

A large, semi-transparent purple rectangle overlaid on a background image of a modern glass-walled building. The text "Modernize Your Government Agency's Processes With Secure Eforms, Signatures, and Workflows" is written in white, sans-serif font within the rectangle.

Modernize Your Government Agency's Processes With Secure Eforms, Signatures, and Workflows

Reach a new level of operational efficiency with Softdocs document management and process automation.

Eliminate the inefficiencies of paper, automate forms-driven processes, and empower your staff and constituents with greater self-sufficiency and data security.

At Softdocs, we are focused on helping state, county, and local governments modernize how you serve your constituents and conduct government business, while maximizing your technology investments. Our SaaS platform integrates secure document management, electronic forms, workflow automation, and eSignature capabilities with your ERP and other core systems—all securely maintained in the cloud.

Let Softdocs help you enhance work processes in these key areas and others:

- ▶ **Public Safety and Law Enforcement**
- ▶ **Water and Utilities**
- ▶ **Legal and Courts**
- ▶ **City and County Clerks**
- ▶ **Housing and Neighborhood Development**
- ▶ **Professional Licensing**
- ▶ **Accounts Payable**
- ▶ **Human Resources**
- ▶ **Gov Employee Retirement**
- ▶ **Department Of Motor Vehicles**
- ▶ **State Health and Human Services**

MINIMIZE IT DISRUPTION

Easily integrate paper documents and low-code forms into your ERP and other core applications without the need for complicated programming. Keep your existing operating system, database, and networking infrastructure as they are—Softdocs is designed to complement your existing technology with minimal disruption.

PROTECT BUDGET AND REDUCE COSTS

Our bundled pricing means you won't be blindsided by unexpected costs when upgrading or adding functionality, and you'll see a faster return on your investment.

ELIMINATE DISTRACTIONS

Straightforward implementation eliminates distractions for your IT team and departmental staff. A clean and powerful user interface and minimal learning curve get users up and running quickly, with little need for regular support. If questions do arise, Softdocs' experts are only a click or call away.

CREATE AGENCY-WIDE EFFICIENCIES

Conduct day-to-day government business more efficiently by streamlining document-centric processes. Single-click access to documents and automated workflows lets your staff complete payroll or procurement activities, answer constituent inquiries, and much more in a fraction of the time.

Softdocs at Work for State and Local Government

These are just a few of the ways Softdocs can help modernize your agency and department.

CASE MANAGEMENT

Manage HUD forms, Social Services Applications, Correspondence, Evaluations, Reports

Establish electronic folders to keep accurate, easily accessible records. Capture, organize, and archive HUD forms, Food Assistance applications, and other important documents. Softdocs' cloud-based security measures, including Single Sign-On, ensure all information remains confidential and accessible only to authorized staff.

PERMITTING AND LICENSING

Manage Applications, Personal Identification Documents, Signatures

Reduce phone calls and in-office visits from constituents by providing easy-to-complete, submit, and sign electronic forms via a portal or public website. Automated workflow queues and routing keep applications moving quickly and allow staff and constituents to check the status of a license or permit request easily.

HUMAN RESOURCES

Manage Resumes, Applications, Payroll statements, Awards and Recognition, Letters of Reference, W-4 Forms, Benefits Election Forms, Employee Reviews

Create a secure, instantly accessible repository for incoming resumes, applications, and all other recruitment related documents that are paper-based and electronic. Manage current employees' information changes and resolve payroll concerns by instantly reconciling issued paychecks against records in your HR application.

FINANCIAL AND PROCUREMENT SERVICES

Manage Invoices, Purchase Orders, Vendor Contracts & Correspondence, Checks, Project Proposals

Streamline invoice and PO processing by scanning and indexing documents upon receipt. Facilitate productivity using automated workflow queues and electronically route invoices to the appropriate channels for faster approval. By optimizing your processes, you increase the opportunity to capitalize on supplier discounts.

The Softdocs Difference

With document management and process automation vital to so many of your daily processes, having a dedicated software partner like Softdocs is more necessary than ever before.

- ▶ Lower total cost of ownership: No extra costs to host and access the software
- ▶ Automatic upgrades: No downtime or hidden costs
- ▶ World-class support and client success: Ranked #1 in Quality of Support by G2
- ▶ Secure cloud platform: SOC 2 Type II and SOC 3 compliant and NIST 800-53 compliant



Book Your Personalized Demo

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