

## e-Sign Document Manager

Streamline the distribution of policies, compliance announcements and regulated signed documents

One of the most important tasks for any school or district is keeping on top of its policies and procedures. Parago is designed to enable you to manage, review and centrally distribute all policies and documents to the correct individuals or teams.

### No more endless paper trails

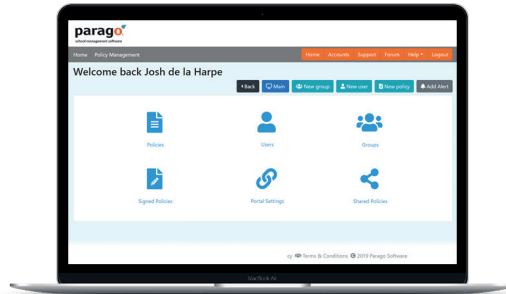
Save money on paper and printer ink, and remain compliant with our central, paperless solution. Being able to create reports and filter on who has and hasn't read and signed each policy at the click of a button puts you back in control.

### Simply sign and click

Those who receive policies for e-signature simply click a link, digitally sign and return. Everything is managed and stored centrally within Parago without hassle.

### Always prove compliance

Easily run reports to show compliance on up-to-date legislative policies and risk management announcements.



### No more chasing staff for signatures

With automated email prompts, you don't need to chase staff to return policies and forms. Parago will do this for you until the form is signed and returned. Also, ensure policy compliance with reminders that need regular reviewing, enabling you to stay on top of future documentation.

### Key takeaways:

- 1 | No more chasing staff to get vital policies signed
- 2 | Eco-friendly and paperless
- 3 | Prove policy compliance and accountability

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Time saving, user friendly and efficient. As a busy school these attributes are without doubt going to save time and money.”

**The Charter School,**  
Parago customer since 2009

Learn more:  
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