

RenewalTracker™

Manage any time-sensitive, business-related license, permit, certificate, tax, payment and all other recurring renewals

PRODUCT data sheet

Never miss a renewal again.

- ▶ Standardized, centralized and secured renewal management
- ▶ Accessible using Internet browser
- ▶ No additional software or hardware
- ▶ No missed payment penalties, license, permit and certificate expirations or loss of business
- ▶ A cost- and time-effective renewal item management solution



Get organized. Stay current. Easily.

Whether you're managing one, hundreds or even thousands of locations, your organization deals with many business licenses, permits, certificates and other regulatory-, tax- or financial-related recurring renewal items.

Failure to renew these in a timely manner leads to fines and possibly operations being halted by regulatory bodies, ultimately resulting in lost revenue. For larger organizations, managing such items is a time-consuming process that diverts staff members away from other responsibilities.

RenewalTracker reduces the number of steps needed to manage recurring renewal items, maintaining all data in a single, cloud-based, online solution that authorized users can access from anywhere through a web browser.

Visual cues and e-mail notifications alert users when renewal deadlines are imminent, eliminating the chance for late payment of renewal fees. RenewalTracker is cost-effective, easy to use and maintenance-free — preventing expensive penalty fees caused by missed renewal payments while ensuring continuous business operations and customer satisfaction.

Carefully tailored features

RenewalTracker provides key features and capabilities allowing easy and effective management of recurring renewal item processing.

- ▶ Secured log-in, role-based privileges and user-to-location access provides centralized viewing and management of renewal item details with location and authority contact information.
- ▶ Easily access open, remitted or renewed items across an unlimited number of locations within user-defined time horizons such as 15, 30, 60, 90 days and any time.
- ▶ Manage key renewal item details including paying authority, invoice and related payment information, accounting codes, user-defined fields and renewal history.
- ▶ Manage, search, print, export and e-mail renewal items directly in and from the centralized, online database repository.
- ▶ Instantly generate forms such as check requests and other correspondence that contain necessary item details.
- ▶ Associate and store electronic documents centrally, allowing instant access to any supporting documentation for any item at any location.
- ▶ Better manage the process by generating periodic e-mail reminder notifications for users at their desired schedule that detail upcoming renewal item due dates.
- ▶ As an administrator type user, manage all of RenewalTracker's key features and associated information online.

Secure, online renewal management solution

RenewalTracker is a cloud-based, hosted and managed solution accessible through a web browser for a low, recurring subscription fee — so you always know what you are going to pay.

- ▶ Periodic enhancements automatically provided.
- ▶ No operating support required by your organization.
- ▶ No up-front capital investment in hardware or software required.
- ▶ Easy to administer and manage all the renewal information online.

1 Welcome Manager

2 MY RENEWALS - Demo Retail Company

3 State: AZ-Arizona Location: 09870-Store - Phoenix Quick View: Renewal Items Advanced Search

4 Work Address: 2500 SOUTH ELMI STR, SUITE 210, PHOENIX, AZ 85004-2136 Work Phones: 602-555-5371 Contact: Sally Jones, Store Manager Work Email Address: sjones@democompany.com

5 Renewal Items: Due in 30 days or Past Due in 31-45 days Due in 46-60 days Due in 61-75 days All Renewal Items

Item Name	Type	Item #	Notice Received	Renewal	Remitted	Due	Paid	Action
Business Occupancy License (11/2014-12/31/2014)	BUSINESS/OCCUPATION	90087653	11/15/2013	\$265.00				
City Fire Alarm Permit (4/1/2014-6/30/2014)	ALARM	99843	3/15/2014	\$15.00				
County Health Permit (2yr) (4/1/2014-3/31/2016)	HEALTH/FOOD	SP31822	2/3/2014	\$290.00				
City Health Permit (4/1/2014-3/31/2015)	HEALTH/FOOD	SR3198	3/1/2014	\$125.00				
City Building Inspection (5/1/2014-4/30/2015)	BLDG INSP CERT	89993446	4/15/2014	\$50.00				
Arcade Permit (5/1/2014-9/30/2014)	ARCAMUSE MACHINE	AP9993	4/15/2014	\$120.00	\$120.00			
Dumpster Renewal	DUMPSTER LIC	51/2014		\$80.00				
City Signage Permit (8/1/2014-11/30/2014)	SIGN PERMIT/LICENSE	CP7753	4/15/2014	\$35.00				
County Liquor License (7/1/2014-12/31/2014)	ALCOHOL/LIQUOR	L9987	5/15/2014	\$175.00				

6 Renewal Status: open permitted renewed Notice: received

7 Items 1-9 of 9 : First Previous Next Last

8 New Delete Remit Renew Email Export

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Renewal item listing and notification

- 1 All information is secured using SSL certificate providing 128-bit data encryption.
- 2 Quick access to items needing immediate attention across all assigned locations.
- 3 Easily select location and types of renewal items to display or perform an advanced search.
- 4 Display location address and contact information.
- 5 Tabs provide immediate access to items due within user-defined time horizons.
- 6 Renewal item listing provides a summary overview, visual indicators of item status and those needing attention, and the ability to perform required actions.
- 7 Easily navigate to all listed renewal items.
- 8 Perform actions on items – e-mailing item information to others, exporting details to Microsoft® Excel® and more.

Renewal item management

- 1 Capture general renewal item information including location-jurisdiction, type, name, number, coverage period, frequency, vendor/authority and comments.
- 2 Track renewal item information including status, due date and associated amount.
- 3 Create and manage user-defined renewal item fields to capture additional information used for tracking and workflow processing.
- 4 Manage renewal item PO, invoice and payment information for a complete view of the entire payment process.
- 5 Assign accounting codes for detailed payment tracking and reporting.
- 6 Associate and store electronic documents with the renewal item, allowing instant access to supporting documentation.

1 Location: 09870-Store - Phoenix Type: ARCAMUSE MACHINE

2 Renewal Status: Remitted 4/28/2014 by Demo User

3 Renewal Due Date: 4/15/2014 Renewal Amount: \$120

4 PO # Invoice # Payment Type Transaction

5 Account Information table:

CO	LOC	UNIT	ACCT	PROJ	TBD	Amount	Comment	Action
001	000	00490	83006	0000	0000	\$120.00		

6 Item Attachments: Payment receipt.pdf (89 KB)

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1 From: YCon Solutions Support [mailto:support@ycon.com]
Sent: Monday, April 28, 2014 11:34 AM
Subject: RenewalTracker | Item Renewal Notification

Listed below are Renewal Items in each active Location for Manager User from Demo Retail Company that are due and have not yet been marked as Renewed. Please access RenewalTracker to process these Renewal Items.

PAST DUE RENEWAL ITEMS (due before 4/28/2014) - up to 25 Items

Item Name	Type	Number	Renewal Date	Days Due	Amount Due	State	Location
Business Occupancy License	BUSINESS/OCCUPATION	90087653	11/15/2013	Past Due	\$265.00	AZ-Arizona	09870-Store - Phoenix
City Fire Alarm License	ALARM	99843	3/15/2014	Past Due	\$15.00	AZ-Arizona	09870-Store - Phoenix
City Health Permit	HEALTH/FOOD	SR3198	3/1/2014	Past Due	\$125.00	AZ-Arizona	09870-Store - Phoenix
County Health Permit (2yr)	HEALTH/FOOD	SP31822	3/1/2014	Past Due	\$290.00	AZ-Arizona	09870-Store - Phoenix
Arcade Permit (2yr)	ARCAMUSE MACHINE	AP9993	4/15/2014	Past Due	\$120.00	AZ-Arizona	09870-Store - Phoenix
City Building Inspection	BLDG INSP CERT	89993446	4/15/2014	Past Due	\$50.00	AZ-Arizona	09870-Store - Phoenix

RENEWAL ITEMS DUE BETWEEN TODAY AND 15 DAYS - due between 4/28/2014 and 5/13/2014 - up to 25 Items

Item Name	Type	Number	Renewal Date	Days Due	Amount Due	State	Location
Dumpster Renewal	DUMPSTER LIC	51/2014	5/1/2014	3	\$80.00	AZ-Arizona	09870-Store - Phoenix

RENEWAL ITEMS DUE BETWEEN 16 - 30 DAYS (5/14/2014 and 5/28/2014) - up to 25 Items

Item Name	Type	Number	Renewal Date	Days Due	Amount Due	State	Location
City Signage Permit	SIGN PERMIT/LICENSE	CP7753	5/15/2014	17	\$35.00	AZ-Arizona	09870-Store - Phoenix
County Liquor License	ALCOHOL/LIQUOR	L9987	5/15/2014	17	\$175.00	AZ-Arizona	09870-Store - Phoenix

This message was automatically created and sent from RenewalTracker at 4/28/2014 11:34:20 AM. If received in error, please destroy and notify sender. Sender does not waive confidentiality or privilege, and...

Automatic e-mail notification

- 1 E-mail reminders list renewal items needing attention within all user-defined time horizons.

CONTACT US

info@renewaltracker.com | 913.735.0560 | www.renewaltracker.com