

DOCUTRAX

FEATURES AND FUNCTIONS OF THE DOCUTRAX CERTIFICATE OF INSURANCE AND DOCUMENT TRACKING SYSTEM

The Docutrax System

- a. A cloud-based email/web-based system for tracking certificates of insurance (“COIs”) and any type document.
- b. COI tracking and document tracking may be run in conjunction or independent of each other.
- c. System configurable to user-defined grouping of certificate holders or Insureds (tenants, vendors, etc.).
- d. System configurable to track internal business processes and documents.
- e. System supports any number of certificate holders, brokers, Insureds, risk profiles, system users, COIs and documents.
- f. User-defined creation of COI and document Insured risk profiles.
- g. Automatic compliance re-evaluation of any user change to existing risk profiles.
- h. Customizable and branded notification templates.
- i. Multiple notifications to Insured based on user-defined schedule.
- j. Email Alerts for any risk profile waiver.
- k. Email Alerts of non-responsive Insureds.
- l. Email Alerts of missing, mal-formed or bounced email addresses.
- m. Automated COI or document request(s) of new Insureds added to system.
- n. Document requests may contain an example of the document.
- o. Submission of COI data via secure web forms completed by Insured’s broker.
- p. Submission of document data by Insured or broker.
- q. Submission of COI data by multiple brokers supported.
- r. Optional manual COI data input capability.
- s. Automated COI compliance evaluation of risk profiles.
- t. Visual document review for determination of approval/disapproval.
- u. Context-sensitive email notification detailing specific COI or document compliance deficiencies.
- v. Automated renewal monitoring and notification of expiring/expired COIs and documents.
- w. Recurring document request schedule supported.
- x. Full audit trail - all COIs and documents are retained in the system and are accessible at anytime.
- y. Data integrity - once submitted, COIs and documents may not be altered except by a system administrator.
- z. Login credentials are specific to individual system users and their level of system access.
- aa. System retains both active and inactive Insured’s COI and document data.
- bb. Electronic upload/download of Insured’s or certificate holder profile data.
- cc. 24/7/365 real-time access on any device.

Reporting

- a. Display or download reports in Excel and PDF formats.
- b. Standard reports
 - Listing of all Insureds in the system and their compliance status, earliest policy expiration date, active/inactive status.
 - Listing of all COIs and documents in compliance or non-compliance.
 - Listing of expired and soon to expire COIs and documents.
 - Listing of Insureds with risk profiles waived.
 - Listing of all non-responsive Insureds.
 - Display of all COIs and documents and all notifications issued to Insured.
- c. Alerts

The system automatically notifies designed system user(s) upon any of the following conditions:

 - After three attempts, failure of Insured to submit requested COI or document.
 - After three attempts, failure of Insured to bring an existing COI or document into compliance.
 - After four attempts, failure of Insured to replace an expired COI or document.
 - Receipt of any document pending review by system user(s).
 - Incorrect, missing or mal-formed email addresses.

For More Information

To learn more, please visit <http://docutrax.com>

- To arrange for an online demonstration please contact: demo@docutrax.com or call 855-747-5866 for further information.