

Department of Information Resources
Request for Offer DIR-CPO-TMP-570
Software, Commercially Off the Shelf (COTS) and
Related Services
Voluntary Product Accessibility Template® (VPAT®)
Revised Section 508 Edition

Version 2.4Rev

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About This Document

The VPAT is provided in four editions based on the standards/guidelines being evaluated. The editions are WCAG, Revised 508, EN 301 549 and International, which includes all of the standards.

This is the Revised Section 508 edition of the VPAT. It includes the following standards/guidelines:

- [Web Content Accessibility Guidelines 2.0](#)
- [Revised Section 508 standards published January 18, 2017 and corrected January 22, 2018](#)

If you need a different combination of standards/guidelines, use the appropriate alternate edition of the VPAT found on the [ITI Accessibility web page](#).

This document is broken into two main sections:

- Essential Requirements and Best Practices for using the VPAT® to complete an Accessibility Conformance Report (the instructions)
- The VPAT

Please carefully review the Essential Requirements and Best Practices sections before using the VPAT to create an Accessibility Conformance Report.

The purpose of these instructions is to promote accurate and consistent reporting of product accessibility information.

The VPAT is a template used to document a product's conformance with accessibility standards and guidelines. The purpose of the Accessibility Conformance Report is to assist customers and buyers in making preliminary assessments regarding the availability of commercial "Electronic and Information Technology," also referred to as "Information and Communication Technology" (ICT) products and services with features that support accessibility.

The Information Technology Industry Council (ITI) provides the VPAT. Use of the template and service mark does not require membership in ITI.

Essential Requirements and Best Practices for Information & Communications Technology (ICT) Vendors

This section provides guidance for reporting product conformance for major accessibility standards and guidelines using the VPAT® to produce the Accessibility Conformance Report. Deviating from these guidelines precludes vendors from referencing the template by name and/or the VPAT acronym.

Getting Started

1. Before creating a report, read all of the materials provided in this document.
2. Determine which accessibility standards/guidelines will be included in the Accessibility Conformance Report and use the appropriate VPAT file.
3. It is the vendor's responsibility to maintain the integrity of the data in the report.

Essential Requirements for Authors

The following are the minimum requirements to produce an Accessibility Conformance Report based on the VPAT®.

1. The VPAT name and template are registered service marks of ITI. Use of the VPAT template and name requires the inclusion of the registered service mark (i.e., "VPAT®"). Users of the VPAT agree not to deviate from the Essential Requirements for Authors.
2. The template file can be used as is or replicated in a different delivery format, for example as HTML or PDF. The final conformance report must be accessible.
3. A report must contain the following content at a minimum:
 - **Report Title** – In the heading format of "[Company Name] Accessibility Conformance Report"
 - **VPAT Heading Information** – Template version
 - **Name of Product/Version** – Name of Product being reported, including product version identifier if necessary
 - **Report Date** – Date of report publication. At a minimum, provide the month and year of the report publication. For example, "May 2016". If date is included, ensure it is clear "4 May 2016" or "May 4, 2016".

- **Product Description** – A brief description of the product
- **Contact Information** – Contact Information for follow-up questions. Listing an email is sufficient.
- **Notes** – Any details or further explanation about the product or the report. This section may be left blank.
- **Evaluation Methods Used** – Include a description of evaluation methods used to complete the VPAT for the product under test.
- **Applicable Standards/Guidelines** – A clear indication of which Standards/Guidelines this Conformance Report covers.
 - The list must include only the Standards/Guidelines used to evaluate the product.
 - The applicable Standards/Guidelines that are included in this VPAT edition are:
 - [Web Content Accessibility Guidelines 2.0](#) or WCAG 2.0 (ISO/IEC 40500)
 - [Revised Section 508 standards](#) – the U.S. Federal accessibility standard for ICT Products, published by the U.S. Access Board in the Federal Register on January 18, 2017 and corrected on January 22, 2018
 - If other Standards/Guidelines are reported, then use the appropriate VPAT edition.
 - This information can be in a table format at the top of the report with the table heading ‘Standards/Guidelines’ and the reported Standards/Guidelines identified. This information can alternatively be supplied in the introductory text of the report. In the VPAT we have used a table as an example and listed “(yes / no)” for each standard/guideline. To indicate what the report covers leave the appropriate yes or no on each standard/guideline.
 - If multiple Standards or Guideline tables are included, each table must identify the Standard or Guideline that the criteria in that table represent.
- **Terms** – The report must list the definition of the terms used in the Conformance Level column. ITI recommends the following terms. If a vendor deviates from the ITI definitions, the vendor shall reference this change in the heading Notes section. If a term is not used it can be removed from the list. The ITI definitions are: This can only be used in WCAG 2.x Level AAA
 - **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.

- **Partially Supports:** Some functionality of the product does not meet the criterion.
- **Does Not Support:** The majority of product functionality does not meet the criterion.
- **Not Applicable:** The criterion is not relevant to the product.

Note: When filling in the WCAG tables, a response may use 'Supports' where one might otherwise be inclined to use 'Not Applicable'. This is in keeping with [WCAG 2.0 Understanding Conformance](#): This means that if there is no content to which a success criterion applies, the success criterion is satisfied.

- **Not Evaluated:** The product has not been evaluated against the criterion. This can only be used in WCAG 2.x Level AAA.
- **Tables for Each Standard or Guideline** – Tables showing the responses to the criteria.
4. WCAG Conformance Information – The answers in the WCAG success criteria are based on the level of conformance being reported (Level A, AA or AAA).
- These tables are used to answer:
 - Revised Section 508:
 - Chapter 5 Software
 - Chapter 6 Support Documentation
 - The selected levels of WCAG 2.0 Guidelines.
 - If using a summary table, due to answers applying to multiple criteria, when answering for the Revised Section 508, the answers need to be clear about which individual criteria the answer applies to. It is possible to either use a summary, selecting the worst case for the criteria, or to have separate answers or even tables for software, support documentation, authoring tools, etc., so long as the methodology used is made clear.
5. Remarks and Explanations – Detailed remarks should be provided in the Remarks and Explanations column to justify your answer in the Conformance Level column.
- When the conformance level is 'Partially Supports' or 'Does Not Support', the remarks should identify:
 1. The functions or features with issues
 2. How they do not fully support
 - If the criterion does not apply, explain why.
 - If an accessible alternative is used, describe it.

6. In the Section 508 tables, when subsections of criteria do not apply to the product, the section may be summarized or removed as long as an explanation is provided explaining why a criterion does not apply. Another alternative is to leave the table and add a summary why the section does not apply. For example, in Chapter 5 the criteria in 502 and 503 will not apply to a web only application, thus those sections can be removed with a summary in the notes for the chapter, or a row in the table.

Best Practices for Authors

ITI suggests that authors adopt the following best practices when using the VPAT® to create an Accessibility Conformance Report.

- **Branding Header:** Company logo or branding information
- **Report Date Changes:** If a report is revised, change the report date and explain the revision in the Notes section. Alternately, create a new report and explain in the Notes section that it supersedes an earlier version of the report.
- **Notes:** Add any notes applicable to product or the report
 - Additional information about the product version that the document references
 - Any revisions to the document
 - Links to any related documents
 - Additional information describing the product
 - Additional information about what the document does or does not cover
 - Information suggested by the [WCAG 2.0 Conformance Claim](#)
 - Information needed to satisfy ISO/IEC 17050-1:2004, Supplier's Declaration of Conformity
- **Evaluation Methods Used** – Information to enter may include the following:
 - Testing is based on knowledge of general product functionality (Instructional note: this would mean the tester knows how to use the common uses and flows of the product in addition to accessibility)
 - Similar to another evaluated product
 - Testing with assistive technologies
 - Published test method (provide name, publisher, URL link)
 - Vendor proprietary test method
 - Other test method

- **Remarks and Explanations:** This section may include:
 - Information regarding the testing of a given criteria.
 - Information on application dependencies to support accessibility (e.g. OS, app frameworks, browsers recommended).
 - How the customer can find more information about accessibility issues. One method can be to include the bug ID where customers can call the company's customer support to get additional information.
 - Known workarounds for accessibility issues.
- **Legal Disclaimer:** Area for any legal disclaimer text required by your organization.
- **Report Size:** To reduce the size of the report it is acceptable to remove sections. Individual criteria cannot be removed, only sections at a time. Section removal is acceptable in four situations:
 - When an entire section is not being reported on because it does not apply to the product, for example:
 - Chapter 4: Hardware. Information should be included in the notes for that section why it has been removed.
 - A card reader that doesn't have sound could remove the criteria in section 413 Closed Caption Processing Technologies and just note the why the criteria doesn't apply.
 - If the product is not being evaluated for a level of the criteria (for example Level AAA) then that table may be deleted.
 - If a requesting customer has identified that a section of the standard does not apply, information should be included in the notes that the section has been removed.
- **WCAG 2.0 Tables:** The WCAG 2.0 criteria are shown in three tables, Level A, Level AA, and Level AAA.
 - If desired, these tables can be combined into one table.
 - When reporting on a level (A, AA or AAA) all criteria for that level must be answered.
- **Language:** Translation to other languages is permitted.
- **Multiple Reports:** When using the VPAT to create an Accessibility Conformance Report for complex products it may be helpful to separate answers into multiple reports. For example, when a product is an Authoring Tool that also has web content and documentation. When multiple reports are used for a complex product, it is required to explain this and how to reach the other reports in the Notes section of each report.

- **Criteria Text:** To help conserve space in the ITI template only the criteria ID number and a short title have been included. Where possible, links have been included to the standard/guideline.
 - It is acceptable to add the full text of the criteria into the cell if desired to help with understanding.
 - The links to the standards/guidelines can be removed.
- **Ordering of Tables:** The order that the standard and guideline tables appear may be changed to facilitate reading. The current order is WCAG then Section 508. You can change this order to insert the WCAG criteria into the Section 508 tables.
- **Guideline Section Heading Rows in Tables:** The tables include heading rows to facilitate understanding the context of the criteria.
 - The cells in these rows do not require answers as indicated by “Heading cell – no response required.”
 - It is optional to add a response if desired.
 - The shading of the row is also optional.
 - If removing the heading rows, edit the criteria titles so it’s clear where they apply.

Posting the Final Document

- When publishing your Accessibility Conformance Report, be sure to remove the entire first 9 pages of this document, including the table of contents, introductory information and instructions.
- Check for each required item in the VPAT® document:
 - **[Company Name] Accessibility Conformance Report** (report title)
 - **(Based on VPAT® Version 2.4Rev)**
 - **Name of Product/Version**
 - **Report Date**
 - **Product Description**
 - **Contact Information**
 - **Notes**
 - **Evaluation Methods Used**
 - **Applicable Standards/Guidelines**

- **Terms**
- **Tables for Each Standard or Guideline**
 - Check that there is a response for each criterion for 'Conformance Level' and 'Remarks and Explanations.'
- Verify that the final document is accessible.
- Post your final document on your company's web site, or make the document available to customers upon request.

Table Information for VPAT[®] Readers

For each of the standards, the criteria are listed by chapter in a table. The structures of the tables are: the first column contains the criteria being evaluated, the second column describes the level of conformance of the product regarding the criteria and the third column contains any additional remarks and explanations regarding the product.

- When sections of criteria do not apply, or are deemed by the customer as not applicable, the section is noted as such and the rest of that table may be removed for that section.
- When multiple standards are being recorded in this document, the duplicative sections are noted and responded to only one time. The duplicate entry will note the cross reference to the data.

Benchly, Inc. Accessibility Conformance Report

Revised Section 508 Edition

(Based on VPAT® Version 2.4Rev)

Name of Product/Version: ezBriefs by Benchly/Version 2.0

Report Date: May 11, 2023

Product Description: Benchly created ezBriefs to address the challenge legal professionals face when handling and reviewing complex legal briefs, motions, and pleadings. ezBriefs enables the user to review both their document as well as a document received from opposing counsel. Additionally, a functionality of ezBriefs is the automatic generation of a Table of Authorities in a legal brief that is both accurate and quick. Accomplished through the creation of a Microsoft Word Add-In, Benchly offers the most expedient, accurate, and uncomplicated solution to the handling of a voluminous amount of intricate and complex legal documents.

Contact Information:

Haydn Jones

hjones@benchly.com

Notes: This Voluntary Product Accessibility Template (VPAT®) contains information regarding accessibility conformance levels for the ezBriefs by Benchly product, all relevant remarks and necessary explanations, and examples relating to specific accessibility criteria. This newest version supersedes all earlier versions of the ezBriefs Microsoft Word Add-In VPAT®.

Evaluation Methods Used: Conformance to the following accessibility standards located here within has been evaluated through the use of internal Microsoft Word accessibility testing and manual assessment in controlled test environments which are compliant with Microsoft Word’s best practices.

Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0	Level A (Yes) Level AA (Yes) Level AAA (No)
Revised Section 508 standards published January 18, 2017 and corrected January 22, 2018	(Yes)

Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Partially Supports:** Some functionality of the product does not meet the criterion.
- **Does Not Support:** The majority of product functionality does not meet the criterion.
- **Not Applicable:** The criterion is not relevant to the product.
- **Not Evaluated:** The product has not been evaluated against the criterion. This can be used only in WCAG 2.0 Level AAA.

WCAG 2.0 Report

Tables 1 and 2 also document conformance with Revised Section 508:

- Chapter 5 – 501.1 Scope, 504.2 Content Creation or Editing
- Chapter 6 – 602.3 Electronic Support Documentation

Note: When reporting on conformance with the WCAG 2.0 Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.0 Conformance Requirements](#).

Table 1: Success Criteria, Level A

Criteria	Conformance Level	Remarks and Explanations
<p>1.1.1 Non-text Content (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	ezBriefs programmatically determines if content that is not in a sequence of characters is not expressing text-only content in human language, including images representing text.
<p>1.2.1 Audio-only and Video-only (Prerecorded) (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Not Applicable	By default, ezBriefs does not include any audio- only or video-only content.
<p>1.2.2 Captions (Prerecorded) (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Not Applicable	ezBriefs does not utilize synchronized captions for any of its functions.
<p>1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Not Applicable	By default, ezBriefs does not include any audio- only or video-only content.
<p>1.3.1 Info and Relationships (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Does Not Support	The ezBriefs platform, while presented in a simple and straightforward structure, does not support a differentiation in content presentation without sacrificing information availability and structural formatting.

Criteria	Conformance Level	Remarks and Explanations
<p><u>1.3.2 Meaningful Sequence</u> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	As content is presented sequentially, that is each part of the ezBriefs process building upon the previous one, meaningful sequences which include a correct reading sequence, are programmatically determined.
<p><u>1.3.3 Sensory Characteristics</u> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Partially Supports	In navigating the ezBriefs platform, buttons are purposefully designed to mimic their function, and are accompanied with hovering text as well to provide further direction. All buttons located on the ribbon are referenced with a unique visual aid and accompanying text. However, buttons within the user preference pane, for example, only provide text and do not include visual aids such as differentiation in shape, size, or location.
<p><u>1.4.1 Use of Color</u> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Throughout the ezBriefs platform, minor use of color is apparent within action buttons. However, this use of color is not the primary, nor only, visual method of conveying pertinent information to the user, indicating any necessary action, or prompting response from the user. Further, text highlighting is a toggleable user preference that can add or remove text coloring at the end user's discretion.
<p><u>1.4.2 Audio Control</u> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Not Applicable	ezBriefs does not utilize any audio, either automatically or manually triggered, in its product offering.
<p><u>2.1.1 Keyboard</u> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) 	Supports	The ezBriefs platform utilizes standard keyboard navigation and input functions which allow for the use of [Tab] for navigation and [Space] or [Enter] for making a selection.

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> 602.3 (Support Docs) 		
<p>2.1.2 No Keyboard Trap (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Supports	When navigating the ezBriefs platform, users cannot become trapped within content due to the use of standard keyboard navigation.
<p>2.2.1 Timing Adjustable (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Not Applicable	The ezBriefs platform does not utilize any moving, blinking, or scrolling features of its information.
<p>2.2.2 Pause, Stop, Hide (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Not Applicable	The ezBriefs platform does not contain any flashing content.
<p>2.3.1 Three Flashes or Below Threshold (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Not Applicable	The ezBriefs platform does not contain any flashing content.
<p>2.4.1 Bypass Blocks (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) – Does not apply to non-web software 504.2 (Authoring Tool) 602.3 (Support Docs) – Does not apply to non-web docs 	Supports	Users have access to the “Reset” button at all times and can click this button to return to the main content area, or dashboard, at any point during the ezBriefs process. Further, the ribbon is constantly available for users should they need to bypass any singular piece of content, or restart the document drafting process as needed.

Criteria	Conformance Level	Remarks and Explanations
<p>2.4.2 Page Titled (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Within ezBriefs, the ribbon buttons are descriptive as to what topic, purpose, objective, or function is of each button and page.
<p>2.4.3 Focus Order (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	When sequentially navigating tabs, components which are focusable are preserved in an order that emphasizes meaning and operability for the end user.
<p>2.4.4 Link Purpose (In Context) (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Partially Supports	Within ezBriefs, the purpose of each button can be determined from the link text alone. Further, links are purposely inambiguous to provide users with a simplified and streamlined approach to navigation. The exception to this is the “Reset” button, which directs users to the dashboard without providing a link purpose or instruction/direction.
<p>3.1.1 Language of Page (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Partially Supports	The default language within ezBriefs can be programmatically determined with exception to proper names, technical terms, and words of indeterminate language.
<p>3.2.1 On Focus (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	When any component within ezBriefs receives focus, a change of context is not initiated. The ezBriefs process is designed to remain contextual throughout the process itself and assists users in proper navigation.
<p>3.2.2 On Input (Level A)</p> <p>Also applies to:</p>	Does Not Support	Users are unable to alter or change display settings, including color, format, or any other change of context.

Criteria	Conformance Level	Remarks and Explanations
Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 		
<u>3.3.1 Error Identification</u> (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Should an input error be detected, ezBriefs alerts the users to the error, identifies it, and provides the program’s reasoning promptly.
<u>3.3.2 Labels or Instructions</u> (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	When content requires user input, ezBriefs provides instructions throughout navigation of the platform. For example, when the user wishes to automatically generate a Table of Authorities, detailed instructions are easily accessible on the same tab where the “Build Table of Authorities” is located.
<u>4.1.1 Parsing</u> (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Partially Supports	ezBriefs uses correct and cohesive markup for all elements within its user interfaces. The markup is generated programmatically to prevent parsing errors. However, parsing and validation errors do occur albeit infrequently. As errors of significance are rare, they do not impede essential functionalities of the ezBriefs platform.
<u>4.1.2 Name, Role, Value</u> (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	The ezBriefs platform uses standard Microsoft Word controls to programmatically determine any form elements, links, and components generated by scripts, and the name role, or value for any properties that can be set by the user.

Table 2: Success Criteria, Level AA

Notes:

Criteria	Conformance Level	Remarks and Explanations
<p><u>1.2.4 Captions (Live)</u> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	<p>Not Applicable</p>	<p>ezBriefs does not utilize synchronized captions for any of its functions due to the lack of audio or video content. ezBriefs training videos do, however, support live captions but are not required for the software's use or operation.</p>
<p><u>1.2.5 Audio Description (Prerecorded)</u> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	<p>Not Applicable</p>	<p>By default, ezBriefs does not include any audio-only or video-only content.</p>
<p><u>1.4.3 Contrast (Minimum)</u> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	<p>Partially Supports</p>	<p>A majority of text throughout the ezBriefs platform is presented with sufficient levels of contrast, however a minimal amount of text is presented in a contrast ratio less than 4:5:1 and as a result may provide some users with contrast issues. This is largely due to multiple colors of fonts, which have been altered to provide increased levels of accessibility and higher contrast resolution.</p>
<p><u>1.4.4 Resize text</u> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	<p>Supports</p>	<p>Standard zoom capabilities found in platforms such as web browsers and Microsoft Word are compatible with the ezBriefs platform.</p>
<p><u>1.4.5 Images of Text</u> (Level AA)</p> <p>Also applies to: Revised Section 508</p>	<p>Not Applicable</p>	<p>By default, the ezBriefs platform does not utilize images of text.</p>

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 		
<p>2.4.5 Multiple Ways (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) – Does not apply to non-web software • 504.2 (Authoring Tool) • 602.3 (Support Docs) – Does not apply to non-web docs 	Partially Supports	When navigating throughout the ezBriefs platform, more than one way is available to locate certain pages or functions, such as the home ribbon, dashboard, user preferences, or citation list. However, throughout the normal use of the ezBriefs platform and its processes, panes which appear from previous actions during the operation of the recommended ezBriefs workflow are not accessible through multiple ways and must be completed sequentially. Users who must access a certain task pane or tab within the process are able to redo the process quickly without difficulty.
<p>2.4.6 Headings and Labels (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	All headings and labels within the ezBriefs platform describe the topic, purpose, or function of the respective tab, button or task pane.
<p>2.4.7 Focus Visible (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Any user that is operating a keyboard is able to access a mode of operation where the keyboard focus indicator is visible.
<p>3.1.2 Language of Parts (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Does Not Support	While the language of a document can be programmatically determined within ezBriefs, currently there is not a method which allows for programmatic determination of different languages within the subsections of the document. While the differentiation in language cannot be programmatically determined, the human language of the document in its can be.

Criteria	Conformance Level	Remarks and Explanations
<p><u>3.2.3 Consistent Navigation</u> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) – Does not apply to non-web software • 504.2 (Authoring Tool) • 602.3 (Support Docs) – Does not apply to non-web docs 	Supports	Throughout the ezBriefs platform, the same navigation mechanisms are used across the platform to accomplish all tasks.
<p><u>3.2.4 Consistent Identification</u> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) – Does not apply to non-web software • 504.2 (Authoring Tool) • 602.3 (Support Docs) – Does not apply to non-web docs 	Supports	Components within the ezBriefs platform possess the same functionality throughout the platform and are identified on a consistent basis.
<p><u>3.3.3 Error Suggestion</u> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Should an input error occur, the error is automatically detected and suggestions to correct the error are provided to the user in a prompt and accessible manner.
<p><u>3.3.4 Error Prevention (Legal, Financial, Data)</u> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	On panes which require a financial transaction, data entered by the user is checked for any input errors, and users are allowed the opportunity to correct the input errors. Further, a mechanism is available for reviewing, confirming, and correcting information prior to the user's finalization of the submission.

Table 3: Success Criteria, Level AAA

Notes: Design of the ezBriefs Microsoft Word Add-In is aligned with the application of guidelines established by Microsoft Word for all Add-Ins prior to publishing. More information can be found at the following link: <https://docs.microsoft.com/en-us/office/dev/add-ins/design/accessibility-guidelines>

Criteria	Conformance Level	Remarks and Explanations
1.2.6 Sign Language (Prerecorded) (Level AAA) Revised Section 508 – Does not apply	Not Applicable	As the ezBriefs platform does not utilize prerecorded audio or synchronized media to facilitate functionality, prerecorded sign language is not needed for the software’s operation.
1.2.7 Extended Audio Description (Prerecorded) (Level AAA) Revised Section 508 – Does not apply	Not Applicable	As the ezBriefs platform does not utilize prerecorded audio or synchronized media to facilitate functionality, prerecorded extended audio descriptions are not needed for the software’s operation.
1.2.8 Media Alternative (Prerecorded) (Level AAA) Revised Section 508 – Does not apply	Not Applicable	As the ezBriefs platform does not utilize prerecorded audio or synchronized media to facilitate functionality, media alternatives are not needed for the software’s operation.
1.2.9 Audio-only (Live) (Level AAA) Revised Section 508 – Does not apply	Not Applicable	As the ezBriefs platform does not utilize prerecorded audio or synchronized media to facilitate functionality, an alternative for time-based media is not needed for the software’s operation.
1.4.6 Contrast (Enhanced) (Level AAA) Revised Section 508 – Does not apply	Supports	ezBriefs conforms with Microsoft Word’s accessibility text requirements, which require a contrast ratio of 4:5:1. ezBriefs utilizes the default contrast ratio that Microsoft Word offers users.
1.4.7 Low or No Background Audio (Level AAA) Revised Section 508 – Does not apply	Not Applicable	As the ezBriefs platform does not utilize prerecorded audio or synchronized media to facilitate functionality, an alternative low or no background audio is not needed for the software’s operation.
1.4.8 Visual Presentation (Level AAA) Revised Section 508 – Does not apply	Supports	ezBriefs, in conjunction with Microsoft Word’s default settings, allows users to select between “light” and “dark” modes and ensures conformity with accessibility through width of less than 80 characters as well as sizing and justification control of text.
1.4.9 Images of Text (No Exception) (Level AAA) Revised Section 508 – Does not apply	Supports	ezBriefs does not use images of text throughout its platform with exception to the use of its logo which is essential. <ul style="list-style-type: none"> • Obtrusive graphics are not used either.

Criteria	Conformance Level	Remarks and Explanations
<p>2.1.3 Keyboard (No Exception) (Level AAA) Revised Section 508 – Does not apply</p>	Supports	The ezBriefs platform utilizes standard keyboard navigation and input functions which allow for the use of [Tab] for navigation and [Space] or [Enter] for making a selection.
<p>2.2.3 No Timing (Level AAA) Revised Section 508 – Does not apply</p>	Supports	<p>Timing is not utilized in any component of the ezBriefs software. Users are able to use the platform freely without time constraints.</p> <ul style="list-style-type: none"> The platform/interface does not contain any content or fields which require an action from the user within a certain time period.
<p>2.2.4 Interruptions (Level AAA) Revised Section 508 – Does not apply</p>	Supports	A core component of ezBriefs’ functionality is the ability to update the software to the latest versions pushed by the Benchly software development team. However, users can postpone or suppress the automatic notification without limitation.
<p>2.2.5 Re-authenticating (Level AAA) Revised Section 508 – Does not apply</p>	Supports	ezBriefs users authenticate their licenses during the account creation process. Upon completion all sessions of ezBriefs will be authenticated and the need to reauthenticate is moot.
<p>2.3.2 Three Flashes (Level AAA) Revised Section 508 – Does not apply</p>	Supports	Both in the Microsoft Word environment and the ezBriefs dashboard, there are not any instances where flashing of any amount occurs.
<p>2.4.8 Location (Level AAA) Revised Section 508 – Does not apply</p>	Supports	Each ezBriefs web page displays or contains information relevant to the user’s location within a set of web pages.
<p>2.4.9 Link Purpose (Link Only) (Level AAA) Revised Section 508 – Does not apply</p>	Supports	Each link is identifiable from the link text and the purpose of the link is identifiable based on this link text as well. An example of this is when a user may click the
<p>2.4.10 Section Headings (Level AAA) Revised Section 508 – Does not apply</p>	Supports	Section Headings are used throughout the ezBriefs platform and interface to provide the user with information and direction for the content within or underneath the section heading.
<p>3.1.3 Unusual Words (Level AAA) Revised Section 508 – Does not apply</p>	Does Not Support	ezBriefs does not have a mechanism in place to identify specific definitions of unusual or restricted words or

Criteria	Conformance Level	Remarks and Explanations
		phrases, although Benchly subjectively does not believe that any wording or language throughout the ezBriefs platform is “unusual.”
3.1.4 Abbreviations (Level AAA) Revised Section 508 – Does not apply	Supports	ezBriefs utilizes a mechanism for identifying the expanded form or meaning of abbreviations. More specifically, this is evident on the “Build Table” button, which is meant to signify the user can click the button to generate a “Table of Authorities.” The full text for Table of Authorities is directly below the “Build Table” button.
3.1.5 Reading Level (Level AAA) Revised Section 508 – Does not apply	Supports	The text throughout the ezBriefs platform conforms with a reading ability that does not exceed a lower secondary education level. Links, terminologies, and other textual content within ezBriefs are comprehensible to users who possess a lower secondary education level or greater.
3.1.6 Pronunciation (Level AAA) Revised Section 508 – Does not apply	Not Applicable	While ezBriefs does not support a pronunciation mechanism, there is not any language, terms, or wording that requires special pronunciation.
3.2.5 Change on Request (Level AAA) Revised Section 508 – Does not apply	Supports	ezBriefs does not use changes of context in its platform. Examples of this include opening a new window, moving focus to a different component, going to a new page, or significant rearrangement of the content on a page, none of which ezBriefs’ functionality facilitates.
3.3.5 Help (Level AAA) Revised Section 508 – Does not apply	Supports	ezBriefs uses clear labels throughout its platform to offer context-sensitive help. The labels are easily identifiable and accessible for all users.
3.3.6 Error Prevention (All) (Level AAA) Revised Section 508 – Does not apply	Supports	Should a user encounter or create an error, mechanisms are in place to acknowledge and prevent the error from impeding the use of the ezBriefs platform. Further, through the use of the Confirm Citations feature, ezBriefs users are able to check and confirm text they input and can correct the error if the user desires.

Revised Section 508 Report

Notes:

Chapter 3: [Functional Performance Criteria \(FPC\)](#)

Notes: Design of the ezBriefs Microsoft Word Add-In is aligned with the application of guidelines established by Microsoft Word for all Add-Ins prior to publishing. More information can be found at the following link: <https://docs.microsoft.com/en-us/office/dev/add-ins/design/accessibility-guidelines>

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Does Not Support	As ezBriefs is operated on a computer screen, vision is required to utilize the software.
302.2 With Limited Vision	Does Not Support	ezBriefs does not provide a mode of operation that enables users to make use of limited vision.
302.3 Without Perception of Color	Partially Supports	While ezBriefs does not provide a mode of operation that does not require user perception of color, the software is operated on either web pages or within the Microsoft Word environment, where color is not required for normal operation.
302.4 Without Hearing	Supports	ezBriefs does not provide an audible mode of operation. Hearing is not required for operation of the ezBriefs platform.
302.5 With Limited Hearing	Supports	ezBriefs does not provide an audible mode of operation. Hearing is not required for operation of the ezBriefs platform.
302.6 Without Speech	Supports	ezBriefs does not require speech to be used for input, control, or operation and

Criteria	Conformance Level	Remarks and Explanations
		the only mode of operation offered is one that does not require user speech.
302.7 With Limited Manipulation	Supports	ezBriefs is operated without a manual mode of operation and does not require fine motor control or simultaneous manual operations.
302.8 With Limited Reach and Strength	Supports	The use of reach and/or strength when using or navigating the ezBriefs platform is not necessary as the platform is entirely contained within Microsoft Word and corresponding Web pages and does not require any excessive use of reach or strength.
302.9 With Limited Language, Cognitive, and Learning Abilities	Supports	<p>ezBriefs aims to support users with limited language, cognitive, and learning abilities.</p> <ul style="list-style-type: none"> • The platform/interface does not contain any content or fields which require an action from the user within a certain time period. • There are not any obtrusive graphics which may distract the user from completing a task. • While using ezBriefs requires the completion of a process (clicking buttons and reading text), the process itself is designed to be simple and straightforward. • ezBriefs does not impede or prohibit the use of assistive technologies. • The ezBriefs Microsoft Word Add-In remains consistent throughout navigation of the platform and

Criteria	Conformance Level	Remarks and Explanations
		follows all guidelines set forth by Microsoft Word (see Chapter 3 notes section).

Chapter 4: [Hardware](#)

Notes: As ezBriefs by Benchly is offered in a software format, hardware accessibility criteria were not evaluated.

Criteria	Conformance Level	Remarks and Explanations
402 Closed Functionality	Heading cell – no response required	Heading cell – no response required
402.1 General	Heading cell – no response required	Heading cell – no response required
402.2 Speech-Output Enabled	Heading cell – no response required	Heading cell – no response required
402.2.1 Information Displayed On-Screen	Not Applicable	ezBriefs is a software solution only.
402.2.2 Transactional Outputs	Not Applicable	ezBriefs is a software solution only.
402.2.3 Speech Delivery Type and Coordination	Not Applicable	ezBriefs is a software solution only.
402.2.4 User Control	Not Applicable	ezBriefs is a software solution only.
402.2.5 Braille Instructions	Not Applicable	ezBriefs is a software solution only.
402.3 Volume	Heading cell – no response required	Heading cell – no response required
402.3.1 Private Listening	Not Applicable	ezBriefs is a software solution only.
402.3.2 Non-private Listening	Not Applicable	ezBriefs is a software solution only.
402.4 Characters on Display Screens	Not Applicable	ezBriefs is a software solution only.
402.5 Characters on Variable Message Signs	Not Applicable	ezBriefs is a software solution only.
403 Biometrics	Heading cell – no response required	Heading cell – no response required
403.1 General	Not Applicable	ezBriefs is a software solution only.
404 Preservation of Information Provided for Accessibility	Heading cell – no response required	Heading cell – no response required
404.1 General	Not Applicable	ezBriefs is a software solution only.
405 Privacy	Heading cell – no response required	Heading cell – no response required
405.1 General	Not Applicable	ezBriefs is a software solution only.
406 Standard Connections	Heading cell – no response required	Heading cell – no response required
406.1 General	Not Applicable	ezBriefs is a software solution only.
407 Operable Parts	Heading cell – no response required	Heading cell – no response required

Criteria	Conformance Level	Remarks and Explanations
407.2 Contrast	Not Applicable	ezBriefs is a software solution only.
407.3 Input Controls	Heading cell – no response required	Heading cell – no response required
407.3.1 Tactilely Discernible	Not Applicable	ezBriefs is a software solution only.
407.3.2 Alphabetic Keys	Not Applicable	ezBriefs is a software solution only.
407.3.3 Numeric Keys	Not Applicable	ezBriefs is a software solution only.
407.4 Key Repeat	Not Applicable	ezBriefs is a software solution only.
407.5 Timed Response	Not Applicable	ezBriefs is a software solution only.
407.6 Operation	Not Applicable	ezBriefs is a software solution only.
407.7 Tickets, Fare Cards, and Keycards	Not Applicable	ezBriefs is a software solution only.
407.8 Reach Height and Depth	Heading cell – no response required	Heading cell – no response required
407.8.1 Vertical Reference Plane	Not Applicable	ezBriefs is a software solution only.
407.8.1.1 Vertical Plane for Side Reach	Not Applicable	ezBriefs is a software solution only.
407.8.1.2 Vertical Plane for Forward Reach	Not Applicable	ezBriefs is a software solution only.
407.8.2 Side Reach	Not Applicable	ezBriefs is a software solution only.
407.8.2.1 Unobstructed Side Reach	Not Applicable	ezBriefs is a software solution only.
407.8.2.2 Obstructed Side Reach	Not Applicable	ezBriefs is a software solution only.
407.8.3 Forward Reach	Not Applicable	ezBriefs is a software solution only.
407.8.3.1 Unobstructed Forward Reach	Not Applicable	ezBriefs is a software solution only.
407.8.3.2 Obstructed Forward Reach	Not Applicable	ezBriefs is a software solution only.
407.8.3.2.1 Operable Part Height for ICT with Obstructed Forward Reach	Not Applicable	ezBriefs is a software solution only.
407.8.3.2.2 Knee and Toe Space under ICT with Obstructed Forward Reach	Not Applicable	ezBriefs is a software solution only.
408 Display Screens	Heading cell – no response required	Heading cell – no response required
408.2 Visibility	Not Applicable	ezBriefs is a software solution only.
408.3 Flashing	Not Applicable	ezBriefs is a software solution only.
409 Status Indicators	Heading cell – no response required	Heading cell – no response required
409.1 General	Not Applicable	ezBriefs is a software solution only.
410 Color Coding	Heading cell – no response required	Heading cell – no response required
410.1 General	Not Applicable	ezBriefs is a software solution only.
411 Audible Signals	Heading cell – no response required	Heading cell – no response required

Criteria	Conformance Level	Remarks and Explanations
411.1 General	Not Applicable	ezBriefs is a software solution only.
<u>412 ICT with Two-Way Voice Communication</u>	Heading cell – no response required	Heading cell – no response required
412.2 Volume Gain	Heading cell – no response required	Heading cell – no response required
412.2.1 Volume Gain for Wireline Telephones	Not Applicable	ezBriefs is a software solution only.
412.2.2 Volume Gain for Non-Wireline ICT	Not Applicable	ezBriefs is a software solution only.
412.3 Interference Reduction and Magnetic Coupling	Heading cell – no response required	Heading cell – no response required
412.3.1 Wireless Handsets	Not Applicable	ezBriefs is a software solution only.
412.3.2 Wireline Handsets	Not Applicable	ezBriefs is a software solution only.
412.4 Digital Encoding of Speech	Not Applicable	ezBriefs is a software solution only.
412.5 Real-Time Text Functionality	Reserved for future	Reserved for future
412.6 Caller ID	Not Applicable	ezBriefs is a software solution only.
412.7 Video Communication	Not Applicable	ezBriefs is a software solution only.
412.8 Legacy TTY Support	Heading cell – no response required	Heading cell – no response required
412.8.1 TTY Connectability	Not Applicable	ezBriefs is a software solution only.
412.8.2 Voice and Hearing Carry Over	Not Applicable	ezBriefs is a software solution only.
412.8.3 Signal Compatibility	Not Applicable	ezBriefs is a software solution only.
412.8.4 Voice Mail and Other Messaging Systems	Not Applicable	ezBriefs is a software solution only.
<u>413 Closed Caption Processing Technologies</u>	Heading cell – no response required	Heading cell – no response required
413.1.1 Decoding and Display of Closed Captions	Not Applicable	ezBriefs is a software solution only.
413.1.2 Pass-Through of Closed Caption Data	Not Applicable	ezBriefs is a software solution only.
<u>414 Audio Description Processing Technologies</u>	Heading cell – no response required	Heading cell – no response required
414.1.1 Digital Television Tuners	Not Applicable	ezBriefs is a software solution only.
414.1.2 Other ICT	Not Applicable	ezBriefs is a software solution only.
<u>415 User Controls for Captions and Audio Descriptions</u>	Heading cell – no response required	Heading cell – no response required
415.1.1 Caption Controls	Not Applicable	ezBriefs is a software solution only.
415.1.2 Audio Description Controls	Not Applicable	ezBriefs is a software solution only.

Chapter 5: [Software](#)

Notes:

Criteria	Conformance Level	Remarks and Explanations
501.1 Scope – Incorporation of WCAG 2.0 AA	See WCAG 2.x section	See information in WCAG 2.x section
502 Interoperability with Assistive Technology	Heading cell – no response required	Heading cell – no response required
502.2.1 User Control of Accessibility Features	Supports	ezBriefs does not disrupt or prohibit the use of assistive technologies and, through the validation of keyboard-only use, enables the user to turn on or turn off and control their accessibility features freely.
502.2.2 No Disruption of Accessibility Features	Supports	Contained within Microsoft Word, ezBriefs is not designed to disrupt or inhibit accessibility features for users and does not impose any barriers to accessing or controlling a user’s accessibility features.
502.3 Accessibility Services	Heading cell – no response required	Heading cell – no response required
502.3.1 Object Information	Supports	Through the use of semantic markup and labeling, object information is presented to the user so that it remains accessible. Buttons within the ezBriefs tool are programmatically determinable and are properly and clearly labelled to provide all users with straightforward direction and navigation.
502.3.2 Modification of Object Information	Supports	Users are able to modify object information as needed, and can set states and properties programmatically, including through the use of assistive technologies. This was validated through the use of a keyboard-only navigation and Microsoft Word’s Read Aloud function.

Criteria	Conformance Level	Remarks and Explanations
502.3.3 Row, Column, and Headers	Partially Supports	While the ezBriefs platform does not use traditional tables that are comprised of rows, columns, and headers, the generation of a Table of Authorities created with the ezBriefs Microsoft Word Add-In provides the users with both rows and headers. The rows and headers are programmatically determinable, and information regarding the content of these rows and headers is accessible through the use of assistive technologies.
502.3.4 Values	Supports	Within the ezBriefs platform, both minimum and maximum values can be programmatically determined using assistive technologies. Additionally, a range of values can be programmatically determinable.
502.3.5 Modification of Values	Supports	Within the ezBriefs platform, values can be set programmatically using assistive technologies.
502.3.6 Label Relationships	Partially Supports	Throughout the ezBriefs Microsoft Word Add-Inn, label relationships and component labels for corresponding components are identifiable. This was tested initially with the use of a screen reader and confirmed with the use of keyboard-only navigation. However, in the "Get Started" functionality, this component is not accessible to any user after its initial use to register the user to the Benchly account database. As a result, while the label relationship states the purpose of the button, it is not available after initial use. All other buttons within

Criteria	Conformance Level	Remarks and Explanations
		the ezBriefs Ribbon are accessible at all times to all users with or without the use of assistive technologies.
502.3.7 Hierarchical Relationships	Supports	The use of standard markups and object attributes used for maximum compatibility with assistive technologies are assessed against the position within a document. Verification of hierarchical relationships was accomplished through manual code inspection to examine unique relationships.
502.3.8 Text	Supports	All rendered text contents, text attributes, and text boundaries are programmatically determinable. Through the function of Microsoft Word, the ezBriefs platform allows users to create, alter, and delete text as they deem necessary, with the use of assistive technologies.
502.3.9 Modification of Text	Supports	Both the use of keyboard-only navigation and Microsoft Word's "Read Aloud" validated that text produced inside ezBriefs is modifiable based on inputs from users. Further, users are able to create, edit, and modify any generated content through the use of assistive technologies.
502.3.10 List of Actions	Supports	Through testing with keyboard-only navigation, it was revealed that actions within the ezBriefs tool are programmatically determinable and options for different actions were able to be identified through the use of assistive technologies.

Criteria	Conformance Level	Remarks and Explanations
502.3.11 Actions on Objects	Supports	Known for a plethora of keyboard shortcuts and command keys, Microsoft Word allows users to execute actions without the use of a cursor or mouse. Assistive technologies, such as keyboard-only navigation, can programmatically execute actions on objects should the need arise.
502.3.12 Focus Cursor	Supports	ezBriefs uses the default functions of the cursor that a user has selected. It was determined that focus of the cursor was adequately visible to the user at all times.
502.3.13 Modification of Focus Cursor	Supports	ezBriefs employs the use of standard Microsoft Word elements and standard cursor controls if user input is needed. This was validated through the use of keyboard-only navigation.
502.3.14 Event Notification	Not Applicable	Within the ezBriefs platform, notifications are not required as all functions of the tool occur instantaneously and in front of the user. Additionally, ezBriefs does not use a session timeout or any other function that would traditionally require an event notification. For example, if a user were to generate a Table of Authorities, the tool would accomplish the task before any form of event notification would be required.
502.4 Platform Accessibility Features	Not Applicable	As this criterion applies exclusively to platforms and platform software, including operating systems, the ezBriefs tool is not applicable in consideration for platform accessibility features.

Criteria	Conformance Level	Remarks and Explanations
<u>503 Applications</u>	Heading cell – no response required	Heading cell – no response required
503.2 User Preferences	Supports	The ezBriefs platform allows for user preferences or settings. For example, if a user wishes to increase title font size, the user can access this easily.
503.3 Alternative User Interfaces	Does Not Support	ezBriefs only utilizes one (1) user interface that users have access to. However, the central user interface is designed to remain accessible to all users and maintains Microsoft Word accessibility standards throughout recurring interface updates.
<i>503.4 User Controls for Captions and Audio Description</i>	Heading cell – no response required	Heading cell – no response required
503.4.1 Caption Controls	Not Applicable	ezBriefs does not utilize synchronized captions for any of its functions, and therefore does not provide users with caption controls.
503.4.2 Audio Description Controls	Not Applicable	By default, ezBriefs does not include any audio-only or video-only content and therefore does not provide users with audio description controls.
<u>504 Authoring Tools</u>	Heading cell – no response required	Heading cell – no response required
504.2 Content Creation or Editing (if not authoring tool, enter “not applicable”)	See WCAG 2.x section	See information in WCAG 2.x section
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	Not Applicable	ezBriefs is not an authoring software solution.
504.2.2 PDF Export	Not Applicable	ezBriefs is not an authoring software solution.
504.3 Prompts	Not Applicable	ezBriefs is not an authoring software solution.
504.4 Templates	Not Applicable	ezBriefs is not an authoring software solution.

Chapter 6: [Support Documentation and Services](#)

Notes:

Criteria	Conformance Level	Remarks and Explanations
601.1 Scope	Heading cell – no response required	Heading cell – no response required
602 Support Documentation	Heading cell – no response required	Heading cell – no response required
602.2 Accessibility and Compatibility Features	Supports	All supporting documentation regarding accessibility and compatibility features is available to all users and/or parties at www.ezbriefs.com/accessibility-policy .
602.3 Electronic Support Documentation	See WCAG 2.x section	See information in WCAG 2.x section
602.4 Alternate Formats for Non-Electronic Support Documentation	Supports	All supporting documentation for ezBriefs is available within the software solution itself, the ezBriefs website (www.ezbriefs.com/accessibility-policy) or upon request. Should a user require a physical, printed copy, the user may request this at no charge to the user, and as a result will receive a mailed copy with confirmation that all accessibility documentation has been mailed within three (3) business days.
603 Support Services	Heading cell – no response required	Heading cell – no response required
603.2 Information on Accessibility and Compatibility Features	Supports	The ezBriefs platform does not require any adaptation or alteration to existing assistive technologies and is accessible via Microsoft Word. Information regarding these levels of accessibility is publicly available at www.ezbriefs.com/accessibility-policy .
603.3 Accommodation of Communication Needs	Supports	Should a user need assistance with accessibility, support services are available through phone and email mediums.

BENCHLY