

Improve.**Protect.****Comply.****Benefits****Versatile and Easy-to-Use**

Streamlines every step in your workflow, allowing users to file, retrieve and manage documents quickly and efficiently

Cost Savings

Get rid of filing cabinets, expensive off-site storage and storage services

Secure

Safeguards your documents and data by assigning user access rights

File Protection

Protect against loss due to disasters, yet have access to this critical information at any time

Seamless Integration

With your agency management system, Microsoft Office or proprietary systems

Legal

Designed to meet all federal and state standards for digital document archiving

Compliant

Comply with government and industry standards for document storage

Share data

Enable users to securely access files from remote offices

Document management for agencies, departments and remote offices who demand the best solution for filing, retrieving and managing documents

etfile's comprehensive electronic document management solution integrates with your current agency management software and gives you an easy way of managing and accessing data. etfile makes every step in your workflow immediately and securely available at the click of a mouse, significantly increasing your workplace efficiency as well as reducing labor costs and the demand for physical space. All of this adds up to saving you time, money and peace of mind.

**Obtain immediate benefits and a quick return on investment**

- Improve customer service
- Improve accountability and productivity
- Free up unproductive office space
- Eliminate off-site storage and storage services
- Eliminate lost files, errors and loss

etfile's market proven solutions, supported by our superior service, enable agencies to maximize their efficiency and productivity.

Manage your documents and data

- Complete audit trail and reporting
- Follow every step a document takes to help meet compliance standards
- Store of all non-agency management system information, such as Accounting and Human Resources information
- Easily converts to other management systems to protect long-term investment


You may be scanning and filing today but are you actually managing your data? etfile's sole focus is our software, and because of that we are continually making enhancements in order to bring our clients the best document management solution available.

etfile – Improve. Protect. Comply.

etfile features

- Intuitive front-end and back-end scanning flexibility
- Automatic e-mail content capture
- Retrieve and review all documents from a central location
- Easy, drag-and-drop creation of documents and files with etfile Workspace
- Collaboration workspace allows multiple users to share access to a workspace
- Search for documents using customer codes, keywords, names, dates, types, and more
- Version control provides the ability to maintain different versions of a document within etfile
- Protect your business with full off-site redundant backup
- Share with multiple reps in multiple offices – no copying or faxing required
- Built-in, high-level security with user access settings you customize
- Unique advanced encryption standard (AES) algorithms built into etfile protect the accuracy of your data
- View and compare documents with thumbnails, floating viewers and zoom
- Converts text documents to PDFs with one click

What others are saying about etfile...



"We have been using etfile for less than a month, this software has already proven to me that we have greatly increased our workflow processing speed and moved our customer service to a higher level. We couldn't be any happier. In addition, with etfile we were able to protect over 20 gig's of stored documents in less than one day."

*Roy Finkleman, President - Property & Casualty Division
The Egis Group*

"Many agents underestimate the long term cost of the extra time, keystrokes, and workarounds of the MIS scanning solutions. Bottom line, we have found the MIS scanning products more cumbersome and time-consuming to use. The more elegant etfile solution has a higher upfront cost; but the ultimate ROI of etfile is in the increased functionality of the product - it's easier to use, and has more features that Account Managers need, to operate at the highest level."

*Mary Eisenhart - Agency Management Consultant and Educator
Agency Management Resource Group*

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