



## **EZ - REG for Human Resources**

*Apps by Imminent Technologies Inc.*

*Since 1994*



**EZ-REG (easy registration) is the easiest systematical way to scan your employees' documents. Whether scanning an entire packet of details or a single piece of information, EZ-REG will simplify your filing process.**



**EZ-REG turns your MFD (multifunction device) into a kiosk, providing detailed step-by-step instructions of what to do, when to do it, and how to do it.**





## **EZ - REG for Human Resources**

*Apps by Imminent Technologies Inc.*

*Since 1994*

# **Your copier is no longer just a copier!**

### **What is an App?**

Apps (software Applications) add new functionality to a multifunction device (including copiers) or completely transform it into a kiosk, offering workflow solutions tailored to your industry or your own specific office.

Some Apps can be quite advanced while others are just simplistic.

### **Why consider Apps?**

- Improve your office's current processes
- Ensure accuracy and uniform practices
- Streamline workflows
- Improve efficiency
- Improve security
- Achieve "GREEN" initiatives
  - Go paperless, go digital, go virtual





## EZ - REG for Human Resources

Apps by Imminent Technologies Inc.

Since 1994

### Scanned Items

- I-9
- W-4
- Drivers license
- Social Security Card
- Emergency contact form
- Employee's name & ID#
- Consent for drug testing
- Consent for back-ground check
- Health Insurance Marketplace notice
- Notice of workers compensation coverage
- Employee policy handbook acceptance form
- Other (if additional items)





## **EZ - REG for Human Resources**

*Apps by Imminent Technologies Inc.*

*Since 1994*

EZ-REG saves the scanned Human Resource documents to a file folder on the server. Your Document Management System (DMS) will import the contracts along with all inputted data (metadata). Controlling information and sharing information can only be managed in a DMS. Human Resource (HR) departments deal with many forms and these forms can be replicated over and over. EZ-REG HR helps you control your records by employees and employee document types. Know which version is the latest and greatest. EZ-REG solves your long term preservation needs along with protection from potential fire, water, or wandering eyes. HIPPA requirements are met including security and audit features (who, what, when) when using a true DMS. Other HR solutions may offer too many unwanted features and don't even address must-have features at a document level.