

READY TO PARTNER?

If you're ready to take the next step with JustFOIA, what happens next?

Checklist	Step/Activity	Responsible Party
☐	Client notifies JustFOIA Solution Consultant (SC) of Vendor Selection	Client
☐	Client reviews the What's Included and Pricing pages to confirm all necessary components are included and requests any necessary updates.	Client
☐	JustFOIA SC requests information below to provide official Contract/Order with Assumptions, Terms & Conditions: - Legal Name - Bill to Contact(s)/Email(s) - Ship to Contact(s)/Email(s) - Accounts Payable Email (if applicable) - Desired Request Forms - Desired URL (Example: bryantx.justfoia.com)	JustFOIA SC
☐	Ensure your IT Department has reviewed and agreed to the prerequisites for: Single Sign-on - Determine enterprise connection (i.e., Azure Active Directory, ADFS, SAML) Laserfiche Integration - Must be on version 10.4 or higher - What type of Laserfiche environment do you have (i.e., On-prem, Laserfiche Cloud, MCCi Managed Cloud, etc.)?	Client IT
☐	Ensure your Finance Department has reviewed and agreed to the supported payment gateways for the Payment Portal (Authorize.NET, PayPal, NIC, or NCR/JetPay) - Determine desired payment gateway - Determine/setup merchant account compatible with payment gateway	Client Finance
☐	Client/JustFOIA Legal Review	Client & JustFOIA SC
☐	Client executes Contract and becomes part of the JustFOIA family!	Client