

# OurRecords™ Vendor Management

As a trusted financial institution, regulators and your customers are depending on you to ensure the security of their information throughout the transactional process. You are relying on third party providers as a part of your workforce to conduct these transactions.

OurRecords™ supports the required transparency, verification, and security for the safety and success of all parties.

We integrate easy to use tools and services that comply with best practices recommended by industry institutions including American Land Title Association (ALTA) and Signing Professionals Workgroup (SPW).

The OurRecords proven process is easy to implement and easy to use to keep your entire workforce compliant for all transaction.

OurRecords can help you secure your records!

## 3rd Party Vendor Compliance & Risk Management

- Build and distribute customized company compliance & policy requirements
- Third parties (notaries, IT, janitorial and etc.) submit all required documentation directly through their OurRecords account
- Documents available 24/7 for company review
- Notification of any non-compliant or soon to be expired credentials
- Weekly and "On-Demand" compliance reports
- Electronic acknowledgment & acceptance of vendor policy agreements
- Secure sharing of forms, common documents and check lists
- Mass communication to all third party vendors
- Work queues to automatically forward specific documentation to internal and external departments
- Integration APIs available for connectivity to your ERP and other critical systems to ensure you only do business with compliant third parties

## Reduce Company Liability Exposure

- Secure Intelligent File transfer (SIFT™) to securely send and receive sensitive transactional documents
- Secure storage and document sharing including critical information requested by lenders for vendor approval
- Never email personal identification information or confidential company information again!

## Integrated SPW Compliant Background Check

OurRecords has worked with an NAPBS accredited firm, BackgroundsOnline™, to provide an integrated Signing Professionals Workgroup (SPW) compliant background check for member convenience, security, and cost savings.

The SPW Background Screening Standard specifies that signing professionals will undergo and pass an annual background screening that follows the search criteria and scoring metrics defined in the Standard.

One hundred and three separate offenses have been assigned a point value of 2 to 25 points. A cumulative score equal to or greater than 25 produces a fail result. In addition, a positive match on certain searches will automatically disqualify the applicant. The Standard specifies that a compliant background screening will search the following sources of data:

- ✓ Social Security Number Trace
- ✓ County Criminal Court Search
- ✓ Statewide Criminal Search
- ✓ Federal District Court Search
- ✓ Nationwide Criminal Database
- ✓ Motor Vehicle Records Search
- ✓ National Sex Offender database Search
- ✓ USA Patriot Act including Terrorist Watch List
- ✓ United Nations Named Terrorist List
- ✓ Office of Foreign Asset Control Specially Designated Nationals & Blocked Persons
- ✓ Bank of England Sanctions
- ✓ Department of Defense Trade Controls Debarred Parties
- ✓ U.S. Bureau of Industry and Security Unverified Entity List
- ✓ U.S. Bureau of Industry and Security Denied Entity List
- ✓ U.S. Bureau of Industry and Security Denied Persons List
- ✓ World Bank List of Debarred Firms



Get your FREE Organizational Account with OurRecords!

Contact us at 877.300.2497 or visit our website

[www.ourrecords.com](http://www.ourrecords.com)