

# DISCLOSURE SOLUTIONS PROLAUNCH TRAINING AND IMPLEMENTATION

## UTILIZE OUR EXPERT GUIDANCE TO CONVERT AND FILE WITH CONFIDENCE

### THOMSON REUTERS ACCELUS™

Thomson Reuters Governance, Risk and Compliance (GRC) business unit provides comprehensive solutions that connect our customers' business to the ever-changing regulatory environment. GRC serves audit, compliance, finance, legal, and risk professionals in financial services, law firms, insurance, and other industries impacted by regulatory change.

The Accelus suite of products provides powerful tools and information that enable proactive insights, dynamic connections, and informed choices that drive overall business performance. Accelus is the combination of the market-leading solutions provided by the heritage businesses of Complanet, IntegraScreen™, Northland Solutions, Oden®, Paisley®, West's Capitol Watch®, Westlaw® Business, Westlaw Compliance Advisor® and World-Check®.

Thomson Reuters Accelus Disclosure Solutions PROLAUNCH is a training and implementation program that includes everything you need to quickly and accurately file with the SEC EDGAR System. A Disclosure Solutions PROLAUNCH specialist guides you step by step through Thomson Reuters Accelus Disclosure Solutions PROFILE and the filing process. The program also includes software setup, document consultation, hands-on training, follow-up review sessions, and more.

### DISCLOSURE SOLUTIONS PROLAUNCH PROCESS

Our experts guide you through the process step by step.

#### SOFTWARE SETUP

The software set-up is a great introduction and provides assistance with setting up the software for initial use. During this time the training specialist assists with entering transmission codes and setting document and conversion preferences. They also provide an overview of the software's layout and review the HTML and XBRL workflows in preparation of formal training.

#### ONSITE TRAINING

Hands-on training will enable you to review your source documents, discuss the fundamentals of pre-EDGAR, build submissions, convert Word and Excel® documents to HTML, apply XBRL tagging and mapping, edit, print, review, test and then successfully live file those documents to the SEC.

The training will showcase the dynamic relationship between Word, Excel® and XBRL tags and demonstrate how the roll forward streamlines your filing process ultimately increasing efficiency and accuracy.

#### REVIEW SESSION

You will have our continued support. Additional online follow-up training is available to provide further guidance and filing assistance. This supplementary time is designed for one-on-one or group interaction with a training specialist to clarify and review topics such as pre-EDGAR, Project Settings, and/or the HTML and XBRL workflows.

We can also use this time to assist you with your first Disclosure Solutions PROFILE filing or as needed on future submissions.

### TRAINING WORKSHOP BENEFITS

- Fluid training program is designed to show comprehensive functionality
- Guides you step-by-step through the HTML and XBRL filing process
- Gets you up and running quickly so you can start using Disclosure Solutions PROFILE right away
- Customized onsite training delivery in the convenience of your own office, on your computers and using your own source documents/financials
- Our training specialist will supply additional hardware keys to allow multiple users to work within the software simultaneously
- Hands-on training with an increasing degree of difficulty helps build your skill set at your own pace
- Focus on what is applicable to you and create working templates that simplify future conversions
- Streamline your filing process by making HTML and XBRL edits in a single application
- Period-to-period automation and reuse saves substantial up-front time preparing disclosures
- Expert guidance from our consultants minimizes problems with front-end tagging and mapping
- Auto-generate your taxonomy
- Last-minute edits flow seamlessly from HTML to XBRL, resulting in fewer errors and late nights
- Earn up to 18 CPE (or CLE) NASBA sponsored credits



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