

How eFileCabinet Can Revolutionize Your Insurance Document Management





5 Ways eFileCabinet Will Revolutionize Your Insurance Agency

As an insurance agent, you're no stranger to documents and paperwork. Whether you're enrolling new clients, updating policies, or processing termination forms, there seems to be a constant flow of documents. The flow is so heavy, in fact, that even smaller **agencies say they process as many as 50 to 100 new enrollment or termination forms every day.**



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And while processing and finding documents is only one part of your job, at times it can seem to take up large portions of your day. And collecting the documents is only the first step. On top of processing the documents, you need to file them in a specific manner, compliant with the many regulations related to specific insurance types.

Add to all that the need to recall documents at a moment's notice or make changes to existing documents as policies change or life events take place, and you may find that the majority of your day is swallowed up in paperwork. And even if you don't deal with copious amounts of paperwork, it's likely someone in your office does.



The great news is that it doesn't have to be that way. There is a way out. With eFileCabinet, you'll see your documents virtually file themselves, and you'll reclaim your day to focus on what matters most—people. You work to give people peace of mind. We're here to give you the same thing with a document management solution that does more than just keep you organized. **Here are 5 areas in which eFileCabinet will revolutionize the way your insurance agency manages documents.**



1. Organization



2. Accessibility



3. Compliance



4. Time, Space, and Money Savings



5. Ease of Use

1. Organization



Keeping your files organized is paramount. In order to maintain client loyalty, you must be able to quickly locate information and inform clients about their policies. It's also critical that you're able to quickly update files as individual circumstances and situations change. Rebecca, from New York Life, loves how easy it is to update client files with eFileCabinet. **"The ability to append or prepend a file is a game changer, especially in the insurance world," she says. "eFileCabinet allows you to keep a running record of a client's life events all in one tidy file."** If you are a car insurer, you may need to adjust rates after an accident or



Insurance workers spend 20% of the work week (the equivalent of an entire workday day) looking for internal information.

multiple traffic violations. If you handle health insurance, you'll need to be able to quickly update policy information after life events. In order to make changes and keep information current, you need to be able to find your files, and find them quickly. That's why organization is key.

eFileCabinet helps you stay organized and makes staying on top of clients' situations a breeze. The beauty of eFileCabinet is that it does a lot of the organization for you with easy and intuitive templates. **These templates give you the ability to replicate drawer and folder structures across your**

entire system and also specify portions of a form that need to be captured. If, for instance, you have documents that each and every client will require (like applications or entrance forms), you can set up prepared folders quickly and simply to store those documents. Then, using zonal OCR (optical character recognition), eFileCabinet can automatically sort your files into their corresponding folders. Some use this feature for the ability it affords to look up any client by name and quickly pull up their files and documents.

With eFileCabinet, you simply scan the files in and the system takes care of the rest. Transferring your current files over to eFileCabinet is easy, and with eFileCabinet and the technology it provides, organization of those files comes standard. "Even though it's cumbersome to copy everything and paper file it," said one user, "that's what we knew and it's what we knew worked. **The fear was that it would take us forever to integrate our current files into eFileCabinet. That simply wasn't the case.**"



Find files quickly



Easy intuitive templates



Sort files automatically



2. Accessibility



As an agent, you're frequently on the go meeting with clients and handling enrollments and renewals. **As such, being able to locate files on the go is important.** Many clients want to know specifics about their current policy and documents and determine steps to take going forward in the relationship. Your ability to give them robust and accurate information on the spot may very well be the difference between them renewing with you or going with a different provider.

A 2018 survey of 1,000 U.S. full-time employees across industries and departments...



The sad truth is that many agents lack access to their files when they are out of the office and away from their filing cabinets. Because of the need to recall this information, one agent literally resorted to carrying many files with her in the car. "Before eFileCabinet, I literally bought a new car because I had so many files I was carrying around. I'm on the road and I needed them with me. Now,



Paperless insurance agencies assist customers up to 50% faster than those that rely on paper documents.

through eFileCabinet's mobile app, I can be wherever I need to be and I can look and see whatever I need. eFileCabinet completely eliminates the need to carry files."



**LOCATE FILES
ON THE GO**



**EASY MOBILE
ACCESS WITH APP**

3. Compliance



Keeping track of documents and complying with the rigid filing standards of each specific insurance vertical can be a daunting and frustrating task to say the least. As one agent put it simply, "it's a nightmare." The way you file, and how long you keep documents on-hand in many cases is very strictly regulated. Without a system to help you manage this, many hours are lost and stress abounds.

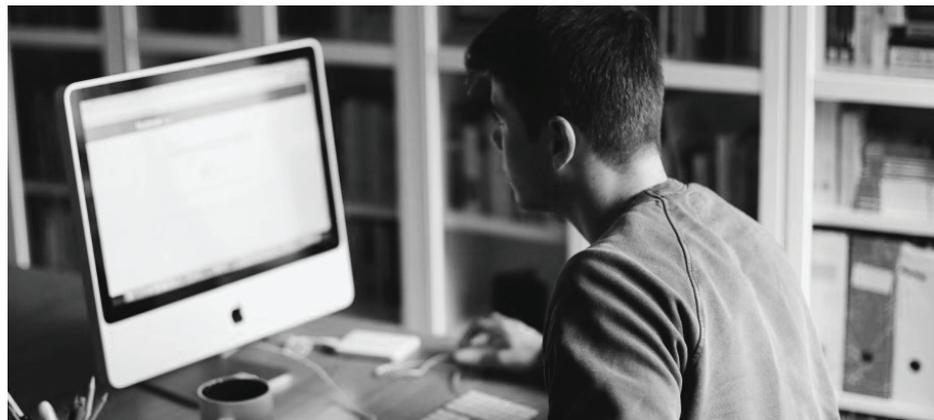
eFileCabinet helps you stay compliant by enabling you to set specific guidelines that govern how long files are kept, and in which locations they'll be stored. It's simple to set files to automatically move from one folder to the next after a set period of time, or after a certain criteria is met. No more stressing about audits or feverishly keeping tabs on files. Let eFileCabinet do the heavy lifting.



SET GUIDELINES FOR HOW LONG FILES ARE KEPT



SET GUIDELINES FOR WHERE FILES ARE STORED



4. Time, Space, and Money Savings



It's sobering to understand just how much time is spent on menial tasks like processing and organizing paperwork. Many agencies have an administrative office worker that works full-time just on filing. With eFileCabinet, it doesn't need to be that way, as the system can handle the jobs of a data entry specialist, file clerk, and office assistant. **"Without eFileCabinet, we would have to hire another person to handle filing," says one agent.** With eFileCabinet, they don't have to. Talk about savings!

Imagine the space it takes to manually keep track of files. Many an insurance agency still has a multitude of filing cabinets full to the brim with documents.

It costs most companies...



\$20 to file a document

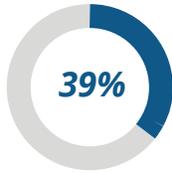


\$120 to find a misplaced document



\$220 to reproduce a lost document

eFileCabinet, as the name implies, is an online cloud-based solution that virtually eliminates the need for physical filing cabinets. **"One agent cleared out two entire rooms of filing cabinets," says an agent leader whose office uses eFileCabinet.**



In a 2018 survey of 1,000 U.S. full-time employees across industries and departments, 39% of respondents observed broken document management within their organization.



The money spent on staff hired strictly to handle paperwork is at times staggering. A simple investment in eFileCabinet's solution greatly diminishes the need for extra personnel. Instead of spending time hiring a reliable file clerk or office assistant, a small investment in eFileCabinet could make a world of difference. The same agent who used eFileCabinet in place of an office assistant had this to say, **"Spending three hundred dollars a year on eFileCabinet saves us about thirty-five thousand a year."** It's simple, eFileCabinet is an investment you frankly can't afford to pass up.



SAVE SPACE



**SAVES THE NEED FOR
EXTRA PERSONNEL**



5. Ease of use



Selecting a new document management system is a big step. Will the solution deliver on all the promises? How easy will it be to implement? How steep is the learning curve? Is it really worth the time investment to learn a new way of filing? One eFileCabinet user responded to the last encompassing question with a resounding “yes.” Ryan from New York Life remarks, **“Everybody says their solutions are easy to use, but it’s another thing to deliver on that promise; and that’s exactly what eFileCabinet did.”** We know your job is hard enough as it is. That’s why our solution is simple and intuitive, yet robust in its functionality. We’re here to make your job easier. And don’t worry, we won’t leave you to fend for yourself. We offer free white glove service and customized help fowr your first year as an eFileCabinet user.



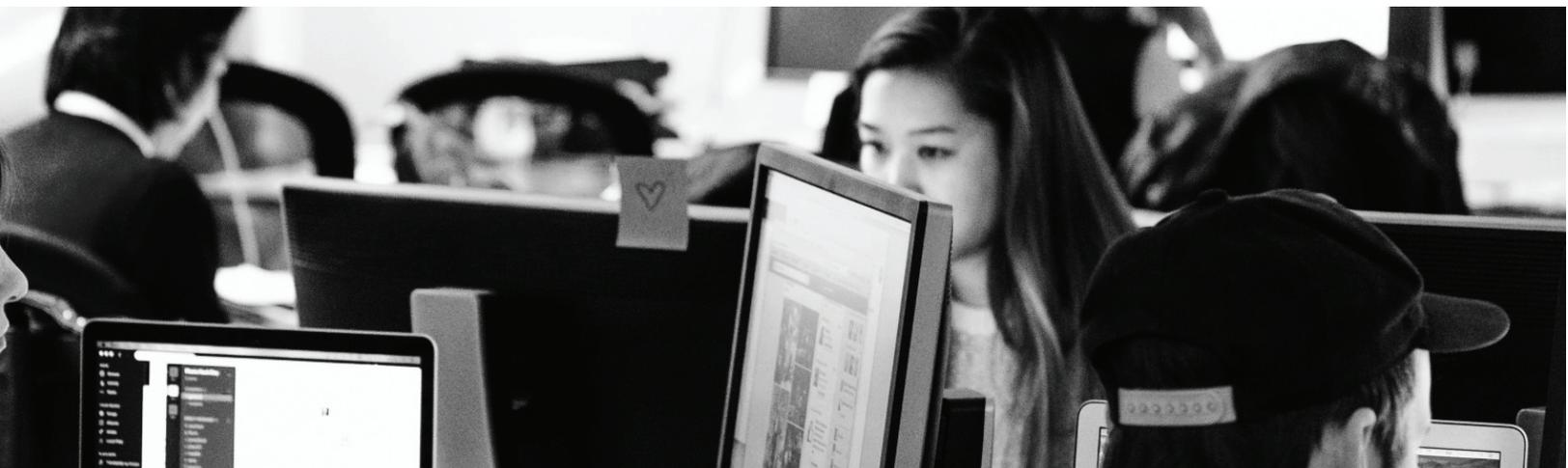
**SIMPLE AND
INTUITIVE**



**ROBUST
FUNCTIONALITY**



**CUSTOMIZED
HELP**



Filing is Hard, but eFileCabinet is Here

It's time to get paperwork of your plate once and for all. It's time to join the army of happy eFileCabinet users and get back to doing what you love—connecting with people, and giving them peace of mind. You deserve that peace of mind as well, and we're here to provide just that. Give us a try; you'll be glad you did. But don't worry, we're not here to lock you into a contract. **You can try us out for free for 14-days.** You have nothing to lose but stress and frustration, and with those things lost, you'll find purpose and meaning in your work.

Start a free trial now to see how eFileCabinet can revolutionize your daily work.

Free Trial

Sources:

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