

# It's easy!

All you need is an Internet connection.

## 1 Sign Up for a Free Trial

Log in to [www.FileWorks.com](http://www.FileWorks.com) for a **FREE MONTH** trial of FileWorks Online™.

No risk.  
No credit card.  
No commitment.

### UPLOAD



## 2 Start Now

Start uploading the documents you're working on today.

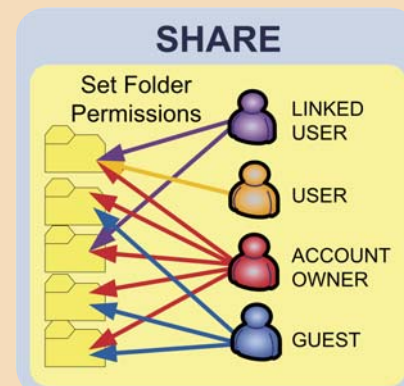
*Tip: Use FileWorks' integrated scanning software to convert paper documents and file them at the same time.*

## 3 Use the Tools

FileWorks Online™ is much more than a virtual filing cabinet. FileWorks Online™ not only securely stores and protects files, it provides a new set of Productivity Tools enabling you to work more efficiently.

## 4 Share Your Files

Your world moves quickly and your clients, board of directors, employees, accountants and other advisors need instant access to information. Set up User and Guest accounts to expand your network. You'll save delivery time and fees.



## About FileWorks™

Starting in 1997, document management software created by FileWorks™ has helped businesses manage scanned documents, faxed documents, and EDI transactions by automating business processes with our unique document-centric workflow technology. Our work in the heavily-regulated healthcare industry with the nation's largest not-for-profit health plan has solidified our role as a leader in technology and security. We have safeguarded confidential documents, including medical records, with our software solutions and have provided needed tools and audit controls for the industry.

We focus on both large and small businesses by tailoring our products to meet the needs of each. Our hosted Web-based solution, FileWorks Online™, is designed for small- to mid-sized companies and for departments within large companies. Our iFile™ software suite provides robust workflow functionality that is ideal for mid- to large-sized companies.

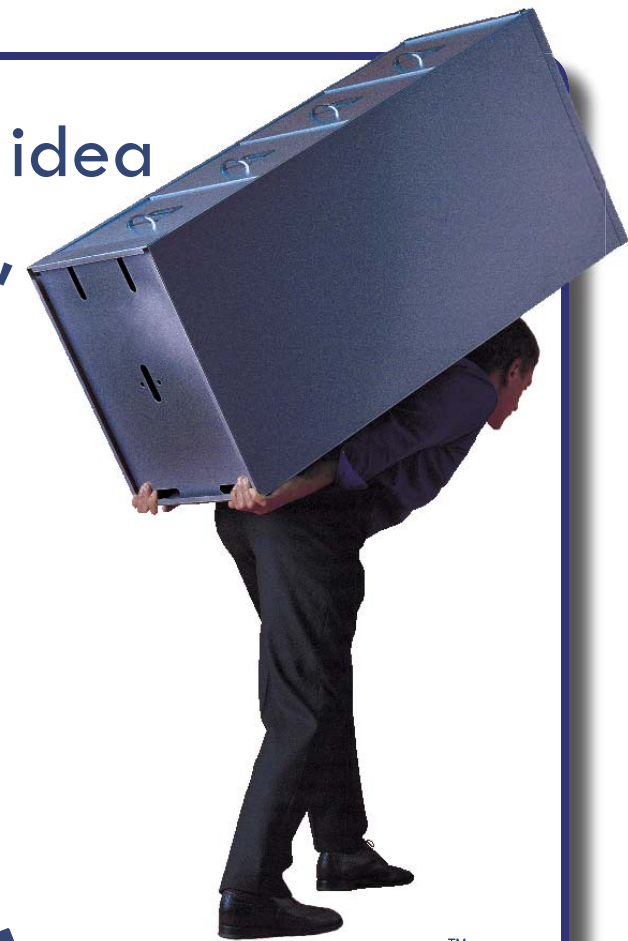
The iFile™ software suite creates efficient and secure paperless workflow for claims processing, customer service, enrollments, vendor management, accounts payable, accounts receivable, human resources, etc. iFile™ also helps businesses comply with privacy and accountability regulations, such as HIPAA and SOX.

FileWorks Online™ is a virtual file cabinet for storing and protecting documents and files within a controlled environment. FileWorks Online™ provides anytime, anywhere access to documents and files through a simple, secure, accessible website—at a fraction of the cost of running an in-house server. With FileWorks Online™, you can share documents by granting access rights to others. There is also an audit trail down to the document level. FileWorks Online includes online business productivity tools, such as faxing, electronic signatures, scanning, indexing, instant notifications, email links, document notes, and more.

FileWorks Inc.  
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[Solutions@FileWorks.com](mailto:Solutions@FileWorks.com)

Is this your idea of anytime, anywhere access to your files?



Your virtual file cabinet.

Accessible.

Secure.

Simple.

[www.FileWorks.com](http://www.FileWorks.com)  
starting at \$29.99/month

# Accessible.

It's inevitable. You're here. The file you need is there. Carrying around a filing cabinet with your critical or confidential files isn't very practical—and keeping them on your laptop or desktop isn't very secure. Now, there's a secure solution.

**FileWorks Online™ gives you anytime, anywhere access** to your documents. All you need is an Internet connection.

**Safely share files with anyone**, including colleagues inside your company or affiliates outside your company's firewall.



**FileWorks Online™ is ideal for many corporate functions**, and for any office that works with documents, such as:

- Planning & Management
- Event Management
- Finance & Accounting
- Human Resources
- Legal
- Marketing
- Project Management
- Purchasing

**You control who has access to all of your documents and files.** By adding others as Users, Linked Users or Guests on your account, you can provide them with the right level of access to your files.

User Level	Document Access	Administrative Rights	Productivity Tools
Account Owner	X	X	X
User	X	X	X
Linked User	X	X	X
Guest	X		

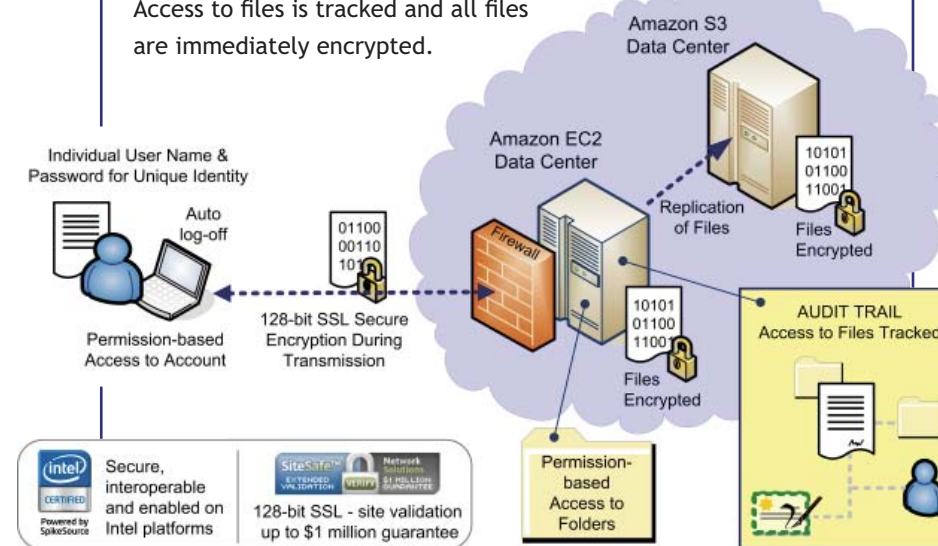
# Secure.

**Caution: Your proprietary information may be at risk.**

Client information, company secrets, employee files, sensitive documents... they can all be at risk. FileWorks Online™ secures and protects your critical and confidential information.

If you are concerned with HIPAA, Sarbanes-Oxley or other regulatory compliance mandates, you absolutely need FileWorks Online™.

**FileWorks Online™ protects your information**—even when you are sharing it with affiliates outside of your company. Access rights are controlled by the account owner or a designated user. Each individual has a unique user name and password. The site is secured with Network Solutions SSL certificates with anti-spoofing technology. Access to files is tracked and all files are immediately encrypted.



Secure, interoperable and enabled on Intel platforms (Intel logo).  
 128-bit SSL - site validation up to \$1 million guarantee (SiteSafe logo).

**Do you have a disaster recovery plan?**

With FileWorks Online™, you do. FileWorks Online™ replicates uploaded files and those files are also encrypted and stored. FileWorks Online™ runs on Amazon Web Services using Amazon EC2 (Elastic Compute Cloud) and S3 (Simple Storage Service). Amazon Web Services provides a cloud computing platform with high availability and dependability.

# Simple.

**You can do it right now.** Log on to [www.FileWorks.com](http://www.FileWorks.com) and sign up for a free trial. Everything you need is right on the FileWorks Online™ site. Easy-to-use features and a recognizable folder structure, make FileWorks Online™ a system that requires little or no training. Just a few clicks and your documents are securely filed and indexed.

**Be more efficient with FileWorks Online's productivity tools.**

Paper documents are quickly scanned to the account using the free FileWorks Scanning Software. Set notifications to keep you on top of all of your projects. Store comments with a document using the Notes feature. Use the electronic signatures function for legal signatures or to sign-off on projects. Send and receive faxes directly from your account. Organize all of your documents in one place... now you can with FileWorks Online™!

**PRODUCTIVITY TOOLS**

- Upload / Download
- Notes
- Notifications
- Email Links
- Faxing
- Electronic Signatures

**Real Savings with FileWorks Online™.** Avoid the hassles and the capital expense of buying and maintaining file servers, backup servers, state-of-the-art firewalls or VPNs. Your files are stored on secure, professionally managed servers—and you save money because you no longer need to buy back-room hardware or hire IT staff.

Online faxing through FileWorks Online™ saves on dedicated fax lines, allows you to consolidate to one fax number and gives your business the added professionalism of a toll-free fax number. FileWorks Online™ can also cut the costs of off-site storage rentals, paper and printing supplies, and overnight document delivery.

## RISK METER

### Is your business exposed?

Check the Risk Meter.

- 8.4 million identity theft victims in 2007
- 71% data leaks from lost/stolen laptops or backup tapes—the most common source; only 10% of losses were from malware programs
- \$90,000 cost in fines, credit monitoring, PR damage control & litigation for loss/theft of one laptop

**Your business is at risk!**

**You've lowered your risk!**

*I can't find my laptop!*  
*I'm out of business.*  
*Someone broke into our network! Did they get into our confidential files?*  
*I lost a file with employee social security numbers. I'm being sued.*  
*FileWorks Online keeps your files safe and accessible. Storing files in file cabinets or on desktops or laptops is risky.*  
*FileWorks Online stores your files behind state-of-the-art firewalls.*  
*FileWorks Online encrypts news/paper? I didn't know anyone had access to it!*  
*Who released information to the newspaper? I didn't know anyone had access to it!*  
*FileWorks Online gives you complete access control and tracks who views and takes actions with documents.*  
*Have we received the signed contract, yet?*  
*FileWorks Online offers electronic signatures and notifies you when documents arrive or actions are taken.*  
*FileWorks Online offers fax tray?*  
*Did anyone pick up a document from the in your account giving you more security.*  
*FileWorks Online receives faxes directly from your account giving do I do about this mess?*  
*I'm not a techie. What without the techie price tag!*  
*FileWorks Online is your simple, secure accessible file server without the techie price tag!*

stats from [www.idtheftcenter.org](http://www.idtheftcenter.org) website