

PIN mailer

service description

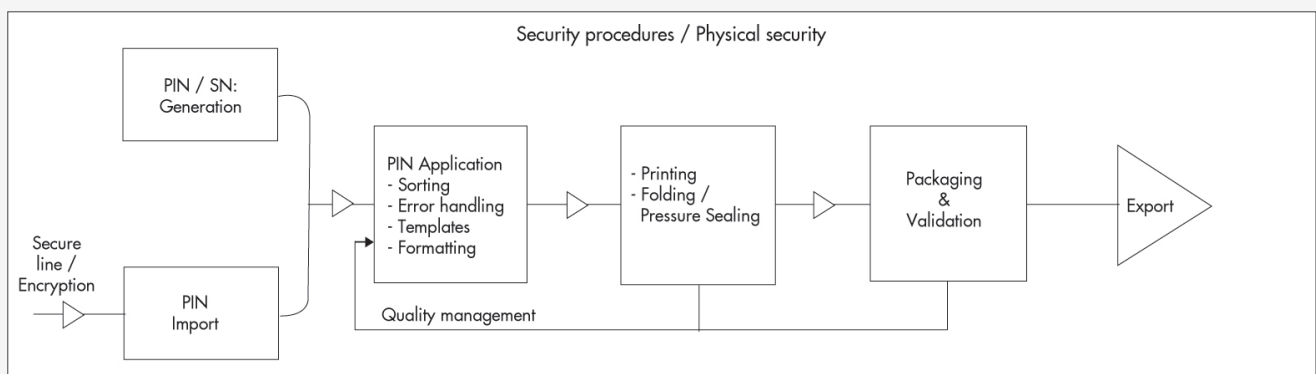
Verisec offers PIN mailers as part of a total service commitment or as a stand alone service.

PIN mailers provide a secure mechanism to distribute PIN codes or other information that needs to be protected from viewing in transport.

Verisec provides a host of different type of envelopes with different folds and appearance.



PIN mailer process



PIN mailer generation can be broken down into the following steps as described in the diagram above.

The entire process is regulated and protected by a number of security procedures and barriers. The purpose of these measures is to limit access to sensitive customer information; both in terms of physical access as well as by defining individual rights and requiring presence of both operator and security officer for certain critical routines.

Each PIN envelope is unique with respect to variables such as PIN, serial number, address and bar code. Unique data is imported into our PIN mailer application, and can origi-

nate from our customer, a manufacturer or be generated at our facility (for example, random PIN with a pre-agreed serial number range). A PIN indata file is provided to the PIN mailer software in a structured text file format such as an XML or CSV file. Encryption is used to secure this file in transit, using a variety of methods such as PGP or VPN tunnels.

PIN indata files are imported into the PIN mailer application where the operator can choose a formatting template

appropriate to the chosen paper. Templates use the information provided in the source file, but can also process individual fields (e.g. in order to generate bar codes for use on the envelope). In addition the operator can choose to group or sort the source file depending on the required batch sizes, or sorting order requirements (sequential, postal regions etc.). Within the application are also dedicated functions to handle errors due to a printer or folding machine jam.

Printing and folding can be managed both in on-line mode (envelope is processed through printer and then proceeds directly into a folding machine) and off-line mode (envelopes are printed in batches and then folded). The choice

of method depends on the chosen paper as well as the level of security required. Errors such as paper jams are managed through the PIN mailer software interface.

After printing and folding the envelopes are checked (quality) and packaged in the pre-defined batches, labelled and shipped to the intended recipient (e.g. branch office, headquarters etc.). Envelopes that do not pass quality checks are destroyed.

In such cases where information needs to be returned to our customer or manufacturer, a file export is performed according to pre-agreed formatting and security specifications.

PIN mailer checklist

Please look through and answer the questions in the checklist below. The answers to these questions will provide a good foundation for us to provide additional information and pricing. If you need clarification about a specific question, please contact us on info@verisec.se or +46 8 723 09 00.

- > Level of security. Verisec offers paper tested by the Swedish forensic laboratory in addition to standard glued papers with block-out. Are there specific requirements regarding paper or physical/ procedural security?
- > How is the paper to be folded - this will affect the way in which the end-user will perceive the envelope. The main choices are C-Fold, Z-Fold or V-Fold. In addition these folds may also be offset to leave space for bar codes or other information which is then discarded when the end user tears open the mailer.
- > Generic formatting & printing - what should be printed on the envelope, e.g. logo, instruction etc? Where is this information printed in relation to the fold or the PIN?
- > Unique information - What unique information needs to be included in each envelope - such as PIN, serial number, address, bar code etc. How will this information be provided to Verisec? Are the PIN codes randomly generated by Verisec, or provided in a file? Our suggestion is a basic tagged text document such as XML, or a comma separated text file. These can be encrypted in a secure communications channel.
- > Sorting and packaging information. Should the envelopes be sorted in a particular order, and/or packaged in specific quantities (50/100/200). Is delivery made to multiple addresses or a single location?
- > Volume and lead time. What volumes are expected in the near future (6-12-months)? When do you need the envelopes - in batches or all together? Where do you need the envelopes delivered?

ABOUT VERISEC

Verisec is a world leader in providing end-to end solutions for mass deployment of security devices.

Verisec delivers measurable value through software solutions, services and outsourcing.

