

DYNAFILE FOR HR

Smarter HR Document Management

**Modernize HR.
Simplify Compliance.
Get Operational Faster.**



Meet DynaFile

As the industry-leading electronic employee filing system, DynaFile was designed from the ground up specifically to address the complex needs of human resource departments. This robust cloud document management solution helps businesses streamline operations and centralize filing through scanning automation, secure online file storage, controlled workflows, and seamless integrations with the technology you already have in place.

By eliminating cumbersome paper-based processes and ensuring regulatory compliance, DynaFile simplifies HR operations. Our user-friendly software provides a straightforward way to manage documents, offering features like scanning automation, secure cloud storage, custom reporting, a compliance toolkit, and synchronization with your HR systems.

Highly customizable, DynaFile adapts to the unique needs of any industry, whether it's Human Resources, Education, Healthcare, Legal, Real Estate, or beyond. With flexible tools such as customizable indexing, automated workflows, and seamless integrations, it ensures your files are organized, secure, and easily accessible. No matter the sector, DynaFile empowers your team to work efficiently, stay compliant, and focus on driving your business forward.

Trusted for Over 25 Years

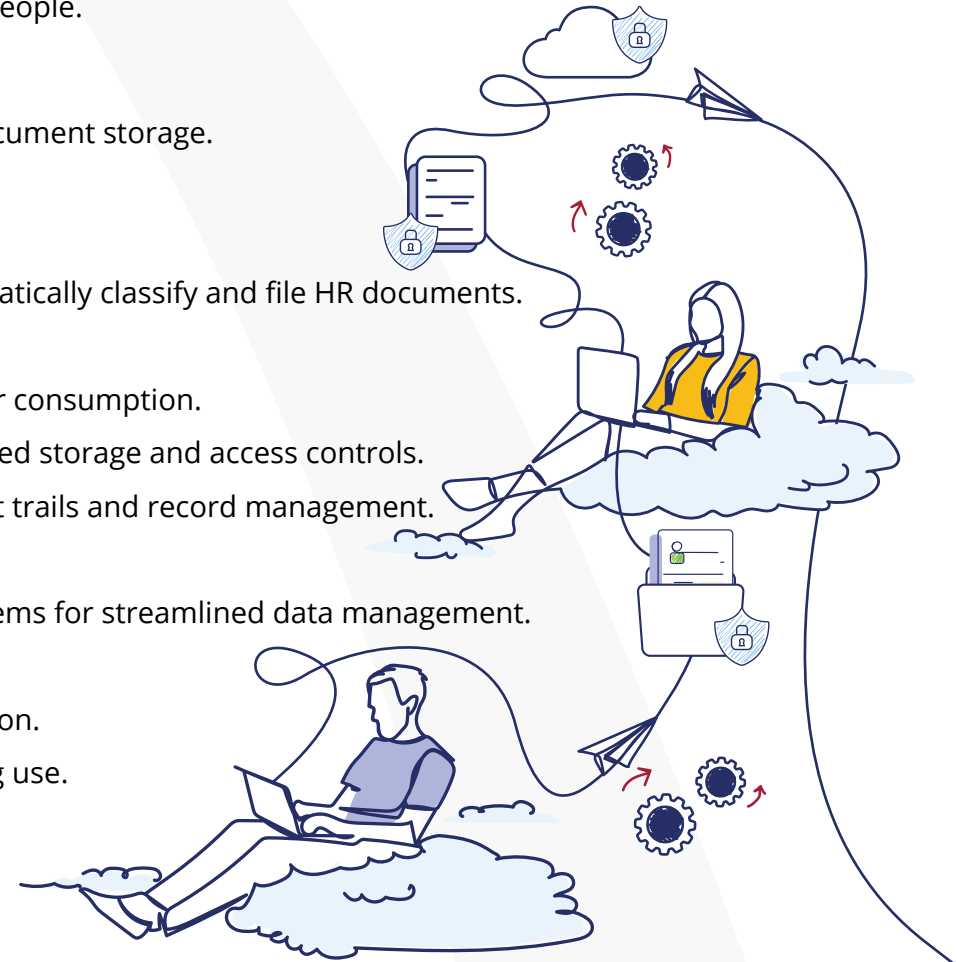


Unlock the Full Potential of Your HR Department with DynaFile

DynaFile is designed to transform the way your HR team manages documents, combining efficiency, security, and scalability into one powerful solution. By automating workflows, centralizing document storage, and ensuring compliance, DynaFile helps you streamline operations, enhance collaboration, and focus on what truly matters - your people.

Experience the DynaFile Difference:

- **Accelerate onboarding** with automated workflows and centralized document storage.
- **Boost productivity** by quickly locating essential documents.
- **Streamline operations** through efficient document management.
- **Improve filing accuracy** with AIDI (AI Document Intelligence) to automatically classify and file HR documents.
- **Enhance collaboration** with easy file sharing and version control.
- **Save time and money** by eliminating manual tasks and reducing paper consumption.
- **Protect sensitive data** with robust security features, including encrypted storage and access controls.
- **Ensure compliance** with industry regulations through automated audit trails and record management.
- **Prevent data loss** with secure cloud backup and disaster recovery.
- **Seamlessly integrate** with HRIS, HCM, ATS, e-signature and other systems for streamlined data management.
- **Scale effortlessly** to accommodate growing organizational needs.
- **Benefit from a user-friendly interface** for easy adoption and navigation.
- **Receive dedicated support** to assist with implementation and ongoing use.



Proven Results. Measurable Impact.

Join HR teams who have modernized HR operations and achieved measurable results.

100%

Increase in Filing Efficiency

90%+

Reduction in Paper-Based
Employee Files

7+ Hours

Saved Per Week by HR Teams

99%

Time Savings in Core
HR Workflows

Under 2 Weeks

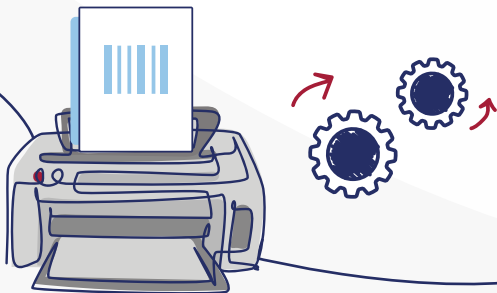
Average Time to
Full Implementation

Go Paperless with Barcode Recognition: Transform Paper into Organized Digital Records with Scanning Automation

DynaFile's revolutionary scanning automation technology is the ultimate solution for HR departments aiming to streamline document management. With our advanced barcode recognition, you can effortlessly convert paper piles into neatly organized digital files, saving time, reducing errors, and simplifying your workflows.

Simplify Filing with Advanced Barcode Recognition Technology

- **Effortless Scanning and Filing:** Our one-touch scanning solution automates the indexing and filing of documents based on barcode information, eliminating the need for tedious manual labor.
- **Efficient Backfile Conversion:** Quickly convert existing paper files into digital format while preserving their original structure and organization.
- **Enhanced Accuracy and Collaboration:** Automate repetitive tasks and ensure secure access to employee records with embedded barcodes and controlled file-sharing features.
- **Advanced Document Editing:** Once your documents are documents are in DynaFile, you have full in-browser editing controls to add metadata, split or combine documents, rotate pages, and more.

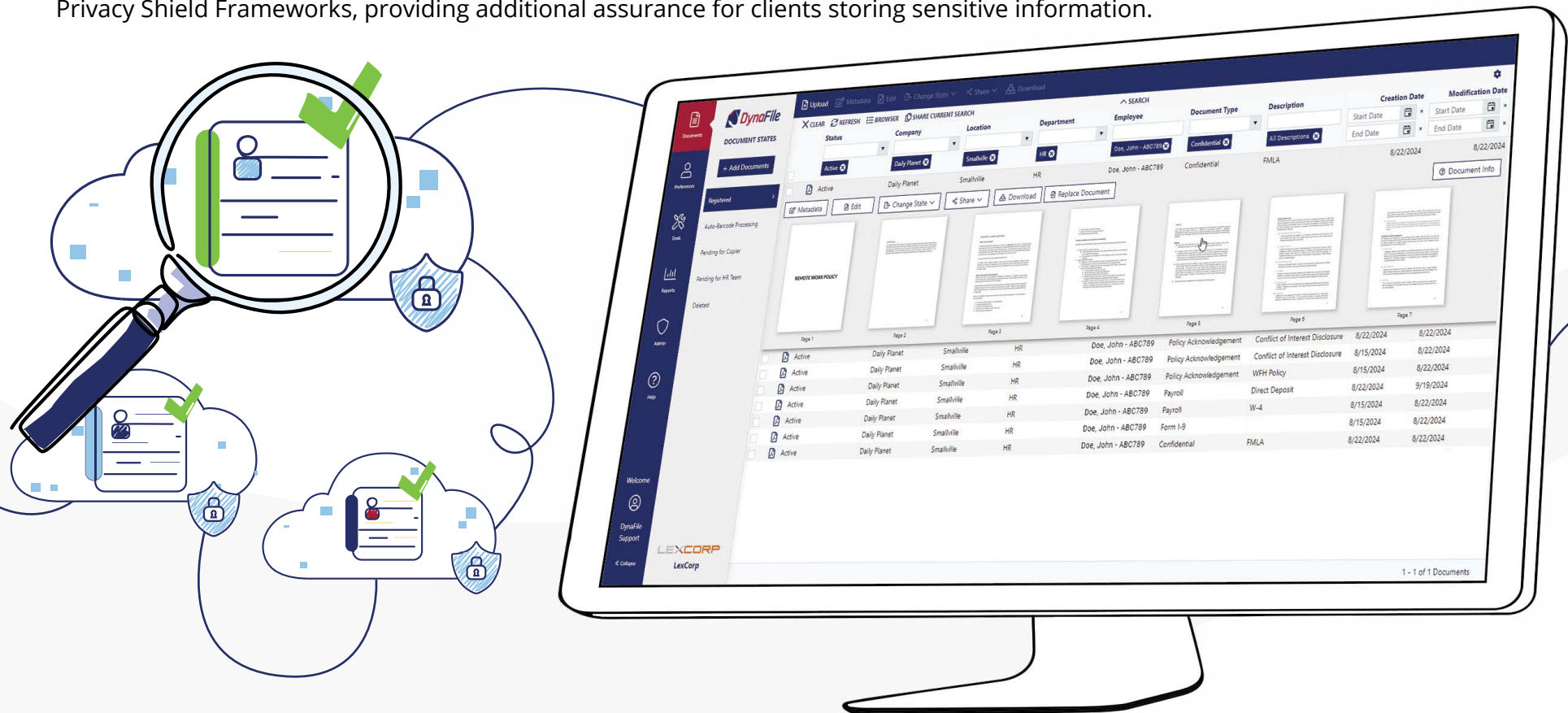


Streamline Document Retrieval & Enhance Data Security with DynaFile's Cloud Storage

DynaFile's cloud-based document storage provides secure, organized, and instant access to your files from anywhere, at any time.

With robust security measures and strict compliance with industry regulations, DynaFile simplifies document management while ensuring your data is fully protected.

- Access Anytime, Anywhere:** Securely manage and retrieve your documents from any device with an internet connection. Whether working remotely or across multiple offices, employees can quickly access critical information with just a touch of a button.
- Improved Organization and Search:** DynaFile makes it easy to organize your documents in one place and find them in seconds using keywords or metadata, thanks to a super-intuitive search bar.
- Secure Cloud Storage:** All DynaFile servers are housed in SSAE 18 certified data centers with annual AICPA SOC 2 Type II audits, ensuring compliance with PHI, HIPAA, GDPR, and other security regulations. We are also certified under the EU-U.S. and Swiss-U.S. Privacy Shield Frameworks, providing additional assurance for clients storing sensitive information.



Gain Efficiency with Cloud Workflows & Seamless Integrations

Eliminate document silos with cloud workflows and embrace paperless collaboration with DynaFile's secure file-sharing and version control features. Power your teams to work together seamlessly and efficiently while ensuring the privacy and security of their data. DynaFile integrates effortlessly with your existing HR and business tools. Whether it's onboarding, e-signatures, or HRIS systems, our seamless integrations ensure a smooth, cohesive experience.

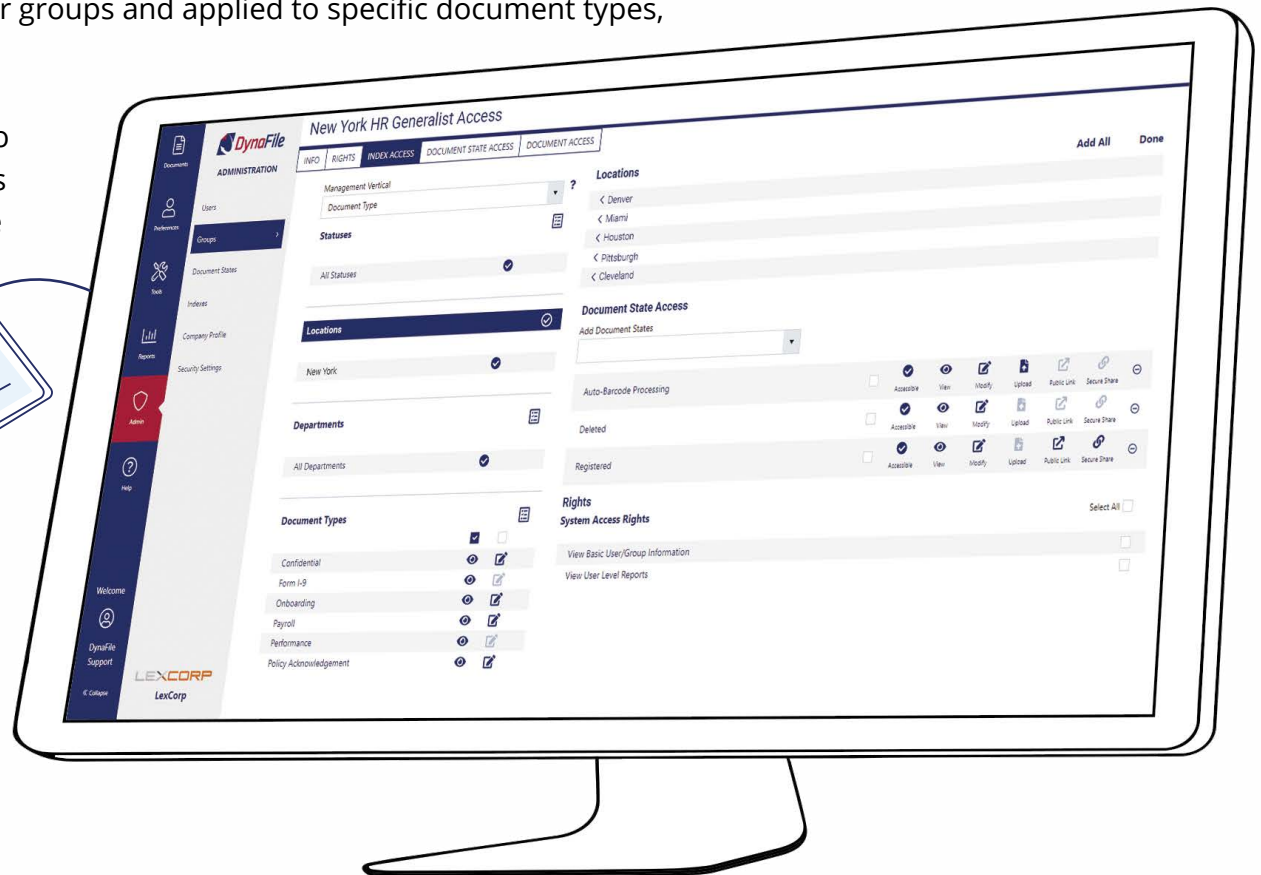
- **Centralize Employee Filing:** Seamlessly connect with HCM, HRIS, LMS, Payroll, and ATS systems to centralize employee documents into DynaFile's secure cloud storage to centralize records for faster filing and retrieval.
- **Automate Onboarding Workflows:** Start the digital employee file lifecycle from day one and streamline onboarding with DynaFile's e-signature integrations. New hires can review, sign, and submit paperwork online before their first day. Once approved, documents are automatically filed in their DynaFile folder, creating a seamless, paperless process that reduces stress for both HR and employees.
- **Add Files with Ease:** Your team can effortlessly add documents to staff folders using everyday formats like paper, emails, electronic files, digital forms, and more. With simple drag-and-drop functionality, complex uploads are a thing of the past.
- **Enhance Collaboration:** Seamlessly share and collaborate on documents with features like expiration dates for shared links, the ability to send specific pages as attachments or secure links, and direct email integration with Microsoft 365 or Google. Work effortlessly with colleagues inside and outside the DynaFile ecosystem while keeping full control over your shared documents.



Boost Record Compliance & Create Audit Readiness

DynaFile offers extensive administrative controls, access permissions, and audit reporting capabilities to ensure security and compliance. Every document action is tracked and accounted for, helping your team stay organized and audit ready.

- Stay Audit-Ready with Compliance Automation:** Leverage DynaFile's built-in compliance toolkit to ensure all required documents are included in your folders. Simplify record audits with custom reports, role-based access, and automated retention schedules. When it's time for an audit, securely share specific document pages via encrypted links with set expiration dates, maintaining full control.
- Drive Compliance with Real-Time Reporting:** DynaFile provides live, real-time reporting to give you insight into corporate policies and boost compliance. Detailed user activity logs let you see exactly who accessed what, with both standard and custom reports tailored to your company's needs.
- Segment Access for Increased Security:** Granular access controls ensure employees only see the files they're authorized to view. Permissions can be set for individual users or groups and applied to specific document types, keeping sensitive information secure.
- Streamline Policy Updates:** Easily adhere to company-wide policies by getting documents filled out and signed digitally, eliminating the need for paper.



Transform Your HR with Digital Efficiency

Experience the benefits of electronic filing and gain enhanced efficiency, improved security, and centralized access, all designed to reduce manual tasks and protect sensitive data. Say goodbye to traditional file storage hassles and make the move to true document management, empowering your team with secure cloud storage, instant document access, and seamless integrations.

Give time back to your team with a completely paperless employee file lifecycle.
Schedule a tour today and be fully operational in under two weeks.



Nothing but Great Things to Say

"I have nothing but great things to say about DynaFile. Our implementation could not have gone any smoother. The site is set-up in a way that allows you to do anything imaginable."

-Kevin Kendall | Senior Human Resources Manager
Thompson Hine LLP



From 1 Day to 15 Minutes

"My favorite part of DynaFile has been being able to share access with the auditors. It used to take me one whole day to scan the files they requested, and now it takes me less than 15 minutes to share the access."

-Lindsey Yearsley | Financial Aid Leader
Paul Mitchell School, Rexburg, ID



DynaFile allowed us to transform

"We began our DynaFile implementation a few weeks before COVID started. We wouldn't have been able to work as effectively as we did during the pandemic without having our employee files digitized. DynaFile allowed us to transform not only how we work, but where we work."

-Karen Hall | Director of Human Resources
Fisher Phillips



DynaFile has been a Jack of All Trades

"Regarding productivity, it has definitely made our onboarding process quick & easy. In comparison to our previous methods, it's a piece of cake. DynaFile has been a jack of all trades for us; we would highly recommend this system!"

-Jeneissy Zaldivar | Executive Administrative Director
Chick-fil-A, Doral, FL



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