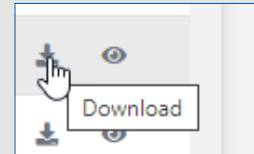
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Download Your Correspondence

Just as with previewing, you can download one or multiple letters from FilesAnywhere.

To Download a Single Selected File

Select one document at a time by marking the **check box** to the left of the letter.

You can download to your computer's download folder or select another location to save your files.

To Download Multiple Selected Files

Select all documents you want to download by checking the box to the left of each item.

Follow the same directions as above, clicking the **download arrow**.

Your files will download as PDFs in a single ZIP file, compressed for easier downloading.

Check your computer's download folder. From here, move your files where you want to save them.

> **Reminder:** Correspondence will automatically delete from the system 30 days from issue date. Be sure to save your downloaded files in a safe place.