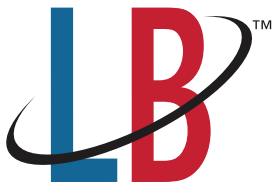


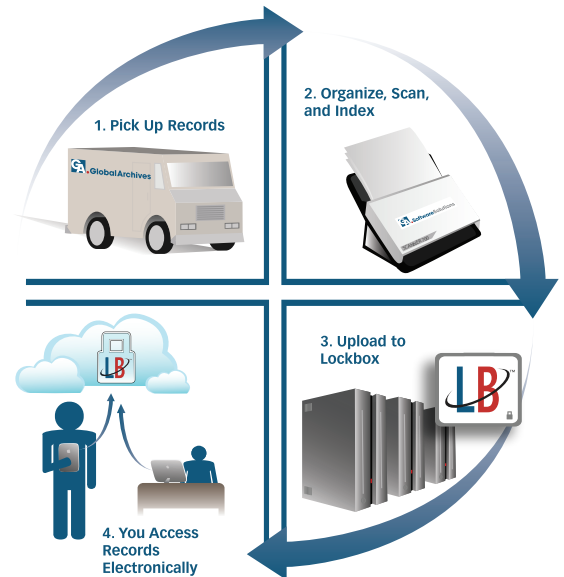
Safeguard Your Data in LockBox™, an Offsite, Online Private Vault

If necessity is the mother of invention, advanced technology is the father. LockBox is a marriage made in data heaven for companies that have had the wisdom to convert paper documents to electronic files and now need to consolidate all current and future documents in a comprehensive library that offers ultimate security yet easy accessibility.



LockBox is an entire suite of solutions; a group of web-based software applications that function together to archive documents in a private, secure, offsite, online library vault. With minimal training, authorized users can quickly locate, view and share individual documents within the library. A designated administrator oversees all user operations to maintain an added level of control and security.

LockBox functions as a "Software as a Service" solution for businesses. Businesses use LockBox as a companywide document management solution to store, organize and share their documents. Its many features provide easy-to-use uploading



LockBox is Simple to Use

It's amazing that such a vast vault of information can be stored and accessed in such a comprehensive and convenient format.

- The design is based on Microsoft's .NET technology. It supports multiple companies and incorporates an easy-to-learn interface that greatly shortens the learning curve.
- Basic user functions are intuitive, allowing the user full access to all – and only – the files each user is authorized to view.
- No special client software is required. Users can access LockBox via standard Microsoft Windows Internet Explorer, Safari or FireFox Mozilla browsers.
- No special client hardware is required. LockBox is designed to be viewed on standard monitors. Files can be opened and viewed via standard applications.
- Even secure email functions are built into the software for enhanced ease of use.
- Each LockBox account contains at least one administrator, who manages the site and oversees the operations of all users and documents. Administrators are authorized to perform a variety of functions: they can delete and move files; edit files and folders; change index values; and set rules for records retention scheduling.
- The system can generate a variety of monthly reports. All aspects can be handled, without hassles or human error.

of single or batch documents, simple search procedures, secure emailing of documents, setting records retention schedules, and editing and annotating files – all under the supervision of the company administrator.

Whether operating independently or in tandem with a companion Global Archives solution (GA Forms and/or GA Notes), LockBox's strategic position on the Internet backbone makes it fleet and nimble.

LockBox meets the most stringent industry standards. These include:

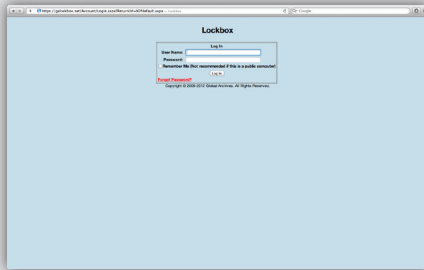
- SAS 70 TYPE II provides security and privacy
- HIPAA for health services privacy and security.
- Sarbanes-Oxley for record retention and scheduling.

Unleash the Power of Your Data

More documents. More files. More data to keep and not lose sleep over. LockBox marries the need for ongoing security in today's information age with a technology that will preserve documents for perpetuity. It truly is a library in a vault.

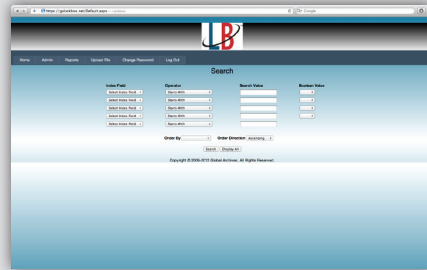
At Your Click. At Your Command. At Your Fingertips Every Minute of the Day or Night.

Ready to LockBox? Let's Begin!



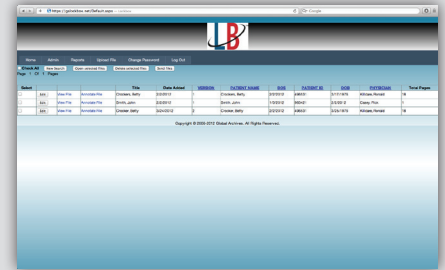
Authentication

The user accesses LockBox via Internet browser. At the login screen, enter your login ID and password. Access is granted after LockBox verifies your credentials.



Search and Retrieve

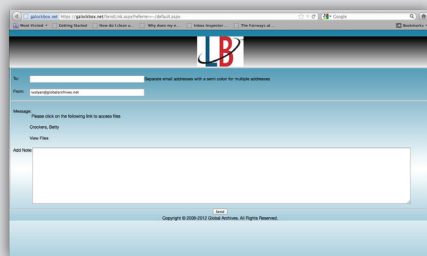
Based upon predefined search criteria (for example, document title, patient name, invoice number, vendor name, etc.), the user locates and retrieves the stored document.



Select, View and Print File(s)

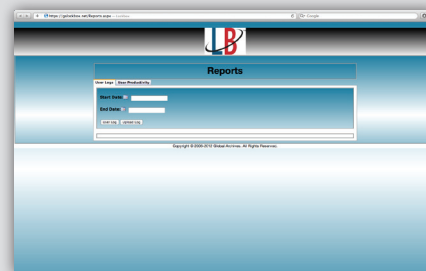
The user can easily select one or more files to view, print or share.

Additional LockBox Features



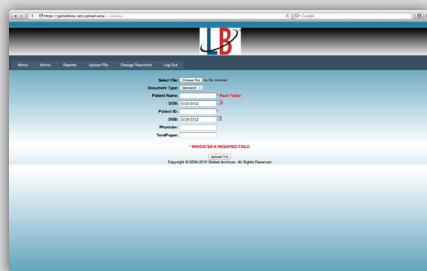
Email Files Directly

Files on LockBox can be emailed easily and securely to anyone.



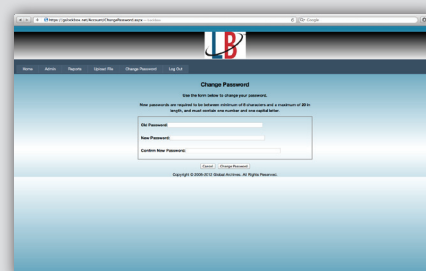
Run Reports

Administrators can run reports at any point in time to view the files that are being accessed and the users who access them, and more.



Easily Upload Files

Upload files and images to LockBox with ease.



Reset Your Password

If user locks themselves out of LockBox, their administrator can change the password, or user can select "Forgot Password" on the login screen.



Global Archives takes care of all your software needs!

Global Archives Inc. • 6965 El Camino Real • MS: 105-239 • Carlsbad, CA 92009-4101 • (877) 257-7226 • Fax: (760) 650-7249 • www.globalarchives.net

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