

**OCA, INC. SECURITIES LITIGATION
Electronic Submission of Labels**

If you hold OCA stock purchased during the Class Period as nominee for a beneficial owner, then, within ten (10) days after you receive this Notice, you must either: (1) send a copy of this Notice and the Proof of Claim by first class mail to all such Persons; or (2) provide a list of names and addresses of such Persons to the Claims Administrator:

**OCA Securities Litigation Settlement
c/o Analytics, Inc., Claims Administrator
P.O. Box 2004,
Chanhassen, MN 55317-2004**

866-233-0122 www.OCAsecuritieslitigation.com

If you choose to mail the Notice and Proof of Claim yourself, you may obtain from the Claims Administrator (without cost to you) as many additional copies of these documents as you will need to complete the mailing.

Regardless of whether you choose to complete the mailing yourself or elect to have the mailing performed for you, you may obtain reimbursement for or advancement of reasonable administrative costs actually incurred or expected to be incurred in connection with forwarding the Notice and Proof of Claim and which would not have been incurred but for the obligation to forward the Notice and Proof of Claim, upon submission of appropriate documentation to the Claims Administrator.

To facilitate the transfer of data to the Claims Administrator, we have prepared the following guidelines for electronic data submission.

Preferred Format – MS Excel

The preferred data format for all data transfers is MS Excel (versions through MS Excel 2003). The file should contain no more than six name and address columns. Figure 1, below, illustrates a representative MS Excel spreadsheet, and a sample spreadsheet is available for download from [http:// www.OCAsecuritieslitigation.com](http://www.OCAsecuritieslitigation.com)

Figure 1: MS Excel Sample File

Name 1	Name 2	Name 3	Address 1	Address 2	City	State	Zip	Country
Jane Doe			123 Main St.		Minneapolis	MN	55405	
John Smith	John Smith	John Smith	456 Elm St.	2nd Fl.	Chicago	IL	60612	
Jane Doe	John Smith	John Smith	789 Oak St.		Minneapolis	MN	55411	
John Smith	John Smith	John Smith	101 Pine St.		Minneapolis	MN	55411	United States

Labeling Your File

To ensure accuracy, please fully complete the summary tab (click File > Properties) for each file that you submit. Figure 2, below contains an example of the information that you should provide.

Figure 2: Summary Example

The image shows a screenshot of a software dialog box titled "Your Firm - Label Data Properties". The dialog has five tabs: "General", "Summary", "Statistics", "Contents", and "Custom". The "Summary" tab is selected. The form contains several input fields: "Title" (containing "Label Data"), "Subject" (empty), "Author" (containing "Pat Jones"), "Manager" (empty), "Company" (containing "Your Firm"), "Category" (empty), "Keywords" (empty), and "Comments" (containing "575 clients", "Tel: 123-123-1234", and "E-mail: pjones@yourfirm.com").

Alternate Data Formats

If MS Excel is unavailable to you, you may submit your data in a tab delimited format, such as a .txt file. The file format should be comparable to the one identified above. If you provide an text file, you must provide a detailed file layout, including record counts. If you do not provide a file layout, your file will be returned to you.

Acceptable Media

Data can be sent to the Claims Administrator using CD-ROM or equivalent media, provided they are clearly labeled.

Encrypted Files

The Claims Administrator will accept files encrypted using PGP. A copy of the Claims Administrator’s public key is available for download from:

[http:// www.OCAsecuritieslitigation.com](http://www.OCAsecuritieslitigation.com)

Programs to encrypt files using PGP are widely available for download, including www.pgp.com (commercial) and www.gnupg.org (freeware).

Where to Submit Data

Please send your data files to:

OCA Securities Litigation Settlement
c/o Analytics, Inc., Claims Administrator
P.O. Box 2004,
Chanhassen, MN 55317-2004

Receipt Confirmation

The Claims Administrator will send a written confirmation of our receipt of your electronic files within fourteen (14) days of receipt. Do not assume your files have been received by the Claims Administrator until you receive written confirmation of its receipt. If you do not receive an acknowledgement letter within fourteen (14) days of our receipt of the file, then please contact the Claims Administrator toll free at 1-866-233-0122.

Support

For general questions regarding data issues, please complete the form located on the website.