



## Document Imaging & Management for Credit Unions

- ◆ *Fulfill FDIC, SEC, IRS records retention requirements*
- ◆ *Reduce cost of compliance with Gramm-Leach-Bliley, USA PATRIOT Act and Sarbanes-Oxley*
- ◆ *Improve workflow to enhance customer service and reduce operations costs*
- ◆ *Cut overhead associated with maintaining paper file repositories*

### Paper, Compliance & the Bottom Line

As favorable interest rates continue to drive massive growth in mortgage origination and refinancing, how does paper-based records management impact your ability to manage competitive pressures while maintaining compliance in an increasingly stringent regulatory climate?

### Doing Business with Paper: Consider the Costs

- Managing the influx of loan-related documents
- Staff hours and storage space required to retain records required by federal state regulations
- Producing records on demand to auditing authorities
- Productivity lost searching for lost or misfiled documents
- Copying and storing business-essential records for archiving and backup
- The cumulative impact on operations overhead and quality of customer service

### Now Consider the Potential

- Enterprise-class document management streamlines document capture, distribution and archival
- Simplify compliance with comprehensive security, audit trails and digital archiving
- Retrieve critical records instantly with Intelligent Search™ capabilities
- Reduce or eliminate document loss, misfiling and clerical mistakes
- Easily maintain secure backups on digital media
- The cumulative benefits of improved workflow, more efficient customer service and more cost-effective compliance processes

*Document Imaging for the Real World<sup>SM</sup>*

## **Business-Essential Document Management**

LaserFiche is a document imaging and management solution that effectively digitizes your paper file repositories. Simply scan loan applications, correspondence, supporting materials, signature cards – all your working and archival documents – into a LaserFiche digital archive. You can also archive word processing, spreadsheet and other electronic documents with automated import tools or simple drag-and-drop actions.

LaserFiche allows you to emulate paper filing structures as much or as little as you like. With customizable folder structures and index fields, you have the flexibility to maintain preferred, familiar filing procedures. Optical character recognition (OCR) reads and indexes every word in your documents, enabling you to find important files instantly with full-text searches of their complete contents.

Comprehensive Security™ helps achieve compliance with such regulations as the Gramm-Leach-Bliley Act by protecting the confidentiality of customer records and information. Audit trails maintain constant vigilance over your digital archive, detailing who has accessed which documents and performed what actions.

CD publishing is another key to satisfying SEC regulatory demands for protection against anticipated threats to records integrity. Archiving business-essential records to accessible but unalterable CDs provides backups from which you can reconstruct entire document repositories in the event of loss or damage. With built-in search and retrieval capabilities, archival CDs improve operations continuity, allowing document access even if networks remain down.

Designed for rapid deployment, LaserFiche supports distributed document capture, integrates seamlessly with existing technology and scales easily from a departmental to a multiple-branch, enterprise-wide solution. The combination of scalability and easy integration preserves existing IT investments while guaranteeing the long-term utility of your LaserFiche solution.

## **Recover Lost Productivity**

The LaserFiche Intelligent Search capabilities retrieve documents with full-text and index-field searches, providing instant, simultaneous access to essential records. Your staff loses fewer hours looking for documents while gaining time to use information productively. Documents remain immediately accessible when you need to make decisions, respond to customers or produce records on demand for an auditing authority.

## **Efficient, Distributed Document Capture**

LaserFiche Quick Fields™ is a document capture platform that reduces document handling overhead, eliminates manual data entry and facilitates distributed capture and customer data extraction from unstructured documents. Quick Fields offers the forms processing and information repurposing power to serve the entire enterprise while maintaining the necessary flexibility to address the needs of branches or individual departments.

## **Cut Storage Costs, Reclaim Office Space**

A dynamic credit union creates bulging file cabinets. With LaserFiche, you store exact digital copies of documents on digital media that require only a fraction of the physical space occupied by paper files. You can reclaim office area consumed by paper, cut the cost of in-house and off-site storage and more efficiently serve customers using existing space.

## **Secure Digital Archiving**

Digital storage eliminates document loss and misfiling and simplifies protection from unauthorized access and dissemination. Flexible storage options facilitate compliance with records retention policies, disaster recovery and business continuity planning. Digital backups require fewer resources to prepare and manage and are more easily transported off-site than paper files. Non-proprietary ASCII and TIFF file storage formats and built-in CD viewers guarantee the long-term accessibility of your digital archives.

## **Easy Configuration, Rapid Staff Acceptance**

LaserFiche is flexible to adapt to your working rhythm rather than enforcing a rigid, unfamiliar filing method. An intuitive user interface engages your staff's current PC skills, reducing learning time and easing staff reluctance to embrace new systems. Your staff can begin scanning and retrieving documents almost immediately upon installation.

## **The Next Step**

Visit [www.laserfiche.com](http://www.laserfiche.com) for more information and to request a free LaserFiche demo CD. Also call 800.985.8533 for details or to arrange an on-site demonstration.