

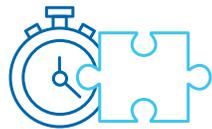
## CONTRACT MANAGEMENT

Contracts are the cornerstone of all business transactions, but the process is often fragmented. In most cases, a contract review and approval process requires involvement from multiple departments and is typically handled by email. There is far too little visibility as to where a contract is, how long it's been there or when it's expected to be completed. And once a contract has been executed, it is often unclear where that contract is being maintained.

### BENEFITS



Streamline the contract management lifecycle



Drastically reduce contract processing time



Simplify the approvals process and improve contract visibility



Achieve higher contract compliance rates and compress revenue cycles

Onit's Contract Management solution solves the very basic problem of contract management by creating a simple, reliable process to execute the intake, review, approval, execution, management and storage of contracts. No longer will your staff have to search their inbox or hard drive for the latest version or maintain an Excel spreadsheet to manage their contracts.

The Onit Contract Management solution allows all parties involved in the transaction to know exactly:

- Where contracts are in the review process
- Who completed the last revision
- Why a contract is blocked
- When a contract needs to be renewed or terminated
- Where executed contracts are stored

# CONTRACT MANAGEMENT

## FEATURES

### Central Repository

Secure central location for all contracts, addendums, notices, and renewal data with the ability to store an unlimited number of documents

### E-signature

Allows all stakeholders to conveniently sign and execute agreements

### Robust Search

Full-text search of all contracts and data in PDF documents makes it easy to quickly find contract details

### Document Management

Organize all documentation relevant to an agreement in one secure location with the ability to control access to documents

### Powerful Workflow

Customizable workflows can be configured to match your unique business rules and requirements

### Ongoing Notification

All stakeholders in the approval chain, including the submitter, can receive email notifications and stay in the loop on progress

### Flexible Routing & Re-Routing

Any authorized user in the system can make changes to the workflow and add approvers

### Compliance

Maintain contract compliance standards and a full audit trail for regulatory compliance

### Role-based Access

You control who can view, edit or delete information about the contract

### Contract Lifecycle

Contracts can be managed throughout the entire lifecycle, including renewal dates, termination notice periods and non-standard terms

### Configurability & Ease of Use

Modifications can be made quickly without assistance from IT; the interface is intuitive and user-friendly for all business users

### Reporting & Dashboard Views

Report on any data field with the ability to create and save unlimited ad-hoc reports in a personalized dashboard view

### Compliance

Maintain contract compliance standards and a full audit trail for regulatory compliance

**onit**

1-800-281-1330 | [onit.com](http://onit.com)