

REQUORDIT

Portal

Securely Distribute and Receive Content to and from External Users with our Intuitive Self-Service Portal

Are you sending and receiving documents and information through e-mail—or even traditional mail? The REQUORDIT Portal offers a secure, configurable interface that extends a multitude OnBase functionalities to vendors, partners, applicants, and other external parties while maintaining full security and control over who sees what.



What Is the REQUORDIT Portal?

A user-friendly, mobile-responsive platform that allows external stakeholders to interact with specific, filtered OnBase content through customized, role-based access—keeping security, simplicity, and usability at the forefront.



Integrated Security

You approve all access of external users and easily manage permissions in OnBase configuration.



Pre-Built Widgets

Allow external users to see their documents, submit forms, upload new documents, and more!



Rapid Deployment

Already storing your documents for distribution in OnBase? Quickly stand up a portal and leverage what you've already built!



Custom Branding

Make the Requordit Portal match your corporate identity with customizable colors, images, and icons!



Mobile Responsive

Build a single portal that your external users can access from ANY device that has a web browser including desktop computers, tablets, and smart phones!



(NEW!) PDF Editing

Allow external users to edit PDF's that you send them via the portal including notes, signatures, and markup!* (*Additional module cost)

Functional Highlights



Proven Integration & Global Reach

REST-Enabled | Multilingual | Dashboards

Securely connect with OnBase via API, support multiple languages in one platform, and gain visibility with actionable charts and Reporting views.



User-Centric Design & Accessibility

Customizable UI | Mobile Responsive | Folders

Deliver an experience tailored to your organization and your external users with responsive design and intuitive content organization.



Secure Process Automation

Secure Uploads | Workflow & WorkView Integration

Ensure that external users can only upload file types that YOU define. Provide limited, filtered access to your Workflow and WorkView processes when external input is required.



Streamlined Data Capture & Access

Custom Forms | Document Retrieval | OnBase Security

Capture critical information efficiently with electronic forms that can route directly to your team and grant secure access to documents with OnBase's robust security model.

Most Common Use Case

AR Self-Service

Clients use the Portal to simplify Accounts Receivable tasks—giving customers the power to check invoice statuses, download statements, and communicate with AR teams—all without emails or phone calls.

Other Use Cases

- Vendor Onboarding & Self-Service
- HR Onboarding, Credentialing, and Job-Site Management
- Public Records Requests
- AP Subcontractor & Invoice Status Access
- Contract Drafting & Negotiation
- Policy & Procedure Acknowledgment
- IT Incident Tracking & Project Management
- RFI and Submittals Tracking
- Safety and Regulatory Disclosures

From HR to IT to Finance, the REQUORDIT Portal transforms how external users interact with your processes—without compromising control.

Let's Talk

Got questions or want to explore use cases tailored to your organization?
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