



DIGITAL SOLUTIONS FOR THE NEXT GENERATION OF OFFICE MANAGEMENT

GreenFolders® empowers title and settlement agents, escrow companies, and law practices to overcome the limitation and hassle of paper files. Go completely paperless or transition only a portion of your operations to a digital workflow with GreenFolders.

Maximizing Efficiency for Title & Escrow

We understand the real estate industry. GreenFolders was created by industry experts to help streamline title and escrow operations. Every activity that a title or escrow office conducts on paper can be assigned, tracked, and managed digitally in GreenFolders—from file creation to final clearing—giving you more efficient tasking, activity assignment and work flow management.

Training & Support

Our customer care team is committed to providing you with world class service, from online resources and tutorials, to live webinars and email or phone support.

Top 5 Reasons Customers Give for Choosing GreenFolders®:

- 1. Savings.** More than just saving on office supplies, GreenFolders can streamline processes and boost your team's productivity and help increase profitability. No more filing, no more lost files, and no searching for missing documents.
- 2. Secure, Integrated Communications.** GreenFolders has teamed up with industry experts to provide the secure transmission of data and documents directly from a digital folder. Now you can safely send Non-public Private Information without compromising your customers' privacy.
- 3. Real-time Collaboration & Reporting.** No more emailing files back and forth, or walking folders from desk to desk. Each folder, document, and task is readily accessible to your team. With GreenFolders, you can easily create custom, dynamic reports to help you more effectively manage your business.
- 4. Ease of Use.** With so much flexibility and functionality, you might expect GreenFolders to come with a steep learning curve, but our customers tell us that GreenFolders is exactly the opposite. The interface is intuitive so people figure out how to use it quickly. It works like you would expect it to—and that says a lot.
- 5. Green.** Even if saving the earth isn't your top priority, it still feels pretty good.



How GreenFolders Works

...WITH A PAPER FILE	...WITH GREENFOLDERS®
CREATE A NEW FILE FOR A NEW ORDER	
Pull folder from box, create and affix label, add separators to organize documents, print and insert an order sheet.	Create a digital file, link to your order sheet data, and assign file at the same time—and never leave your desk.
START A NEW FILE FROM AN EXISTING FILE	
Pull the existing file/base from filing cabinet or storage facility, create a new file, and copy information from the existing file.	Copy/Overlay an existing file/base and include all relevant documents, notes, and history with a simple keystroke.
MARK UP A DOCUMENT	
Use pens, highlighters, sticky notes, and other tools to modify the original document.	Use annotation tools such as Highlight, Redact, Insert Photos, and add Sticky Notes for comments. All edits are stored on separate layers by individual user.
VIEW ALL FILES IN PRODUCTION AND THEIR STATUS	
Review all files in production and determine who has each file—this requires walking around the office to identify files.	See entire production pipeline and sort every file by status, to whom it is assigned and more.
STORE THE FILE	
Scan the file for long term storage, or move the paper to a storage facility.	Files are already in electronic format for easy storage—no scanning needed. Simply keep good backup records.

“GreenFolders has revolutionized the way our office works and has become the key program for our business. It has allowed us to streamline many facets of our operation and complete more work in less time while saving money on office supplies and precious time with our employees. I would recommend GreenFolders to any title company looking to move into the future and the digital age.”

— Fidelity Title Company