

RMEx Management Training: Dealing With Compliance



Agenda



RMEx Compliance Features related to Security ☐ Encryption and masking of key information Ability to add a note on the account when there is no "access footprint" left on the account Consumer authentication and permission options RMEx Compliance Features related to I – Tel Time zone compliance ☐ Masking phone numbers Cell phone scrubbing Call controls by client and state (or setting a default at the state level)





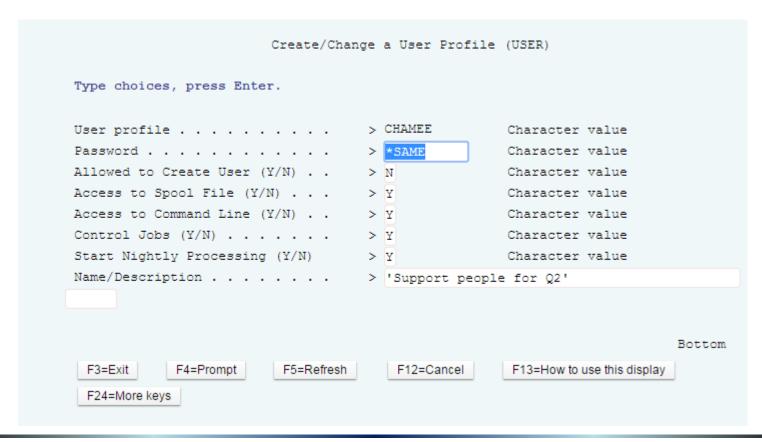


User ID – System Security



RMEx Main Menu > System control menu > System security > System security > (*Type the particular User ID*)

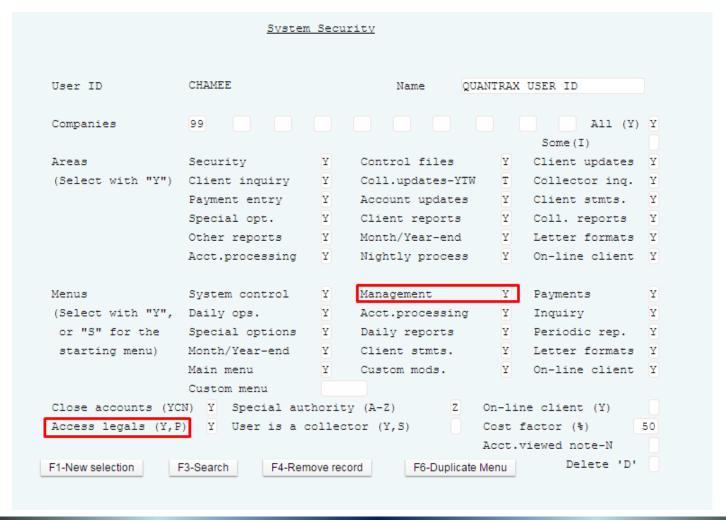
- □ Accounts Legal accounts, Balance (based on role and responsibilities)
- ☐ Options Management options, System control options







RMEx Main Menu > System control menu > System security > System security > (Type the User ID) > Press ENTER

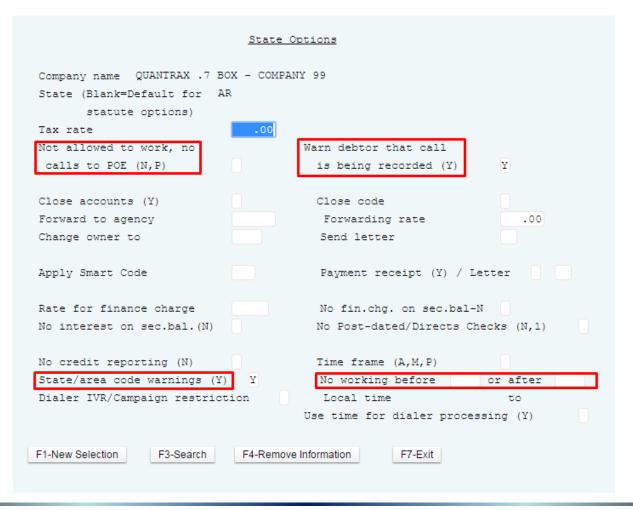


State Rules



System Control Menu 2 > State options

- No calls to POE
- No calls to cells based on state

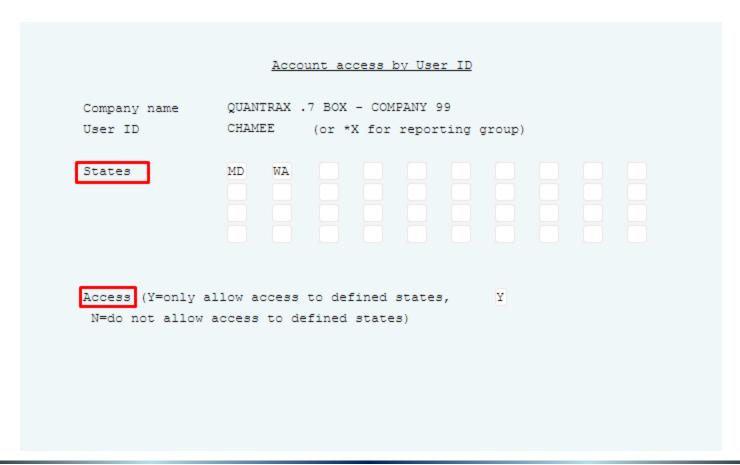


Collector Licensing



RMEx Main Menu > System control menu > System security > Account access for states by User ID (or reporting group code)

- □ Collector licensing for states
- No license to work in a state



Disaster Areas



System control menu 2 > State options (select state) > F7

State/Area Code Warnings and special Zip Codes	
1. State Code Warning	
2. Area Code Warning	
3. Zip codes that cannot be worked	
4. Disaster areas by state	
5. Disaster areas by area code	
6. Statute for closing accounts	
 Disaster areas by zip code 	
Select an option	State codes for disaster areas
Company name QUANT	TRAX .7 BOX - COMPANY 99
MD TN	
Stop letters (Y)	Stop calls (Y) Y Stop S/Code Series (Y)

Statute Of Limitations



System Control Menu 2 > State options > F7

Statute for closing accounts Company name QUANTRAX .7 BOX - COMPANY 99 State (Blank=All) MD Period for standard accounts (months) 12 Period for legal accounts (months) 12 Bypass legal (Y) Restart after payment (Y) Y Omit with Desc.Codes CG Apply smart code 055 Smart code for active closes (optional)

Encryption And Masking Of Key Information



□ Mask By User
 □ Social Security Numbers
 □ Credit Card Numbers
 □ Bank Account Numbers
 □ Mask By Client Level
 □ Bad Phones
 □ Out Of Time Zone
 □ After Maximum Amount Of Calls
 □ Home Before Work

Your RMEx solution.

Masking By User



RMEx Main Menu > System control menu > System security > System security > Type User ID > System Security - Page 2

User ID	CHAMEE		Name QUANTRAX USER ID
AREAS USER SHOU	LD NOT BE ALLOWED TO	ACC	ESS (N) -
Insurance scree	ns		Medical information
UB92			1500 information
Credit report			Bankruptcy information
Preview dialing			Power dialing
Predictive dial	ing (N,I,b)		Progressive dialing (N,I,b)
Inbound and ACD	for I-Tel		Clerical sign on for I-Tel
Allow smart pho	ne access (Y)		User can bill client for time (Y)
Inquiry only (Y) - no updates		No function keys (N)
Hide client, pa	tient, notes (Y)		Hide medical accounts (Y)
Access to produ	ctivity screens (Y)	Y	Authentication code
Restricted User	ID (Y)		No access to restricted User ID-Y
I-Tel extension	at sign on (Y)		Call recording (Y,N,b)
I-Tel dialer co	de		I-Tel dialer group code
Allow access-sp	ecial desc.code (Y)	Y	Office code
Show full SS# (Y)	Y	Show sensitive info (Y) Y No CC-N
Allowed to to e	nter Bal.adj (N=No)		Activity log-N Expand Events-ANb
			Events override

Masking By Client



Management menu > Client update > Type Client code > Client Update - Page 7

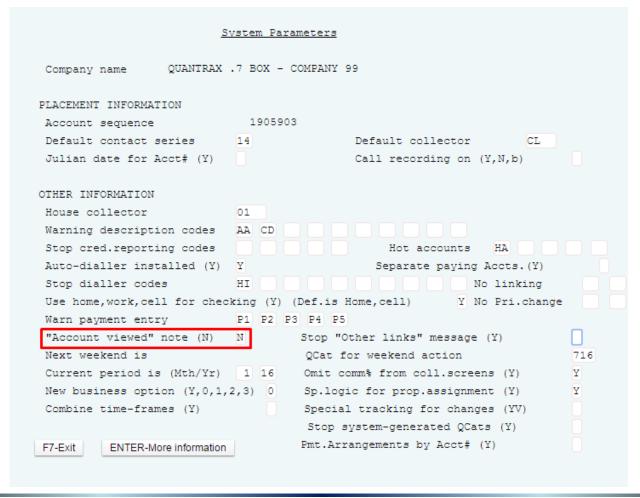
Company Name QUANTRAX .7 BOX - COMPANY 99	
Client Code 000014	
Information to be displayed	
when account is presented	
	Client help code
Payments allowed (N=No, B=only adjustments)	Delete CC if no P/A (Y)
Allow zero or negative placements (Y)	ACH permitted (N=No)
Special link code	Event Override code
Hold Contact and Smart Code series (C,S,B)	
UDW to be displayed when account is presented	Masking options
Smart codes on links (N=No)	Mask bad phones (Y,C)
Bypass 30-day check for credit reporting-Y	Mask if out of TZ (Y)
Analytical Attributes code	
Get permission to call using I-Tel (Y)	Protect Perm. flag (Y)
Expand events (ANb)	Mask after max.calls (Y)
7 7 7 1 (27)	Home before work (Y,C)
No cell phone scrub (N)	

Add A Note On The Account (No "Access Footprint" Left On The Account)



System control menu > System Parameters

- Stop a note from being entered on the account each time the account is viewed
- Ability to control this feature at the USERID level (System security)







System control menu > System security > Right party authentication options

Rig	ht Party Authen	tication Options
Company 99		
Client/Group# 000014		
1. Full SSN (Y,S)		
2. Last 4 of SSN (Y,S)	Y	
3. Full DOB (Y,S)		
4. DOB M/D (Y,S)	Y	
5. Address (Y,S)	Y	
6. Client account# (Y,S)		
7. Last 4 of Acct# (Y,S)	Y	
Non-collector bypass (Y)		Non-collector calls (N-No)
Number of items required	3	Maximum failed attempts allowed 2
Bypass if authenticated wit	thin minut	es
S/Code if authenticated	066	S/Code if not authenticated 067
F7-Cancel Press ENTER to u	ıpdate	

Express Consent – Set Up



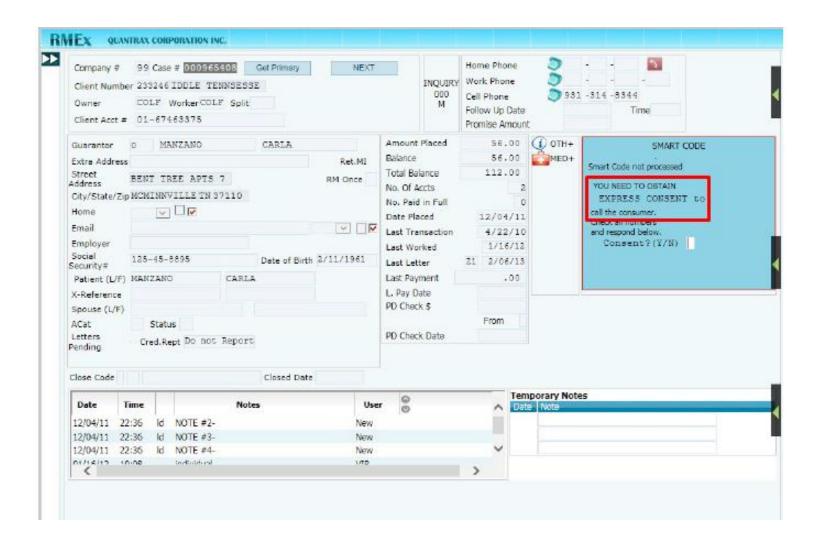
System control menu > System parameters - Page 3

- ☐ Obtain and revoke permission to call phone number
- □ Achieve this by applying a smart code that is an RPC

<u>System Parameters</u>	
Company name QUANTRAX .7 BOX - COMPANY 99	
Delete CC series and checks after all have been processed (Y) Mask 3rd parties when work is masked for home before work (Y) Description code to stop calls to work phones User-defined window code for financial information	
Description code for express consent GIVEN Description code for express consent REFUSED Ask for consent when there are newer placements / always (Y,A)	CG CR Y
Description code to stop calls to home phones Description code to stop calls to cell phones	
Mobile dashboard - Show money for month in "Money" (Agent)-Y	
Smart code if consumer is a minor when account is posted	249







Time Zone Compliance - Overview



Subscription to Melissa Data phone number database is required
 Area code and exchange are located within a time zone, state and county
 All phone numbers and state can be factored into calculation
 Option available for Other Phones (TAB+ numbers)
 Special rules for toll-free numbers
 Calls can be launched from anywhere to anywhere using UTC time formats



Time zone processing

Ensures that calls launched to specific state or province are launched at allowable times

Every jurisdiction has an allowable calling period

Pre-Requisites

RMEx 2.2 or above

Valid allowable calling periods (ACP) in state controls table

A recent version of the Melissa

Data time zone file

The settings in the dialer control table

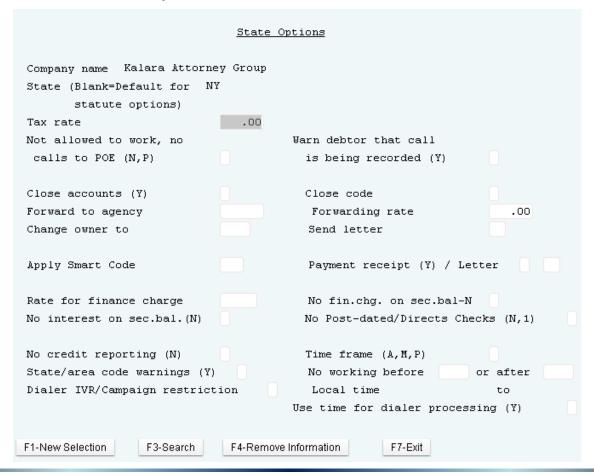
The settings of the Special Control Flags

State Control Table



System Control 2 > State Options

- Enter 'No working before HHMM or after HHMM'
- ☐ Consider a safety margin (end at 2056)
- ☐ Consider states with multiple time zones such as Florida



Subscription To *Melissa Data* Phone Number Database Is Required



FONE*Data
Provides RMEx the ability to relate area code and prefix data to location information
like city, state, county, and TIME ZONE
http://www.melissadata.com/
1 800 MELISSA
Quarterly updates recommended

Area Code And Exchange Are Located Within A Time Zone, State And County



Phone Number File

Area Code (NPA) 714 Prefix (NXX) 589

New Area Code 949

City Rancho Santa Margarita

State CA

County FIPS Code 06059

Latitude 33.6375

Longitude -117.6038

ZIP Code 1 92679

ZIP Code 2 92688

ZIP Code 3 92692

Country U (USA)

Overlay 0

Cell 0

LATA 730

Phone Number History File

Area Code 714

Prefix 589

New Area Code 949

City Rancho Santa Margarita

State CA

Start Date 04/18/199

End Date 10/17/199

County Name File

County FIPS Code 06059

State CA

County Name Orange

Time Zone 8 (Pacific)

County Area (sq miles) 790

County Seat Santa Ana

County Seat Elevation1102.73

County Population 2,846,289

County Type C

Households 935,287

Persons Per Household 3.04

Est. White Population 1,844,652

Est. Black Population 47,649

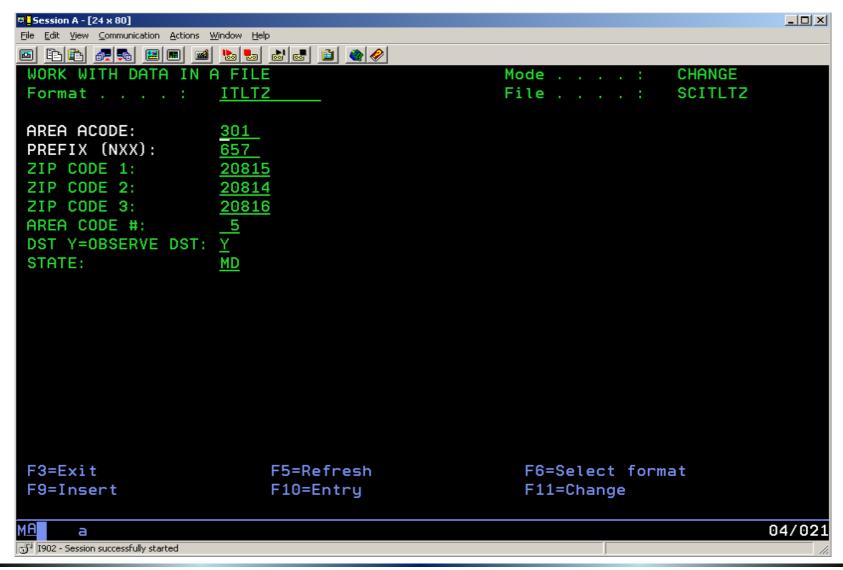
Est. Hispanic Population 875,579

Avg. Household Income \$50,986

Avg. House Value \$250,300

The Melissa Data File SCITLTZ





Loading The Melissa Data File



- Information on this in the RMEx Knowledge Base
- Download FONE*Data from Melissa Data
- ☐ Copy PC files to i5, into library FONEDATA
- Make sure you copy the data as well as the file structure
- ☐ Run the RMEx update program from
 - ☐ I-Tel System Control options
 - Phone number maintenance options
 - Create area code and time zone files

Quantrax Receivables Management Expert

The Allowable Calling Period (ACP)

- □ ACP is calculated based on
 - ☐ The area code/exchange records in SCITLTZ
 - The times in the State Control Table
 - ☐ The values on the Dialer Control Table
 - ☐ The settings of the control flags
- ☐ The default for US and Canada is 8am to 9pm
- ☐ The default for elsewhere is 2pm to 5pm
 - ☐ The Earliest time to call normally 8am local time
 - ☐ The Latest time to call normally 9pm local time
- ☐ Stored on SCCQUE and TQ files

All Phone Numbers And State Can Be Factored Into Calculation



The Allowable Calling Period =

- ☐ (AST+TZO-DST) / 24
- ☐ (AET+TZO-DST) / 24
 - AST The allowable start time in local time, in hours. This is the 'no working before' time from the state control table. Maryland would be '08'
 - **TZO** The time zone offset (hours behind UTC or GMT) for the area code/exchange combination being called, from the time zone file. For 301 657 2084, this value would be '5'
 - □ **DST** DST is equal to '1' if the DST flag for the area code/exchange combination is equal to 'Y' AND the DST flag on the Dialer Control File on RMEx is equal to 'Y'. If either flag is blank, then DST is equal to zero.
 - □ 24 The number of hours in a day

Option Available For Other Phone Window- Time Zone Quantra



Account Details Screen > Tab-+ > F8-TZ







Account Details Screen > Tab-+ > F14 - ITel



Special Rules For Toll-free Numbers



Dialer Setup Menus

Where is a toll-fr	ee number located?
Anywhere in	n North America
In the same	place as other numbers on the account
Options:	
☐ ''(bla	nk) default to 2pm to 5pm EST
□ 'N'	ignore toll-fee numbers if there are other numbers on the account
□ 'A'	always ignore

Calls Can Be Launched From Anywhere To Anywhere Using UTC Time Formats



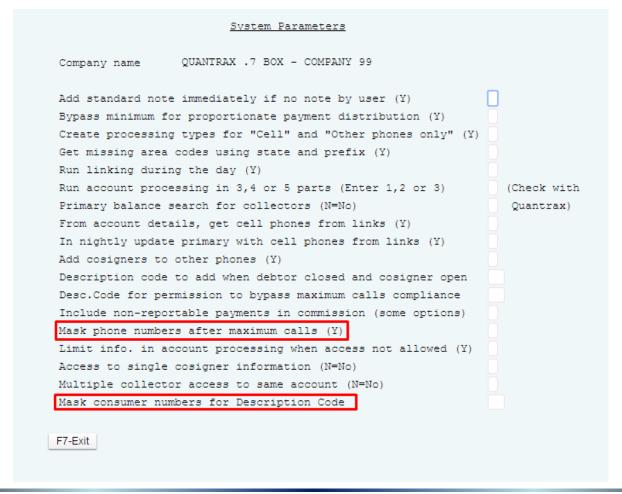
- ☐ UTC stands for Universal Time Coordinated.
- ☐ It is equivalent to GMT (Greenwich Mean Time).
- ☐ Allowable calling times are stored in UTC format

Masking Phone Numbers



System control menu > System parameters - Page 2

- ☐ Controlled by description code
- ☐ All consumer numbers on an account are masked, so agent cannot dial manually
- ☐ No Calls message displayed to agent



Cell Phone Scrubbing



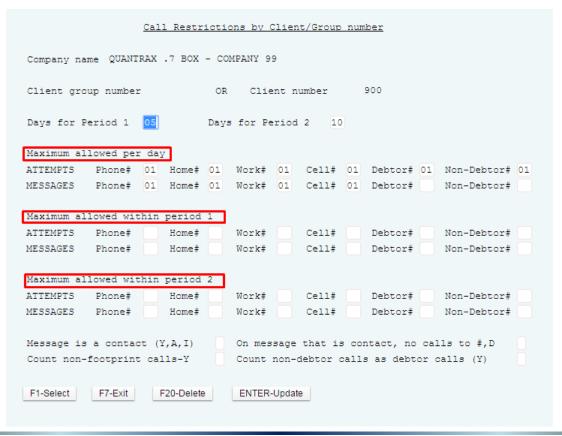
System control menu 3> Cell phone scrubbing options

Cell phone scrubbin	ng opti	ons
Company Code 99		
Company Name QUANTRAX .7 BOX - COM	IPANY 9	9
Activate the options (Y)	Y	We do not use client rules - N (faster)
Remove work if cell (Y)	Y	Disable non-debtor cells
Phone code if work number is changed	L	(N=No)
Phone code if cell number is a land line		(Number also moved to Tab+)
* Phone code if land line ports to cell	С	Move to cell number (Y)
* Phone code if cell phone ports to land line	e H	For new accounts, move
		Home to Cell# if cell (Y)
\star S/Code to apply if land line ports to cell		Cell phone ports to land
Warn user when cell set up in H/W (Y)	YY	Allow override (Y)
Phone code for cosigner work is cell	E	Disable cosigner work (Y) \overline{Y}
	Last po	orted number update 07/19/13
ENTER-Update information F7-Exit F10-Validate	#	* - Refer to debtor numbers

Call Controls By Client And State (Or Setting A Default At The State Level)



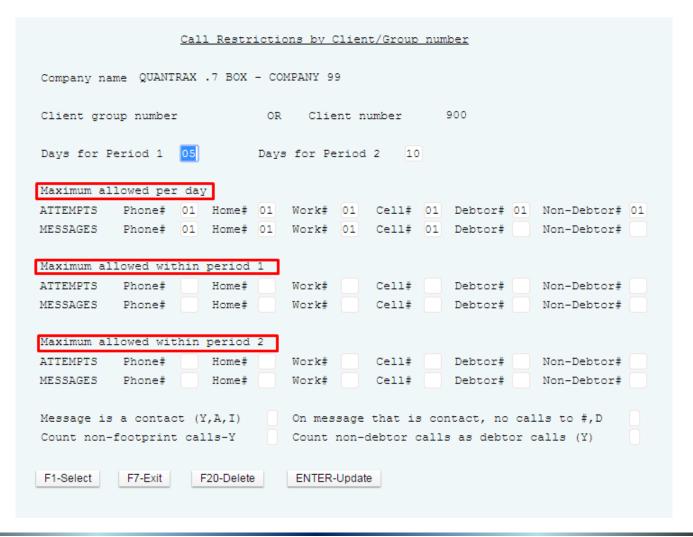
- Maximum calls for a day or a period
- Maximum messages
- Methods of counting and tracking manual calls when cell phones should not be called using a dialer
- Demand letter can be considered 'contacts'
- The "home before work" rule



Call Controls By Client And State (Or Setting A Default At The State Level)



RMEx Main Menu >I-Tel options menu > Other phone number options > Phone number restrictions by client



Call Controls By State (Or Setting A Default At The State Level)



RMEx Main Menu >I-Tel options menu > Other phone number options > Phone number restrictions by state > Phone number restrictions by state (2nd file)

				strictions	,	_		
Company na	me QUANTRA	X .7 BOX	- CC	OMPANY 99				
State	CA							
Days for P	eriod 1		Day	ys for Peri	.od 2			
Maximum al	lowed per d	lay						
ATTEMPTS	Phone#	Home#	2	Work#	Cell#	1	Debtor#	Non-Debtor#
MESSAGES	Phone#	Home#		Work#	Cell#	2	Debtor#	Non-Debtor#
CONNECTS	Phone#	Home#		Work# 1	Cell#		Debtor#	Non-Debtor#
Maximum al	lowed withi	n period	1					
ATTEMPTS	Phone#	Home#	5	Work#	Cell#		Debtor#	Non-Debtor#
MESSAGES	Phone#	Home#		Work#	Cell#	2	Debtor#	Non-Debtor#
CONNECTS	Phone#	Home#		Work# 1	Cell#		Debtor#	Non-Debtor#
Maximum al	lowed withi	n period	2					
ATTEMPTS	Phone#	Home#	6	Work#	Cell#		Debtor#	Non-Debtor#
MESSAGES	Phone#	Home#		Work#	Cell#		Debtor#	Non-Debtor#
CONNECTS	Phone#	Home#		Work# 2	Cell#		Debtor#	Non-Debtor#
Message is	a contact	(Y,A,I)		On messa	ge that	is	contact, no	calls to #,D
				Count no	n-debtor	ca	lls as debto	or calls (Y)
Demand let	ter is atte	mpt (Y)		Count no	n-footpr	int	calls (Y)	
F1-Select	F7-Exit	F20-Delete		Proce ENT	ER to update			

Exercises – Dealing With Compliance



In your system, use COMPANY 98

Print and review the following reports:

- 1. Setup a default collector user id, in system security.
 - a. This user id can update account demographics but cannot close accounts.
 - The special authority level for this user should be B and should not have access to bankruptcy screens.
 - c. Login to the system, with the user id from above and try to access the bankruptcy information on any account.
 - d. What happens?
 - e. Apply a smart code with an authority level higher than B.
 - f. Manually close the account.
- 2. Add a description code to an account that only a user with special authority will be able to access.
 - a. Attempt to access with account through account inquiry, with the default collector login.
 - b. What happens?

Exercises – Dealing With Compliance (continued)



In your system, use COMPANY 98

Print and review the following reports:

- 3. Setup the state options for FL to warn consumer call is being recorded and work phone numbers are not allowed to be called.
 - a. Change the state on a test account to FL.
 - b. Access account through account inquiry, what happens?
 - c. Do you see a message?
- 4. Setup home before work rules on the state control options for MA.
 - a. Change the state on a test account to MA, make sure you have both a home and work phone number on the account.
 - b. Pull the account up, what phone numbers do you see?



RMEx Management Training: Dealing With Compliance

Thank you!