Kwik-Doc

What is Kwik-Doc?

Kwik-Doc document imaging enables loan originators to capture all data in an electronic file, eliminating the need for storing volumes of loan documents, misfiling documents and wasted time in searching for old loan information.

Kwik-Doc integrates with Kwik-Sign, an innovative application that enhances the loan origination process, by accepting digital signatures to loan documents processed over the Internet. Kwik-Sign utilizes a signature pad manufactured by Topaz Systems, Inc. to allow each signer on the loan to sign and initial the loan agreement and other ancillary documents that are part of the loan closing. Once all documents have been signed, they are stored electronically in the Kwik-Doc document archive for storage.

Key Benefits

- Eliminate and streamline work practices
- Reduce complexity of managing documents
- Embed knowledge of document management
- Entire document history viewable at a glance
- Effective and pending or related documents comparable side-by-side

- Electronic signatures for all user actions and complete audit trail of events
- Avoids filing and misfiling of loan documents
- Ability to scan and upload ancillary documents

Product Highlights

Feature	Benefit
Electronic Document Conversion / Image Processing	Import and convert electronic documents into a standard image format. This ensures that lenders can view documents in the future regardless of the version or existence of the source application. • Unlimited document scanning—no volume restrictions • Electronic document importing and conversion • Efficient and reliable archiving
Automated Document Indexing	Automates the most expensive, time-consuming step in the document management process—indexing.
Comprehensive Document Importing	Easily import images and other electronic documents for indexing and archiving into the content management system. The software works with multifunction devices, e-mail, fax and FTP servers, plus images captured using third-party software.
Email	Email documents through a secure connection.
Easy Storage and Retrieval of Vital Information	Capture and index documents from any source, such as scanned, faxed and electronic files. Kwik-Doc supports a wide range of electronic content, including Word documents, Excel spreadsheets, HTML, PDF and many others. Once documents are stored in Kwik-Doc, immediate retrieval with variable or predefined search statements and avoid time consuming paper searches is available.
Secure and Reliable	All documents are securely stored in Kwik-Doc. A Kwik-Doc administrator

Document Management	customizes the level of access for individuals or groups of users so that content is protected from unauthorized users. And with the Audit Trail option, a Kwik-Doc administrator can track document-related user activities to ensure unauthorized activities are not occurring.
Distribution for Immediate Delivery	Documents stored in Kwik-Doc can easily be distributed and shared via LAN, WAN, Internet/intranet/extranet, e-mail, or printed copy. Kwik-Doc provides the choice to distribute documents in its original formats, such as Adobe PDFs. With these choices, information exchange is quick and easy.

How it Works

- Underwriting approves the loan from EnCompass or Kwik-Loan
- Loan originator is notified automatically when the documents are available for signing and the loan status is changed to SIGNATURE READY
- Kwik-Sign presents the loan documents to the borrower(s) in a specified order
- Kwik-Doc archival system stores each document as a PDF when executed
- Loan originator prints a copy of the loan documents for the customer records and the loan status is changed to SIGNATURE COMPLETE (Note: This prevents any further changes to the loan without the intervention of a manager)
- Kwik-Doc displays the loan documents as a PDF via the internet on request

Specifications

- SigLite LCD 1x5 by Topaz Systems, Inc.
- SigLite LCD 1x5 is Topaz's low-cost pressure-sensitive electronic signature capture pad. SigLite features all the high-quality biometric and forensic capture techniques of a SignatureGem LCD tablet but with a low-cost touchpad and stylus in place of the more rugged digitizing pen and inert tempered glass surface of the SigGem tablet series.
- Topaz signature pads are bundled with SigPlus® software tools, applications, plug-ins, examples, demos, and support at no extra charge.
- All Topaz software and updates are licensed for use with Topaz tablets at no extra charge and can be downloaded from the website.
- Standard signature process that is part of the Adobe PDF product. It has built in security to prevent tampering with the PDF documents after signature.
- Adobe Acrobat Reader X - Enable Protected Mode at startup in the Preferences - General
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- Kwik-Sign is compatible with:
  - Windows 2000 or higher; Windows NT (service pack 6.0 or above); Windows Vista & Windows 7
  - Microsoft IE 6.0 or above
  - MS-Office: 2000 and above; MS Office 2007 (supports only .doc, .docx & .xls extensions & not .xlsx)
  - Acrobat 6.0 or above

About Compass Technologies

Compass Technologies utilizes leading-edge technology and advanced development tools to provide a reliable software solution. EnCompass and Kwik-Loan can effectively automate and integrate every aspect of a business into one software solution and a single, centralized database. The company enables small and mid-sized lending organizations to use the same tools available to the largest loan companies in the country.

TO REQUEST DEMO:
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