



Benchly, Inc. Voluntary Product Accessibility Template

VPAT® Version 2.3

March 2021

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Benchly, Inc. Accessibility Conformance Report

Revised Section 508 Edition

VPAT® Version 2.3

Name of Product/Version: ezBriefs by Benchly/Version 1.0

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.

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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, at http://www.w3.org/TR/2008/REC-WCAG20-20081211/	Level A (Yes) Level AA (Yes) Level AAA (No)
Revised Section 508 standards as published by the U.S. Access Board in the Federal Register on January 18, 2017 Corrections to the ICT Final Rule as published by the US Access Board in the Federal Register on 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.

WCAG 2.0 Report

Tables 1 and 2 also document conformance with:

- 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><u>1.1.1 Non-text Content</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	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><u>1.2.1 Audio-only and Video-only (Prerecorded)</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	By default, ezBriefs does not include any audio-only or video-only content.
<p><u>1.2.2 Captions (Prerecorded)</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 synchronized captions for any of its functions.
<p><u>1.2.3 Audio Description or Media Alternative (Prerecorded)</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	By default, ezBriefs does not include any audio-only or video-only content.
<p><u>1.3.1 Info and Relationships</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) 	Does Not Support	The ezBriefs product, 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 builds 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 preferences 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 product, 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 a response from the user.
<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) • 602.3 (Support Docs) 	Supports	The ezBriefs product 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
<p><u>2.1.2 No Keyboard Trap</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	When navigating the ezBriefs product, users cannot become trapped within content due to the use of standard keyboard navigation.
<p><u>2.2.1 Timing Adjustable</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	The ezBriefs product does not require activity for a determined amount of time before timing out or automatically logging the user out of the platform, in accordance with Microsoft Word functionality.
<p><u>2.2.2 Pause, Stop, Hide</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	The ezBriefs product does not utilize any moving, blinking, or scrolling features of its information.
<p><u>2.3.1 Three Flashes or Below Threshold</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	The ezBriefs product does not contain any flashing content.
<p><u>2.4.1 Bypass Blocks</u> (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 briefing process as needed.

Criteria	Conformance Level	Remarks and Explanations
<p><u>2.4.2 Page Titled</u> (Level A) 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 the topic, purpose, objective, or function is of each button and page.
<p><u>2.4.3 Focus Order</u> (Level A) 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 user.
<p><u>2.4.4 Link Purpose (In Context)</u> (Level A) 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><u>3.1.1 Language of Page</u> (Level A) 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><u>3.2.1 On Focus</u> (Level A) 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><u>3.2.2 On Input</u> (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) 		

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Does Not Support	Users are unable to alter or change display settings, including color, format, or any other change of context.
<p><u>3.3.1 Error Identification</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	Should an input error be detected, ezBriefs alerts the user to the error, identifies it, and provides its reasoning promptly.
<p><u>3.3.2 Labels or Instructions</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	When content requires user input, ezBriefs provides instructions throughout platform navigation. 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” function is found.
<p><u>4.1.1 Parsing</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	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 product.
<p><u>4.1.2 Name, Role, Value</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	The ezBriefs product 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

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) 	Not Applicable	ezBriefs does not utilize synchronized captions for any of its functions due to the lack of audio or video content.
<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) 	Not Applicable	By default, ezBriefs does not include any audio-only or video-only content.
<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) 	Partially Supports	A majority of text throughout the ezBriefs product 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 will be altered to provide increased levels of accessibility and higher contrast resolution.
<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) 	Supports	Standard zoom capabilities found in platforms such as web browsers and Microsoft Word are compatible with the ezBriefs product.
<p><u>1.4.5 Images of 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) 	Not Applicable	By default, the ezBriefs product does not utilize images of text.

Criteria	Conformance Level	Remarks and Explanations
<p><u>2.4.5 Multiple Ways</u> (Level AA) 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	<p>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 product and its process, panes which are a result of previous actions during the ezBriefs process are not accessible through multiple ways and must be done sequentially. Users who must access a certain task pane or tab within the process are able to redo the process quickly without difficulty.</p>
<p><u>2.4.6 Headings and Labels</u> (Level AA) 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	<p>All headings and labels within the ezBriefs product describe the topic, purpose, or function of the respective tab, button, or task pane.</p>
<p><u>2.4.7 Focus Visible</u> (Level AA) 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	<p>Any user that is operating a keyboard is able to access a mode of operation where the keyboard focus indicator is visible.</p>
<p><u>3.1.2 Language of Parts</u> (Level AA) 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	<p>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 as a whole can be.</p>
<p><u>3.2.3 Consistent Navigation</u> (Level AA) Also applies to: Revised Section 508</p>	Supports	<p>Throughout the ezBriefs product, the same navigation mechanisms are used across the platform to accomplish all tasks.</p>

Criteria	Conformance Level	Remarks and Explanations
<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 		
<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 product 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, it 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.

Revised Section 508 Report

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	Partially Supports	<p>In conjunction with the built-in capabilities of Microsoft Word known as “Learning Tools”, ezBriefs’ product supports users without vision through the “Read Aloud” function of Microsoft Word. However, when navigating the ribbon within the ezBriefs tool itself, the “Read Aloud” function does not fulfill this area of Microsoft Word for users without vision.</p> <p>https://support.microsoft.com/en-us/windows/guide-for-people-who-are-blind-or-low-vision-11c8b979-f8cd-f65e-6406-6f03b613b94b</p>
302.2 With Limited Vision	Partially Supports	<p>ezBriefs utilizes standard zoom capabilities found in platforms such as web browsers and Microsoft Word and as a result are compatible with the ezBriefs product. These capabilities allow users to magnify and reduce the required field of vision, however users are unable to control contrast within ezBriefs.</p>
302.3 Without Perception of Color	Supports	<p>Perception of color is not required to navigate and use the ezBriefs product.</p>

Criteria	Conformance Level	Remarks and Explanations
302.4 Without Hearing	Not Applicable	As an auditory mode of operation is not required to operate ezBriefs, accessibility for hearing-impaired users remains consistent with all other users' accessibility.
302.5 With Limited Hearing	Not Applicable	As an auditory mode of operation is not required to operate ezBriefs, accessibility for hearing-impaired users remains consistent with all other users' accessibility.
302.6 Without Speech	Not Applicable	As a spoken mode of operation is not required to operate ezBriefs, accessibility for speaking-impaired users remains consistent with all other users' accessibility.
302.7 With Limited Manipulation	Supports	ezBriefs users are not required to use fine motor control or operation of more than one control at the same time when using or navigating the ezBriefs platform.
302.8 With Limited Reach and Strength	Supports	The use of reach and/or strength when using or navigating the ezBriefs product is not necessary as the platform is entirely contained within Microsoft Word 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.

Criteria	Conformance Level	Remarks and Explanations
		<ul style="list-style-type: none">• 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 Add-In remains consistent throughout navigation of the tool and follows all guidelines set forth by Microsoft Word (see Chp. 3 notes section).

Chapter 4: Hardware

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

Chapter 5: Software

Criteria	Conformance Level	Remarks and Explanations
501.1 Scope – Incorporation of WCAG 2.0 AA	See WCAG 2.0 section	See information in WCAG 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 product 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 product, 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 product, values can be set programmatically using assistive technologies.
502.3.6 Label Relationships	Partially Supports	Throughout the ezBriefs Microsoft Word Add-In, 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 into the Benchly database. As a result, while the label relationship states the purpose of the button, it is not available after initial use. All other

Criteria	Conformance Level	Remarks and Explanations
		buttons within 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 hierarchal 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 tool 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

Criteria	Conformance Level	Remarks and Explanations
		to be identified through the use of assistive technologies.
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 tool, 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

Criteria	Conformance Level	Remarks and Explanations
		consideration for platform accessibility features.
503 Applications	Heading cell – no response required	Heading cell – no response required
503.2 User Preferences	Supports	The ezBriefs product 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	At this time there is only 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.
503.4 User Controls for Captions and Audio Description	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.
504 Authoring Tools	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 2.0 section	See information in WCAG section
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	Not Applicable	ezBriefs is not an authoring tool.
504.2.2 PDF Export	Not Applicable	ezBriefs is not an authoring tool.
504.3 Prompts	Not Applicable	ezBriefs is not an authoring tool.
504.4 Templates	Not Applicable	ezBriefs is not an authoring tool.

Chapter 6: Support Documentation and Services

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	At this time, supporting documentation regarding accessibility and compatibility features is available to all users upon request at no charge. Benchly, Inc. provides access to this VPAT at https://ezbriefs.com/accessibility/
602.3 Electronic Support Documentation	See WCAG 2.0 section	See information in WCAG section
602.4 Alternate Formats for Non-Electronic Support Documentation	Supports	All supporting documentation for ezBriefs is available within the tool itself 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	Partially Supports	The ezBriefs product 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 https://ezbriefs.com/accessibility/ . Further, the VPAT and all accessibility documentation is provided by request at no charge to the requester.

Criteria	Conformance Level	Remarks and Explanations
603.3 Accommodation of Communication Needs	Supports	Should a user need assistance with accessibility, support services are available through separate mediums, including phone and email. Support staff at Benchly has successfully resolved different accessibility questions throughout its tenure.

