

### What is APEX?

APEX is Stenograph’s new solution for reporting agencies which covers their entire job flow, from scheduling to billing, and everything in-between, all from a single application. But, APEX isn’t just for agencies; there is value for reporters who connect to the APEX ecosystem through Stenograph’s industry-leading court reporter software, CATalyst, or directly through APEX.

It’s free for reporters to connect to APEX! The integration of CATalyst and APEX makes reporters more productive, providing a month of savings and up to \$5,000 in revenue opportunity a year. Reporters who connect to APEX can earn, on average up to, \$400 in Loyalty Points a year to use towards Stenograph products.

APEX FEATURES	CATalyst v21.5	APEX WEBSITE
Connect to agencies and find new ones, without having to browse multiple sites	<b>CATalyst integration saves you up to 2 hours a month!</b>	X
Create a profile and easily communicate credentials and capabilities to various agencies		X
Communicate different rates to different agencies or for different jobs		X
Accept jobs from your CAT software	X	
Indicate unavailable time on an easy-to-use integrated calendar	X	X
Documents shared by the agency in APEX can easily be run through CATalyst’s case prep features	X	
Integrated job worksheet and details within the transcript update as job information changes	<b>CATalyst integration saves you up to 4 hours a month!</b>	
Upload transcript and exhibits directly from CAT software	<b>CATalyst integration saves you up to 4 hours a month!</b>	
Send an invoice, accept electronic payments, and track payment status	<b>CATalyst integration saves you up to 4 hours a month!</b>	X
Participate in a free Loyalty program where you can earn loyalty points for APEX interactions that can be used towards Stenograph products like writers, software, and services.	X	X

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# It's as easy as 1-2-3 to connect to APEX.

## 1 Connecting to APEX

- CATalyst: If you are on CATalyst version 21.5, connecting is easy! Follow the prompts when you complete your download or select APEX from the top menu.
- Non-CATalyst: Go to <https://apex.stenograph.com> and follow sign-up directions.

## 2 Completing Your Profile

- Your profile is where you can communicate rates, skills, services, travel considerations, and certifications to agencies, eliminating all those back and forth phone calls. While you are there, be sure to join Stenograph's Loyalty program!

## 3 Find an Agency

Now that you are part of the APEX Ecosystem, the next step is connecting with an agency. If you are a full-time employee of an agency, you can still connect, and make your profile private.

- CATalyst: If you are on CATalyst version 21.5, you can find agencies right from your desktop. Just select APEX from the menu at the top and select Agencies, now you are ready to start your search.
- Non-CATalyst: Sign in to APEX and select Agencies from the top menu, then start your search!



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