



6 Ways
to Streamline
Local Government
Processes



VASION

It's time to shift away from manual processes

and towards digital solutions, but you know it's a heavy lift. You may have implemented some digital processes, but fear the full transition will interrupt your team's day-to-day operations and citizens' experiences.

Prioritize the efficiency of your operations by going digital.

The transition away from manual to automated processes streamlines back-end operations to eliminate time-consuming tasks, giving your employees the time back to focus on more important matters than pushing paper.

Improve the function of your municipality, county, or state government by implementing these six digital processes using a single all-in-one solution, Vasion Automation Cloud.

Here's how you do it.

- 1 Digitize Current and Backlog of Documents
- 2 Streamline Intake Processes
- 3 Gather eSignatures From Anywhere
- 4 Automate Manual Processes
- 5 Simplify Operations With Digital Content
- 6 Stay Secure & Compliant With Clear Visibility

1

Digitize Current and Backlog of Documents

Go digital AND bring your decades of records along with you. Working within any facet of local government requires a thorough paper trail of all employees, residents, requests, applications, etc. That is decades worth of paper records you're required to keep, sitting stagnant and buried in a filing cabinet.

You can finally ditch that paper by digitizing your entire backlog and current documents using Vasion Automation Cloud, no matter the volume or type of file. Now, your team can process urgent zoning requests and time-sensitive applications between both your internal systems and other entities in seconds, not weeks.



Access your past, present and future documents digitally with Vasion Suite.

“Previously, if we had asked someone to locate a file it could take hours or days to locate...Switching to Vasion and indexing a lot of the information directly has definitely made searching for those results and getting the information back a lot simpler.”

- *Mike Lloyd, Network and Systems Administrator
for Hampton Bays School District*

2

Streamline Intake Processes

The amount of paper utilized by local government entities can be overwhelming to citizens and your team. All too often, an intake form is necessary for every application, permit, routine citizen information update, licensing request, and the list goes on.

We all know the inconvenience and hand cramps that accompany filling out excessive forms. Ink smudges, lines too small to list your full address, and what feels like hours (and might actually be) spent filling out endless pages of repetitive information. And then your team has to manually input all of that data in too many different systems—you need the information to keep everyone in the loop, but it's all so inefficient.

Make it easier to intake and share data between departments, cities, counties, and states using intuitive electronic forms (eForms). Vasion eForms pull and push data between multiple systems to speed up the intake process. Employees and citizens can complete intake from anywhere, avoid having to re-enter duplicate data, miss a required field, and keep their experience more accessible. Your staff will save time and increase efficiency knowing they have the right information, can skip manual entry, and correctly routing data to the next step. All without having to print, mail, or come into your offices.

Move to digital intake with ease using eForms for:

- Permit requests
- Licensing
- Applications for services
- Citizen records
- City, county, state records
- And more



Speed up and simplify the intake process using intuitive and customizable eForms to meet any requirement.

3

Gather eSignatures From Anywhere

What good are speedy eForms if users can't also electronically sign on the dotted line? Staff and citizens can grant legally binding consent, permissions, and sign-offs with only a few clicks by using eSignatures.* Rather than requiring initials on each stipulation, printed names, and wet signatures on every page, permission can be given immediately from anywhere using a smart device.

It's a unanimous vote: eSignatures are the most convenient way to sign. Say goodbye to paper cuts and time wasted printing and faxing excessive paperwork for wet signatures, and hello to the visibility and protection of eSignatures.



Collect legally binding consent and permission immediately with eSignatures.

69%

of respondents will continue to choose eSignatures over in-person signing post-pandemic.

- Forbes

22,000

hours saved annually.

- Forrester

*eSignatures completed within Vasion Automation Cloud are legally binding and comply with the E-SIGN Act and Uniform Electronic Transactions Act (UETA).

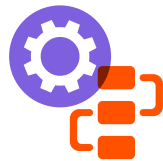
4

Automate Manual Processes

Your team manages a high volume of requests and responsibilities, so you can't afford to waste endless time on manual tasks spanning multiple employees, departments, municipalities, and agencies to complete. What used to take your team a dozen disconnected systems can be automated with one solution.

You no longer have to micromanage documents, anxiously double-checking if recipients received sent files or signed time-sensitive documents when using Workflows from Vasion Automation Cloud. Create custom, automated routes for key documents and data to digitally flow between citizens, cities, counties, and states, automatically sending and managing tasks for all users across systems.

Stop wasting time and resources on entering duplicate data by hand, printing, faxing, and emailing. Automate your workflows so employees can focus more on citizens.



Transform time-consuming manual tasks into automated workflows.

11 million business transactions automated **every single day** across Vasion products.

5

Simplify Operations With Digital Content Management

When your processes are confusing for employees and citizens to navigate and find the information they need, it's hard to make the progress you want. No one wants to make multiple calls, search through a jam-packed filing cabinet, or flip through dozens of pages to find a key document. You're probably exhausted just thinking about it all.

Content Management with Vasion Automation Cloud houses all of your digital documents in one convenient space that can be accessed at any time, from anywhere, and only by authorized users. Staff can search, pull, and share data in seconds within one secure system.

Transitioning to digital documents improves employee productivity, decreases time spent tracking down errant paperwork, enhances citizen engagement, and it's just easier.



Access and relay data internally and externally in seconds.

72%

of IT decision-makers said that digital document processes allow their organizations to better maintain business continuity despite unforeseen circumstances.

- Forrester

6

Stay Secure and Compliant With Clear Visibility

Working in local government requires the protection of confidential data to function properly. Paper files are vulnerable to physical damage, human error, and misplacement. Your state's counties, cities, and municipalities can't afford those kinds of mistakes.

Store digital documents and data securely with Vasion Automation Cloud. Protect your files using internal and external secure access with document-level encryption and apply Personal Identifiable Information (PII) settings to particularly sensitive documents and folders. Gain clear visibility with detailed audit reports on all activity while complying with data breaches, false claims and whistleblower suits, and antitrust issues.

Protecting data and regulating compliance doesn't have to come at the cost of round-the-clock manual oversight. Vasion Automation Cloud keeps your digital documents accessible and secure at all times.



Store data securely without manual oversight or compliance risks.

74-day

shorter breach lifecycle for organizations using AI and automation.

- IBM

3 million

average savings for companies utilizing automation software vs. those without.

- IBM



Make the Easy Transition to Digital

Experience a more efficient and affordable way to serve the public.
It's simple:

- 1 Book a custom consultation
- 2 Tell us your needs on a quick call (think of it as a venting session to let out your frustrations)
- 3 Your life gets easier as we begin implementation

VASION

CONTACT US +1 435 652 1288 | sales@vacion.com