



TORONTO APPLIED SYSTEMS CLIENT NETWORK

Wednesday, June 16th – 1:00 PM to 2:45 PM

Weston Golf & Country Club
50 St. Philip's Road, Toronto
Fairway Dining Room, Main Floor

**PLEASE NOTE THE CHANGE IN ROOMS FOR
THIS MEETING**

AGENDA

1:00-1:05 **Housekeeping Items**

1:05-2:45

**Aviva's STEP Program (Save Trees Eliminate Paper)
Margaret Clayton & Lesley Comek, Aviva Canada**

In support of Aviva's commitment to carbon neutralizing operations in all regions, Aviva Canada has a series of initiatives to help reduce the volume of paper that we use. The additional broker copies of policies that we print every day was identified as a large consumer of paper. With some technology changes, Aviva has created some electronic alternatives to paper. This meeting will provide you with more information on those changes and show you how you can work with Aviva to help us reduce our carbon footprint.

Introduction to STEP

Broker Initiatives

DOC/DMS - Single Policy Retrieval

Combined Electronic Document Retrieval

Demonstration

Documents in Agency Manager

Future Opportunities

Questions & Feedback

Directions to Weston Golf Club:

- exit Highway 401 east or westbound at Weston Road (first exit west of Hwy 400)
- go south on Weston Road
- keep to the right, turning onto St. Phillip's just after going under the railway overpass
- the entrance to Weston Golf Club is on the right about 100 feet after crossing the bridge
- follow the signs and park at the back of the building

