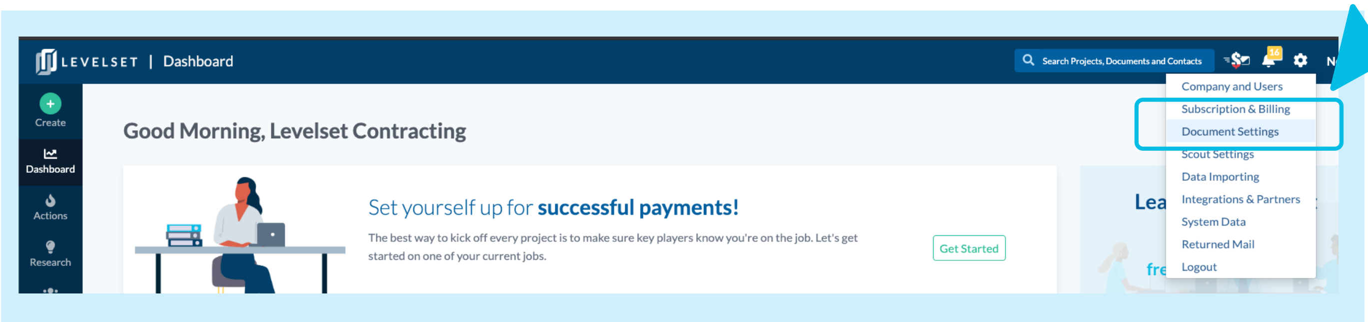
Customer Education

How to Setup Automated Document Rules

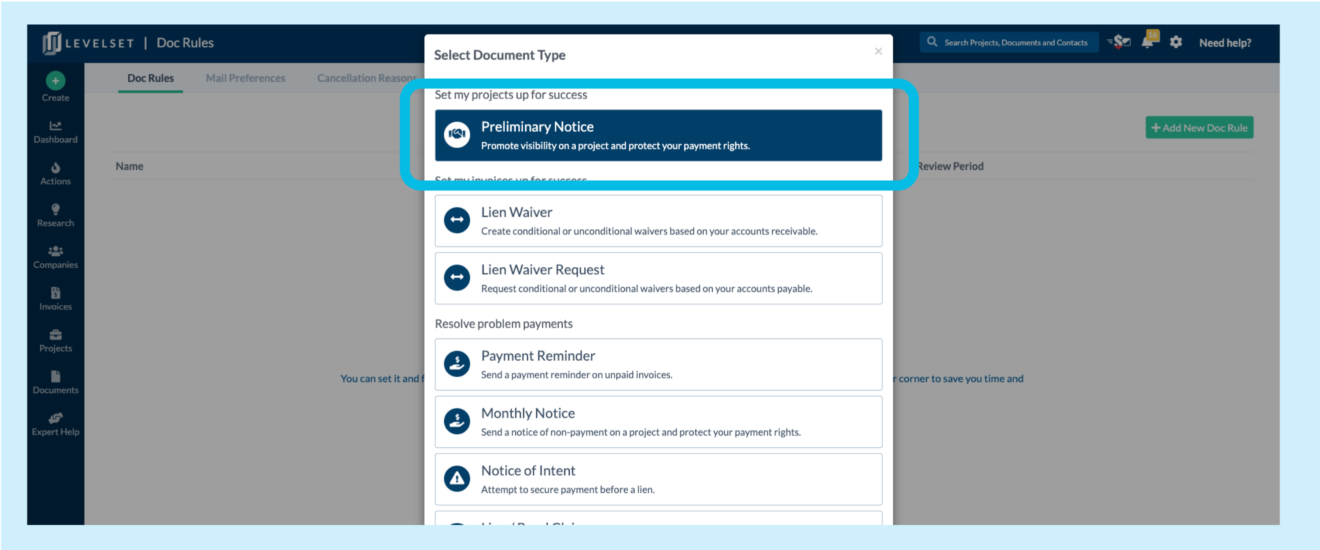
LEVELSET
Payment help is here.

Document Rules automatically create and send your documents based on deadlines, dollar amounts, and more. With document rules, you can be more hands-off in your Levelset account, leaving space for all of your other tasks! Read on to learn about your settings when setting up Document Rules.

1 **Step One: Find your Document Settings.** Once you are logged into your Levelset account (go to levelset.com and click the “Login” button in the top right corner), click the settings gear icon in the top right and select **"Document Settings"**.

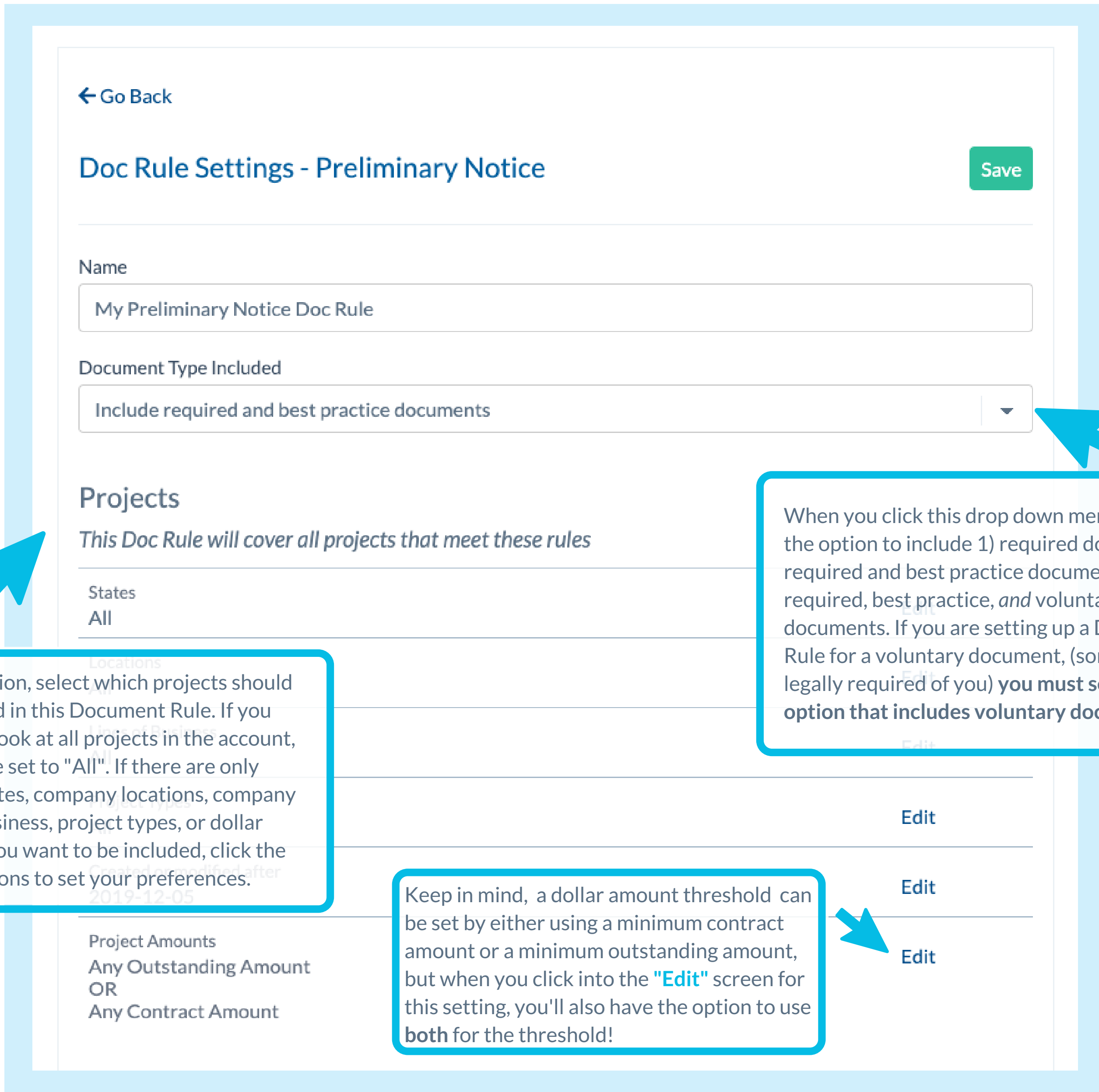


2 **Step Two: Select which document type you are creating a rule for.** Once in your document settings, click **"+ Add New Doc Rule"** (there are two buttons - either works!) and select which document you would like to setup. You'll see you can setup a Document Rule for almost every document. **While "Monthly Notices" is on this list, you can only setup this Document Rule if you have the Monthly Notice Control feature as a part of your plan. Not sure? Get in touch with your personal Payment Expert to find out or learn more!**



Need help? Call Levelset's five-star Support team at 855-927-2737 or email mail@levelset.com.

3 **Step Three: Fill out your preferences for your Document Rule.** Now that you've decided which document you want to be automated, the settings are where you can customize the rule a bit to set it up in a way that is comfortable for your workflow.



When you click this drop down menu, you'll have the option to include 1) required documents, 2) required and best practice documents, or 3) required, best practice, *and* voluntary documents. If you are setting up a Document Rule for a voluntary document, (something not legally required of you) **you must select the option that includes voluntary documents**.

In this section, select which projects should be included in this Document Rule. If you want it to look at all projects in the account, leave these set to "All". If there are only certain states, company locations, company lines of business, project types, or dollar amounts you want to be included, click the "Edit" buttons to set your preferences.

Keep in mind, a dollar amount threshold can be set by either using a minimum contract amount or a minimum outstanding amount, but when you click into the **"Edit"** screen for this setting, you'll also have the option to use **both** for the threshold!

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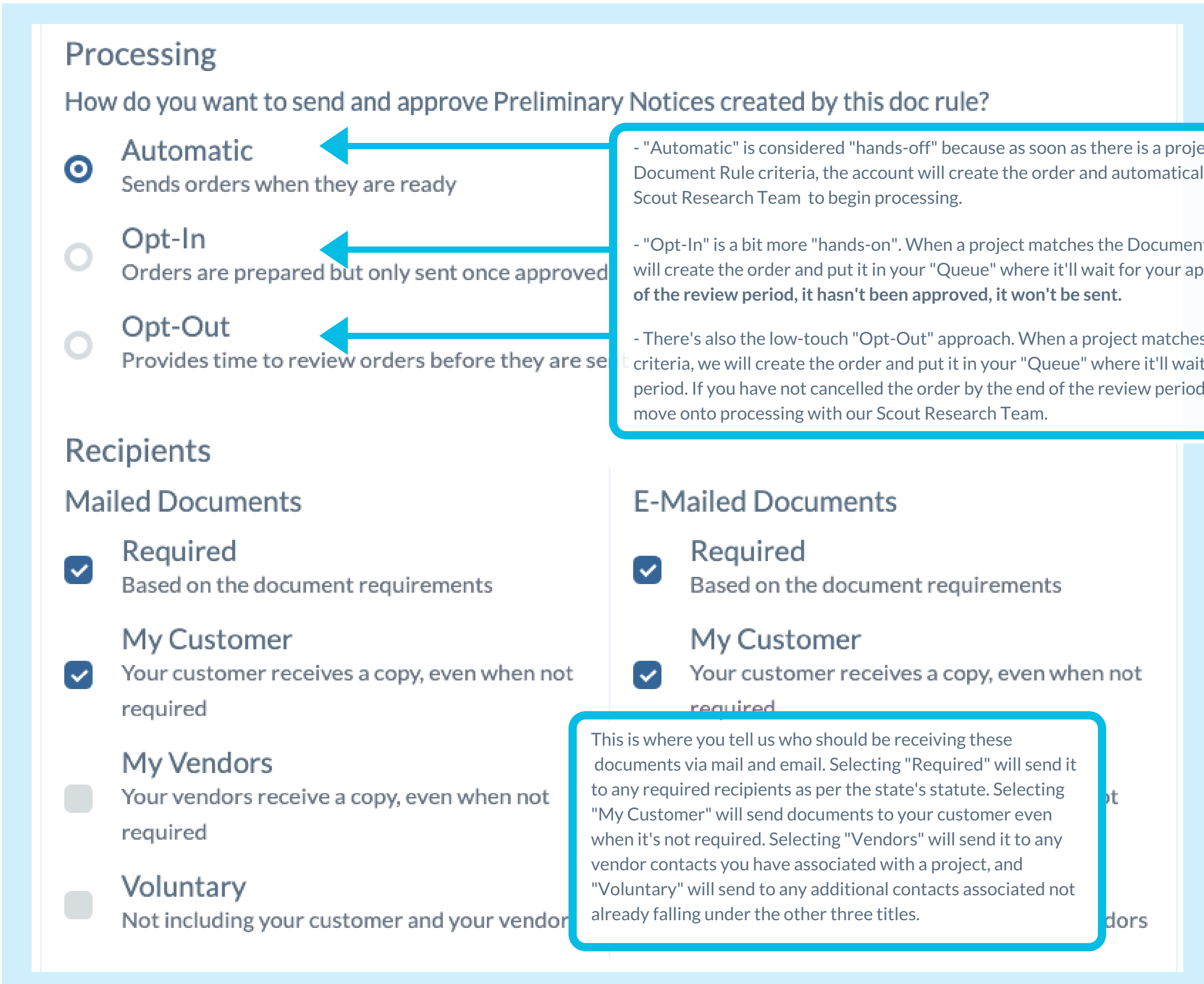
Settings continued...



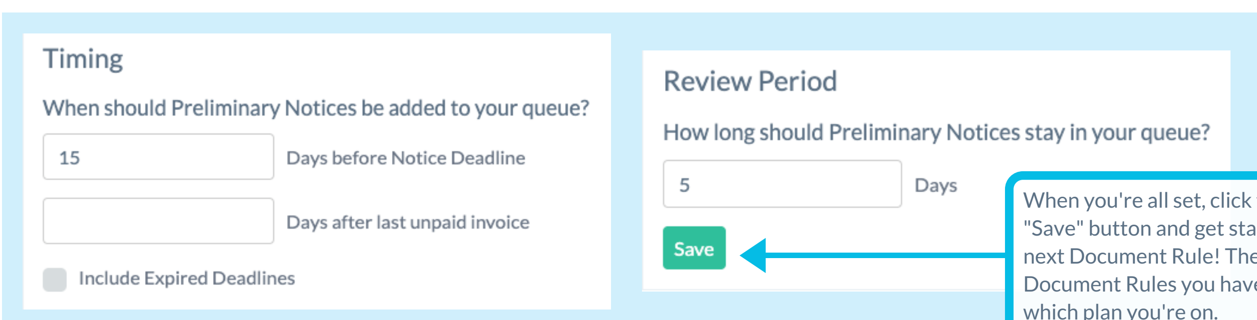
- "Automatic" is considered "hands-off" because as soon as there is a project that matches the Document Rule criteria, the account will create the order and automatically send it to the Scout Research Team to begin processing.

- "Opt-In" is a bit more "hands-on". When a project matches the Document Rule criteria, we will create the order and put it in your "Queue" where it'll wait for your approval. **If, at the end of the review period, it hasn't been approved, it won't be sent.**

- There's also the low-touch "Opt-Out" approach. When a project matches the Document Rule criteria, we will create the order and put it in your "Queue" where it'll wait during your review period. If you have not cancelled the order by the end of the review period, the document will move onto processing with our Scout Research Team.

This is where you tell us who should be receiving these documents via mail and email. Selecting "Required" will send it to any required recipients as per the state's statute. Selecting "My Customer" will send documents to your customer even when it's not required. Selecting "Vendors" will send it to any vendor contacts you have associated with a project, and "Voluntary" will send to any additional contacts associated not already falling under the other three titles.

Depending on the level of processing you chose, the final two settings give you control over when we should send or queue up these documents for your review. You can choose to trigger based on "Days before Notice Deadline" or "Days after last unpaid invoice" under "Timing". For required notices, most customers trigger based on the notice deadline. For documents like invoice reminders or lien waivers, "Days after last unpaid invoice" might make more sense. You'll only see the "Review Period" setting if you've selected "Opt-In" or "Opt-Out" processing. The review period is how long the documents will sit in your Queue waiting for you to either approve them (with Opt-In), or cancel them (with Opt-Out).



When you're all set, click the green "Save" button and get started on your next Document Rule! The number of Document Rules you have depends on which plan you're on.