

# RenewalTracker™

Manage any time-sensitive  
business license, permit,  
certificate, tax and  
recurring payment

## 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.

### Secured, 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.

### 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.

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.

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 Permit	ALARM	99843	3/15/2014	Past Due	\$15.00	AZ-Arizona	09870-Store - Phoenix
County Health Permit (2yr)	HEALTHFOOD	SP31822	3/15/2014	Past Due	\$290.00	AZ-Arizona	09870-Store - Phoenix
City Health Permit (41/2014-3/31/2015)	HEALTHFOOD	SR3198	3/15/2014	Past Due	\$125.00	AZ-Arizona	09870-Store - Phoenix
City Building Inspection (5/1/2014-4/30/2015)	BLDG INSP CERT	88993446	4/15/2014	Past Due	\$50.00	AZ-Arizona	09870-Store - Phoenix
Arcade Permit (5/1/2014-9/30/2014)	ARCAMUSE MACHINE	AP9993	4/15/2014	Past Due	\$120.00	AZ-Arizona	09870-Store - Phoenix
Dumpster Renewal	DUMPSTER LIC	88993446	4/15/2014	Past Due	\$80.00	AZ-Arizona	09870-Store - Phoenix
City Signage	SIGN PERMIT/LICENSE	CP7753	5/15/2014	17	\$35.00	AZ-Arizona	09870-Store - Phoenix
County Liquor License	ALCOHOL/LIQUOR	L9887	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.



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## CONTACT US

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