

eBOOK

Intelligent Document Processing:

A guide to using AI for document review, information extraction and data analysis

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EXECUTIVE SUMMARY

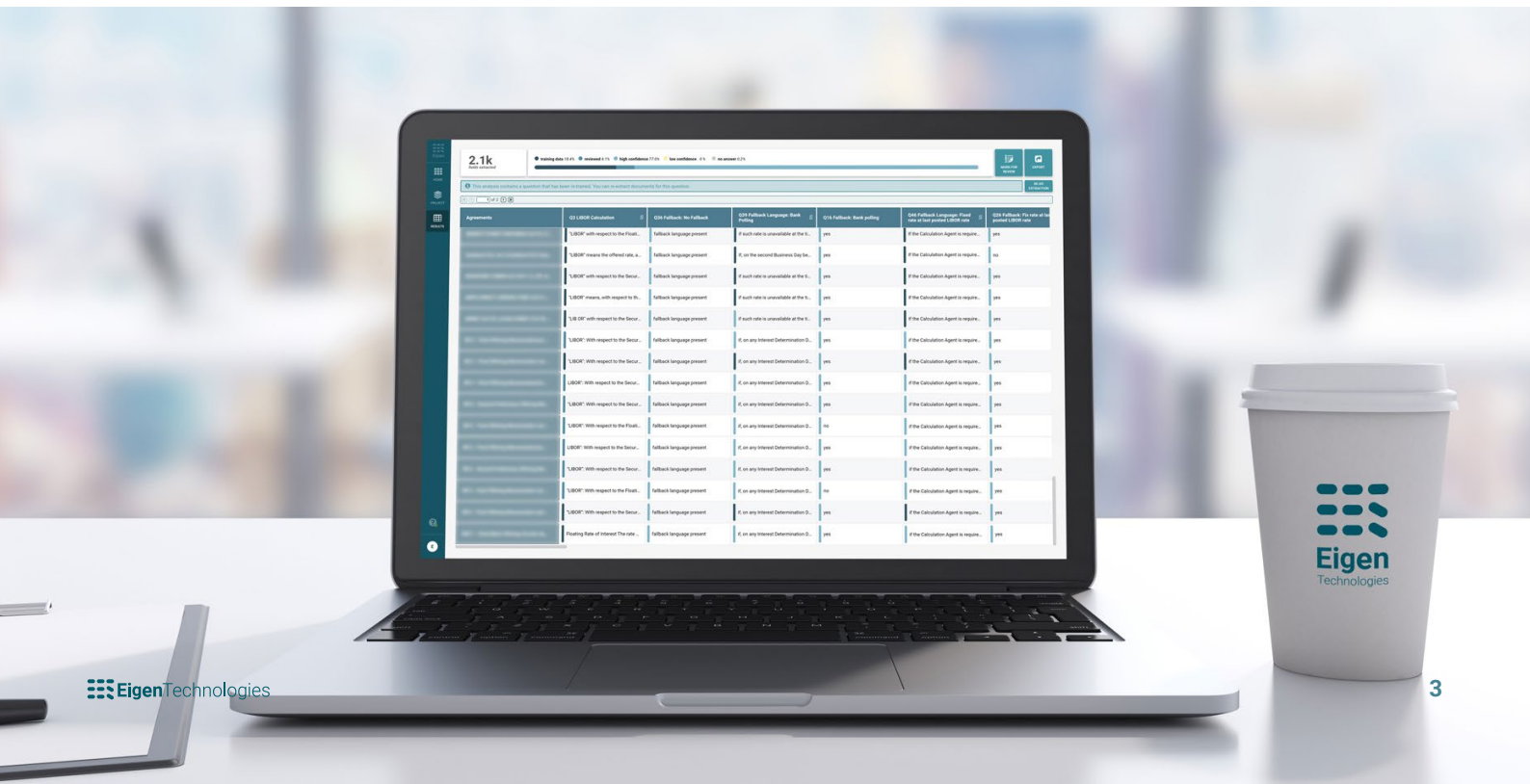
As the world becomes increasingly digital and reliant on technology, there has never been more data at our disposal or challenges around analyzing it. Data is a precious commodity, and companies worldwide in every industry are grappling with how to unlock the power of their data in ways that enable their human workforce to reach new heights of success. Artificial intelligence (AI) plays a crucial role in meeting this challenge providing businesses with a tool to help them locate and analyze the right information and use the resulting insights to improve decision-making.

Reviewing, processing and understanding the information within your documents is an incredibly challenging endeavor that AI can solve. Many organizations need a better way to extract value from their documents. Experts estimate that approximately 80% of a company's data is unstructured: written text locked inside unstandardized files. By extracting, analyzing, organizing and interpreting data buried in digital and paper documents, Intelligent Document Processing (IDP) can transform how we review, process, and ultimately gain valuable insights from documents. This technology is being adopted by organizations across sectors who need to understand and analyze diverse types of documents at scale. And the events of 2020 have accelerated the adoption rate

as businesses have had to assess emerging risks, identify new opportunities and find alternate ways of working.

More than ever, businesses need an in-depth understanding of critical information trapped in their documents to effectively manage risk, seize opportunities, automate processes and scale operations. Using machine learning techniques, IDP learns from experience, adjusts to new inputs and performs the document analysis faster, and cheaper than humans can and with fewer errors. It provides a repeatable and scalable solution to a myriad of unstructured data and document-related problems, making it an essential component in the tech stack for companies implementing digital transformation initiatives across their enterprise.

In the following pages, we demystify what IDP is, explain how it can increase efficiencies across your business. We share examples and use cases to demonstrate how the technology works and the results clients have seen across various projects and processes. We provide a guide to selecting an IDP provider, including the questions to ask and what to look out for in terms of red flags. We also cover the subject of straight-through processing before wrapping-up with how IDP can accelerate digital transformation initiatives across your organization.



2. What is Intelligent Document Processing, and how can it help your business?

In every legal TV drama, there's a scene where a crack team of lawyers arm themselves with yellow highlighters and scour boxes of documents around the clock in search of a specific piece of information. After spending several sleepless nights at this task, someone finds the proverbial needle in the document haystack that eventually wins the day. While this tension might be entertaining to watch, the reality for those that have experienced it is much less fun. It's also highly likely that the crack team of lawyers didn't find all the salient information in just a few days/nights. Sorry if we just ruined the illusion, but the process of manually reviewing reams of documents is incredibly slow and inefficient. It's also expensive and prone to error.

In the real world, most documents now exist electronically and, more importantly, technology has evolved to eliminate the need for manually reviewing documents altogether. This technology is called Intelligent Document Processing (IDP), and it can be used in any industry that needs to transform data that is siloed and unstandardized into a structured, usable format at scale. IDP enables organizations to quickly and precisely extract and classify data whether its legal paperwork or financial reports as well as a myriad of different document types so they can make smarter, faster decisions.

But what exactly is IDP technology?

Let's start with the 'intelligent' component of IDP which comes from Artificial intelligence (AI). AI is the use of any computer method to 'train' machines to mimic human intelligence so they can complete repetitive or complex tasks for us or predict outcomes. AI is already present in our day-to-day lives powering things like auto-correct on our phones, ride-hailing apps like Uber and Lyft, online purchase recommendations and facial recognition on Facebook.

Machine learning (ML) is the process of using patterns in data to 'teach' the machine, so its performance and predictions become more effective and accurate over time. Natural language processing (NLP) is the branch of AI focused on leveraging ML techniques so the machine can understand and interpret human language. The diagram below shows the relationship between AI, machine learning and NLP.



ARTIFICIAL INTELLIGENCE:

Using machines to complete complex tasks. Any technique that enables computers to mimic human intelligence. Example: self-driving cars, AlphaGo



MACHINE LEARNING:

Statistical techniques that enable machines to improve tasks with experience by learning from and making predictions based on "patterns. Get computers to act without being explicitly programmed. Example: recommendation engines



NATURAL LANGUAGE PROCESSING:

Machine learning techniques to understand and interpret human language. Example: chat bots, document review

Figure 1: The relationship between AI, ML and NLP

In the case of IDP, ML and NLP are used to train a computer to simulate a human subject matter expert's review of a set of documents. The result is a computer capable of 'understanding' the contents of documents, including the contextual nuances of the language within them. The technology can then accurately extract information and insights contained in the documents as well as categorize and organize the documents themselves. An IDP

platform sits on top of the technology enabling users with no previous AI, ML or NLP experience to quickly train the computer to extract the specific data they need from different document types. This is what's commonly known as 'no-code'. The platform puts the power of machine learning in the hands of non-technical teams and users like lawyers, analysts, operations and accountants.

Why might your business need IDP?

We are six decades into the information age, and, by any measure, data has become a competitive currency in business. Yet, experts estimate that more than 80% of a company's data is unstructured. This data typically takes the form of written text containing dates and numbers located in reports, contracts, memorandums, agreements, emails etc. Manually collating this information requires people who are familiar with the data to spend their time searching for it and preparing it to be analyzed before the actual analysis can be performed. Companies operating this way are underutilizing their most important and expensive resource – their human talent.

IDP provides organizations with a better way to extract value from their unstructured data. Repetitive, manual document processing is

expensive and inefficient and many businesses have reached a tipping point, where the scale, complexity and speed of incoming data exceeds the capacity and cost of manual processing.

At Eigen, we help organizations with many different document and data-related challenges. For some clients, it's the capability to analyze previously inaccessible data so they can optimize their capital or prevent losses. For others, it's the ability to automate existing manual document processes relating to client onboarding and operations so they can do more business. Or for some, it's being able to handle one-off regulatory exercises or ongoing record-keeping and reporting requirements without having to hire in lawyers or consultants to review all the relevant paperwork.

How does IDP work

Most businesses are inundated daily with data, with it coming in from a variety of sources, but implementing another system may seem daunting. Eigen's no-code IDP platform is easy to use and can be fully integrated with upstream document repositories and downstream databases to create seamless processes.

Clients can also choose how much support they want and can either have Eigen train their ML models or do it themselves. Non-technical users with no previous ML experience can easily handle this process; all they need is an understanding of the documents and data they need to extract. Here's a step-by-step guide on how IDP works:



1. Scope and Agree Requirements

Eigen works closely with the client to understand their document challenges, their data needs, their internal capacity and overall goals. Based on this information, Eigen will recommend a service package with deployment and client support options to meet the client's specific requirements.



2. Upload and Label Documents

Documents are uploaded to the platform, and the relevant data for extraction is labeled by either Eigen (full-service) or the client (self-service) to train the machine learning models. Logic can be applied to output answers based on the information located in the documents. However, if a client wants to get started immediately, they can choose to use Eigen's existing warmed-up models and readymade question templates.



3. Machine Learning Model Created

Using the labels, the machine learning models are automatically built to meet the client's specific requirements. The models are flexible and can be trained and re-trained to provide additional data points or answers at any time by repeating step 2 noted above.



4. The Documents are Analyzed

The models analyze all new documents to retrieve the correct data points and provide answers to questions. The platform guides users to verify any low-confidence answers, which is used to further improve accuracy levels.



5. Data Extracted and Exported

The extracted data is exported or sent directly to other systems via APIs. Legacy or new documents can be processed through the platform as often as required.

For those new to IDP technology, it's worth noting that it requires only a few documents to train machine learning models. This enables clients to gain value from the platform and be able to answer questions about their specific data rapidly.

3. AI and human synergy:

The value of combining Intelligent Document Processing with subject matter expertise

Since the Industrial Revolution in the 1700s, machines have been introduced into the workplace to increase productivity. Back then, it was the invention of steam power that was the catalyst for change. Goods previously made in small batches by hand could be mass-produced in factories through the implementation of steam-powered mechanized production. Fast forward to today, and it's AI that's transforming industries around the world. Solutions powered by AI are changing the way people work across sectors, making them more efficient, effective and able to focus on higher value work through the automation of previously manual tasks.

Say goodbye to costly manual document review

There are many reasons why organizations need to gather and analyze data from documents such as contracts, reports, memorandums and policies. These include risk analysis, regulatory changes, cash flow or capital optimization, litigation, due diligence, issue handling, financial reporting and industrializing information retrieval for better planning, decision-making and service delivery. In the past, when businesses needed to access and understand information buried in their documents, the only option was to read and review their contents manually. The nature, scale and deadline of the exercise would dictate the resources required to complete the review. If you had an internal team with the right specialist knowledge, you could have them review the documents; otherwise, you'd be compelled to hire temporary staff or outsource the work.

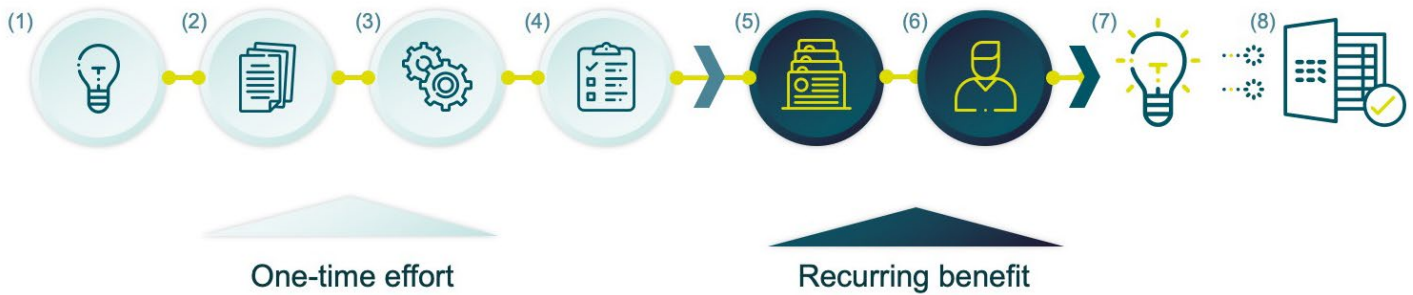
Manual document review may not be too onerous or expensive if you're dealing with a small number of documents but if you need to review 100s or 1,000s of them, the hours and costs quickly add up. And if the nature of the review requires the judgement of a lawyer, the critical eye of an analyst or the

experience of a consultant, then those costs may be excessively high. Thankfully manual document review is no longer a necessity, and IDP technology can do the heavy lifting in terms of getting to the facts and answers faster and cheaper. It's now possible to extract information and gather insights from documents on an industrial scale and create or enrich databases to give you full data transparency. And because the relevant subject matter experts train the underlying machine learning model, the IDP platform systematizes and augments their knowledge in the process.

Say hello to repeatability and increased productivity

By using the Eigen platform, clients can scale the specialized knowledge of one or more experts across entire teams. For example, a credit analyst at a bank can train Eigen based on their expertise to provide data and answers to questions that are vital to monitoring the performance of loans across an entire portfolio. Or a paralegal can train the platform to identify and triage all contracts that

need remediating or repapering following a change in standards or regulations. In both instances, the Eigen IDP platform produces a comprehensive set of data for 1000's of documents utilizing the specific knowledge of the relevant subject matter experts in a fraction of the time it would take to do so manually. The diagram below shows the typical workflow using a solution like Eigen.



Example workflow steps

- (1) A subject matter expert determines the data and answers required.
- (2) A sample of documents are collated and uploaded to the platform for training purposes.
- (3) A subject matter expert trains the platform using the results of steps 1-2.
- (4) A subject matter expert verifies the training results. If results need improving, the subject matter expert provides more training examples until the performance improves sufficiently to move to production.
- (5) Once production ready, all the documents are uploaded to the platform.
- (6) Machine processes all the documents and flags any low confidence answers for human review. Subject matter expert reviews and corrects responses.
- (7) Machine outputs the data and answers from each of the documents.
- (8) Data can be exported directly from the platform or sent via APIs to other systems or users.

Figure 2: Example Intelligent Document Processing workflow

Combining advanced natural language processing (NLP) technology with subject matter expertise gives organizations the ability to tap those knowledge sources in a highly efficient way that minimizes the human effort. By reducing the human effort, you take out considerable cost, especially in those circumstances where you would typically employ external experts to manually review your documents. The platform can be trained to handle

new documents and data requirements giving you a flexible and scalable solution that can be applied to multiple use cases, further increasing the return on investment. Companies can now afford to extract and organize data from all their documents to give them a near real-time view of previously unknown risks and opportunities. But is the quality and accuracy of data the trade-off when using IDP technology versus human manual review?

Achieving better data accuracy with machine plus human

As the saying goes, computers are only as good as the data we put into them. They are not 100% accurate. But then neither are humans. Humans are not built for repetition and multitasking. When we perform repetitive or complex tasks that require the same parts of our brain over and over, we become stressed, and consequently, our performance suffers. We've witnessed this first-hand by conducting large-scale exercises in which our platform reviewed hundreds of thousands of documents and benchmarked them against human performance. The exercises showed that human accuracy usually tops out around the 80% mark.

AI doesn't suffer from the same cognitive impairment that we do when completing repetitive tasks. Conversely AI produces better results with more use, 'learning' as it processes. By using cutting-edge NLP and machine learning (ML) techniques, Eigen can achieve results way above the 80% accuracy threshold achieved by humans and at a much greater speed. The AI will also 'own up' to not knowing something and will flag data points and answers as 'low confidence' when it's unsure. These flagged responses can be easily checked and, if necessary, corrected in the platform. This flagging and follow-up process produces results that are more accurate than human or machine alone. In fact, when a human subject matter expert performs this final review step, the results achievable are closer to the 100% accuracy mark.

AI is transforming how we work today, enabling businesses to scale-up operations, automate processes and capitalize on new opportunities as steam-power did back in the 18th century. In the case of IDP, it's possible to significantly reduce the time, human effort and cost involved in reviewing and extracting information from documents. And as a result, your experts can spend more of their time on crucial higher-value work.

4. Industry adoption:

Who is using Intelligent Document Processing and how?

Companies have more data at their disposal than ever before, and IDP is becoming the go-to solution for firms who need to understand and analyze diverse types of documents at scale. But who is benefiting from using this technology and how?

Any business in any sector that handles large volumes of documents can benefit from the technology, but the earliest adopters have been in the contract-heavy world of financial services where the cost and implications of inaccurate, incomplete and out-of-date data can be huge. These firms need a solution that automates cumbersome and costly manual processes as well as extracts and structures data they've been unable to access and analyze in the past.

Regulatory Compliance:

A global bank saves time and money by automating the identification and routing of contracts impacted by a change in regulation

A multinational bank needed a quick, accurate and cost-effective way to identify credit agreements referencing the LIBOR interest rate benchmark scheduled for retirement at the end of 2021. The bank's back book extends to thousands of loans, and each agreement needed to be reviewed, which was taking, on average, almost 70 minutes per document to complete manually.

A large-scale regulatory exercise like this would previously have involved a team of highly skilled and highly paid in-house specialists or external consultants. On this scale, it would have been a prolonged and expensive exercise to carry out manually yielding somewhat inconsistent and error-prone results. The bank used the Eigen platform to extract answers from all their loan documents to identify which ones needed remediation as well as determine the relative priority of those changes and flag what exactly needed to be amended. The

The platform is capable of processing virtually any text-heavy document and gathering data points for any use case or user. Typical use cases include contract, policy or deal onboarding and servicing, compliance, regulatory reporting, capital optimization and risk analysis. By automating processes and leveraging data previously unexplored, clients spend less time and money on these tasks, freeing up their resources to tackle other work resulting in a significant return on investment.

We've compiled a few examples below.

platform successfully extracted all the relevant information which amounted to 7.5k data points and delivered them to the Front Office team to form their remediation plan.

The net result of using Eigen was a reduction in costs of 60% and a time saving of 75% as well as an increase in data quality when compared to manual review efforts. Eigen's team of Legal Product Consultants carried out the model development and training, so the bank's teams could focus on other priorities. It's worth noting that bigger cost savings could be realized by performing the machine learning model training in-house, a task easily done by non-technical users providing they are familiar with the documents and data requirements. The bank is now using Eigen to automate other processes relating to loan operations and fulfilment to drive further efficiency gains and cost savings.

Onboarding and operations:

A global investor makes revenue sooner by automating analysis, data entry and cross-checking processes

The Operations team at a large, global investment firm was overwhelmed with the volume of new deals. Their manual processes were proving to be inefficient and scaling them to meet increased demand wasn't cost-effective or desirable. The rigorous review procedures and the inconsistent nature of the paperwork meant that processing a single transaction could take many hours and involve several different people. The firm wanted to use AI to automate these processes but needed a solution that was easy to implement, maintain and use so they wouldn't need additional IT support or in-house machine learning experience.

During an initial pilot project, the client used Eigen to accurately extract 50 key terms from a batch of 100 loan documents. The accuracy of the data compiled by the platform was on a par with levels attained by the team through manual review and processing.

Pleased with the results of the pilot and the platform's ease of use, the firm has integrated Eigen into their workflows for processing new deals.

The efficiency gains using Eigen have been significant, reducing the average transaction processing time by two-thirds. The Eigen platform has enabled them to automate several processes, including document analysis, data entry, cross-checking and eliminating the need for multiple approval steps. The Operations and Treasury teams are now able to handle the busy periods around month-end as well as other peak times, closing deals faster to bring revenue in sooner. The firm is now using Eigen for a regulatory compliance use case, helping them to manage the document review process in-house so they can avoid the cost of hiring lawyers or consultants.

Capital Optimization:

A FTSE 100 company benefits from lower capital requirements by identifying eligible bonds using data automatically compiled

A large asset management firm managing assets on behalf of an insurance client wanted a scalable tech-led solution to determine which bonds within a pool of 1k were eligible for capital relief under Solvency II rules. They wanted to speed up the process of collating the relevant information to identify the assets meeting the necessary criteria. This involved reviewing product prospectuses and associated publications to pull out the correct data on asset characteristics. They wanted a repeatable solution that leveraged the knowledge of experts and the power of AI.

Applying Solvency II rules is a complex process requiring the specialized knowledge of an actuary. The asset managers engaged a consulting firm to help them with their implementation project who partnered with Eigen to automate the assessment

of eligibility for assets and compile the necessary data to demonstrate compliance as well as perform benefit calculations. The actuaries defined the information required to assess eligibility as well as the data required for the later stages of the process. They were able to quickly train the platform using a sample of documents to analyze their contents and pull out those that matched the eligibility criteria and extract the required data. In the diagram below, you can see an example of the results table showing the answers the platform retrieved as well as those requiring further attention by the actuary.

Q1 Maturity Date P	Q2 Optional Redemption [Clause]	Q8 Optional Redemption - level of make whole spread	Q4 Par Call	Q9 Par Call Date defined term
<ul style="list-style-type: none"> November 1, 2045 November 1, 2045 November 1, 2045 	Optional Redemption T he notes ...	20 basis points	If the notes are redeemed on or af...	Answer not found
<ul style="list-style-type: none"> February 15, 2023 November 15, 2024 7 more answers... 	Optional Redemption We may red...	<ul style="list-style-type: none"> 10 basis points 15 basis points 3 more answers... 	At any time on or after the 2023 P...	Optional Redemption We may red...
<ul style="list-style-type: none"> March 11, 2022 March 15, 2024 4 more answers... 	Optional Redemption; No Sinking ...	<ul style="list-style-type: none"> 5 basis points 8 basis points 3 more answers... 	At any time on or after February 1...	At our option, we may redeem the...
<ul style="list-style-type: none"> November 7, 2024 November 7, 2029 	Redemption Optional Redemption...	<ul style="list-style-type: none"> 10 basis points 15 basis points 3 more answers... 	<ul style="list-style-type: none"> On or after the applicable Par ... On or after the applicable Par ... 	S-12Table of Contents "Par Call D...
<ul style="list-style-type: none"> March 1, 2029 March 1, 2029 	Optional Redemption Prior to Dec...	Answer not found	On or after December 1, 2028 (thr...	" Remaining Scheduled Payments...
November 15, 2047	<ul style="list-style-type: none"> Optional Redemption We may ... If a series of the preferred stoc... 	20 basis points	In addition, we may redeem all or ...	Answer not found
September 24, 2049	Optional Redemption We may red...	10 basis points	We may also redeem, at our optio...	We may also redeem, at our optio...
<ul style="list-style-type: none"> October 11, 2028 October 11, 2028 	A " business day" for these purpo...	15 basis points	NO ANSWER	Answer not found
<ul style="list-style-type: none"> September 15, 2022 September 15, 2027 September 15, 2047 	Optional Redemption Prior to (i) w...	<ul style="list-style-type: none"> 10.0 basis points 12.5 basis points 15.0 basis points 	Each series of notes will be redee...	• 100% of the principal amount of ...
<ul style="list-style-type: none"> July 8, 2026 July 8, 2029 July 8, 2029 	Optional Redemption We may red...	<ul style="list-style-type: none"> 10 basis points 10 basis points 12.5 basis points 	<ul style="list-style-type: none"> 5 Table of Contents S-3 In addi... We may also redeem, at our o... 	Optional Redemption We may, at ...

Figure 3: Example results table showing answers retrieved by the platform

Using the Eigen platform, 3k documents were analyzed during the initial implementation project, and the assessment of those eligible under the rules was successfully automated. Additional data was compiled and exported for calculation and compliance purposes. Because the platform flagged instances when it was uncertain if it had found the right answer and those data points were reviewed, checked and corrected by an actuary the quality of the results were far higher than those typically achieved through manual review. The results were not only more accurate, but countless hours were saved in actuarial time required to complete the assessment. The end client, the insurer, is now able to claim capital relief. And the asset manager has

leveraged the consultant's expert knowledge and captured that within the platform in a way that can be reused for other projects and clients in the future.

The beauty of intelligent document processing is its flexibility and scalability. There are almost a limitless number of processes, workflows and manual tasks involving document review and data compilation that the technology can automate or support across sectors and functions. Is your team spending time manually reviewing documents? Or are you employing lawyers, consultants, analysts or temps to tell you what's in your contracts? If so, it's time to consider using an IDP platform like Eigen.

5. Who to Trust:

How to choose an Intelligent Document Processing provider that's right for your business?

With so many IDP, data extraction and contract analytics platforms available – and new ones emerging all the time – the landscape can be confusing. Many companies looking for a better way to access and analyze large amounts of data from documents are unsure how to choose a solution.

In this section, we'll guide you through the questions to ask potential vendors and give you some tips on where to steer the conversation to help you determine which solution best meets your needs.

Vendor Question 1:

What can you tell me about the data accuracy that you deliver?

Understandably, this is usually one of the first questions we get asked by prospective clients. After all, improving speed and accuracy are the main reasons, along with cost reduction, that companies turn to us for their data automation needs. First, be wary of anyone claiming 100% data accuracy out of the box. Unless your documents are completely standardized, and you only need to extract quantitative data from them, 100% accuracy from the outset is unrealistic.

To optimize for accuracy, a machine learning model needs to be trained based on your specific use case, documents and data requirements. So, the answer to your data accuracy question will differ by use case and be dependent on factors such as variation in documents and the complexity and granularity of data required. The provider should be able to share with you the accuracy levels they've achieved for clients with the same or similar needs as yours. The accuracy rate should come with some caveats on the volume of training documents and the length of time typically required to achieve that level of performance.

At Eigen, we deliver market-leading accuracy rates typically of more than 90% because we apply the best elements of the three approaches to machine learning to drive the best outcomes. In the diagram below, you can see our three-pronged approach to machine learning. Our platform also guides users to review low confidence answers providing a feedback loop that ensures the model is continuously learning on the job.

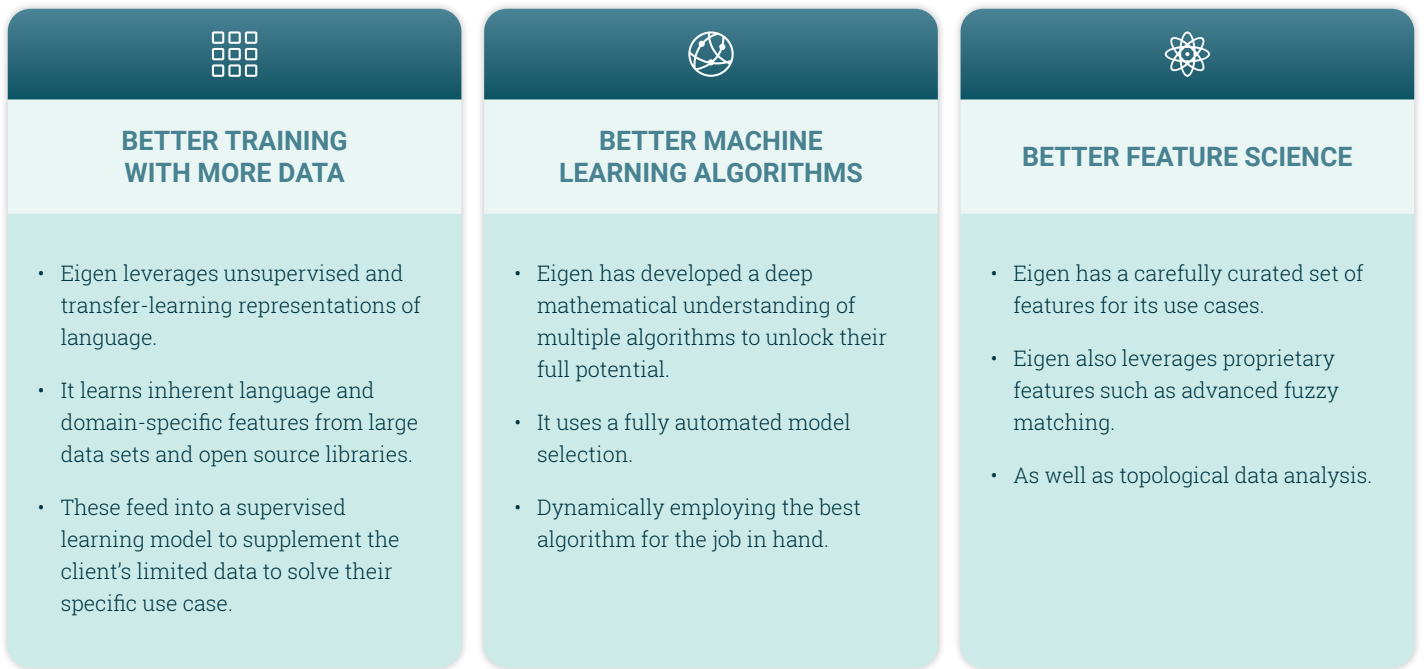


Figure 4: Eigen's three-pronged approach to machine learning

Vendor Question 2:

How can your IDP solution meet my exact needs?

When sourcing any new technology, your starting point is identifying the problem that you need to solve as well as the people, processes and systems that are impacted by those changes. A provider can't address your needs if they don't understand them so share with them as much information as possible about your specific use case (with an NDA in place if required). But no matter how thorough you are in gathering and prioritizing your requirements, one thing is inevitable; they will change.

- *Ask any potential provider what their process is for handling change requests.*
- *Ask them how often they launch new platform features and functionality and how these are prioritized and rolled out to clients.*
- *Ask them how they work with internal teams, third parties and integration partners.*
- *Ask them how easy it is for clients to scale their platform usage up or down.*

If you're in the market for an IDP platform, you probably want to create efficiencies, drive down costs, automate and accelerate processes or analyze previously inaccessible data. To achieve these goals, you need a solution that can be finely tuned to your exact needs but is also highly adaptable and able to cope with evolving change. If you need the platform to work with other systems and repositories, make sure you choose a provider who has a proven track record in integrations and can offer APIs, plugins or other options.

Eigen has successfully delivered customized solutions and developed integrations for clients across a diverse set of use cases ranging from one-off regulatory exercises to full-scale digital transformation projects. Eigen's models are purpose-built to order to ensure they meet the exact needs of each client. This bespoke approach makes it easier for the client to manage and tweak the model as they are familiar with its set-up and its data output.

Vendor Question 3:

How do you ensure my documents and data are secure within your environment?

Another common concern for clients is the security of their data. And rightly so given the sensitivity of their information, their customers' expectations and the risks and regulations surrounding data handling. If you're entrusting a third-party with your documents and data, you need to ensure they are taking that responsibility as seriously as you do.

When you ask the question 'how do you ensure my documents and data are secure within your environment?' the response should cover a broad spectrum of measures. These should include platform access and security, data transmission and storage procedures, ongoing monitoring, reporting, testing, and staff training. Ask them if they hold industry-standard certifications and undergo independent security audits. And don't be afraid to ask the vendor to provide details of their information security credentials (e.g., ISO certifications) and related policy documents (e.g., data protection, disaster recovery and business disruption) to

substantiate their claims.

Don't let the vendor blind you with science or baffle you with jargon. Information security is as much about processes and people as it is about authentication, encryption and data replication. You want to work with a provider who is clear, and upfront about their solution and their working practises. If the vendor is offering a cloud-hosted solution, find out who manages that service and which party is responsible for security.

Eigen holds four ISO certifications, and we are subject to frequent independent audits to ensure we meet the necessary standards of information security management and business security possible to retain these certifications.

Vendor Question 4:

What support and training will you provide?

Implementing any new technology or system takes time, effort and money and can be a daunting prospect. In the case of AI, it's also disruptive by design. You're not just replacing a legacy system you're automating processes and changing workflows that have been developed over time. Don't underestimate the effort involved in implementing IDP and similar solutions successfully in ways that maximize your ROI. That said the platform itself should be intuitive and straightforward to use once you've received training.

The exact services and support you require from a vendor will be dependent on the scope and scale of the implementation project. The complexity of integrations with other systems and your hosting requirements will also have a bearing on the workload. The vendor should provide you with a delivery plan alongside their proposal that sets out the requirements and responsibilities on both sides with an indicative timeline to production. Be sure to clarify what's required of your internal teams and

the vendor to achieve the results and accuracy rate you've previously discussed.

However intuitive and easy to use the platform appears you should be offered training, so your team understands how to develop models for your specific use cases. Beware of vendors who provide a self-service solution without any support - you won't achieve the best outcomes without training. Ideally, you should be provided with a dedicated account manager, around-the-clock technical support and training materials.

Eigen offers its clients a range of additional technical and professional services including APIs, plugins and model development as a service to ensure they get the most out of the platform while only paying for what they need. All Eigen's clients have a dedicated Customer Success Manager, receive regular platform upgrades and ongoing maintenance and support.

Vendor Question 5:

How long will it take to get up and running with the platform?

There's no simple answer to this question as the timeframe will vary depending on several factors including the variation in documents, the number of data points and answers required, the complexity of integrations with downstream and upstream systems, the desired data accuracy etc. But this is not a trick question. A provider should be able to give you a relatively accurate estimation based on their knowledge of your use case and experience of implementing similar-sized projects for other clients.

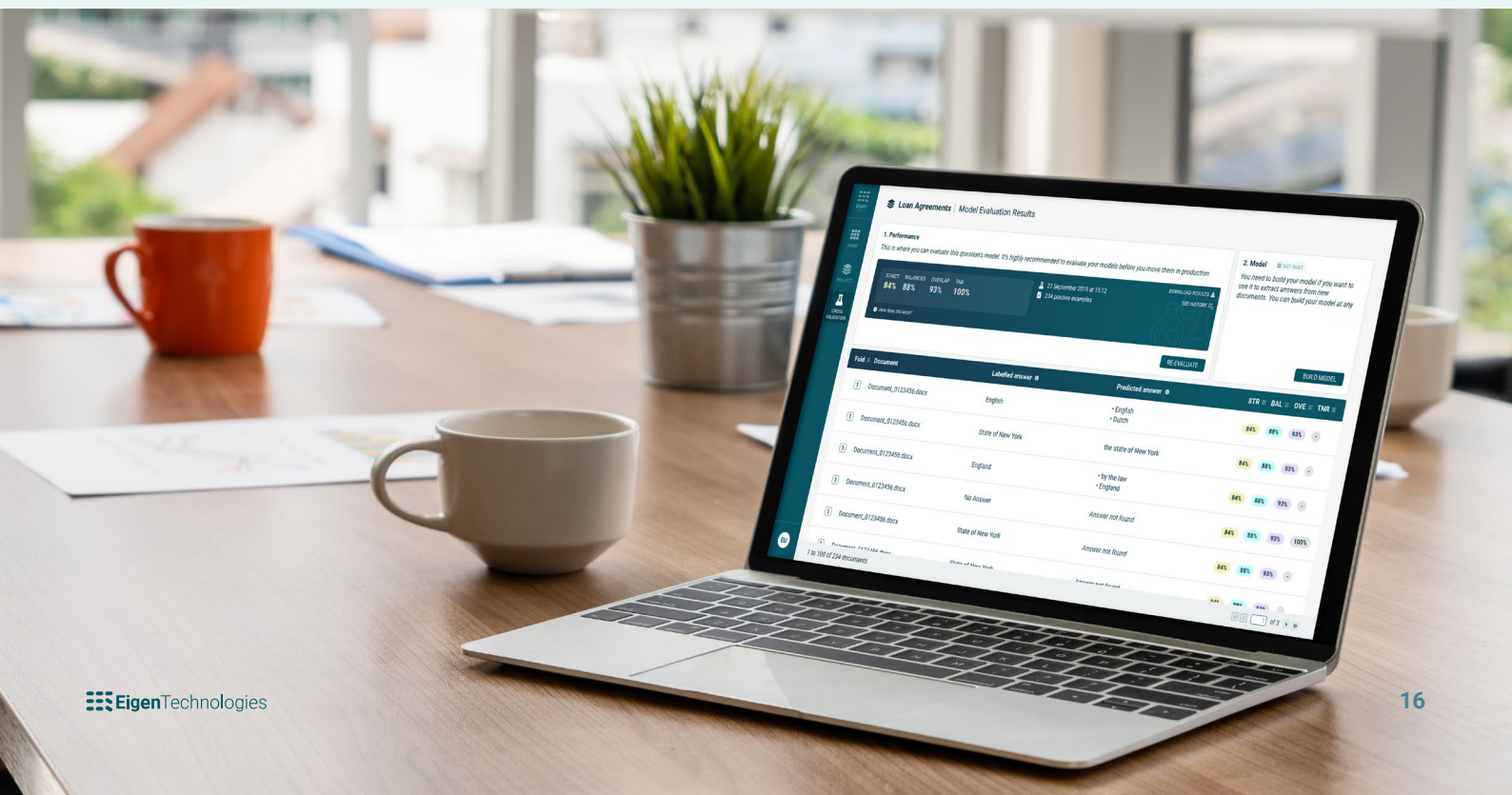
The pre-production implementation phase can run from a few weeks to a few months but should be phased, and project managed, so you know where you are in the rollout process at any given time. Many providers, including Eigen, have developed

warmed-up models for specific use cases to give clients a head start. These models are built based on the typical document structure and data requirements for a use case and can significantly reduce the time needed to train a model from scratch. However, the warmed-up model will need additional training to deliver a client's specific requirements and should not be considered a substitute for developing their own model.

Eigen's IDP platform can be trained using very few documents. It can take as few as 2 to 50 documents to successfully train the platform while our competitors often require hundreds or thousands. We've developed cutting-edge machine learning techniques that help us to significantly reduce the time to value for our clients.

Always request a demo

When you're evaluating potential vendors asking the right questions is only part of the process. Always request a custom demo using samples of your own documents or those of a similar length and format. Be as specific as you can be about the data points, sections and answers you want extracted from the documents so the demo can include these and give you a better sense of the work required to get you the results you need.



6. Straight-through processing:

Integrating Intelligent Document Processing for maximum efficiency

For use cases such as compliance or regulatory reporting that require total precision, IDP can achieve up to 100% accuracy when machine learning techniques are combined with human review. But, for use cases where a small number of errors can be tolerated, or stringent quality control and model risk management protocols are built-in, human review can be reduced or even eliminated to complete the task even faster and cheaper. This is known as straight-through processing (STP).

The origin of straight-through processing

STP methodologies were initially developed to automate electronic payment transfers, reducing the need for manual intervention and making them virtually instantaneous. Before STP, sending money involved multiple departments, both on the initiation and receiving end of the transfer, and took days to complete. The old process required data to be rekeyed and rechecked, which was time-consuming, prone to error and made transactions more susceptible to fraud. With the advent of STP, the entire process was automated, eliminating duplication of effort, reducing the risk of errors and fraud, accelerating the turnaround time and lowering the processing costs.

STP development started in the early 1970s when the banking industry first began integrating computers and computer programming into their daily operations, enabling banking payment transfers to be upgraded from a much slower, less secure

telegraphic system. Beyond payments, STP has revolutionized securities trading by automating and digitizing previously complex and cumbersome manual trade settlement processes. Before STP, to settle a trade, phone calls, emails and paperwork needed to be exchanged between the buy and sell-side. The information would be re-entered and cross-checked, and the trade wasn't complete until receipt of the certificate and payment were confirmed by both parties. Following the old manual process, it would take up to 10 days to settle a trade whereas STP reduced the average to just 2-3 days.

STP has many uses and can be applied to any transaction, settlement process or financial product to eliminate the bottlenecks and costs inherent in human-led processing. Many banks and financial service providers use STP across multiple processes and functions to achieve paperless offices.

The role of IDP in straight-through processing

At the heart of STP is the near real-time transferral of information between systems and parties, using technology as the enabler. STP is now the norm for payments, but it's also been applied more broadly to repetitive processes that are transactional and can be automated to drive efficiencies. For example, IDP can remove the need to manually review new loan agreements and extract the salient information required to complete the deal and feed

internal systems to help manage the loan over its entire lifetime. This eliminates inefficient manual processes and the risk of human error.

STP is beneficial for automating steps in long processes where information would otherwise be rekeyed between systems to be used by multiple teams. IDP can meet different functional teams' information requirements and gather insights

and transform data to eliminate steps in various processes. Wherever you have sets of documents that are subject to periodic review, require some form of follow-up processing or where events can trigger the need to dive into individual contracts, IDP can help. Using a technique called point extraction, the technology pinpoints and extracts the exact word, number, phrase or sentence that each user or team in the process might need in the future. This technique outputs precise results that can be used as-is or can form the basis for further analysis that the platform can be trained to perform automatically. By applying logic, IDP can interpret the extracted data and provide actionable insights and answers to complex questions.

The benefits of straight-through processing your documents

IDP makes it possible to automate document analysis with rapid and precise results, so your people don't have to scour them repeatedly. The Eigen platform can extract dozens of key terms from hundreds or thousands of documents creating significant efficiency and reducing processing time and costs. It can automate processes to smooth the transfer of data associated with document analysis, data entry, cross-checking and eliminate the need for multiple approval steps. As a result, clients report a range of benefits including closing deals faster to bring in revenue sooner, saving on outsourcing costs, enabling teams to focus on higher-value work and the ability to make better more timely decisions and action requests faster.

To achieve maximum efficiency, you should identify every touchpoint over the document's lifespan, including all upstream and downstream users,

Analyzing documents manually is time-consuming and expensive, especially for organizations with large volumes of documents to review regularly. Ultimately, the goal of STP is to make end-to-end operations less dependent on human intervention and speed up processing times. IDP can play an integral role in the straight-through processing of documents. By extracting and compiling the necessary data and sending it to other systems, the human effort required in processing your documents is minimal.

systems and processes. Once you've identified all the touchpoints, you can gather requirements from all impacted parties and factor their needs into the data flow to ensure you achieve the highest possible level of automation. Where data formats are inconsistent across systems and information would usually be rekeyed, we've developed customized plugins to transform it before it's sent to other systems via APIs. For example, date formats can be located and automatically reconfigured for international transactions (e.g., changing the date format from the US to UK standard).

The diagram below illustrates how IDP integrates with other systems within an organization.

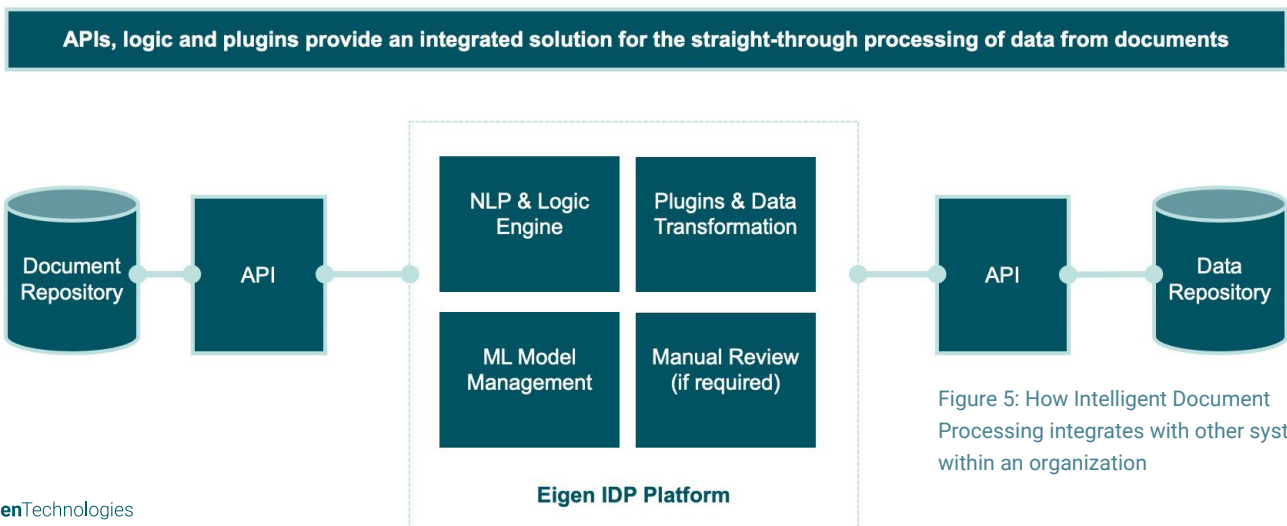


Figure 5: How Intelligent Document Processing integrates with other systems within an organization

Little-to-no human intervention

Thanks to STP methodologies and IDP, entire processes can be automated, and the extracted data can be integrated seamlessly with internal systems. This enables documents to be processed with little-to-no human intervention. In addition, clients that use Eigen for STP purposes have full visibility of the documents being processed and the data being extracted so they can review and audit the results at any time. They remain in total control even when the machine is doing all the work.

Gathering, analyzing and manually rekeying data to process documents is both ineffective and expensive. Using IDP, you can empower your team to spend more time on tactical, revenue-generating tasks and less time on time-consuming manual review procedures. STP holds the key to achieving maximum efficiency, and you can harness its power through IDP for your information management needs.



7. How to scale:

Leveraging Intelligent Document Processing technology across your enterprise

While companies are always facing external challenges, the past year or so has been especially formidable. The global coronavirus pandemic has changed how many of us work and has increased the number of economic risks for many businesses. External pressures can quickly change business priorities, and one way to manage these more effectively is with technology. Businesses have faced many challenges, including temporary closures and supply chain restrictions due to the COVID crisis as well as new regulations and rules. These issues have triggered a renewed focus on digital transformation.

Many businesses are trying to cut costs, and these cost-saving measures often result in reduced productivity. But the savviest firms are embracing technology to help them through these difficult times. Whether they need to mitigate risk, manage regulatory compliance, or meet other requirements, firms must find ways to do more with less to remain competitive.

External pressures create huge administrative burdens

The administrative burden for firms is enormous right now. Large firms and corporations have thousands of contracts and agreements they may need to review in relation to recent events and regulatory changes. This puts additional time-sensitive demands on organizations to analyze their documents. Data needs to be located and compiled from each contract, so the impact and business risk of changing market conditions and reforms can be accurately assessed and dealt with.

And while external factors are fluctuating and evolving, so are your data needs. You need to do a

thorough job of compiling information, so you have the salient data to hand but do it quickly so it can be acted upon before the situation changes or worsens. In an environment where you lack resources and budget but need to act fast, manually reviewing documents is no longer an option. Fortunately, IDP can help alleviate the burdens associated with reviewing, evaluating and gathering insights from thousands of documents. And once you've successfully implemented IDP for one use case, it's quick and easy to apply it to other documents, data needs and processes.

Advancing your digital transformation efforts with IDP

By using technology rather than people to do the cumbersome work of sifting through documents, firms are saving a substantial amount of time and money. Some of Eigen's clients report a cost saving of 80% or higher compared to the cost of outsourcing manual document review. And time savings of up to 75% have also been reported. Once clients have seen the value they get from one application of the technology, they feel confident that it can handle other functional areas, use cases and address more internal process pain points. In fact, starting with one use case and expanding into others has become the norm for our clients.

Most businesses are awash with contracts, agreements, reports and paperwork in general. With so many documents, the opportunity to solve for multiple business challenges are plentiful. And those choosing to use AI to automate their in-house document review capabilities for one problem area, have taken a giant leap forward with their digital transformation efforts. For example, a global bank wanted to automate how they identified and managed contracts impacted by regulatory change. They had thousands of loan documents to review, and each one was taking a highly skilled

specialist approx. 70 minutes per agreement to review manually. It would have been a prolonged and expensive exercise to complete manually. Instead, the bank used Eigen's platform to extract answers from all their loan documents. The platform successfully extracted over 7.5k data points with the exercise completed in 75% less time at a fully loaded cost saving of 60%.

After this initial project's success, the bank used Eigen to automate its loan fulfilment processes to drive further efficiency gains and cost savings. Eigen's technology is now being rolled out across other functions and use cases, delivering automation of repetitive, costly and human-error prone tasks. IDP sits at the heart of the bank's digital transformation program powering its information management, data quality, document processing and analysis automation efforts. Using APIs and plugins, data is seamlessly extracted, interpreted, transformed and delivered to systems across the bank. And with the easy-to-use no-code platform, new data fields or questions can be added and trained quickly as external pressures and business needs change.

Scaling IDP beyond short term challenges

At Eigen, we work with innovation, digital transformation and data management teams to help them solve the document-related aspects of their digitization programs and scale data extraction and analysis across their organizations. We can help identify and assess which use cases, document types and processes are good targets for IDP and meet with your engineers and functional leads to determine requirements and dependencies. We work with clients to prioritize use cases and plan the implementation effort to ensure that the time to value is minimized and that benefits are quickly realized. If required, we also have a network of delivery partners and consultancy firms to call upon for subject matter expertise.

During the setup and training phase as well as ongoing post-implementation, we provide support and advice to make sure requirements are met,

and the correct data is delivered. The platform guides non-technical users through the model training process, which can be handled in-house or by Eigen's Legal Product Consultants if resources are unavailable. It's easy to gauge the model's performance with an in-built model evaluation tool showing you the accuracy levels attained for each field or question. A screenshot of the model evaluation tool is shown below. Using the tool to evaluate the performance enables clients to retrain and tweak the results until the desired accuracy is achieved before moving into full production. Clients have complete control over the data output so they can handle future changes as necessary.

ISDA - QFC - Product... | Questions List

Name	Performance	Status										
<input type="checkbox"/> P A3.7 Governing Law ID: 270 POINT EXTRACTION 83 labelled documents in total (83 positive and 0 negative)	1. Performance This is where you can evaluate this question's model. It's highly recommended to evaluate your models before you move them in production. ⚠ Evaluations on fewer than 100 positive labelled documents will not return generalisable insights on your model's performances. <table border="1"> <thead> <tr> <th>GTI</th> <th>TEXT-BASED F1</th> <th>OVERLAP</th> <th>TNR</th> <th>Info</th> </tr> </thead> <tbody> <tr> <td>92%</td> <td>95%</td> <td>95%</td> <td>-</td> <td>7/30/2020 at 01:36 PM eigenuser 83 labelled documents</td> </tr> </tbody> </table> What do these numbers mean? RE-EVALUATE VIEW RESULTS >	GTI	TEXT-BASED F1	OVERLAP	TNR	Info	92%	95%	95%	-	7/30/2020 at 01:36 PM eigenuser 83 labelled documents	<input type="checkbox"/> EVALUATED <input checked="" type="checkbox"/> BUILT
GTI	TEXT-BASED F1	OVERLAP	TNR	Info								
92%	95%	95%	-	7/30/2020 at 01:36 PM eigenuser 83 labelled documents								
	2. Model <input checked="" type="checkbox"/> BUILT You need to build your model if you want to use it to extract answers from new documents. You can build your model at any time, but it's recommended to do this after having evaluated it first and having reached the desired estimated accuracy. BUILD MODEL											

Figure 6: Model evaluation enables users to quickly assess the performance of their models

The platform's flexibility and simplicity and the transparency of results make leveraging the technology across multiple use cases easy. New models can be trained to handle more document types, and existing models can be updated as data needs change. The platform can be used to scale operations, automate processes and drive cross-functional efficiencies. Companies handling large volumes of documents have an almost endless list of possibilities and functional areas across their enterprise that can benefit from streamlined or automated processes.

IDP is increasingly becoming part of many firms' digital transformation tech stack, enabling them to eradicate their teams' need to review documents or manually locate information buried in contracts. As a result, these firms are reaping the cost and time-saving benefits of automation of everyday tasks.

8. Conclusion

The Intelligent Document Processing future is here. According to the market research firm IDC, worldwide spending on AI and cognitive systems will reach \$57.6 billion in 2021. IDC also predicts that worldwide revenues will surpass \$300 billion by 2024, illustrating how AI technologies are being used to solve problems across the business spectrum.

The events of 2020 have reinforced the fact that regulations, market conditions and business priorities can change quickly and that companies must be increasingly agile to overcome the next inevitable challenge. Whether firms need to efficiently process large volumes of documents, extract critical information, feed data into other applications or automate cumbersome processes, there is a renewed need and appetite for using AI to cut costs and save time.

IDP not only helps enterprises achieve cost savings but also improves workforce productivity. Repetitive, manual document processing by experts is expensive and inefficient. People are the most important resource for any business. They should be focused on the highest-value work: making informed decisions rather than analyzing pages of documents. Automating the answering of questions to assess risk and opportunities and power processes is the most cost-effective and efficient way to free up peoples' time.

As enterprises seek to improve compliance, meet regulatory changes and reduce the cost of processing vast volumes of information, Eigen expects IDP adoption to accelerate in the next couple of years. There is incredible potential to reshape the way companies do business in the not-too-distant future.

Are you ready to discover how Intelligent Document Processing can help your organization gain a competitive edge?

[Request a demo](#) of our platform to find out how we can help you.



ABOUT EIGEN TECHNOLOGIES

Eigen is an Intelligent Document Processing company that enables its clients to quickly and precisely extract answers from their documents, so they can better manage risk, scale operations, transform ways of working and navigate dynamic regulatory environments.

Eigen's customizable no-code AI-powered platform uses machine learning and natural language processing to automate the extraction of answers from documents and can be applied to a wide variety of use cases. It understands context and delivers better accuracy on far fewer training documents, while protecting the security of clients' data.

Our clients include some of the most well-known and respected names in business, including Goldman Sachs, ING, BlackRock and Allen & Overy. Almost half of all global systemically important banks use Eigen to overcome their document or data challenges.



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