



**TWO STEP**  
SOFTWARE

# TWO STEP SOFTWARE

For more than a decade, Two Step Software has continued its unwavering commitment to the legal community. Thousands of users at hundreds of corporate legal departments and law firms, including more than forty percent of the nation's largest law firms, depend on Two Step to serve the critical needs of their clients and companies. Its flagship product - Corporate Focus - has become the de facto standard for entity management, ownership tracking, and online minute books. Today, Two Step remains more dedicated than ever to helping its customers work better, respond faster and share information more easily.

## Corporate

### ENTITY MANAGEMENT

For one company or one thousand, Corporate Focus makes it easy to track all your corporate information for any type of entity - domestic, foreign, corporation, partnership or LLC. Everything can be tracked in one place - formation details, officers and directors, qualifications and annual reports, contracts and other agreements, trademarks and other filings, reminder dates, and all the other details you need to manage.

### OWNERSHIP TRACKING

With Corporate Focus, you can eliminate the risks of tracking complex ownership information manually or in numerous spreadsheets. Its powerful features manage all types of ownership - common and preferred stock, option plans, membership units, and more. User-friendly routines automate many of the most challenging tasks, such as stock transfers, option exercises, stock certificate printing, and creating org charts and fully diluted cap tables.

### ONLINE MINUTE BOOKS

With all your minute books online, you can easily share governing documents, minutes of meetings, state filings, and contracts and agreements. You can find minute books instantly and others can find executed documents for themselves. You save time by reducing the amount of copying, faxing, and emailing. Corporate Focus helps you safeguard your minute book documents and create an online repository for immediate access.



"When our corporate clients need a **SOFTWARE SOLUTION** to meet their global corporate and ownership tracking needs, we use **TWO STEP SOFTWARE's** database application **CORPORATE FOCUS.**"

James E. Topinka, Partner  
Coudert Brothers LLP



# Focus

## BROWSER ACCESS

Corporate Focus improves teamwork by providing web browser access to everyone in your work group. As a result, there's much less voice mail, email and overnight mail. Whether your clients or associates need access to minute book documents, corporate governance information, option vesting details, or anything else tracked in Corporate Focus, you can provide immediate, self-service access to authorized users anywhere - anytime.

## REPORTS AND DOCUMENTS

Corporate Focus instantly generates the reports and documents you need every day. Whether your work requires standard or custom documents, you can create exactly what you need when you need it. Enter your information just one time and then print documents, consents, summary reports, ownership reports, stock certificates, option agreements, letters, mailing labels, and much more.

## SECURITY

Corporate Focus is built on a foundation of industry-standard database technologies that use established security protocols. Only authorized users have access to your sensitive legal information. All data is stored on your internal, secure and reliable network protected from the risks of having your information lost or unavailable. With Corporate Focus, your information is always under your control.

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