

System Setup Fees Information Sheet

Setup fees are based on the size of companies and the scope of system services. Our Setup Fee Matrix outlines the range of fees for different levels of setup services described below. All new enterprise-level implementations require a scope document that we can help you develop so that we can provide you with a customized quote.

	Small	Medium	Large	Enterprise
Monthly System Fees	≤ \$350	\$351 - \$3,000	\$3,001 - \$5,000	\$5,000+
Basic Setup	\$500	\$1,500	\$2,500	Starting at \$10,000
Advanced Setup	\$950	\$2,500	\$5,000	Starting at \$20,000
Elite Setup	\$2,500	\$5,000	\$10,000	Starting at \$30,000

What's Included

	BASIC SETUP	ADVANCED SETUP	ELITE SETUP
System How-to Tutorial Guides and FAQs	✓	✓	✓
Monthly calls to answer your questions and provide tips	✓	✓	✓
Ongoing access to our live Technical Support team, 7 days/week	✓	✓	✓
Weekly calls to answer your questions and provide tips		✓	✓
Step-by-step walkthrough of the modules in your portal		✓	✓
Assistance with company and user data migration		✓	✓
Access to Microsoft Azure AD SSO with setup support		✓	✓
Review of your portal for quality assurance and user experience		✓	✓
Professional data migration of all your users			✓
Professional one-time data migration of historical records*			✓
Professional data upload for Folders, Calendar, & Assets modules			✓
Access all available API & SSO technology with setup support‡			✓
Customized system how-to training videos for system admins			✓
Training videos for employees and other end users			✓

* Additional fees apply for further migration requests

‡ Custom APIs, course development, custom form creation and course upload/testing are quoted separately