



TOP FIVE

Helping Comply with Sarbanes-Oxley through Automated Document Delivery

The Top Five Ways RightFax Can Assist with Sarbanes-Oxley Compliance

OVERVIEW

The Sarbanes-Oxley Act was enacted in 2002 in reaction to high-profile corporate financial scandals and was designed to improve corporate accountability, control and governance. As a result of this act, publicly traded companies must increase the timeliness, transparency and accuracy of corporate reporting. Enterprises and their CEOs, CFOs and other officers face stiff fines, sanctions and even jail time if they fail to comply with new guidelines.

One of the consequences of Sarbanes-Oxley is that all publicly traded companies must maintain all correspondence, communications, electronic documents, faxes and application data and records between themselves and their public auditors for five years. In addition, Sarbanes-Oxley require CEOs and CFOs to sign certifications that statements in their quarterly reports are true and can be supported with all necessary documentation. As a consequence, corporations must implement systems and controls that improve information security and accuracy and provide a reliable audit trail for governed information.

One important and easy-to-use tool that organizations can use to help address the challenges of Sarbanes-Oxley is RightFax enterprise fax and e-document delivery software. It helps organizations better meet Sarbanes-Oxley regulations by providing secure and tamper-resistant electronic delivery, receipt and tracking of regulated corporate documents. In addition, it can dramatically enhance productivity and reduce costs while streamlining processes and improving the quality and timeliness of communicating with auditors, board members, business partners and regulating agencies.

Top Five Ways RightFax Helps with Sarbanes-Oxley Compliance

One: Automates Delivery of Business Information Helps Safeguard Information Accuracy - Traditional delivery methods (postage, manual fax and courier services) are vulnerable to breaching the Sarbanes-Oxley act because these processes require manual handling and expose documents to alteration or view by unknown or unauthorized people. In addition, these methods are often unreliable and do not always provide guaranteed or confirmed delivery. Fax server software from RightFax can help safeguard information accuracy by automating document delivery. With RightFax, financial reports, correspondence with auditors and other corporate information can be electronically delivered in real-time, directly from any application to the intended recipient's fax or email inbox with notification of receipt. This eliminates the human factor when disseminating information and limits the opportunity for information to be altered or misrepresented.

Two: Provides a Centralized Communications Hub for Corporate Financial Information - With Sarbanes-Oxley all communications, documents and work flows should both originate and be stored on central servers. RightFax offers a centralized server solution that integrates with an organization's ERP, financial, imaging, archiving and other corporate information systems on the network to provide inbound and outbound document delivery via fax, email or the Internet. It performs as a centralized hub for electronically disseminating corporate communications and streamlines workflow processes to enable timely and reliable disclosure of corporate financial data.

Three: Enables Secure and Encrypted Electronic Delivery of Financial Information - RightFax provides encrypted and certified email delivery options that require passwords to access information, as well as electronic verification of receipt for better authentication. Such features help mitigate the risk of information being altered and provide an added layer of security for organizations when they transmit corporate communications.

Four: Enables Tamper-resistant Information Transmission - RightFax Enterprise Fax and e-document delivery solutions can help ensure that documents are not altered during transmission. With RightFax, information is transmitted as image-based PDF or TIF documents via a secure PSTN and then stored electronically on the fax server. This helps organizations ensure that information is not tampered with during transmission and that original data integrity is retained.

Five: Improves Tracking and Storage - With Sarbanes-Oxley publicly traded companies must maintain all communications, application data and records between themselves and their public auditors for five years. As a result, digital documents are very important. How they are delivered; who delivers and receives them; and how they are stored can have significant consequences for enterprises. Thus, organizations must improve the efficiency and reliability of how they manage and track digital documents. RightFax processes inbound and outbound fax documents and can be configured to store incoming and outgoing faxes electronically in a secured network storage device, archiving system or database. Among other functions, it can also track fax history, provide verification of fax delivery, assign access passwords and route incoming faxes to individuals' fax or email inboxes. This provides electronic storage and a deeper audit trail for covered documents to help satisfy Sarbanes-Oxley tracking and storage requirements.

ABOUT RIGHTFAX

RightFax is the proven market leader in enterprise fax and e-document delivery, providing efficient and secure ways for publicly traded companies to send, receive and manage documents from virtually any application via fax, email, print devices or over the Internet. With RightFax companies achieve significant cost reductions by integrating and automating the flow of a full range of fax, paper and electronic documents and data.

Easy to use and manage, RightFax helps companies streamline business processes, improve user productivity and enhance internal and external communications every day. That's why RightFax is the forerunner in enterprise fax and e-document delivery, with a market share nearly three times higher than the next leading vendor. Today, RightFax is installed in 93 of Fortune 100 companies, and is the preferred fax and e-document delivery partner of world leading software companies such as IBM Lotus, Microsoft, Oracle, Panagon, SAP and Xerox.

FOR MORE INFORMATION

Captaris Business Information Delivery solutions capture, process, archive and deliver data and documents enabling customers to reduce costs and increase the performance of critical business information investments. Through its global distribution network, Captaris delivers cost-effective software products and services that help organizations manage and leverage the value of corporate information. In partnership with leading enterprise technology companies, Captaris has installed more than 90,000 systems in 95 countries in companies of all sizes, including the entire Fortune 100. For more information please contact us at www.Captaris.com or +1.520.320.7000.

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