

Top Ten Questions from Corporate Secretaries

BoardVantage
Security with Simplicity

1. CS Benefits

2. *Security*

3. Document Control

4. *Red Lining*

5. Downloads

6. Annotations

7. Progressive & Traditional
Directors

8. Data Deletion

9. Getting
Started

10. *Support*

1. What are the benefits for the CS office?

BoardVantage simplifies online board book creation and distribution with dedicated workflows, single-click support of last minute updates and a searchable repository. The system also provides rapid response capability for ad hoc meetings and automates recurring process such as written consents and director evaluations.

2. How secure is the application?

BoardVantage is hosted in a secured data center and protected by encryption and two factor authentication. All aspects of the application's security have been validated by independent audits and the company is SAS70 Type II certified. BoardVantage staff has no access to customer content.

3. How do I control document access?

Role-based security allows the CS office to grant document access including print and save options by committee or individual. Also, BoardVantage supports enforcement of retention policies on all forms of electronic board communication including director email.

4. How do I respond to last minute changes and red-lining of documents?

While board distribution occurs in PDF format, documents are edited in native format for familiarity and for easy collaboration with remote team members. This includes support for red-lining. Also, versioning tracks document history while a single-click document replace feature allows updates directly from the desktop.

5. How do I keep documents secure if a director downloads them?

For this purpose BoardVantage offers an encrypted password-protected folder on the individual computer. For added security BoardVantage lets the Corporate Secretary enforce the company's retention policy for any items stored in the Vault through remote automated document purge. For example, director notes subject to a 14-day retention policy will be purged on the 14th day.

6. Can directors share their notes?

BoardVantage offers document annotation whereby a director can mark up documents. These notes can be kept private or shared with other board members and the CS office. Also, with the Vault, document notes remain under full control of the Corporate Secretary for deletion even if downloaded to the director's computer.

7. How do I adapt this for the progressive and traditional directors on my board?

BoardVantage offers the rich functionality for progressive directors, but the user-friendliness required by traditional directors. For example, a progressive director may want to mark up documents with private notes; whereas, a traditional director may simply want to print out relevant documents with a single click.

8. What happens when I delete my data?

BoardVantage maintains a single copy of each customer's data. Any deleted data will be purged from all the BoardVantage servers and backup media within forty-eight (48) hours.

9. How do I get started?

The BoardVantage Jumpstart program includes one half-day of training to get the staff up and running quickly. Our certified account managers work with you to customize the implementation plan and to determine a roll-out sequence. For your directors, your assigned account manager arranges one-on-one training sessions with directors and executives via phone or in person.

10. Who supports me and my board?

BoardVantage offers 24x7 support. All members of our Account Support team have more than 36 months experience supporting a customer base which includes the directors and officers of 65 NYSE and 35 NASDAQ list companies.

About BoardVantage

BoardVantage is the leading provider of secure board portals for the browser and the iPad. Trusted by dozens of Fortune 100 boards, BoardVantage portals centralize documents, processes and communications. BoardVantage is SAS 70 Type II certified, and meets or exceeds the standards of the most security conscious IT departments, including those of major financial institutions.

BoardVantage

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