

# Document for PTMS

Cloud-based document management software for CSC PTMS®

Boost workforce efficiency and collaboration with a hosted document repository that organizes tax documents and syncs them with records in PTMS, eliminating paper-heavy environments and helping you do more in less time.

## Why you need it

CSC Document for PTMS® is designed to address challenges like wasting time manually storing and cataloging tax documents.

Tagging tax documents with descriptive metadata reduces retrieval time and eliminates the need to search for them outside the system.

Efficiently manage returns, notices, bills, appeal and audit information, or correspondence with taxing authorities.



We're ready to talk.



858 547 4100



[ptmspropertytax.com/document](https://ptmspropertytax.com/document)



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## Document for PTMS makes organizing files easier



### Improved visibility

Automatically links tax documents to their corresponding PTMS records for instant access.



### Secure storage

Secure, centralized document storage and management system.



### Effective collaboration

Tax data is easily searchable; easier team collaboration.



### Easy to implement

Requires no IT investment.



### Increase control

Secures documents for easier audits and strengthens SOX controls.



### Efficient organization

Cataloging reduces document filing and retrieval times.



### Minimize penalties

Helps users avoid missing deadlines and late filings.



### Reduce costs

Reduces document storage costs.



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