



Email Appending Process



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01 | Input File to be Appended with Constituent Postal Address

- ▶ Clients send data in the desired format for email appending
- ▶ Data is uploaded via FTP server to our server



Format and Upload

02 | Input File Matched to Email Append Database

- ▶ The uploaded and formatted data sent by client is matched against our master database that contains millions of records
- ▶ Email address is appended to a record, if company address and name in client data matches with our database record



Match and Enhance

03 | Permission Emails Sent to Customers

- ▶ The validity of email addresses is checked by our data experts
- ▶ After the email address is confirmed, a welcome message is sent to customers, providing them with an option to opt-out.



*Email Verification
(Out-Out Messages)*

04 | Approved Email Addresses Appended to Constituent File

- ▶ Undelivered, opt-out emails are excluded from the list
- ▶ Approved email addresses are appended to the file, and made ready for download



Download Appended File

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