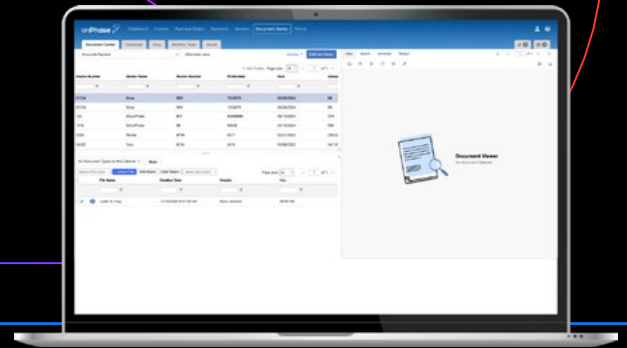




SEARCH. STORE. SECURE.

Document Management



onPhase's digital document management solution empowers your business to be more efficient, profitable, and ready to scale. Eliminate the tedious search for documents, never-ending email chains with attachments, and the nerve-wracking process of hand-delivering paper documents that tend to vanish in cluttered workspaces.

Enhance Security

Minimize the risk of loss, damage, and fraud with industry-leading compliance for document storage.

Search Effortlessly

No more digging through filing cabinets—find what you need instantly with custom indexing and full-text search capabilities.

Anytime, Anywhere Access

Retrieve the records you need anytime, anyplace with cloud-based storage for all of your documents.

Reduce Expenses

Protect your bottom line by eliminating unnecessary expenses like paper, ink, and toner.



300M

Stored documents and 150+ Terabytes of data stored



75%

Reduction in physical storage space



40%

Reduction in costs

ORGANIZATIONS THAT RELY ON ONPHASE



SECURE, SCALABLE SOLUTIONS FOR BUSY TEAMS



Version Control

Effortlessly monitor, review, and manage activity history at the document or user level, including views, comments, edits, folder changes, deletions, and more.



Digital Annotations

Boost team collaboration with virtual tools like sticky notes, highlights, and approval stamps, all while keeping the original document intact.



Barcode Routing

Digitize your paper records with custom barcodes, enabling fast and easy scanning and indexing into the exact cabinet and file location you need.



Integrated Sharing Tools

Teams can seamlessly share documents with internal and external parties for review and approval—no separate account required.



Role-Based Permissions

Limit document and cabinet access by department, role, or user to keep data secure from unauthorized parties.



Customizable Indexing

Set up the system to store and organize documents according to the unique needs of your business—not the other way around.



“I have and would recommend this solution to other companies, as I could not imagine running our business without the onPhase document management solution.”

Michael L.

Managing Partner

Lewis, Birch & Ricardo, LLC

A PARTNER YOU CAN TRUST



13577 Feather Sound Drive, Clearwater, FL 33762 | info@onphase.com | onphase.com