

Why Electronic Document Management?

If you are like most securities brokers and financial planners, you are drowning in paper. Financial Agencies face a daunting challenge of managing huge volumes of paper, including client financial statements, trade confirmations, tax forms, wealth management documents, plus much more.

Implementing a document management system can help your company reduce costs and improve services by quickly accessing account information and immediately retrieving documents.

Financial documents must be managed efficiently and accurately, and quickly made available for excellent customer service. Any delays caused by lost or unavailable records result in serious customer dissatisfaction and could result in lost future business.

Staying current with regulations from SEC & NASD require that you keep customer files for many years, so your firm's document management processes must be highly accurate and secure.

By incorporating an electronic document management system, you can gain greater control over the huge volume of paper in your office and increase the operating efficiency of your business:

- You can improve customer service by locating documents in seconds, right from your desktop, and respond to customer inquiries instantly. This saves time and boosts customer satisfaction. It also makes for more satisfied employees.
- Protect documents through user name and password protection.
- Verify authenticity of documents (including emails, letters, memos, faxes, etc.) with patented process of image marking called AuthentiDate™.
- You can reduce labor costs associated with filing and retrieval of documents.
- You can reduce office space required for filing cabinets to store paper documents.
- You can minimize document copying expenses.
- You can protect your critical information from loss due to accidents, theft or misplacement through an automated back up process.
- Remain compliant with SEC regulations and NASD standards.

Some common objections to incorporating a document management solution:

"The SEC and NASD will not accept electronic documents as satisfactory to comply with their records management regulations and requirements."

Firms in your industry already are using electronic management systems and complying with SEC and NASD requirements. Further, laws, regulations, and technologies are evolving that will give electronic documents the same legal and regulatory standing as paper. docSTAR's



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AuthentiDate™ Image Marking technology along with the United States Postal Service Electronic Post Mark (USPS® EPM®), eliminate any possibility of altering documents stored in the system without detection, ensuring undisputed authenticity of records. This keeps them compliant with the SEC requirements of storing images in a non-modifiable format.

"SEC or NASD Auditors will require paper copies of records for an audit."

The SEC requires a written disaster recovery plan for all Registered Investment Advisors - the SEC does not consider paper as a viable backup. docSTAR scanning and storing written into this plan will lessen the chances of an audit. If ever audited, the cost & inconvenience of an audit can be turned into a painless and inexpensive experience with docSTAR. Audits are also a concern to Financial Planners because they make the firm vulnerable to other issues created by whatever the auditors may find inadvertently. The docSTAR system's security classifications can limit the auditors to ONLY what they originally requested, and results can be printed, faxed, viewed, or e-mailed instantly and painlessly.

With docSTAR in your agency, you can easily implement a document management strategy that helps you comply with statutory obligations, gain greater control over the huge volume of paper and increase operating efficiency. Let us show you how.

