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# LASERFICHE CLOUD PROPOSAL

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Submitted to:

City of Banning

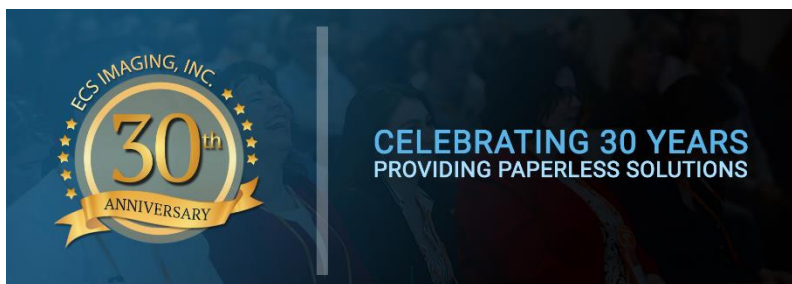
Quote Valid Through 9/30/2020

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## ECS IMAGING, INC.

**Your World Class Laserfiche Solutions Provider**

Laserfiche Support \* Document Scanning \* Records Management \* Project Management  
E-Forms and Workflow \* Data Migration \* Integration



**Laserfiche®**  
***Solution Provider***

Corporate Office  
5905 Brockton Ave. Suite C,  
Riverside, CA 92506

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Phone: - (951) 787-8768  
Fax - (951) 787-0831  
[www.ecsimaging.com](http://www.ecsimaging.com)  
[sales@ecsimaging.com](mailto:sales@ecsimaging.com)

Regional Office  
5052 Forni Road, Suite A,  
Concord, CA 94520

## Project Summary and Scope of Work

Description of Product and Services					
Total Storage	2.60	TB			
Software-as-a-Service					
Laserfiche Cloud Document Management User includes Records Management, Web Client, Mobile, Advanced Audit Trail, Import Agent, Scanning, Laserfiche Connector, DocuSign Integration, Office 365 Integration in a single repository.					
DM Users with Process Automation includes all of the above plus Forms Professional & Workflow					
SKU			Unit Price		Line Total
LFCUAL	Laserfiche Cloud DM User w/ Process Automation (0-49) (Annually)		\$ 648.00	26	\$ 16,848.00
CQCX-CF	Laserfiche Quick Fields Complete DMP (0-49) (Qty. Must Match # of Users)		\$ 97.20	26	\$ 2,527.20
CPPAL1	Laserfiche Public Portal (10000 Views/Mo.)		\$ 4,200.00	1	\$ 4,200.00
CFPAL	Laserfiche Forms Public Portal (1000 Submissions/Mo.)		\$ 1,800.00	1	\$ 1,800.00
<b>Cloud Discount</b>		\$ (1,800.00)		<b>Cloud Annual</b>	<b>Subtotal \$ 23,575.20</b>
Annual Maintenance					
SKU	Description		Unit Price	Quantity	Line Total
ECSGOLD	*ECS GOLD Priority Support		\$ 175.00	10	\$ 1,750.00
				<b>Annual</b>	<b>Subtotal \$ 1,750.00</b>
Hardware					
SKU	Description		Unit Price	Quantity	Line Total
PA03795-B005	Fujitsu fi-800R, 40ppm/80ipm, 1 Yr AUR (24 Hr)		\$ 795.00	1	\$ 795.00
<b>Hardware Discount</b>		\$ (795.00)		<b>Subtotal</b>	<b>\$ -</b>
Professional Services (One-time)					
SKU	Description		Unit Price	Quantity	Line Total
ECSCI	ECS Install, Configuration, Consulting, & Project Management Services		\$ 1,800.00	3.0	\$ 5,400.00
ECST	ECS Training Services		\$ 1,800.00	1.0	\$ 1,800.00
ECSC	ECS Data Conversion Services		\$ 23,129.00	1.0	\$ 23,129.00
				<b>Subtotal</b>	<b>\$ 30,329.00</b>
Special Terms					
One day of services listed above dedicated to integration with Laserfiche and Naviline/Central Square which was previously tested and successful. Data conversion services for OptiView to not exceed 322Gb of data. Conversion will include one template type, OCR, no annotations or retention will be included. The 225 Gb of data currently in Laserfiche will be included in the above quote as well. Laserfiche Forms Portal Promo provides free trial for one year for purchases by 9/30/2020 in which it will be billed at regular price should you continue using Forms. Discount shown below includes \$1800 off the Forms Portal Trial. Fujitsu Scanner Promo is for free desktop scanner with Cloud purchase. Laserfiche Online Training Promo allows for free training opportunities from Laserfiche. Competitive Trade In Program listed below for discount of Laserfiche Software of 20% by replacing OptiView System					
		<b>Tax Rate</b>	Software Only (Download Only)	0.00%	<b>Tax</b> \$ -
					<b>Shipping</b> \$ -
					<b>Discount</b> \$ (3,920.00)
					<b>(First Year) Total Upfront Cost</b> \$ 51,734.20
<b>Billing Terms:</b>					
All Software and Annual Maintenance is billed 100% at project start. Services are billed 50% up front minimally with remaining Services as incurred.					

## ECS Company Background

ECS Imaging has been in business for 30 years and has maintained the same Executive Management since its inception. With a strong leadership team delivering a consistent vision, ECS works to provide our customers with the highest quality service possible. ECS became a Laserfiche Solutions Provider in 1995 and has achieved top performance recognition consistently every year since. The company continues to expand with implementations across the US and Canada from our offices in Riverside and Concord.

ECS Imaging is a Gold Certified Laserfiche provider and has continuously been ranked as the top value added reseller in the Western United States for 25 consecutive years, achieving the status of 3<sup>rd</sup> largest Laserfiche provider in the world since 2018. Our efforts are focused on helping organizations become more efficient by eliminating paper-based business processes. We specialize in providing government and commercial organizations innovative turn-key document management solutions with the award winning **Laserfiche Enterprise Content Management Systems**.

ECS Imaging is a full service document management solutions provider providing the following range of services:

- Laserfiche Software Implementation
- Project Management
- Systems Integration
- Cloud Migration Services
- Business Process Automation and Consulting Services
- Data Conversion Services
- On-going Support of Software and Hardware
- Remote and On-Site Training and Support
- Out-of-the-box Integrations with 3<sup>rd</sup> Party Applications
- Custom Integrations with 3<sup>rd</sup> Party Applications
- Custom Documentation
- Scanning Services (including Large Maps, Microfilm, Microfiche conversion)
- Complimentary Quarterly User Group Workshops with Training (18 consecutive years)
- Two Annual Complimentary Client Conferences with Training (18 consecutive years)

With the largest technology staff of any Laserfiche Solution Provider in the Western US, we have the expertise, experience, and proficiency to successfully install and support any size Laserfiche system for any type of business. We have installed and currently support systems for individual departments, multiple departments, multiple locations, and enterprise wide. We have extensive experience consulting and supporting Laserfiche systems with a specialization in local government and compliance based industries. Our targeted focus provides expert consultative knowledge shared to our entire customer base. Additionally, ECS provides a professional, friendly and personal touch with a dedicated implementation and project management team assigned to your projects.

All ECS Executive, Sales and Technical staff attend training sessions on an annual basis. Staying up-to-date and informed on the latest features and enhancements within Laserfiche and the Document Management Industry provides our clients with the best consulting and support services available. We are a **GOLD Certified** Laserfiche Solutions Provider and all ECS Technicians are Laserfiche certified. **ECS Technical staff has completed over 200 Laserfiche Certifications collectively.**

The following courses satisfy the GOLD Certification requirement.

- Getting Started with Laserfiche 10
- Capture – Laserfiche 10
- Using Laserfiche Forms 10
- Designing Laserfiche Forms 10
- Creating a Quick Fields Session – Laserfiche 10
- Building Laserfiche Workflows 10
- System Administration I – Laserfiche 10
- System Administration II – Laserfiche 10



**2020 Laserfiche®**  
WINNERS CIRCLE VAR

Laserfiche Winners Circle is an exclusive annual event attended by the top Laserfiche Solution Providers in the world that demonstrate outstanding sales growth, performance, and a commitment to exceptional customer service. ECS has ranked the top 3<sup>rd</sup> in the world for many years and the top provider in California since we started with Laserfiche in 1995. ECS is competently ranked as a GOLD level Solutions Provider.

## Software Product Descriptions

**Laserfiche Cloud** is enterprise content management with built-in business process management tools in a secure and scalable Software-as-a-Service (SaaS) subscription. It enables organizations to securely manage and share documents, videos, photos and other content as they flow through organizational processes.

<input checked="" type="checkbox"/> Cloud systems WITH Process Automation include the following features:
Single Laserfiche Repository
Laserfiche Forms Professional
Process Automation (Workflow)
Laserfiche Advanced Audit Trail with Watermark feature
Laserfiche Digital Signatures
Laserfiche Snapshot
Laserfiche E-mail and Laserfiche Integration with Microsoft Office
Laserfiche Records Management Edition
Laserfiche Connector
Laserfiche Import Agent

<input type="checkbox"/> Cloud systems WITHOUT Process Automation include the following features:
Single Laserfiche Repository
Laserfiche Advanced Audit Trail with Watermark feature
Laserfiche Digital Signatures
Laserfiche Snapshot
Laserfiche E-mail and Laserfiche Integration with Microsoft Office
Laserfiche Records Management Edition
Laserfiche Connector
Laserfiche Import Agent

**Laserfiche Account Administration** - Laserfiche Account Administration is your first step towards preparing your Laserfiche system. From here, you can view your Laserfiche Cloud billing subscription. It is also your first stop to configuring user accounts for authentication into the various Laserfiche services.

You can sign in to Laserfiche Cloud with 2 types of security credentials depending on how you want to interact with Laserfiche Cloud. To access Laserfiche Cloud Account Administration, sign in using an email address and password. To access your data stored in Laserfiche, sign in using a user name and password.

Laserfiche Cloud can send email notifications when an account approaches storage and transfer limits. On the Plan page, authorized users with a verified email address can click Subscribe to receive alerts when storage limits meet the 75%, 90%, 95%, and 100% thresholds.

**User Types** - A Laserfiche Cloud subscription supports two types of users that control what Laserfiche Cloud services are available to those users.

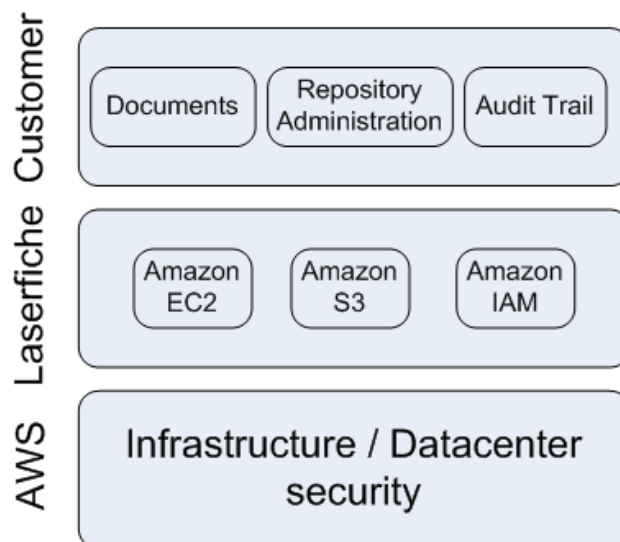
- **Full Users** - Full users can access all services in Laserfiche Cloud.
- **Community Users** - The Community user type is for individuals outside your organization that need to view documents in your Laserfiche repository and participate in Forms processes. For example, you may assign a community user type to non-employees, contractors, or customers that need access to view your repository or perform tasks in a Forms process.
- **Participant Users** - The Participant user type is for individuals inside your organization that need to view documents in your Laserfiche repository and participate in Forms processes. To facilitate that, participant users can sign in through Active Directory Federation Services (AD FS).

**Security** - Laserfiche offers many ways for you to protect your content. You can determine what users have access to what documents, and what they can do with those documents. You can also restrict users from performing certain actions across the entire repository.

There are three basic types of security: access rights, which allow you to secure documents and folders and their contents; privileges, which allow you to grant or restrict the ability to perform certain tasks across the entire repository; and field and template rights, which allow you to secure field data. In addition, security tags allow you to restrict access to documents on a document-by-document basis, and redactions allow you to restrict access to information on specific parts of document pages.

By the very nature of a cloud environment, security becomes a shared responsibility between more than just your organization. AWS is responsible for securing the underlying infrastructure that supports the cloud environment. Laserfiche is responsible for securing access to Laserfiche Cloud resources hosted on AWS. And you're responsible for configuring the Laserfiche security options available to you for limiting access to your Laserfiche Cloud repository.

The following diagram highlights some of the services in the Laserfiche Cloud environment and who is responsible for the security configuration of those resources.



Laserfiche incorporates a variety of security measures to protect data against unauthorized access while stored in the repository or in transit through the network.

- **Database security.** Laserfiche Cloud leverages built-in Microsoft Windows and DBMS (Microsoft SQL Server, PostgreSQL) security to limit access to metadata, security, user, and group information.
- **Data encryption.** Repository content files are encrypted at rest using AES-256.
- **Secure communication.** IPsec is used to secure all direct network communication between AWS virtual machine instances. TLS is used to secure all network communication between AWS services and Laserfiche services and between customer programs (e.g., a Web browser) and Laserfiche services.
- **Automated Backups.** Laserfiche repository data is backed up every 6 hours. Database backups are encrypted and stored in Amazon S3 (Simple Storage Service). Backups are never overwritten and all backups are kept for at least 14 days. The 3 most recent backups are always retained.

For complete information on Amazon Web Services security processes, please consult <http://aws.amazon.com/security/> for the latest security information on Amazon Web Services (AWS).

**Document Viewer** - Laserfiche has an easy to use document viewer that allows for flexible, user-configurable display of index fields, document properties, predefined tasks, page thumbnails, document notes, and toolbars. The viewer also allows for single-page viewing with multiple options for zooming in and out. Users can easily select preset page region views that can be both system and user-defined. Automated zooming allows the document viewer to auto-position the view of newly opened pages based on the document type.

**Search Options** - Laserfiche search is a powerful way of quickly locating documents in your repository based on whatever information you have. For example, you can search by full or partial entry names, field data, text, or annotation text. Most search types can be customized with wildcards or advanced search operators.

After performing a search, a list of documents and/or folders that match the search criteria will be displayed. You can work with and open documents directly from search results. In addition, the results of the most recent search will be kept in search results, and you can return to them at any time by clicking Search Results in the lower left corner of the Folder Browser.

**Quick Search** - Quick Search lets you perform a basic search without having to open a new dialog box or change your repository view. Quick Search is located at the top of the Folder Browser. From here, you can search text, entry names, fields, annotations, or a combination of these. Click the arrow to the left of the search box to specify which elements to search on. If you select more than one, entries will be returned where the specified search terms match on any--for instance, if you search on both document text and entry names, entries will be returned where the specified search terms match on document text, entry name, or both. You can also choose to restrict the search to the current folder and its subfolders only, or you can search the entire repository.

**Advanced Search** - Advanced Search allows you to create detailed searches that will locate entries based on one or more search types. The Advanced Search dialog box, lets you add search types and perform

the search. If you search on multiple criteria, documents will only be returned if they meet all the criteria.

**Search Results** - When you perform either a Quick Search or an Advanced Search, your search results will display in the center of the Folder Browser. You can view metadata for documents returned by search, or open them directly from search results. If you performed a document or annotation text search, the context hits will be displayed at the bottom of the search results. These allow you to quickly see the context in which your search terms were found. You can also click on the context hit to open the document directly to the page where the search term was found.

**Laserfiche Scanning** - Laserfiche Scanning allows you to use a scanner to capture paper documents and store them in Laserfiche. While scanning, you can perform image enhancements such as rotating or deskewing a page, generate text from the scanned documents, and store additional information about the documents along with them.

You can also use Laserfiche Scanning to import images already on your computer. For instance, if you have already scanned documents and saved them on your computer, you can use Scanning to perform image processing and store them in your repository.

**Laserfiche Forms** - When you first sign in to Laserfiche Forms, you'll see a list of assigned Forms tasks. From this list, you can perform tasks assigned to you, view your submitted forms and the processes you've started, submit new forms, access and complete form drafts, and start business processes. If you have the appropriate permissions you can navigate from this page to your reports and to a page where you can manage, edit, and create processes and forms. With Forms you can:

- Submit a form and start a process
- View and complete tasks assigned to you
- Work with tasks assigned to your team or a group of users
- Review a task you completed or a process you were involved in
- Finish incomplete forms

Teams provide a way to organize and route tasks in Laserfiche Forms. Tasks can be assigned to an entire team and be visible to all team members in a central list. From this list, team members can choose to complete tasks or managers can directly assign the tasks to team members.

**Laserfiche Process Automation (Workflow)** - is a set of components that let you automate business tasks. These tasks include moving documents, extracting and inputting data, setting deadlines, and more. The components to process automation include:

- **Workflows:** Build processes to extract data, route documents, and more.
- **Starting Events:** Define how and when processes start.
- **Rules:** Design reusable modules to run across processes.
- **Entities:** Build models to represent and look up data in processes.
- **Files:** Upload attachments for processes to reference.
- **Settings:** Manage business options for processes.

**Laserfiche Mobile** - The Laserfiche mobile app allows you to capture, upload, and securely access and work with documents in and outside your Laserfiche repository. Users can download the Mobile app from Google Play or iTunes App Store. With the Laserfiche Mobile app you can:



- Browse for documents in a folder structure.
- Search the entire repository or a specific folder.
- Create, copy, move, rename, sign, download, print, and delete documents.
- Modify document fields.
- View annotations.
- Submit and approve forms.
- Start and view business processes.

**Laserfiche Advanced Audit Trail (with Watermark Feature)** - Audit Trail enables you to track activities performed in a Laserfiche repository. The tracked information is stored in log files that Audit Trail uses to generate reports. Combined with other aspects of the Laserfiche system, auditing not only helps to show compliance with legal regulations, but also contributes to the security of the Laserfiche repository.

**Laserfiche Audit Trail Reporting** is a Web application that enables you to view, filter, and export audit data stored in binary log files. You can create reports to analyze audit data, view the information as a chart, filter it to include only the information relevant to you, and export the data for use in spreadsheet programs such as Microsoft Excel. You can also save reports for future use.

**Laserfiche Digital Signatures** - Digital Signatures gives users the ability to automatically sign and validate documents as they are created, reviewed and archived without leaving the Laserfiche environment. Digital signatures are a form of electronic signatures that act like a digital notary to your electronic assets, allowing you to verify the condition of your documents for the duration of their lifecycle.

**Laserfiche Snapshot** - Converts electronic documents into TIFF images and imports them into your digital repository.

- Functions like a standard Windows print driver and can process nearly any electronic document.
- Import Microsoft Word and Adobe PDF files, Web pages, CAD maps, audio and video files, and more.
- Options allow users to specify page orientation, resolution, color depth, and other properties.
- Snapshot dialogue box allows users to configure what folder to store the document in and what metadata you want to assign for each page.

**Laserfiche Email** - Allows users to send documents stored in the Laserfiche repository to internal and external recipients.

- Allows users to share documents with people who do not have access to Laserfiche.
- Select whether or not to include markup such as annotations, stamps, redactions, etc.
- Email specific pages of a document, the entire document, or multiple documents as an attachment.
- Or email a link to the document to licensed Laserfiche users, when a Laserfiche user receives the email they can click on the link and the document will open in the Laserfiche Viewer.

**Microsoft Office Integration** - Office Integration is a Laserfiche component that allows users to take advantage of Laserfiche features when working with Microsoft Word documents, Excel spreadsheets, PowerPoint presentations, and Outlook messages in their native Microsoft Office applications. With Office Integration, you can quickly save files to Laserfiche directly from Office applications, update Office documents already in your repository and easily attached Laserfiche documents to MS Outlook e-mails.

**Laserfiche Records Management** - Laserfiche Records Management simplifies the life cycle management of business records and supports the automatic enforcement of consistent, organization-wide records policies and reduces the cost of regulatory compliance.

**Laserfiche Connector** - Integrate Laserfiche with third party software applications in minutes without programming. Laserfiche Connector provides a streamlined experience for integrating Laserfiche with line of business applications such as CRM and ERP systems. Laserfiche Connector integrates easily through user-defined hotkeys and embedded icons.

**Laserfiche Import Agent** - Import Agent can automatically retrieve files stored in a Windows folder and import them into a Laserfiche repository allowing numerous image capture devices (multi-function copier/scanners, network fax server, etc.) to work with Laserfiche. Automatically assign user-defined document templates, auto-populate index fields and create unique document names. You can also schedule Import Agent to import documents during off-peak hours.

### Additional Proposed Laserfiche Software Modules

☒ **Laserfiche Forms Portal** - Extends the functionality of your Laserfiche Forms application to publicly available forms that can be completed and submitted online anonymously, meaning users do not need to login in order to complete and submit a form.

☒ **Laserfiche Public Portal (Weblink)** - is a license type that allows anonymous users to access the Laserfiche Server through Laserfiche WebLink. Because a WebLink installation may be accessed by the public, it is not necessary to allocate Named User licenses to everyone who will need to access the repository through WebLink. With a Public Portal license, you can make your repository available for read-only public access using WebLink.

☒ **Laserfiche Quick Fields Complete** - Quick Fields is highly customizable data capture solution that automatically captures your critical information from paper, electronic documents, and databases then organizes it for fast retrieval. By automatically capturing the data you need, Quick Fields can reduce or eliminate the need for manual data entry, which is labor-intensive and error-prone. Quick Fields Complete includes:

- Document Classification
- Forms Processing
- Bates Numbering
- Zone OCR
- Real-Time Lookup
- Pattern Matching
- Bar Code Plug-In

☐ **Laserfiche Quick Fields Agent** - Quick Fields Agent allows you to schedule Quick Fields sessions and have them run unattended. By scheduling when document processing occurs, your organization can use network resources at non-peak hours. Quick Fields Agent keeps track of all scheduled sessions and reports on the results of schedules that have run.

☐ **Laserfiche Vault** - (Trusted Systems for Cloud) Vault is an add-on to Cloud that enables strict compliance mode for records management. Once enabled by an administrator as a repository-wide

setting in Laserfiche Cloud, strict compliance mode provides additional measures on top of the existing Laserfiche records management functionalities to help support the SEC Rule 17a-4 compliance requirements.

☐ **Laserfiche Toolkit (SDK)** - The SDK (Software Development Kit) allows your organization to more effectively put content to use by integrating Laserfiche with third party applications. Custom solutions can be created using any language with COM support, which means Web sites, scripts, Windows applications, or anything else compatible with COM libraries, including all .NET languages, can easily communicate with the Laserfiche Server. The SDK comes with detailed documentation that includes tutorials and sample source code in C# and Visual Basic .NET.

☐ **Laserfiche ScanConnect** - ScanConnect enables you to use ISIS scanning drivers. A collection of ISIS drivers are included with ScanConnect, enabling you to scan using supported scanners. A list of supported scanners can be found on the Laserfiche Support Site. If your scanner is not listed, you can manually install any ISIS drivers your scanner's manufacturer has provided.

☐ **Laserfiche Plus** - Laserfiche Plus is a publishing tool that allows for a selection of documents, their metadata, and folder structure to be published in an independent package onto a CD or DVD. Laserfiche Plus is fully equipped with a powerful search engine that allows you to search and retrieve documents. The Plus CDs/DVDs can be used for disaster recovery measures by providing access to critical documents at all times, even if your network is off-line.

## Training

Training can be provided onsite or remote by ECS trainers using the installed system, and can be scheduled for individuals or groups according to their role. Training sessions are developed and tailored specifically to our customer's requirements.

### **On-Site End-User Training**

This hands-on or group training is for users who have never used Laserfiche before. Some of the topics covered in this training are: Annotations, Customizing the Document Viewer, Document Metadata, Using the Folder Browser, Working with Electronic Documents, Searching, Importing Documents, Exporting and Printing Documents, Snapshot

### **On-Site Administrator Training**

System Administrator Training begins with a comprehensive overview of the Laserfiche System. As a Training Outline, they will be learning: Template Creation and modification, folder design concepts, Laserfiche security setup and administration, database backup, other miscellaneous tips and tricks for the Laserfiche System Administrator, volume management, other Laserfiche products/plugin, most common Laserfiche problems and how to resolve them.

### **On-Site Power-User Training**

- Laserfiche Workflow Admin Training
- Laserfiche Forms Training
- Laserfiche Quick Fields Training
- Laserfiche Audit Trail Training
- Laserfiche Records Management Training
- Integration Training SDK LF Connector

## Support and Maintenance

☒ **Laserfiche Support Assurance Plan (LSAP)** is an integral part of keeping your software up to date and ensuring that you have access to all of the latest features and functionality the software has to offer.

The Laserfiche Software Assurance Basic Plan includes the following:

- Unlimited telephone support through your authorized reseller
- Free copies of Software Version Updates.
- All the latest hotfixes, updates and patches to keep your system running at peak efficiency.
- 24/7 access to the Laserfiche Support Site and Laserfiche Answers.
- Comprehensive training opportunities are available including quarterly Regional Training and the annual Laserfiche Institute Conference
- 100% of the purchase price of your current Laserfiche software can be credited to any new product purchase.

☒ **ECS GOLD Level Priority Support** is an optional support plan to the basic Laserfiche Software Assurance Plan (LSAP). Where LSAP offers a response time within 24 hours, ECS Priority Support responds promptly to our client's needs and concerns. Our experienced tech team will respond within 4 hours of our client's call. Most calls are answered immediately and resolved within the same business day. Also includes complimentary quarterly user group workshops and the ECS Annual Customer Conference. Priority Support is offered for on-site and remote technical assistance. Priority Support Hours can be used for remedial training, support, additional consulting requirements, or for version upgrades/releases of the software.

ECS GOLD Priority Support Plan includes a Toll-Free number with **Unlimited Priority Phone Support** with a 4- hour response time. Additional support avenues include a dedicated support email account (**HelpDesk@ecsimaging.com**), and Website with download/upload capabilities. We also offer Remote Desktop Assistance.

ECS GOLD Priority Support is offered for on-site and remote technical assistance. Hours can be used for configuring workflows, forms, integrations, training, remedial support, additional consulting requirements, or for version upgrades/releases of the software. Support hours are 7:30 am – 5:00 pm, Monday – Friday PST.

#### **Additional Laserfiche Training and Support Options**

- Laserfiche Support Site - <https://support.laserfiche.com>
- Laserfiche Answers - <https://answers.laserfiche.com>
- Laserfiche User Manuals - <https://support.laserfiche.com/kb/1012253/current-online-laserfiche-product-help-files>
- Laserfiche Video Gallery - <https://support.laserfiche.com/gallery/#/list#%2Flist> (Login is required)
- Laserfiche Aspire – Learning Resources - <https://support.laserfiche.com> (Login is required)
- Laserfiche Certified Professional Program (CPP) - <https://www.laserfiche.com/support-learn/certification> (Login is required)

## Laserfiche Cloud Price List

Product Description	User Count	Code	Software and Maintenance
User Types			
*Must choose either the Document Management with Process Automation User or the Document Management User.			
<b>Document Management with Process Automation User*</b>  <i>Includes: 100 GB storage/user, single Laserfiche Repository, Process Automation, Laserfiche Advanced Audit Trail with Watermark, Laserfiche Records Management Edition, Laserfiche Connector, Laserfiche Import Agent, Laserfiche Snapshot, Laserfiche Integration with Microsoft Office, and Laserfiche Integration with DocuSign</i>	1-49	CFUAL	\$648
	50-99		\$590
	100-199		\$505
	200-499		\$419
	500-999		\$333
	1,000+		\$262
<b>Document Management User*</b>  <i>Includes: 100 GB storage/user, single Laserfiche Repository, Laserfiche Advanced Audit Trail with Watermark, Laserfiche Snapshot, Laserfiche Records Management Edition, Laserfiche Connector, Laserfiche Import Agent, Laserfiche Integration with Microsoft Office, and Laserfiche Integration with DocuSign</i>	1-49	CBAAL	\$480
	50-99		\$440
	100-199		\$375
	200-499		\$310
	500-999		\$250
	1,000+		\$195
<b>Community Users**</b>  <i>Community Users are intended for individuals not employed by the Licensee. Community users may not be used by Licensee's employees, contractors, or consultants. These users will have read-only repository access and the ability to participate in Forms processes.</i>	Block of 100	CFCAL	\$4,600
	Block of 500		\$12,600
	Block of 1,000		\$18,190
	Block of 2,000		\$24,250
	Block of 5,000		\$36,380
	Block of 10,000		\$48,500
	Block of 25,000		\$60,620
	Block of 50,000		\$72,750
<b>Participant Users**</b>  <i>Participant Users are intended for individuals employed by the Licensee. These users will have read-only repository access and the ability to participate in Forms processes. They can also be assigned to Forms teams.</i>	5-49	CFPAR	\$120
	50-99		\$102
	100-199		\$84
	200-499		\$72
	500-999		\$54
	1,000+		\$42

(Pricing Continued Next Page)

## Usage Add-Ons

Allow individuals who do not have Laserfiche Named licenses to interact with Laserfiche products.

Product Description	User Count	Code	Software and Maintenance
<b>Public Portal</b>	100 Views/Month	CPPAL	Included
	1,000 Views/Month		\$600
	10,000 Views /Month		\$4,200
	100,000 Views/Month		\$33,000
<b>Forms Portal</b>	1,000 Submissions/Month	CFPAL	\$1,800
	10,000 Submissions/Month		\$4,400
	100,000 Submissions/Month		\$9,600
<b>Storage (10 GB)</b> <i>Storage is shared across the account.</i>		CSAL	\$30

## Additional System Components

Product Description	Code	Software and Maintenance
<b>Image Capture Tools</b> <i>Calculated as a percentage of the total Annual List Price for Process Automation and Document Management Users.</i>		
<b>Laserfiche Quick Fields Complete</b>	CQCX	15%
<b>Laserfiche Quick Fields Agent</b>	CQFA	5%
<b>Laserfiche Vault</b> <i>Cost is per each Process Automation and Document Management User.</i>	CVAL	\$120

## Desktop Add-ons

Licensed per desktop

Product Description	Code	Software and Maintenance
<b>Scanner Drivers</b>		
<b>Laserfiche ScanConnect</b>	CCS01	\$90
<b>Laserfiche ScanConnect 5 Pack</b>	CCS05	\$330
<b>Laserfiche ScanConnect 10 Pack</b>	CCS10	\$450
<b>Digital Archiving and Publishing</b>		
<b>Laserfiche Plus</b>	CLP01	\$1,850
<b>Integration Tool</b>		
<b>Laserfiche SDK</b>	CTKN	\$1,220