



IPS is pleased to announce support for receiving work items via email. You may attach documents to an email message (addressed to a specific address) and it will be processed electronically.

Please be aware of the following limitations and helpful hints:

- For faster processing, please attach documents to a blank email message, i.e. don't include "signatures" or any logos, graphics or links in the message body. These are Ok, but will slow down processing a bit. PDF format is the most efficient for processing and you are assured that the processed document will look like the original PDF.
- Don't include any instructions in the email message body as that is ignored unless your account is specifically enabled to process instructions. By default, message body text is ignored.
- In the documents to be processed, the primary page(s) should be first and any backup/supporting pages should follow, all within the same document, e.g. PDF. The way we receive the document is the way you will receive it back.
- There is a 10MB limit for attachments, so if there are large attachments, they should be broken up and sent over multiple email messages. Do not split work items as they will not be combined back. If you need to send emails with large attachments, please ask your account manager about the IPS Upload portal.
- Sensitive/confidential documents (e.g. Social Security Numbers) should not be sent via email, as it is not a secure transport. Please check with your internal information security department before sending confidential information via email. IPS Upload supports 128-bit SSL encryption for confidential documents.
- Multiple documents may be attached to a single email message. For efficiency, each document should be a separate invoice or work item. However, we can accept a document that contains multiple invoices (work items) and they will be separated during the IPS Process Flow.

The following file types (formats) are supported:

File Extension	File Type
CSV	Comma-Separated Values
DOC	Microsoft Word 95-2003
DOCX	Microsoft Word 2007-2010
HTM, HTML	HTML Document
PDF	Adobe Portable Document Format
PPT	Microsoft PowerPoint 95-2003
PPTX	Microsoft PowerPoint 2007-2010
PRN	Printer Text File
RTF	Rich Text Format
TIF, TIFF	Tagged Image File Format
TXT	Plain Text
XLS	Microsoft Excel 95-2003
XLSX	Microsoft Excel 2007-2010
XML	XML Format
ZIP	Compressed Archive (no password) containing any of the supported formats