



**workiva** | PARTNER

# Leverage Workiva's Process and Automation capabilities to automate certifications and more

**Lori Vanourek**

Senior Director, Product  
Management

**Jesus Bouzada**

Senior Product Manager

**Matt Keefer**

Senior Delivery Manager

# Today's Speakers



**Lori Vanourek**

Senior Director, Product  
Management



**Jesus Bouzada**

Senior Product Manager



**Matt Keefer**

Senior Delivery Manager



# Agenda

**1**

A&C Overview

**2**

Certifications Overview

**3**

Certifications - Status

**4**

Demo & Capabilities

**5**

Roadmap & Next Steps

**6**

Questions



# Automation & Connectivity

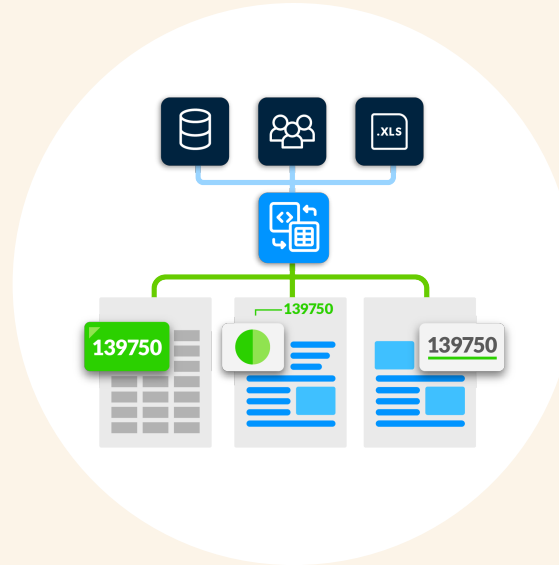
Our customers **struggle** with  
business process and human management complexity

# Areas of Complexity

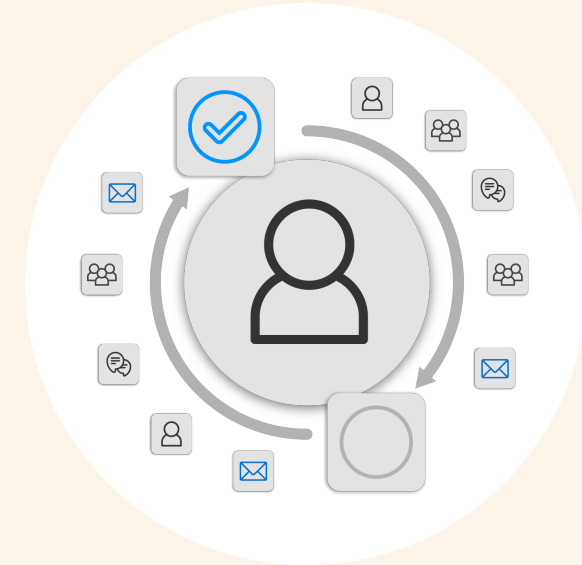
## End Report Complexity



## Data Management Complexity



## Business Process Complexity



## Solving the Universal Challenges of Complex Work

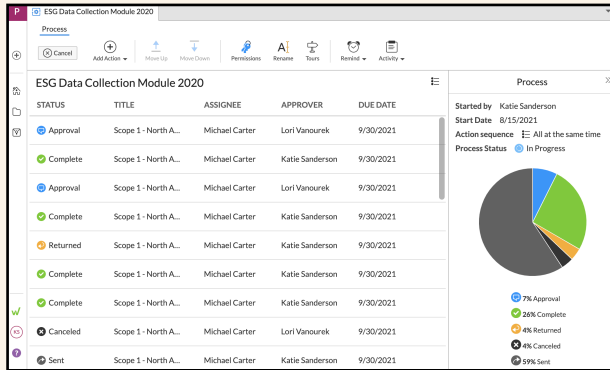
Data Transparency | Data Integrity | Collaboration | Data Availability | Workflow | Task Management

# Automation & Connectivity Vision

*"Our **Automation & Connectivity** capabilities will enable value-added work and increase capacity to scale for our customers by giving them the ability to **simplify, standardize** and **automate** their business and data **processes** that are complex, cross-functional & often require human judgement."*



# Automation and Connectivity Experiences

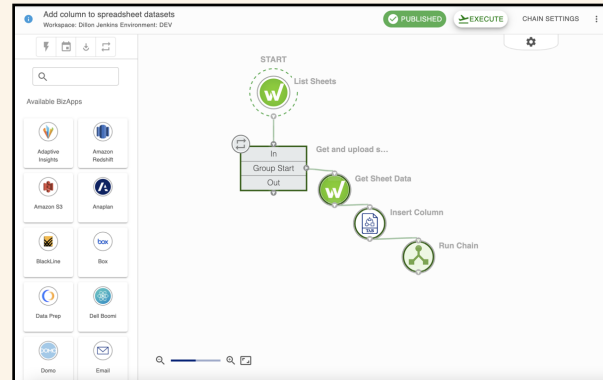


The screenshot shows a table with columns: STATUS, TITLE, ASSIGNEE, APPROVER, and DUE DATE. The process is titled 'ESG Data Collection Module 2020'. A pie chart on the right indicates the process status: 7% Approval, 26% Complete, 4% Returned, 4% Canceled, and 59% Sent.

STATUS	TITLE	ASSIGNEE	APPROVER	DUE DATE
Approval	Scope 1 - North A...	Michael Carter	Lori Vanourek	9/30/2021
Complete	Scope 1 - North A...	Michael Carter	Katie Sanderson	9/30/2021
Approval	Scope 1 - North A...	Michael Carter	Lori Vanourek	9/30/2021
Complete	Scope 1 - North A...	Michael Carter	Katie Sanderson	9/30/2021
Returned	Scope 1 - North A...	Michael Carter	Katie Sanderson	9/30/2021
Complete	Scope 1 - North A...	Michael Carter	Katie Sanderson	9/30/2021
Complete	Scope 1 - North A...	Michael Carter	Katie Sanderson	9/30/2021
Cancelled	Scope 1 - North A...	Michael Carter	Lori Vanourek	9/30/2021
Sent	Scope 1 - North A...	Michael Carter	Katie Sanderson	9/30/2021

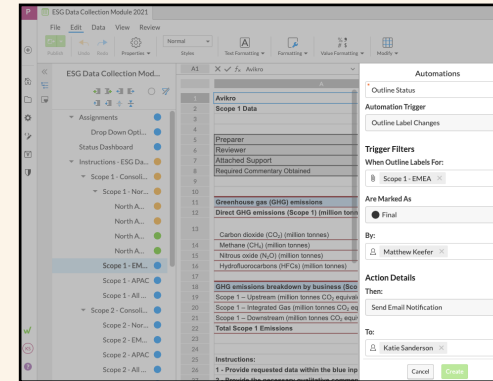
## Processes

- Automate simple checklists
- Track & manage data collections
- Certifications (coming soon)



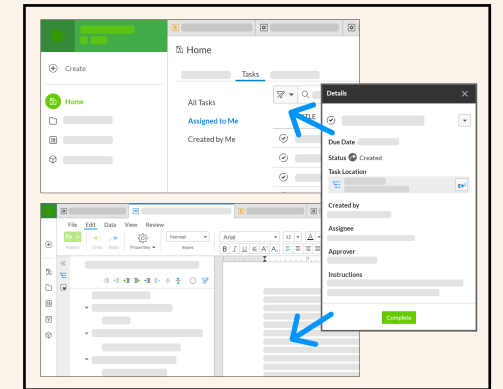
## Chain Builder

- Build advanced workflows that can integrate with external systems



## Integrated Automations

- Create quick in-app automations to accelerate work (e.g., receive an email when outline labels change)



## Tasks

- Send single, simple tasks to assign others work to do from the same environment that you use to create your documents and reports, or from Home



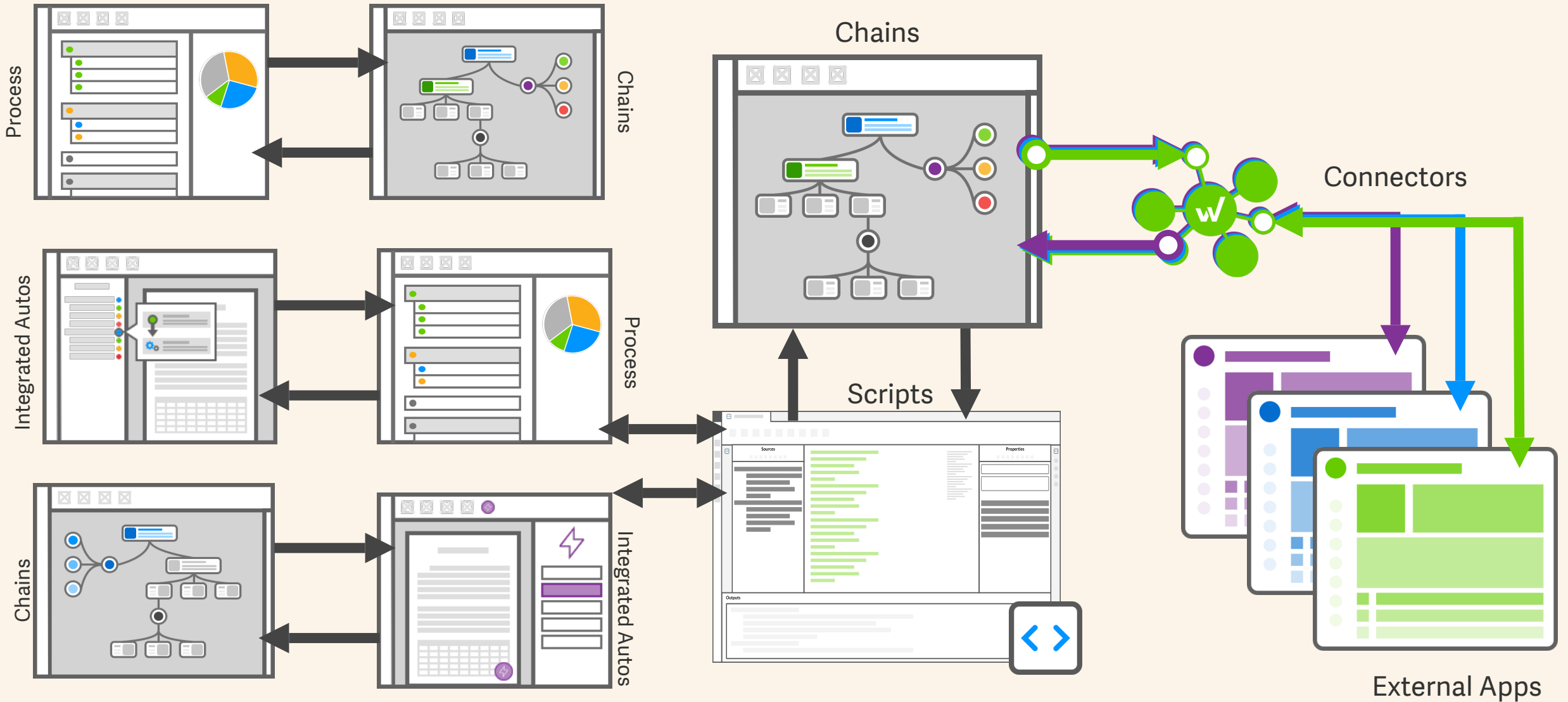
# Poll: Integrated Automations



**Are you currently using Integrated Automations?**

1. Yes
2. No

# Interoperable Ecosystem





# Certifications

# Certifications Overview

Certifications are signed and approved letters. These letters are specific to their use case and often contain questions, answers, and statements that signers are 'certifying' as correct, to the best of their knowledge.

- Automated orchestration of signers and approvers routing
- Time stamped signatures with audit trail
- Consensus logic enforced
- Exception reporting
- Status Monitoring
- PDF ready

## AVIKRO

Thank you for registering for the Avikro annual conference. As an attendee, you are invited to join the Avikro **annual raffle!**

Please answer the following questions to verify your eligibility to participate.

Do you work for a government agency?

Yes  No

**Stacia Wilson** 9/1/2022 8:32PM  
Local city council

---

*Stacia B. Wilson* 9/1/2022 8:32 PM

---

Stacia Wilson Date

# Example use cases for certification

SEC filing sign-offs: CEO and CFO sign-off

Integrated Risk controls testing (SOX 404)

Director and Officer - Section 16 Filings (Form 3,4,5)

Comprehensive Capital Analysis and Review (CCAR)

Company policies (security, data compliance, custom cases etc.)

# Workiva's plans for certifications

- Classic certifications will be deprecated June 2023.
- We will replace classic certifications with a process builder-based solution.
- There will be incremental beta releases with potential for early adoption by use case.

The screenshot displays the 'Q2 2022 Process' configuration in the Workiva interface. The main table lists tasks and their assigned users:

Task	Assigned User
Confirm newly leased accounts	Elena Fisher
Update XBRL	Nadine Ross
Update description in footnote	Victor Sullivan
Balance Sheet	Rika Raja
Income Statement	Rafe Adler
Accounting policies	Hector Alcazar
Commitments and contingencies	Charlie Cutter
Q2 2022 CEO Cert	Nathan Drake
Q2 2022 CEO Cert	Chloe Frazer
Q2 2022 Accounting Cert	Marisa Chase

The 'Process' summary card shows the following details:

- Started by: Victor Sullivan
- Start Date: 4/1/2020
- Due Date: No due date
- Action sequence: All at the same time
- Process Status: In Progress

The pie chart indicates the following progress: 60% Sending/Sent (dark gray), 10% Approval (blue), and 30% Complete (green).

2022Q1 - Quarterly Check-In Products Tier ...	Gray Sandridge	Apr 5	Apr 22	65%	35%	
Demo 02 07 2022	Lori Vanourek	Feb 7		67%	33%	
Checklist	Lori Vanourek	May 6, 2021		14%	86%	
Products Tier Roadmap Updates	Gray Sandridge	Jul 1, 2021		20%	60%	20%

# Demo

# New Solution: Perks and Gaps

## Perks

- Flexible process definitions
- Enhanced letter builder
- Finer control of settings
- Owner/Editor/Viewer permissions model
- More intuitive user experience
- Roadmap for future enhancements

## Gaps

- Custom schedule for reminders
  - Custom text will be available on day 1
  - GA: reminder schedule is 3 days before, day of, every day until done
- Tagging
  - A more robust solution using custom extendible fields will come after day 1
- Advanced dashboard insights
  - i.e. countdown to filing day, etc.
- POC / CC on emails
- Intro text pop up



# Migration and Archive

## Archive historical Certifications

- Save PDF of signed letters, attachments, activity logs

## Migration

- Migration assessment
  - Identify user migration needs (Certs, DC, SOX controls, etc.)
  - Identify beta phase and customer readiness for migration
- Self-serve tool: migrate process, letter definitions, templates, etc.

# Release + Migration Waves

~Q2 2023

## Closed Beta

1 signer, 1 approver  
Simple text in letter  
*(Invite-only customers)*  
*(No migration)*

Q4 2022

## Limited availability

1 signer, 1 approver certs  
Letter templates  
Reports (basic)  
Login-less access  
*(production and migration ready)*

## Limited availability

Multiple signers, approvers per step  
*(production and migration ready)*

## Early adopter program

Questions, exceptions  
Rich-text  
Comments, attachments  
Copy a process  
*(On customer request)*

~ Q1 2023

## Limited availability

Multi-step signers, approvers  
Skip and mark as signed  
*(production and migration ready)*

## General availability

Add custom text in email

June 2023

# Poll: Early Access



**Do you want to have access to the BETA versions?**

1. Yes
2. No