



DIGITAL BUSINESS IN A DIGITAL AGE

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**Presented by: Ben G. Schachter, Co-Founder
Ben@TotalBrokerage.com / (561) 302-9117**

- I. Introduction
 - a. Special thanks to Kristen King Jaiven, General Counsel to Signature Real Estate Companies, for connecting me with RPPTL
 - b. Thank you to the Real Probate and Trust Law Section (RPPTL) Leasing Committee of the Florida BAR for allowing me to present today!
- II. Digital Business
 - a. Save the paper!
 - b. Work from anywhere
 - c. Less need for physical office space (storage, files, offices, etc.)
 - d. Attract millennial attorneys to your practice
 - e. Make your business more efficient
- III. Cloud (Web / Online) Storage
 - a. Options
 - i. Google Drive
 - 1. Google Tools & Services (G-Suite) are priced more competitively than similar products offered by Microsoft
 - 2. More collaboration resources
 - 3. Not as feature rich as Microsoft
 - ii. Dropbox
 - iii. Amazon
 - iv. Microsoft Azure
 - v. SAP
 - vi. IBM Cloud
 - vii. Local Servers (in your office)
 - viii. Dozens more
 - b. Up Time
 - i. Should be at least 99% minimum guarantee
 - c. Back-Up redundancy (various locations protects from natural disasters, etc.)
 - d. Understand and read the SaaS Terms and don't fear negotiating terms if necessary
- IV. E-Signature
 - a. UETA: Uniform Electronic Transactions Act
 - b. ESIGN: Federal Electronic Signatures in Global and National Commerce Act
 - c. Typing a signature on keyboard vs. manually signing online (finger / stylus on touch pad)

d. E-sign Authenticity Reports (legally enforceable in a court of law)

V. Scanning Equipment

a. Owned / Leased (in your office)

- i. Fujitsu
- ii. Cannon
- iii. Panasonic
- iv. Brother

b. Third Party Services

- i. Iron Mountain
- ii. IBM
- iii. Docufree

c. Mobile Devices (iPhone / iPad / Android, etc.)

- i. TurboScan
- ii. Scanner Pro
- iii. Genius Scan

VI. VoIP: Voice over Internet Protocol

a. Functionality

b. Cost

c. Hardware

d. Scalability

e. Remote telephone answering and warm transfers or message taking

f. Google Voice

- i. Ring up to 5 phones at once so you never miss a call again!
- ii. Screening callers with auto-annunciators

VII. Encryption, Cybersecurity & Antivirus Protection

a. Advanced Encryption Standard (AES) is a symmetric encryption algorithm and one of the most secure. There three levels. The higher the number the more encryption (AES-128, AES-192 & AES-256).

b. Cybersecurity Services (third party)

c. Common Virus Protection

- i. McAfee
- ii. Norton
- iii. Bitdefender
- iv. Kaspersky

VIII. IT Support

a. Employees (inside staff)

b. Third Party (as needed)

- i. Braintek
- ii. Virtuworks
- iii. Pegasus Technologies
- iv. Palm Tech
- v. Menark

IX. Remote Online Notaries (RON)

- a. As of 1/1/2020 Florida revised its notary public laws to include interactive audio-video conference to qualify under the “personal appearance” requirement.
- b. Complete 2-hour RON course, pay Florida registration fees, register with the Florida as an online notary
- c. Not all banking lenders (mortgages) are onboard and they still want set signatures

X. Economic Implications of going Digital

- a. Staffing
- b. Office Space
- c. Utilities
- d. Furniture (filing cabinets, etc.)
- e. Offsite Storage

THANK YOU!

QUESTIONS?