• Introduction
• Highlights
• Certification System
• Client Relationship Manager
• Reporting
• Accounting & Tracking (Actrac)
• Other Features
INTRODUCTION

essCert partners with organisations worldwide, such as Chambers of Commerce, Freight Forwarders & Exporters, to deliver on-line document certification in an efficient and compliant manner.

Using our expertise we deliver cost-saving, innovative and user-friendly services to our clients.

By listening to the needs of our clients, essCert transforms the manual process of certifying documents into a fast, flexible and easy to use on-line platform!
HIGHLIGHTS

Certificate of Origin System
For Exporters, Chambers of Commerce & Freight Forwarders

The essCert difference

One Click

Hub/Agent Module

Accounting & Tracking

Client Payments System

Online verification system for Customs & other Authorities
CERTIFICATION SYSTEM
CERTIFICATION

CLIENT SELECTION DOCUMENT TYPE FROM DROP DOWN LIST

COMPLETE THE ONLINE FORM & SUBMIT TO CHAMBER
<table>
<thead>
<tr>
<th>Status</th>
<th>Type</th>
<th>Action Date</th>
<th>Client Ref.</th>
<th>Agent</th>
<th>Client</th>
<th>Review</th>
<th>Notes</th>
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</thead>
<tbody>
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<td>UC</td>
<td>08 Aug 2018 12:03 GMT</td>
<td>125478</td>
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<td>[TEST] Irish Cl., City</td>
<td>Review</td>
<td></td>
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<td>UC</td>
<td>08 Aug 2018 12:07 GMT</td>
<td>inv 123</td>
<td>[TEST] Irish Agent, City</td>
<td>[TEST] Irish Cl., City</td>
<td>Review</td>
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<td>Irish Exporter, Ballyheigh</td>
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<td>Irish Exporter, Ballyheigh</td>
<td>Review/Issue</td>
<td></td>
</tr>
</tbody>
</table>

*If record is shown in red, it has been rejected previously*
CERTIFICATION

On Screen Review of Applications

• Work entirely on-screen
• One click Approve or Reject
• View & Approve attachments online
• Chamber edit of applications
• Complete audit trail
• View client registration form & signature(s) while in the application
• View client notes & other saved documents while in the application
Certifying an Attachment

- Client can attach any common file type in either portrait or landscape format

- One click stamp placement

- Rotating stamp for landscape documents

- View authorised signatories while in the attachment

- Signature Authentication & Continuation Stamps
Rejecting an Application

- Click Reject
- Enter Rejection Message – saves previous messages
- Add Help document if necessary
- Email sent to clients with rejection reason
- Client edits and resubmits
CERTIFICATION

Approved Documents

- Exporter Prints – Client prints certified documents at their desk
- Chamber Prints – Chamber prints the documents
- Verification key and QR Code printed on every Certificate, each Certificate has a unique code.
Record Non-Electronic Applications

- Enter data from non-electronic applications
- Payment facilities available
- Non-electronic documents are then included in the reporting features of the system
Manager Section

- Real-time overview of Chamber Activity
- Assists Chamber resource management
CLIENT RELATIONSHIP MANAGER
CLIENT RELATIONSHIP MANAGER

Sort Filter

Email all Clients
Monthly Executive Summary
Yearly Activity Graph
Top Ten Clients Chart
Document Type Pie-Chart
### ‘Black Clients’
Currently using the system

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<thead>
<tr>
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<th>Clients</th>
<th>Type</th>
<th>Potl</th>
<th>Last year</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>YTD</th>
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<td>21</td>
<td>47</td>
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<td>13</td>
<td>15</td>
<td>17</td>
<td>18</td>
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<td>16</td>
<td>11</td>
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<td>137</td>
<td>8</td>
<td>4</td>
<td>1</td>
<td>7</td>
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<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>31</td>
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<tr>
<td>4</td>
<td>Car Parts Distribution</td>
<td>Iss+</td>
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<td>123</td>
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<td>0</td>
<td>0</td>
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</table>
CLIENT RELATIONSHIP MANAGER

‘Blue Clients’
Never used system

‘Red Clients’
Not used system in last 60 days
CLIENT PROFILE

Client profile overview
View info on registered users; Documents Issued etc

Client information
Record important client information here

Client contact blog
Record information on client calls/emails

Client document library
Store client documents here, Formal Undertakings and CIPC forms auto saved here
Email All Clients

- Enter data from non-electronic applications
- Payment facilities available
- Non-electronic document reporting
REPORTING
REPORTING

• Summary Page
  - Overview of Chamber activity

• Management Reporting Tools
  - Chamber Stats
  - Chamber Activity Graph
  - Top 10 Clients
  - Document Breakdown Chart
Top Ten Clients

Application Type Chart
Chamber Activity Report

DEMO CHAMBER OF COMMERCE
Certification Activity Report
ACCOUNTING & TRACKING
(ACCTRAC)
# ACTRAC

## Accounting & Tracking (Actrac)
- Chamber & Hub/Agent accounting reports
- Billing Details reports – invoice support
- All revenue reporting
- End of month/year All Data Report

## Credit Card/Invoicing Facility
- Credit Card payments direct to Chambers Merchant account
- Flexible pricing structures
- Multi-level membership pricing available
- VAT Receipts auto emailed to clients

<table>
<thead>
<tr>
<th>PDF</th>
<th>Excel</th>
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<tbody>
<tr>
<td>Generate Statement</td>
<td>Activity Revenue</td>
</tr>
<tr>
<td>Generate Summary</td>
<td>All Data</td>
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<tr>
<td>Billing Detail</td>
<td>Certificates Outstanding</td>
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<tr>
<td>Billing Detail Itemised</td>
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<tr>
<td>All Revenue By Client</td>
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</tr>
<tr>
<td>All Revenue By Agent/Location</td>
<td></td>
</tr>
<tr>
<td>All Revenue By State/Province</td>
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<tr>
<td>Credit Card Charges Detail</td>
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<tr>
<td>Credit Card Charges By Agent/Location</td>
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<tr>
<td>Credit Card Charges By State/Province</td>
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<tr>
<td>Deposit Account Detail</td>
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<td>Deposits Applied</td>
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# Billing Detail Report (Invoice Support)

**Billing Detail**

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<tr>
<th>Type</th>
<th>Date</th>
<th>Cert Number</th>
<th>Client Ref</th>
<th>Consignor</th>
<th>Consignee</th>
<th>Charges</th>
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<tbody>
<tr>
<td>EC</td>
<td>23 May 2013</td>
<td>CC 200336</td>
<td>am test</td>
<td>Aidan Client Limited Maryland,</td>
<td>Birdfood Limited London,</td>
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<td>1111</td>
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<td>Djibouti indemnity Test Address,</td>
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<tr>
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<td></td>
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<td>S/H: 5.00</td>
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<td>Aidan Client Limited Anytown,</td>
<td>Ann-Marie Test Test,</td>
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<td></td>
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<td>Charley Demo 1</td>
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<tr>
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**Total: 4 Certificates**

<p>| Certificates | Fee: 131.50 | S/H: 5.00 | Tax: 13.65 | Total: 150.15 |</p>
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<th>Consignor Ref</th>
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<td>28-Nov-13</td>
<td>AR</td>
<td>S 111</td>
<td>Exports</td>
<td>John</td>
<td>Dave Long</td>
<td>Exports</td>
<td>12121</td>
<td>12522</td>
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<td>Ann-Marie, DS</td>
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<td>EC</td>
<td>QA</td>
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Pricing Plan

ACTRAC

Document Group: Please select...
Payment Facilities

- Three payment options
  - Invoice payment
  - Credit Card payment
  - Deposit Account

- Chamber controls client options
- Discount facility
- VAT/TAX exempt facility
ONE CLICK SAVINGS
# ‘ONE CLICK’ SAVINGS

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<tr>
<th>PROCESS METHOD</th>
<th>TIME</th>
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<tbody>
<tr>
<td>FULLY MANUAL</td>
<td>11.35 Minutes</td>
</tr>
<tr>
<td>ELECTRONIC CERTIFICATION WITH MANUAL ADMIN &amp; BILLING</td>
<td>6.65 Minutes</td>
</tr>
<tr>
<td>ESSCERT ‘ONE CLICK’</td>
<td>1.97 Minutes</td>
</tr>
</tbody>
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OTHER FEATURES
SECURITY

• Encrypted Connection
  - Assures private & secure access between users and the servers

• Multiple levels of user access
  - Superuser, admin user and operator users puts YOU in control

• Adobe PDF printing platform
  - The de-facto standard for documents worldwide, well known and reliable

• Secure web hosting
  - ISO 27001 Information Security Management certified environment

• Continuity Management
  - Data is continuously replicated across multiple sites using Amazon Web Services (Amazon Web Services is used by Suncorp; Dow Jones; US Department of State; Vodafone; and other organisations to whom security is paramount)
Compliance

- Archive of all records
  - Search by names and/or reference numbers
  - Find old documents in seconds
  - Seven year history maintained online

- Audit Trail
  - Name; Date; & Time recorded for every action

- Automated document assistance helps users avoid common mistakes
• White labelling of the system

• Available in native language(s)*

• Client Help Centre

• Registration Form Management

* Fee applies for translation
Thank You