



SOLUTION SHEET:

# Document Management

## SECURE ENTERPRISE DOCUMENT MANAGEMENT FOR WEALTH ADVISORS

Document Vault is a document management system directly integrated into the d1g1t enterprise wealth management platform that enables advisors to share documents both internally with colleagues and externally with investors, securely and efficiently. Unlike other generic document management solutions, Document Vault is a proprietary solution purpose-built and designed for wealth advisors to transform how teams manage, store, and share documents by significantly increasing productivity and operational efficiencies.

Users can upload, organize, structure, and automate the sharing of documents efficiently as the vault integrates core objects such as users, contacts, households, clients, accounts, etc., already defined in the d1g1t platform.

Document Vault provides a centralized document repository that can be used to manage and store a variety of documents including:

- Client reports (quarterly statements)
- Tax and regulatory reports
- Business reports
- Operational reports (recon files, etc.)
- Onboarding documents and agreements (risk profiles, KYC, etc.)
- Financial plans
- Invoices & fee transaction files (generated by the billing system)
- Trade confirms
- Trade approval files

### Key Benefits:

- Easy to deploy, manage & use
- Secure delivery of documents
- Centralized document repository
- Embedded intuitive workflows
- Improved productivity and operational efficiency

## Secure delivery of documents to investors and colleagues

Seamlessly and efficiently automate the delivery of documents to investors through the d1g1t client portal and mobile apps. Eliminating the need to synchronize documents across different systems, removing operational risks, and significantly reducing the time it takes to distribute client statements by days. Documents can be shared instantaneously with the click of a button. Users can also share documents with colleagues by granting granular permissions to various users while maintaining control over who can view, edit, approve, and publish documents.

## One UI/UX

Document Vault is fully integrated within the d1g1t enterprise wealth management platform making deployment quick and easy. No additional third-party integrations are required. Document Vault leverages the same easy-to-use, intuitive user interface consistent with the modern user interface used across the d1g1t enterprise wealth management platform. Documents can be accessed and manipulated and the d1g1t interface offers embedded functions to facilitate document organization and search, including document tagging and categorization.

## Single source of truth

Document Vault is built on a modern and innovative technology platform that includes intuitive workflows to transform the way you manage, store, and share important documents across the organization, with investors, and partners. All documents are stored in a single document repository, which can be accessed from anywhere at any time. Documents can be associated with the same entities such as users and/or contacts that are generally employed by other modules. This eliminates the need to synch objects between your wealth management platform and a third-party document management system.

## Efficient document processing capabilities

Beyond document sharing, Document Vault provides additional

document processing capabilities such as:

- **Manual and bulk document uploading.** Documents can be manually uploaded into Document Vault or they can be uploaded in bulk through API-driven workflows to speed up the process of loading thousands of externally generated documents into the vault.
- **Document tagging.** Documents can be tagged, which allows users to organize and search documents in the most efficient way possible.
- **Integrated document approval process.** Only approved documents can be distributed to investors via the client portal and mobile apps. d1g1t collects detailed audit tracks on who approved what document and when.

## Scalable integrated enterprise document-sharing

Document Vault is fully integrated with d1g1t's:

- **Reporting solution.** Reports generated by the d1g1t platform are automatically sent to your Document Vault. This facilitates the process of reviewing, approving, downloading, and publishing client reports.
- **Billing solution.** Fee transactions produced by the billing engine can be safely and securely accessed through the d1g1t Document Vault.
- **Trading solution.** Trade approvals files and confirms can be generated by d1g1t and shared with appropriate parties.
- **Compliance solution.** Compliance reports can be published in the Document Vault.
- **System's operations.** Overnight data reconciliation reports can be published in the Document Vault. As a result, you can safely and securely access those files through the Document Vault as opposed to accessing an SFTP site.

## Third Party Integrations

The d1g1t platform can be seamlessly integrated with third party document management solutions such as FutureVault or others for compliance, document retention, and file sharing.

For more information on the d1g1t wealth management platform visit [www.d1g1t.com](http://www.d1g1t.com) or email us at [getintouch@d1g1t.com](mailto:getintouch@d1g1t.com).

## About d1g1t

d1g1t is a wealth management technology company that helps Advisors, Multi-Family Offices, RIAs, and Broker-Dealers transition to a digital business model. The firm's award-winning Enterprise Wealth Management Platform is designed to transform the patchwork of legacy systems with a single, integrated platform that significantly increases operational efficiencies and productivity. Much more than a reporting platform, the Institutional-grade performance and risk analytics

engine is embedded into an intuitive advisor workflow that empowers advisors with real-time intelligence, and the fully integrated client portal and mobile app deliver a modern personalized digital client experience. Using the platform, firms can manage the entire wealth advisory life cycle through a seamless workflow that is highly intuitive, and easy to use to manage clients, portfolios, and the business.

Learn more at [www.d1g1t.com](http://www.d1g1t.com).

To schedule a demo, email us at [getintouch@d1g1t.com](mailto:getintouch@d1g1t.com) or visit [www.d1g1t.com](http://www.d1g1t.com).

