

Electronic Signatures For Document Management

Why CoSign?

- **Tailored for Document Management**

Document Management integration out-of-the-box.

- **World verifiable signatures** - Standard-based signatures allow validating signatures anywhere by anyone.

- **Wet Signature** - Users can add a digitized image of their handwritten signature.

- **Application support** - CoSign works with Word, Excel, Acrobat/PDF and many more applications.

- **Quick ROI** - Reduce paper costs; expedite business processes.

- **Reduces risks** - Ensure data integrity for sensitive documents; Meet legal & regulatory requirements.

- **Scalability** - Architecture can support 1000s of users.

- **...and then some** - Using SAPI, CoSign's API, you can tailor CoSign to your needs.

An electronic signature turnkey solution for Document Management

CoSign® allows adding electronic signatures to your Document Management environment quickly and easily. With CoSign Digital Signatures, users can sign & seal documents and forms within your document management solution, route documents to be electronically signed in their workflow, comply with regulation calling for protection of documents and much more.

Why Electronic signatures?

- **Go paperless** - Companies still find themselves printing, faxing, scanning and mailing documents because of the need to sign these documents. With CoSign, users can easily migrate to a true paperless environment by replacing pen-and-paper signatures with an electronic signature applied to the documents.

- **Expedite processes** - There is no longer a need to mail and fax documents to multiple locations for handwritten signatures. Document management systems can now route documents to the appropriate users for signing with CoSign. By utilizing CoSign's support for multiple signatures, the signing process can be reduced from days or weeks to a matter of minutes.

- **Non-repudiation** - The secure data integrity and signer authenticity of CoSign ensures that the signer can never deny signing the document.

- **Seal documents with a non-forgable signature** - CoSign electronic signatures seal signed documents. Any changes made to the signed document invalidate the signature.

- **Industry proven standard** - CoSign Electronic signatures are based on standard PKI (Public-Key Infrastructure) technology. This veteran technology is supported throughout many applications and provides the best means to sign & seal documents.

- **Legal compliance** - CoSign adheres to the strictest legislative & regulatory requirements such as European Directive 1999/93/EC for Electronic Signatures, US E-Sign Bill & FDA's 21 CFR Part 11 for the Bio-Pharmaceutical market.

- **Save costs** - CoSign provides a quick ROI and significant cost-saving to the organization. No more printing, handling, faxing, mailing, scanning or archiving.

Electronic Signatures in Document Management

- **Workflow** - Add single or multiple signatures to approve documents and processes.

- **Record management** - Sign & seal records to ensure their integrity.

- **Version Control** - Non-repudiation of document changes.

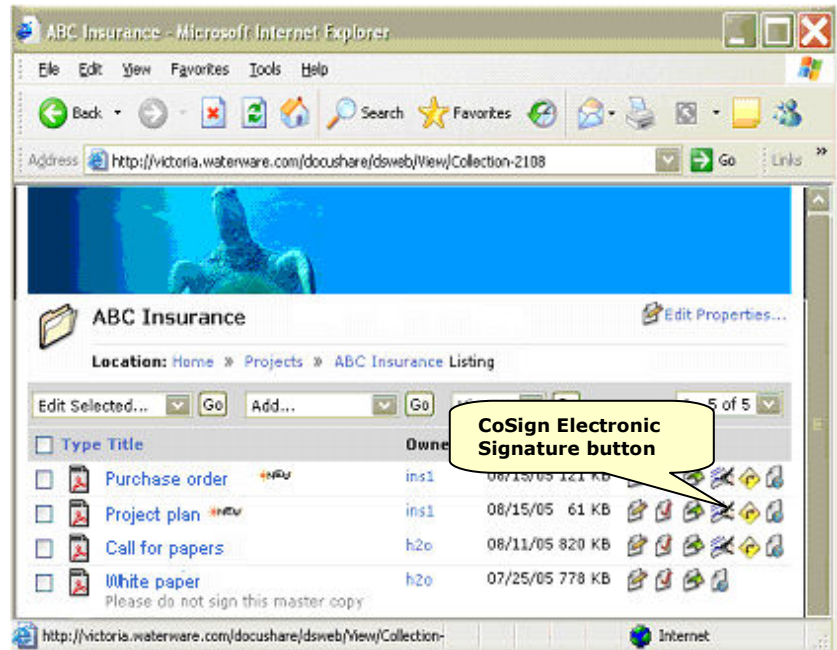
- **Audit Trail** - Centralized log for all signature transactions.

- **Capture** - Add signatures to incoming documents and faxes.

- **Deliver** - Sign outgoing documents and faxes.

Electronic Signatures with Document Management Workflow

A typical example of the use of Electronic signatures within a Document Management workflow system is when a document has to be signed by a number of signers. The originator of the document checks-in the document and routes it to the various signers. Each signer receives an e-mail with a URL pointing to the document. Each signer can now check-out the document and sign it. Once all the signers have signed the document, the originator of the document is notified that the signing process is complete.



Electronic signatures already integrated within DocuShare

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