Information Technology can often play an important role in helping local governments achieve their environmental goals. MS Govern is committed to minimizing the carbon footprint of our organization and yours, which is why we encourage you to explore the following eco-friendly, Web-based modules. Our modules reduce paper waste, increase employee efficiency, and demonstrate your sustainability efforts to citizens. Our Online Citizen Services include:

- eForms
- eGovernment Services
- Employee Self Service Portal
- FileNexus
- GovView/GIS
- Harris Payment Gateway

**eForms**

**WHAT IS EFORMS?**

- eForms is an online data collection tool.
- eForms is an online information routing and approval tool.
- eForms is an online data export tool.

**WHY USE IT?**

- **Go Global!** eForms lets citizens and employees enter information from anywhere they have access to the Internet.
- **Go Green!** eForms encourages a paperless environment through the use of online entry, approval and export.
- **Go Team!** eForms automation can help reduce the amount of effort it takes to process change requests.

**WHAT CAN I DO WITH IT?**

With eForms, you can create almost any kind of form you’d like, from employment applications, to timesheets, to work orders, to business license applications… You can also:

---Create an **eForms database** with sample questions.

---Integrate **eForms with your database**. For example, you have the option to transmit your form responses directly to other modules, such as Govern Financials and Govern Payroll/HR.; or to export your form responses to XML data files.

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Online Citizen Services

Our eGovernment Services offering contains a set of modules that provide citizens and professionals public access via the Internet in order to apply, query, request and view information. The ability to make online transactions regarding permits, inspections, real property tax, utility billing, tax assessment, personal property, special assessment, complaints status and multimedia documents brings a new level of efficiency to managing a jurisdiction's information.

Suite of Solutions
The winning advantage of the eGovernment Suite is the enhancement of services offered to your community through quick, efficient communications to citizens, professionals and contractors. Personnel are provided a complete working environment to better maintain and support constituents effectively, economically, instantly and securely. The eGovernment line allows you to offer as much, or as little online information as you choose. This inherent flexibility gives you room to grow when you choose to. Modules include:

- **eProfile** - Manage access points to eGovernment services
- **ePayments** - Collect outstanding receivables online via credit or Electronic Funds transfer (ETF)
- **ePermits** - Allow citizens and contractors to apply for, and check the status of permits
- **eLicenses** - Enable online applications for any type of license, such as business or animal licenses. Pay license application fees via ePayments.
- **eRemittance** - Electronic tax filing for businesses and government employees
- **eSummary** - Let your MS Govern System be a revenue-generator, not a cost center. Report on some or all of the historical or active transaction on any particular parcel, account or address. Subscribers might include realtors or notaries.
- **eRequests for Services** - Citizens can:
  -- File complaints via eComplaints
  -- File appeals against assessed or taxed property values via eGrievances
  -- Request information or services via eRequests - tasks are automatically assigned to your staff members for follow up.
Paper processing is costly, and often results in inaccuracies, misfiling, or delays in physical handling and delivery. Reduce your costs and increase employee satisfaction by offering them 24/7 access to paystubs, tax declarations, W-2 forms and more. MS Govern’s new and more robust Employee Self Service Portal (ESSP) is fully integrated with the Govern Payroll and Human Resources modules.

Features & benefits of our eco-friendly, Web-based Employee Self Service Portal include:

- **Address Management**: Employees can view and change their personal account information, such as their home address.

- **Approval Routing**: Employee changes are automatically submitted to the proper supervisor for approval when necessary (i.e. entering time, address changes, etc.).

- **Electronic Pay Statements**: Employees can view electronic versions of their paystubs, as well as tax (W2) information.

- **Electronic Timesheets**: Web-based access for all employees to enter their weekly time worked.

- **Employee Profile**: Shows important information such as leave balances, tax elections, direct deposits, benefit elections and more.

“The St. Johns River Water Management District is committed to the environment and has specific ‘Green’ initiatives. As part of the paper reduction program, we implemented the Employee Self Service Portal (ESSP) which eliminated the need to distribute paper copies of our direct deposits. We also store electronic images of all direct deposit notices, and other checks issued to vendors, employees and board members in our Document Management Storage System.”

--Susan Eubanks

Business Application Services Coordinator
St. John’s River Water Management District, FL, USA

www.sjrwmd.com
FileNexus Document Management

We have integrated an extremely powerful and secure document management application called FileNexusTM (powered by Loris Technologies) with our Govern modules. This solution will save you time, money and help save the environment. Most organizations have mission critical records spread across host systems, PCs, filing cabinets, email servers, microfilm and so on. Simply finding information when you need it can be a huge task - let alone keeping it secure and compliant to ever increasing regulations.

FileNexus takes all of that information, indexes and organizes it to your own unique needs and makes it instantly available to the desktop. Imagine having a single system that allows you to easily recall any record from any system, right from your desktop, thereby eliminating paper filing forever.

You can access documents stored in FileNexus directly from within the Govern database. Applications for service, purchase orders, invoices, as well as employee applications, reviews and email correspondence are all available for immediate review and directly associated with the customer and account.

Once a document is recalled within FileNexus, you can add global or personal notes, blackout sensitive data, highlight data, and more—without ever altering the original. Then you can send the original document (with or without your edits) into workflows for approvals, and/or distributed via email, fax or print directly from your Govern screen.

GovView/GIS

GovView is a visual query and parcel selection tool that utilizes the ArcGIS components from ESRI to enhance the user’s experience with the Govern for Windows Community Development Suite. Using GovView, you can visually select parcels of interest, apply labels, and query GIS or Govern data. You can also configure parameter-driven queries that can be used to locate and select the parcels that meet user-defined criteria. With GovView, you can:

- **View** any district/area, permits by type, inspections
- **Display** proposed usage or a project
- **Show** all complaints, violations or offenses
Would you like to integrate Web payments with your MS Govern software?

Does your city, town or municipality already accept online payments, but you'd like to streamline your processes and reduce processing costs?

Would you like to broaden your citizens’ online payment options by allowing them to pay by ACH, echeck, credit card or direct pay?

Do you need a more effective and less costly credit card processing solution?

Is your organization looking for innovative ways to reduce its carbon footprint?

Now you can do all of these things with MS Govern’s integrated online payment service, Harris Payment Gateway.

Harris Payment Gateway offers online payment systems and POS software for government entities including credit card, direct pay and echeck transactions. It consolidates ALL of your organization’s payment methods, integrates them with your MS Govern software, and seamlessly updates your customer/citizen accounts—all while saving you and your staff time and money.

• Offer up-to-date account information to your citizens
• Provide your citizens a variety of ways to pay their bills
• Reduce your organization’s payment processing costs and its carbon footprint

How Does It Work?

The Bill Payment Loop is shown in the diagram on the right.

As an organization committed to minimizing the carbon footprint of our organization and yours, MS Govern is proud to highlight Municipalities who recognize the importance of protecting our environment. We are honored to learn that so many members of our customer community are environmentally conscious. Customer sustainability efforts include, but are not limited to:

--Purchasing hybrid vehicles
--Creating a resident’s guide to conservation
--Tackling greenhouse gas emissions in partnership with ICLEI (Local Governments for Sustainability USA)
--Purchasing a hydroelectric plant to power city facilities
--Landfill volume reduction programs

Read more at www.msgovern.com.
What Can We Deliver Today to Help You Succeed Tomorrow?

Contact Us

MS Govern is a North American leader in Public Sector Software.