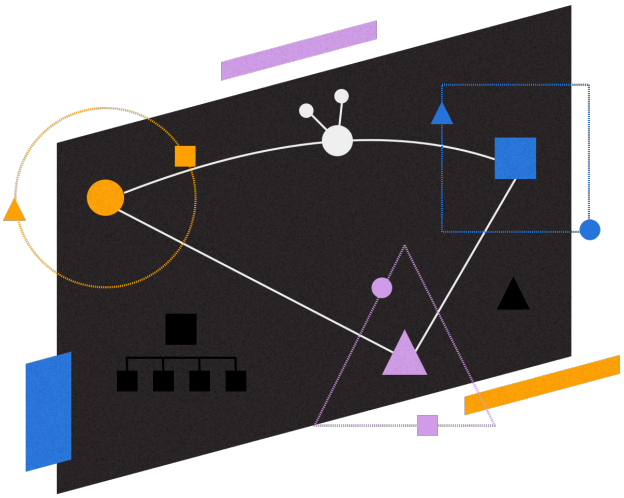
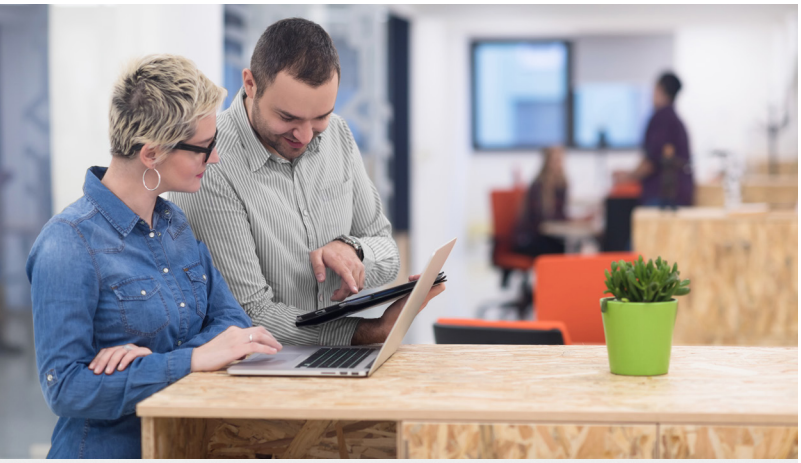
THE PRITON GROUP TPG

Optimize your employee lifecycle from end to end

From applications to onboarding, employee management, and separations, FileBound helps keep your HR processes running smoothly.





Get control of the endless document chaos.

Easily deliver documents to the right staff, gain approvals, and find content you need.

- Consolidate documents from any source—email, scanned documents, electronic forms, and more
- Grant access rights to specific users like HR staff, payroll, or management so they can only view and edit appropriate documents
- Quickly find information using search terms such as employee number, review date, department, and more
- Grant temporary access for actions such as annual compliance audits

Build a better experience for your employees.

Use automation to improve turnaround for new hires and streamline processes for permanent staff.

- Create electronic forms to easily capture information and automatically add it to the correct employee file
- Easily gather eSignatures from new hires, current employees, and management
- Set up scheduled events and action alerts for items like PTO approvals, contract renewals, annual reviews, and more
- Customize your dashboard to monitor progress and uncover bottlenecks with analytics

FileBound

Improve efficiency without losing the human touch

Increase HR productivity by decreasing time spent on time-consuming tasks like record requests, employee time off requests, file audits, and document routing.

Automate processes

- Electronically send documents such as applications, PTO requests, and more to anyone who needs to approve them according to business rules
- Harness automation to work at peak efficiency, eliminate bottlenecks, and give HR staff time to focus on improving company culture instead of time-consuming menial tasks

Ensure efficiency

- Improve response times to recruit first-choice candidates, retain top-tier candidates, and keep employee morale high
- Batch send so requests can be approved one by one or simultaneously from any device

Eliminate tedium

- FileBound takes care of the details—no more checklists, searching for missing documents, or validating data
- Improve the employee experience by giving your staff the resources to complete important processes like annual reviews faster, with less effort

Enforce compliance

- Automate retention of documents and records according to internal policies and compliance requirements
- Reduce the risk of human error resulting in lost, misplaced, or stalled documents by eliminating the need to route paper files or track confusing email threads
- Create rules to immediately remove systems permissions and access to files for terminated staff or those with reduced privileges

Just get more done

- Integrate electronic employee records with existing HR software for a single view of all employee information—PTO accruals and requests, disciplinary records, annual review paperwork, and more
- Focus more on people by promoting employee engagement and cultural enhancement, and spend less time on tedious paperwork and processes

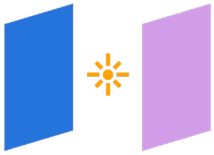
FileBound

Transform HR operations and drive efficiency

FileBound helps HR teams easily manage, find, and deliver content to the right people at the right time.

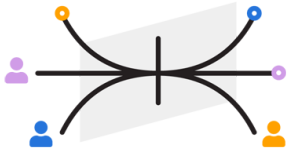
Build an audit-ready and compliant workflow

Simplify audits by giving auditors temporary access to every piece of documentation required to perform due diligence.



Focus on employees, not paperwork

Let FileBound save time processing daily work, so your team can focus on employee development and engagement.



Empower remote and onsite staff to get work done

Provide access to mission-critical documents and processes from any web-enabled device, so work can happen from anywhere.

For us, there is nothing more important than our employees, as we are nothing without them. Our teams work together to produce an outstanding product. The efficiencies that Upland helps us drive in the background play a large part in that.

Director of Human Resources
US Fruit Farming Company

THE PRITON GROUP

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