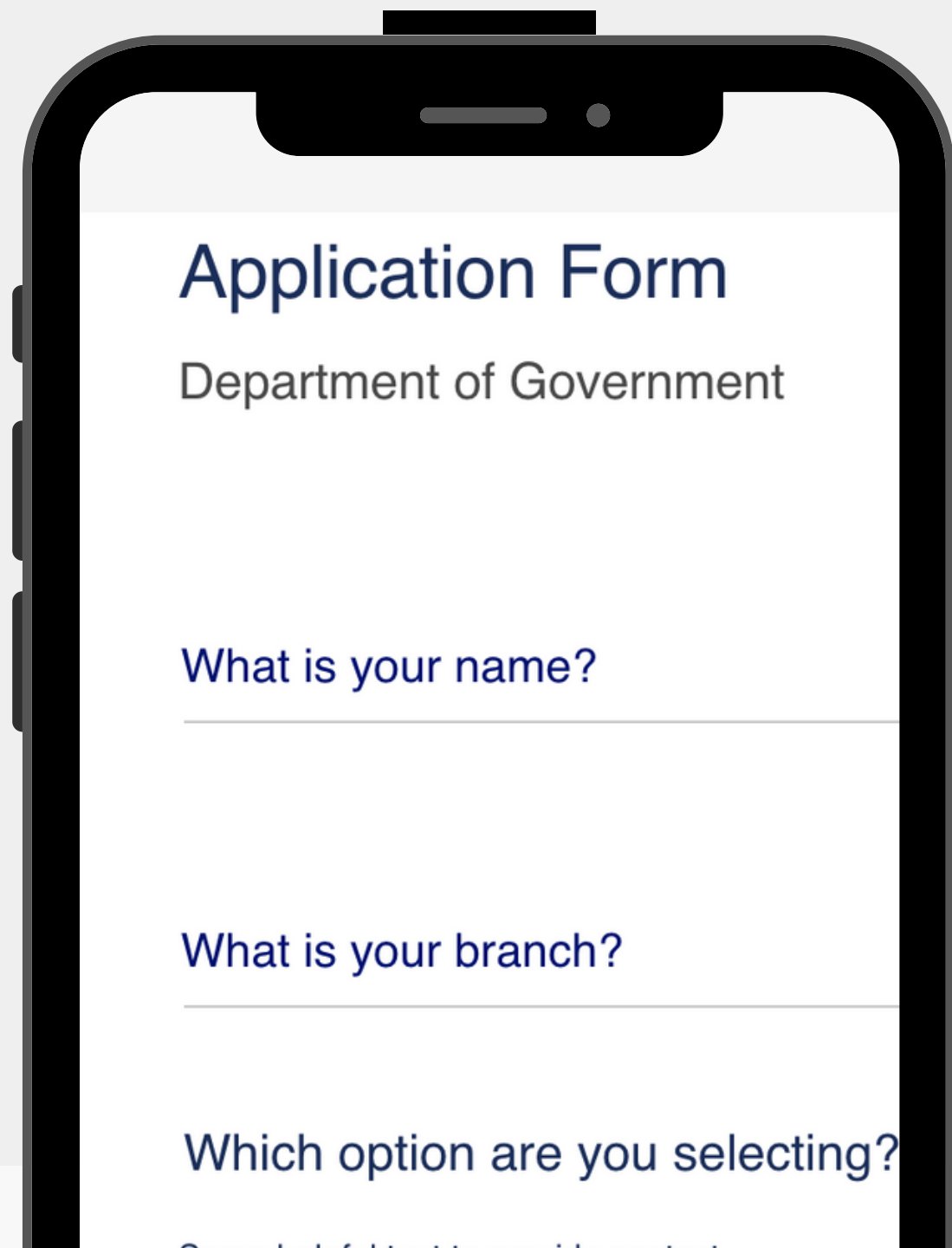


PROOF

# Digital Forms

A black smartphone is shown vertically, displaying a digital application form on its screen. The form has a white background and is titled "Application Form" in a dark blue font, with "Department of Government" below it in a smaller, grey font. There are three input fields, each with a blue question label and a horizontal line for text entry. The first field is labeled "What is your name?", the second "What is your branch?", and the third "Which option are you selecting?".

Application Form

Department of Government

What is your name?

What is your branch?

Which option are you selecting?

# Proof 101

## Proof digitizes your workflow!

Route approvals between colleagues and instantly track the progress at every step. Workflows are easy to generate, edit and customize to the needs of your team.

Track progress and communicate with your team through the timeline. The timeline acts as an audit trail for all actions performed on a routing.

Security is built in by ensuring only participants of a workflow have access to view/edit.

We integrate seamlessly with your existing document storage platform (SharePoint, GCDocs etc.) Version control and permissions automatically sync with participants. >>

The screenshot displays the 'Proof Sign' workflow interface. The top section shows the title 'Proof Sign' and options to 'Clone' or 'Print'. Below this, a list of participants is shown: 5 Participants (Administration, Deputy Minister, Executive Assistant, Innovation Director, Project Manager). The main area shows the workflow steps: Project Manager (Start, 8 minutes ago), Administration (Process, a few seconds ago), Innovation Director (Approve, a few seconds ago), Executive Assistant (Process, a few seconds ago), and Deputy Minister (Digitally Sign). A '+ Add Step' button is visible. The Summary section includes fields for Type (Briefing Notes), Status (Open), Priority (Low), Due (10/21/2021), and Tags (Select some tags). The Timeline section shows a list of actions: Project Manager completed Start (8 minutes ago), Project Manager attached a new version (v1) of Contract 000012345.pdf, 18.2 KB (5 minutes ago), and Project Manager attached a new version (v1) of Project File.pdf, 16.5 KB (4 minutes ago). The right sidebar shows attachments: Project File.pdf (v1) (16.5 KB) and Contract 000012345.pdf ... (18.2 KB). There is also an 'Add' button and an 'External Signatories' section.



# Digital Forms Solution

---

## Experience

Breaking free from paper allows for a new level of service!

Guide your users to what they need while reducing submission errors & ineligible applications.

## Accessible & Bilingual

We know that public services must serve all citizens, which is why our forms are accessible (WCAG 2.1 AA) and multilingual.

## Forms + Workflows

Once submitted forms can instantly initiate an approval workflow within Proof.

Proof is form-agnostic, we can connect with your existing tool and our API will consume new forms without any coding required.



# Application Form

Department of Government

What is your name?

What is your branch?

Which option are you selecting?

Some helpful text to provide context

Hold on! There are unanswered questions that must be completed before you can submit.

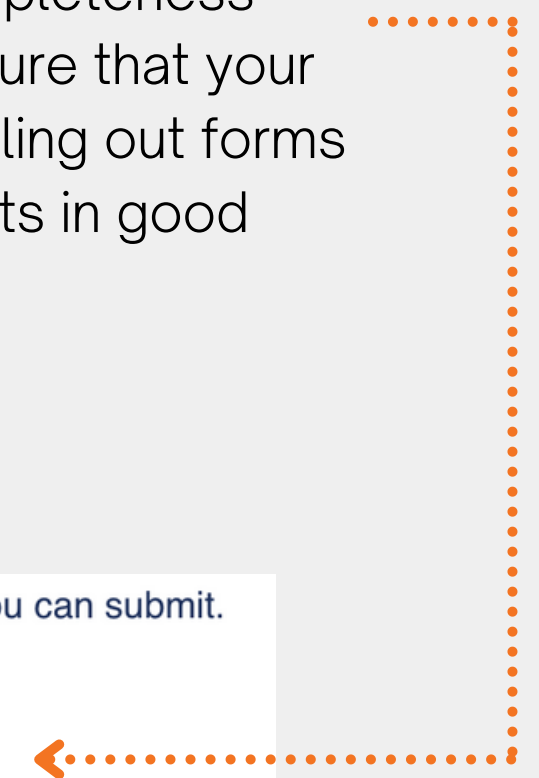
Review Missed Questions

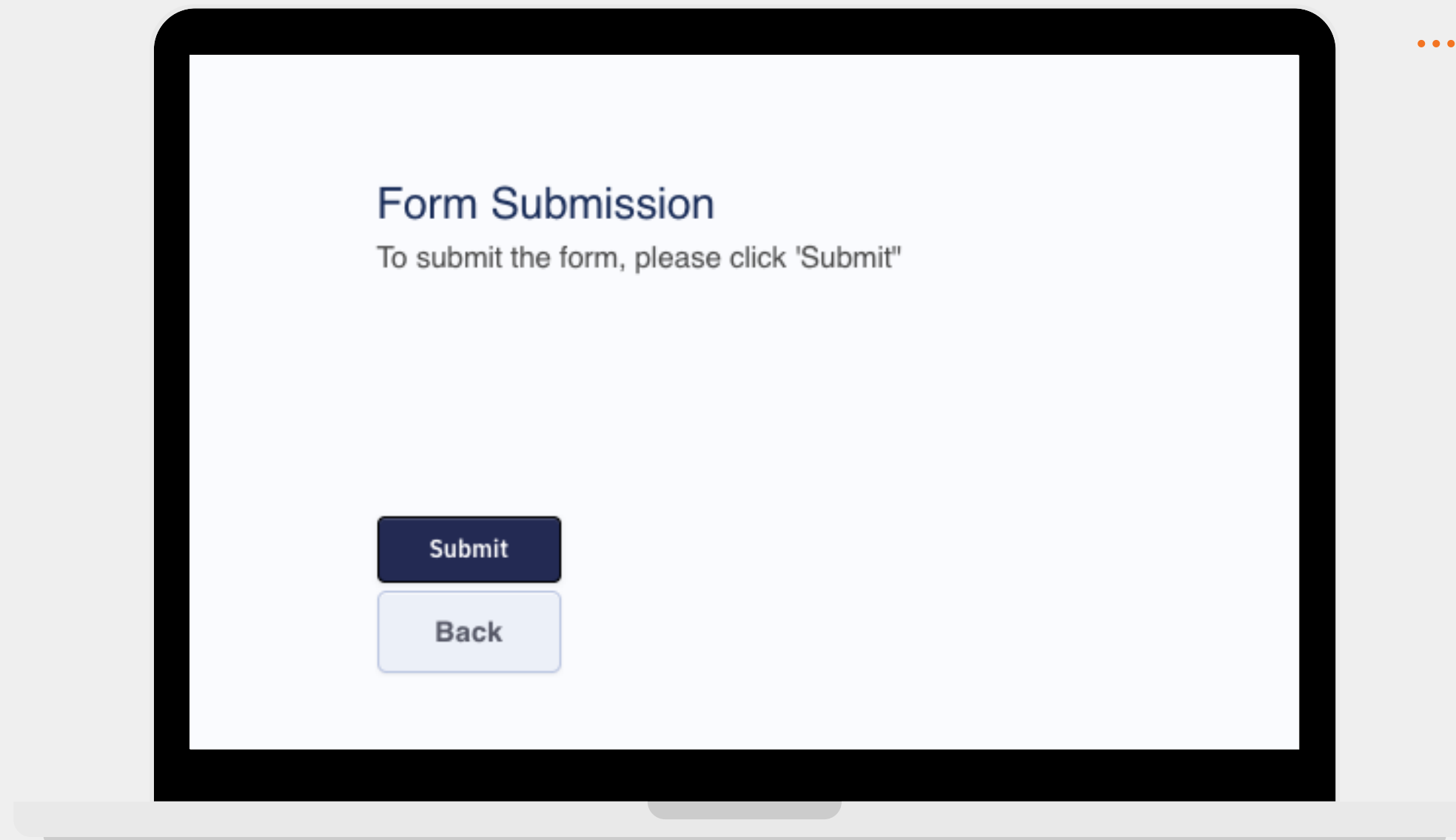
Submit


Back

**01** Set-up your very own digitized forms & store them where your end-users can access & fill-out the forms you need them to complete.

**02** Built-in completeness checks ensure that your users are filling out forms & documents in good order.





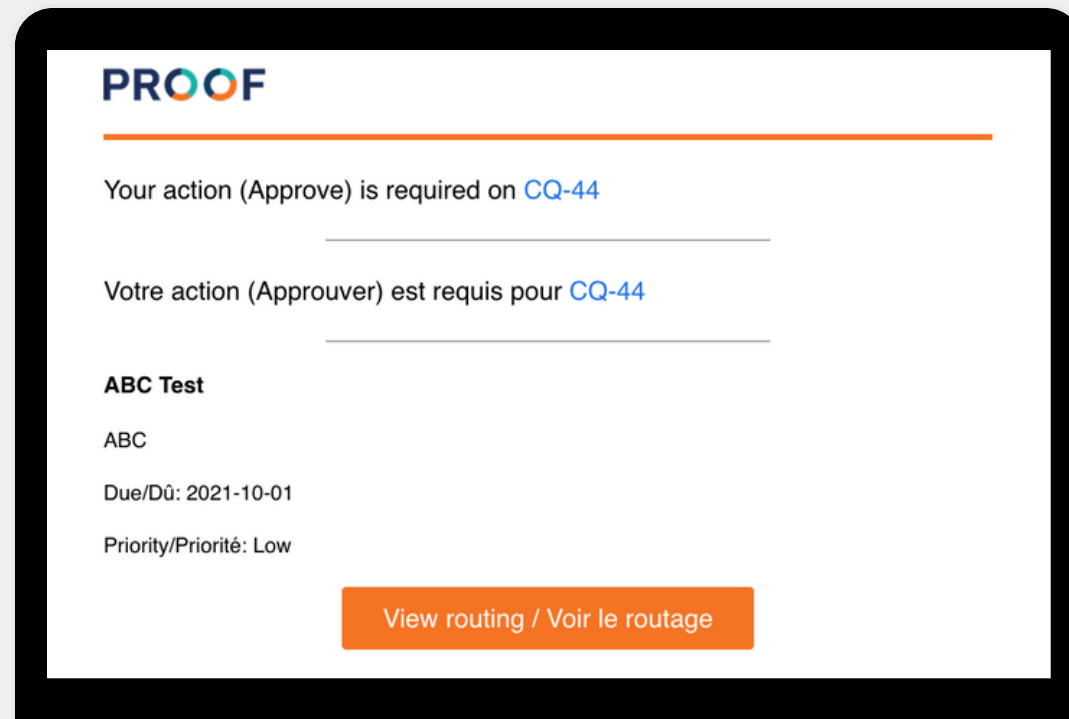
- 
- 01** With Proof you have the ability to receive & approve applications in one central platform.
  - 02** Workflows are automatically created upon submission & can be easily customized by your team.
  - 03** Proof syncs with your document management system to ensure all attachments submitted alongside a form are easily accessible within your workflow.

# Digital Forms

PROOF

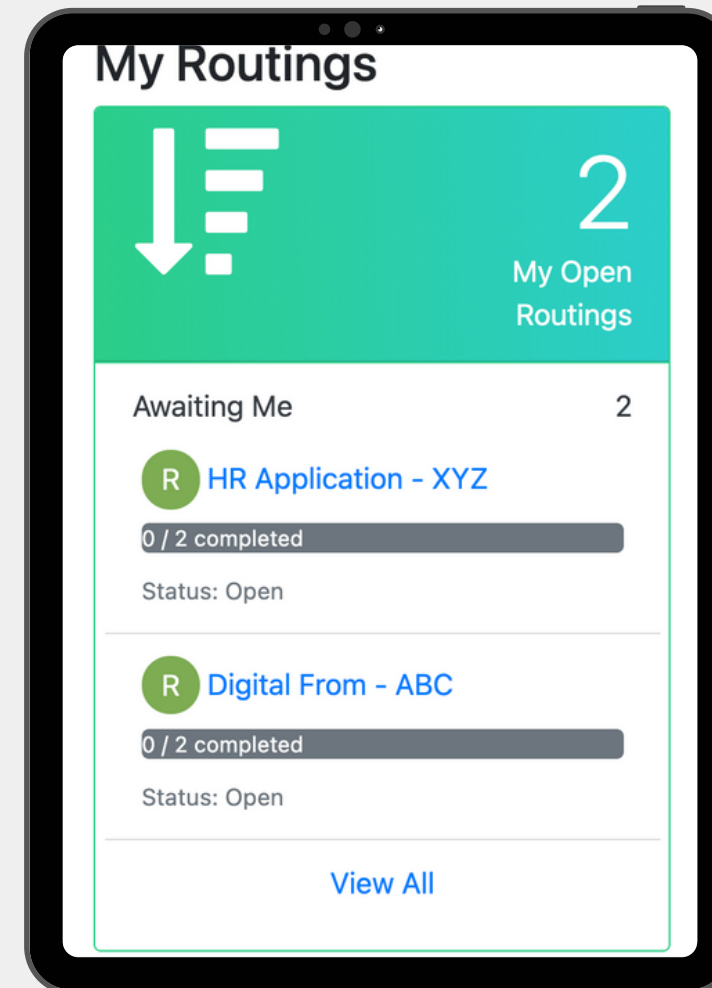
01

Your team is immediately notified when a completed form is ready for review.



02

Use your dashboard to quickly determine the status of each form in the approval process.



03

Perform your action in the workflow to keep the approval process moving.

