

Compliance Solutions

**Beyond your walls:**  
Enhanced tools to  
track and manage  
vendor relationships



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SCHWAB

*Own your tomorrow.*



When it comes to compliance, you hold your organization and its employees to high standards.

Now Compliance Solutions is making it easier to do the same with your third-party providers.

Exam priorities have brought vendor management top of mind for compliance professionals. But protecting your organization and its clients goes beyond exam readiness. Maintaining a rigorous process for vendor management with clear, complete documentation is critical to data security, business continuity, and disaster recovery planning.

Whatever the need, the enhanced cloud-based vendor management capabilities of Schwab Compliance Technologies® help keep crucial information at your fingertips—even if your own systems are unavailable. Customizable templates are designed to provide the versatility and flexibility you need to keep pace with today's ever-evolving regulatory and cybersecurity environments. Maximize your technology investment, and formalize internal processes for evaluating and selecting vendors, managing vendor contracts, and performing ongoing due diligence.

## **A comprehensive risk mitigation program extends beyond the walls of your firm.**

Schwab Compliance Technologies® offers enhanced vendor management tools to help you vet, track, and report on your firm's vendor relationships.

### **Learn more**

Contact us to learn more about putting Schwab Compliance Technologies' vendor management solutions to work for your organization.

#### **Get in touch**

 877-456-0777

 Talk to your Relationship Manager

 [schwab.com/compliancesolutions](https://schwab.com/compliancesolutions)



## Evaluate and select vendors

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Think of the Schwab Compliance Technologies® vendor management solution as a digital replacement for a physical file cabinet. It can help you capture your analysis of potential vendors and record your decisions.

### Document business needs and prospects

- Document the business need driving vendor selection, including key dates, internal contacts, and project ownership
- Identify providers under consideration

### Record your assessments

- Detail preliminary provider due diligence, including assessment of their financial, business, compliance, and technical fit based on firm processes and parameters
- Compile project notes in one location
- Attach initial contracting and pricing proposals to vendor records
- Summarize and document providers' proposed solutions
- Log final recommendations and selections of preferred providers

### Track data for ongoing use

- Gain visibility into completed, ongoing, and scheduled activities
- Easily find information associated with each task, as well as the overall project history providers



## Manage vendor contracts

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Selecting a vendor is only the beginning. Vendor management tools also help you track the history and terms of contracts in a centralized repository to help ensure you aren't caught off guard when it's time to renew or revise them. Easily set automatic reminders for renewal dates, assign renewal activity to team members, and retain a history of any contract negotiations.

### Record vendor information

- Identify the business function or department served by the vendor, including internal contacts and relationship owner
- Store vendor business and contact information
- Summarize the terms of the vendor contract, e.g., users, costs, renewal period

### Manage the details

- Track the review and approval of contracts by internal stakeholders, e.g., legal, finance, IT, HR
- Make it easier for users to track projects and tasks week by week or month by month with personalized calendars
- Schedule tasks and reminders based on renewal periods

### Keep information at your fingertips

- Retain a history of contracts, including addendums or additional service requests
- Attach relevant files to projects or cases, making it easy to keep information organized and easily accessible
- Generate reports and track audit history
- Control access to the system by assigning permissions at the project or task level



## Perform ongoing due diligence

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Vendor management helps you stay exam-ready as you evaluate your third-party service providers. You can schedule and complete ad hoc or recurring annual or semiannual due diligence reviews.

### Schedule, review, and prep for exams

- Categorize vendors based on criticality of services and data
- Store key documents needed to perform your review
- Link records to prior reviews

### Coordinate reviews and tasks

- Assign ownership of reviews to appropriate users, functions, or departments, e.g., compliance, legal, finance, IT, HR
- Schedule tasks and reminders
- Update users on current activities and next steps, and share information across departments
- Document findings, including remediation requests
- Stay organized and aware of the big picture with the at-a-glance calendar and activity view

### Stay audit-ready

- Generate standard and customized reports
- Automatically create an audit trail—a history of events that can prove invaluable when faced with an exam or dispute

### A flexible solution

Use standard templates as is, or customize them to align with your specific policies and procedures. Your Schwab Compliance Technologies® technical team will support you each step of the way.

## About Compliance Solutions

Taking ownership of compliance means staying ahead of the regulatory landscape, seeing the big picture, and maintaining control. But it doesn't mean doing it on your own. Compliance Solutions' employee-monitoring offer includes Schwab Designated Brokerage Services™, Schwab Compliance Technologies® cloud-based employee-monitoring software, and a wide range of financial products and services for employees. These solutions can help you proactively manage compliance, promote a positive employee experience, build long-term value across your business, and instill trust with clients.

Neither Schwab nor Schwab Compliance Technologies, Inc. provides specific individualized legal, tax, or compliance advice. Where such advice is necessary or appropriate, please consult your own legal, tax, and/or compliance counsel.

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