

Instructions for Providing Address Data to Memorial Insurance Company

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If you run the Centuria Funeral Insurance Billing Program:

Insert a new, blank diskette into your floppy drive
Start Centuria
Click Special, then click Policy Synchronization
Click OK, then OK again (there will be no charge for the extract)
When the extract is finished mail your diskette to Memorial
It's that easy

If you run some other computerized billing system

Please provide your data on 3.5" IBM formatted floppy diskette or compact disk.
Please export data in ASCII text, CSV, or Microsoft Excel format
Please include the following columns of data:

Memorial Assigned Funeral Home Number
Policy Number
Policy Suffix (A, B, AA, etc)
Payor's Last Name
Payor's First Name
Payor's Middle Initial
Payor's Title (Mr., Mrs, Ms., etc)
Billing Address Line 1
Billing Address Line 2
City
State
Zip

Here is a sample of the preferred format:

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"60", "3540", "A", "DOE", "JOHN", "Q", "MR.", "3452 GRANDVIEW AVE", "", "ANYWHERE", "AR", "12345-1234"
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