



SERVING YOU DURING THE COVID-19 PANDEMIC

We are undoubtedly living during some extraordinary times. As the novel coronavirus COVID-19 is actively sweeping through the globe, it is leaving behind immense financial, social, and worst of all human cost that is unprecedented in our lifetime.

In Canada, provincial governments are mandating that non-essential businesses close their doors to curb the spread of this virus. The financial burden of these closures is staggering, and while some can operate virtually, many cannot. We recognize the hardship this is placing on Canadian businesses and are committed to doing our part in lessening the economic burden.

The Ontario government has listed our service under essentials allowing us to continue to convert our clients' current invoices into instant working capital. We are adapting and responding to this changing situation, and are here to support you with the help of technology.

We are leveraging our various channels even more than before and are available via phone, email, and Web.

FOR OUR CLIENTS, WE URGE YOU TO:

- **Upload your invoices via the client portal, and we will process more efficiently**
- **Opt for Electronic Funds Transfer (EFT) payments rather than a cheque for the time being**

FOR OUR PAYERS, WE URGE YOU TO:

- **Submit payments via the payer portal through eCheque**
- **Use Electronic Funds Transfer (EFT) payment rather than a cheque for the time being**

If a cheque is your only option, please direct them to this address:

IPS INVOICE PAYMENT SYSTEM
RPO COURTNEY PARK
PO BOX 77226
MISSISSAUGA ON L5T 2P4
CANADA

If you have any questions, please don't hesitate to reach us by phone at 1 (888) 503-4528 or local (905) 670-4838.

Rest assured, we are following the most recent guidelines from the World Health Organization and Health Canada to protect our employees while providing liquidity to our clients during this cash flow stall.

In these uncertain times, we hope to provide our users with some certainty that comes with paying employees or even keeping the lights on. Working together and taking decisive action ensures we will emerge even stronger than before.

Yours sincerely,
The IPS Management Team



Strategies for adapting to a changing Business Environment



Change is always hard especially if it involves the way one earns. Adapting to the changing business environment can be quite challenging, therefore Below we share 4 steps for making this process a little easier.

Study and research

Great way to keep on track is to study the changes happening in your business environment



When it comes to challenges in business, research is your best friend. Stay current on margins, industry trends, and costs.



Ask around

Don't limit yourself to what you can read or learn online. Being informed means staying in touch with the business community by attending industry events and connecting with those in a similar position as you.

Take things positively

Taking things slowly and positively is a great way to deal with change.

Change happens for a reason. It is important to approach change constructively and eventually think about how its benefits may last beyond your time and into future generations.



Stay calm and focused



It is critical to stay calm in the face of adversity triggered by change.



Staying calm will ensure that you are looking at things logically and with a cool head, helping you stay focused on your long-term goals.

Source: <http://www.wikihow.com/Adapt-to-Changes-in-a-Business-Environment>