



Checklist: Finding the Best Cloud Provider

Planning to move your document management to the cloud, but having trouble sorting through the offerings to find the top cloud providers?

Use the checklist below to isolate those that offer best-in-class **scalability, control, reliability, and security**.

Use the table on page 2 to compare additional critical features from your **top three cloud content management options**.

Scalable

- Can you seamlessly add storage and users as your needs grow?
- Can you purchase only the features you need and add more as your business grows?
- Is the system fully load balanced to ensure fast response times even when under heavy use?
- Are you able to access information instantly, regardless of physical location or device?



Auditable

- Does the system meet SOC 2 Type 2 standards and maintain an up-to-date certification?
- Can you track who accessed information, what they did with it, and why?
- Does non-repudiation ensure you know if a file has been compromised?
- Can you set up automatic record retention and destruction schedules that ensure compliant record-keeping?



Reliable

- Are multiple data centers and separate, redundant systems used to ensure data availability?
- Is uptime guaranteed by at least 99.9%, and can they demonstrate their reliability history?
- Is all network equipment monitored 24 hours per day, 7 days a week, 365 days a year?
- Is the system architected with redundancy and to avoid any single points of failure?



Secure



- Are your files protected with 256-bit AES encryption not only during transmission but also when at rest?
- Can you create methods to enforce strong passwords and require password changes regularly?
- Are session IDs protected with encryption, and does the system log out inactive sessions automatically?
- Is access protected by entity, group, and user settings while data is secured based on project, document, index values, and functions?

More organizations are moving to **cloud-based document management** to keep their information **secure**, **enable remote collaboration**, and help make **informed business decisions**. Ensure you choose a cloud provider that offers all of the advanced features you need to **help you grow your business**.



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Use this table to compare critical features offered by your top three cloud content management options.

Cloud Features	Vendor 1	Vendor 2	Vendor 3
Seamlessly add storage and users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchase only the features you need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fully load-balanced for heavy use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remotely access information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets SOC 2 Type 2 standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track file access and activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-repudiation to ensure data integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automatic record retention/destruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate, redundant data centers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99.9% uptime with reliable history	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Network equipment monitored 24/7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
System architected with redundancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
256-bit AES encryption protects files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Require frequent password changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Session IDs protected with encryption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access protected while data is secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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