

Topic: Front End Scanning  
 Question by: Rebecca Longfellow  
 Jurisdiction: Indiana  
 Date: January 13, 2015

Jurisdiction	Question(s)
	For those states that currently use front end scanning, would you be willing to share what information you gather as part of your "work order" process? Are you happy with front end scanning? Are there lessons learned / pitfalls that you would be willing to share?
<b>Manitoba</b>	
<b>Corporations Canada</b>	
<b>Alabama</b>	
<b>Alaska</b>	
<b>Arizona</b>	<p>Arizona has used front-end scanning for many years.</p> <p>The biggest issue is image quality. For IT reasons, the documents are not scanned at the highest resolution. This creates problems when they are printed and returned to the customer for corrections, in some cases, multiple times. The image quality degrades with each printing/re-scanning. It's also a problem when the original doc is of poor quality, such as with faxes. If you can swing it, I highly recommend scanning at the highest resolution possible.</p> <p>The next biggest issue is the imaging software and its interaction with our database. We are currently on an old DOS-based database that interfaces with the separate imaging software. When our computers were upgraded to Windows 7, the imaging software became somewhat incompatible, and has caused a slowdown in production. The current imaging software we use cannot easily be upgraded due to the interface with our old database software. It has caused some work slowdown. Our goal for the future is to fully integrate the imaging within a new database system to make it seamless for staff.</p> <p>Document retention might be an issue for you. Our retention period is "permanent," and that is set out by the State as requiring documents be microfilmed. If, however, you were allowed to use digital storage media, you would want the highest resolution possible to give the highest quality image possible.</p>
<b>Arkansas</b>	
<b>California</b>	
<b>Colorado</b>	

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<b>Connecticut</b>	
<b>Delaware</b>	
<b>District of Columbia</b>	
<b>Florida</b>	<p>Florida is looking to front end scan in the future, we have not started yet.</p> <p>Florida processes our Judgment Lien filing with a frontend scan application. It works well for the amount of filing we process. This process cuts down on the number of times each paper document is handled.</p> <p>Some of the issue we ran across are as follows:</p> <ul style="list-style-type: none"> <li>- Filing process can become cumbersome for the examiner depending on the size of computer monitors. We solved that issue in two ways. All examiners now have 2 monitors, the image is one screen and the date entry window is on the other. The other is our IT staff wrote a program that zoomed in on form (pre-established fields) in the order of the date entry field progression. This alleviated the need for the examiner to have to manually zoom in on any given field for data entry accuracy.</li> <li>- The quality of the scanners plays a big part in the success of front end scanning. Occasionally, the document we be skewed or blurry and will need to be rescanned. We eventually set up a process to notify the folks in the front end scan area to pull a document and rescan it.</li> <li>- Each our documents are file stamped. The flexibility of placement of and the removal of the digitized file stamp is necessary. Removal so if it is placed over text in the document.</li> </ul> <p>I think if have covered the most crucial issues.</p>
<b>Georgia</b>	
<b>Hawaii</b>	
<b>Idaho</b>	
<b>Illinois</b>	
<b>Indiana</b>	
<b>Iowa</b>	
<b>Kansas</b>	
<b>Kentucky</b>	

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<p><b>Louisiana</b></p>	<p>Louisiana does front end scanning and is somewhat like Florida. We too gave each filer two monitors so they could look at the document on one and have the data fields to enter into on the other. We enter the date of filing, domicile address, reg. agent and officers/directors.</p> <p>Yes we are happy with front end scanning in that each filer can scan their own work. Prior we had one person that scanned all our documents and it was a lot harder to keep current.</p> <p>I don't really know of any pitfalls so to speak but I know that we really had to stress to the filers to pay attention to the documents as they are being scanned so that they notice if they are crooked, 2pages scan at once etc.</p> <p>We do have a verification process set up for images whereby two filers swap their documents and check images behind each other.</p>
<p><b>Maine</b></p>	
<p><b>Maryland</b></p>	
<p><b>Massachusetts</b></p>	
<p><b>Michigan</b></p>	
<p><b>Minnesota</b></p>	
<p><b>Mississippi</b></p>	
<p><b>Missouri</b></p>	
<p><b>Montana</b></p>	
<p><b>Nebraska</b></p>	

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<b>Nevada</b>	<p>Below is Nevada’s response to the front-end scanning inquiry:</p> <p>What information do you gather as part of your “work order” process? - We scan all documents that are sent to our office (Payment, correspondence, customer instructions and our forms) with the exception of those documents with personal information, like birth certificates, social security numbers etc. All filings are archived and stored. Correspondence is removed after the retention period has passed.</p> <p>Are you happy with front end scanning? Yes, with having the ability to have all documents accessible throughout the office for filing, review and/or research there is no worry about losing physical pages going desk to desk. The job of receipting/scanning is very fast and efficient, allowing for a faster service. The ability to electronically segregate documents into job-queues is very helpful for tracking and dissemination.</p> <p>Are there lessons learned / pitfalls that you would be willing to share? The quality of the scanners is very important. After rejecting and returning copies of original document several times, the images can become bleary .</p>
<b>New Hampshire</b>	
<b>New Jersey</b>	
<b>New Mexico</b>	
<b>New York</b>	
<b>North Carolina</b>	
<b>North Dakota</b>	
<b>Ohio</b>	
<b>Oklahoma</b>	
<b>Oregon</b>	
<b>Pennsylvania</b>	
<b>Rhode Island</b>	
<b>South Carolina</b>	
<b>South Dakota</b>	

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Tennessee	
Texas	
Utah	
Vermont	
Virginia	
Washington	
West Virginia	
Wisconsin	
Wyoming	

**Additional comments:**

**HAWAII:**

**Below is what is gathered with our front end scanning.**



www.BusinessRegistrations.com  
Nonrefundable Filing Fee \$50.00

STATE OF HAWAII  
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS  
Business Registration Division  
335 Merchant Street  
Mailing Address: P.O. Box 40, Honolulu, Hawaii 96810  
Phone No. (808) 586-2727

**ARTICLES OF INCORPORATION**  
(Section 414-33, Hawaii Revised Statutes)

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

The undersigned, for the purpose of forming a corporation under the laws of the State of Hawaii, do hereby make and execute these Articles of Incorporation:

The name of the corporation shall be:

**JAS VISION INC.**

(The name must contain the word Corporation, Incorporated, or Limited or the abbreviation Corp., Inc., or Ltd.)

The mailing address of the corporation's initial principal office is:

**5122 LIKINI STREET APT 708, HONOLULU, HI 96818**

The corporation shall have and continuously maintain in the State of Hawaii a registered agent who shall have a business address in this State. The agent may be an individual who resides in this State, a domestic entity or a foreign entity authorized to transact business in this State.

organization, if applicable) of the

(State or Country)

State of Hawaii to which service of process shall be sent to the entity represented by it

, HI 96819

have authority to issue is:

Index Form-0120201520080

Payment ID: 0120201520080 T8/File Number: 13211356T8

Company Name:  
JAS VISION INC.

New Name/Trade Name:

Transaction Code/ Description:  
ART ARTICLES OF INCORPORATION

Receive Date: 01/19/2015 Form No: DC1  
Year of Annual: Cert. Number:  
Name Clearance: Process Status:  
Current User Current Workstep Notification E-Mail ID  
NBR Processing

Process  
Reg Exp  
Priority Level:  
4 - Low

Notes:

BRIMS Save Exit  
Fee Data History Default  
WMS10G 2 Show BRA Notes

Workflow History

User History

Scan User-ID: SJOYO Date: 01/20/2015 Time: 9:49:37AM  
Doc User-ID: CHINSL Date: 01/20/2015 Time: 10:40:24AM  
DocP User-ID: Date: Time:  
DocR User-ID: Date: Time:

Source	Destination	Resource	Time
Work Introduction	Index Documents	kofax2	20
Domain: WMSP	Work Introduction	kofax2	20

**Public online view from our business name search.**

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https://hbe.ehawaii.gov/documents/temporary.html?fileNumber=13211356T8

**hawaii.gov** STATE OF HAWAII 1959  
 Department of Commerce & Consumer  
**BUSINESS REGISTRATION**

line Services  ▾

**JAS VISION INC.**  
 TEMPORARY NAME

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 ess Entity  
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 te of Good  
 tificate of  
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 NEW

**General Information**

TEMPORARY NAME	JAS VISION INC.
FILE NUMBER	13211356 T8
STATUS	Received
DATE	Jan 19, 2015
DESCRIPTION	Articles of Incorporation
REMARKS	Articles of Incorporation

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**at**  
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Statistics on employee...

<i>Process DATE</i>	<i>TIME</i>	<i>WORKITEM_ID</i>	<i>T8</i>	<i>COMPANY NAME</i>	<i>TRAN CODE</i>	<i>PRO S</i>
2015-01-20	01:37:34PM	0120201520006	125180C5	YCW I, LLC	LLC	Co
2015-01-20	01:48:35PM	0107201558722	125187C5	W & R DEVELOPMENT, LLC	LLC	Co
2015-01-20	02:02:01PM	0120201520001	46605C5	BOULEVARD BAR, LLC	TNNA	Co
2015-01-20	02:09:24PM	0120201520002	109245C5	SLIP TEK LLC	TNNA	Co
2015-01-20	02:17:34PM	0114201545140	247414D1	ONLY ONE, INC.	ART	Co
2015-01-20	02:25:55PM	0114201545141	13208909T8	GOOD DAY, INC.	ART	Re
2015-01-20	02:33:43PM	0114201545142	247415D1	OWNERLAND, INC.	ART	Ap
2015-01-20	02:43:33PM	0114201545144	247416D1	MOON SUN, INC.	ART	Ap
2015-01-20	02:48:05PM	0114201545145	13208912T8	RK MAINTENANCE, INC.	ART	Re
2015-01-20	02:55:30PM	0114201545146	247418D1	TOP DE STINY, INC.	ART	Ap
2015-01-20	02:58:29PM	0114201545147	247419D1	PRO BUSINESS, INC.	ART	Ap
2015-01-20	03:07:58PM	0114201545149	247421D1	GEAR BOX, INC.	ART	Ap
2015-01-20	03:17:09PM	0115201520064	389530ZZ	KENNETH Y. IBARA	TNNA	Co
2015-01-20	03:24:48PM	0115201520078	123907C6	PREMIER OFFICE CENTERS, LLC	TNNA	Co
2015-01-20	04:01:22PM	0114201545148	247426D1	GENE, INC.	ART	Ap
2015-01-20	08:11:54AM	1016201448444	13166931T8	PROJE CT MANIFEST LLC	FLLC	WI
2015-01-20	09:58:43AM	0114201520038	112591C5	DAVIDSON PUALEI DRIVE EXCHANGE, LLC	AT	Co
2015-01-20	10:57:52AM	0114201545136	247402D1	ROADSIDE, INC.	ART	Co
2015-01-20	11:10:17AM	0114201545137	13208880T8	NORTH STREET, INC.	ART	Re
2015-01-20	11:26:35AM	0114201545138	13208881T8	HIGH SKY, INC.	ART	Re
2015-01-20	11:35:22AM	0114201545139	13208882T8	DE EP SEA, INC.	ART	Re
2015-01-20	11:57:36AM	0112201548945	215293D1	AMC CORPORATION	TNNA	Co
2015-01-20	12:08:05PM	0114201520063	56235C5	ARLENE <MISCHLE< L.L.C.	AT	Co
2015-01-20	12:49:25PM	0116201545364	125177C5	YNIRF HAWAII LLC	LLC	Co
2015-01-20	12:52:03PM	0116201555333	125178C5	MOANA DISCOVERIES LLC	LLC	Co
2015-01-21	08:15:46AM	0120201520004	125214C5	J & M FOOD AND SPIRITS LLC	LLC	Ap
2015-01-21	08:41:58AM	0115201545233	125215C5	WAIMEA SKIN SPA, LLC	LLC	Ap
2015-01-21	08:45:16AM	0115201545244	125216C5	HUI KITCHEN REMODELING LLC	LLC	Ap
2015-01-21	09:34:51AM	0115201545271	125217C5	KUZUKAWA FINE CARPENTRY LLC	LLC	Ap

*Total User WorkItems Processed:*

**Full text of email:**

Indiana is in the process of moving to a front end scanning process. For those states that currently use front end scanning, would you be willing to share what information you gather as part of your “work order” process? Are you happy with front end scanning? Are there lessons learned / pitfalls that you would be willing to share? Thanks in advance!

Rebecca Longfellow

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Indiana Secretary of State Connie Lawson

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