

# Self-Service Gateway

The DocFinity Self-Service Gateway provides a secure way to exchange information with those outside of your DocFinity network. Capable of handling multiple gateways and styled to match your brand to seamlessly integrate with your company's look and feel.

Grant named users access to a subset of DocFinity functionality, like the ability to view specific documents or search for and open files. And provide access to eForms to complete documents and upload images and documents.

**Every action is tracked and auditable so you know who is accessing what and when.**



**COMPANION DATA SERVICES®**

A CELERIAN GROUP COMPANY

Enterprise Content Management (ECM) • BPM/Workflow • Records Management • Intelligent Capture

## USERS



## A Simple and Secure Way To Exchange Information, Inside or Outside Your Organization

Internal and external users can use the self-service gateway. The gateway can be set up for access by different types of users, and the simple, intuitive interface means minimal user training. The self-service gateway can plug the gaps during information requests, creating a seamless exchange of data.

### External Use

Allow clients, partners, constituents, parents, students and others access to information and a way to submit data and documents to start processes. Saves you time and resources and improves the way you offer services. Even replace costly snail mail communications with direct online access.

### Internal Use

Your HR department will find the self-service gateway to be a real time saver. During the onboarding process, staff can access documentation for review, collect data with eForms and request documents from employees to upload so their all-important first paycheck arrives on time.

The self-service gateway provides a place for staff to reference insurance policies, submit status changes, provide feedback, request time-off and complete yearly evaluations, all of which can trigger workflows to ensure accuracy and timeliness.

- SECURE**
- SCALABLE**
- CUSTOMIZABLE**
- PROCESS DRIVEN**
- ACTIONS TRACKED**
- WCAG AND 508 COMPLIANT**

### Contact Us

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