eSign
Electronic Signature

OFFICE SPACE TO ANY SPACE

The World has been moving towards the concept of a "paperless" office for some years. However, with more of us now remote working, there can be no better time to consider the use of an electronic signature solution.

Electronic signature is a wonderful capability, but getting work done means more than just stamping signatures on documents. Truly automating your work means dealing with how documents are created, how users are authenticated, how data is captured and validated, how compliance rules are followed, how signatures are captured, and how documents and data flow after signing. There is also the added value of an extra level of security by ensuring signatures can be verified.

Driving efficiencies and compliance in daily processes is part of every executive's remit these days. Manual signing is fraught with error and delay and too much time can be spent in coordinating the process. How is your business doing document signing?

WHY PA eSIGN?

Signing documents through an electronic service brings compliance, speed, transparency and confidence to the process from end to end.

PA eSign can quickly and safely process single ad-hoc documents such as employee hiring, more complex multi-party documents like loans and contracts and be integrated into your software applications to automate the creation and signature process required for transactional and relationship management.

PA eSign is powered by AlphaTrust, a global expert in electronic signatures and document process automation. Companies like General Motors, Pfizer, Metlife, Paylocity, ADP, AT&T and Oracle rely on AlphaTrust for electronic document signatures.

BENEFITS OF PA eSIGN

Compliance – PA eSign is fully compliant with applicable laws and regulations around the world. PA eSign also provides compliance with specific industry standards and regulations, including those for insurance, financial services, banking and more.

Flexible – PA eSign allows you to automate document and signature processes ranging from simple present-and-sign tasks to multi-document, multi-party transactions with varied rules for different participants and is fully customisable to your layout, logo etc.. Signature areas fully support independent placement of standard signature items (signature, printed name, title, organization) as well as custom data.

Simple and Intuitive – Simply upload a document, declare signers and recipients, and deliver a secure link to the recipient. The recipient signs the document and the process is complete.

Secure – PA eSign is safer and more secure than traditional paper documents. It contains traceable information on who signed the document, when they signed it, and where they signed it. That's much stronger and more enforceable than your average paper-based transaction.

Convenient Digital Process – We operate in a geographically dispersed business world. PA eSign allows for remote authentication from wherever you are, making it more convenient than printing, signing, scanning and emailing.

Faster Turnaround – The convenience of using PA eSign means there's a much faster turnaround. Instead of sending a document to one party, getting them to print, sign, and scan it, sending it to the next party, and repeating the process down the line, everyone can sign off within seconds.

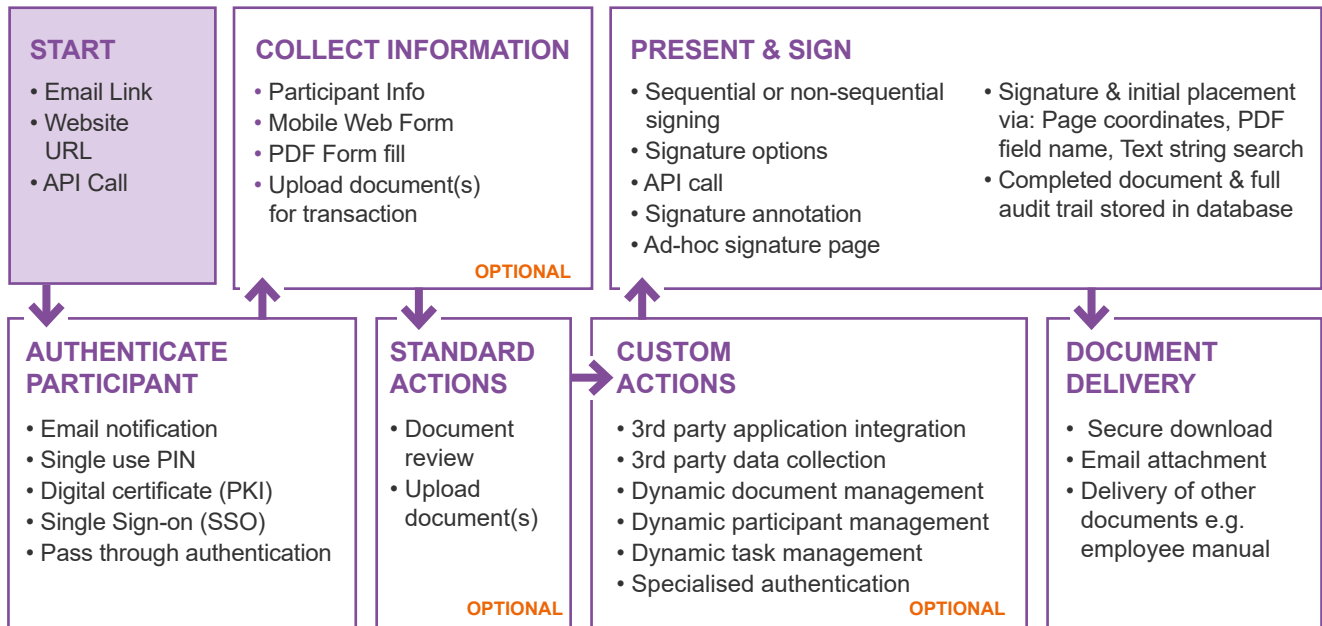**Lower Cost** – Significant savings on paperwork, admin and storage costs.

Better visibility and auditability of document status.

More professional image for your stakeholders.

Confidence in document integrity.

Better experience for contract signers.

PA eSIGN WORKFLOW SUMMARY

START
- Email Link
- Website URL
- API Call

COLLECT INFORMATION
- Participant Info
- Mobile Web Form
- PDF Form fill
- Upload document(s) for transaction

OPTIONAL

PRESENT & SIGN
- Sequential or non-sequential signing
- Signature options
- API call
- Signature annotation
- Ad-hoc signature page
- Signature & initial placement via: Page coordinates, PDF field name, Text string search
- Completed document & full audit trail stored in database

AUTHENTICATE PARTICIPANT
- Email notification
- Single use PIN
- Digital certificate (PKI)
- Single Sign-on (SSO)
- Pass through authentication

STANDARD ACTIONS
- Document review
- Upload document(s)

OPTIONAL

CUSTOM ACTIONS
- 3rd party application integration
- 3rd party data collection
- Dynamic document management
- Dynamic participant management
- Dynamic task management
- Specialised authentication

OPTIONAL

DOCUMENT DELIVERY
- Secure download
- Email attachment
- Delivery of other documents e.g. employee manual

KEY FEATURES OF PA eSIGN

- Cloud solution
- Regulatory compliance
- Signature history and audit
- Client managed user, role, and access management control
- Manual/human interaction (e.g. document on demand)
- Published API for application integration using predefined templates
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- Create reusable document templates
- Templates can be prefilled through API integration
- Capture additional data other than signature on the document
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- Multiple signing parties
- Signature workflow with email reminders

- Ability to cancel/withdraw signature request
- Ability for a signatory to specify the name and email address of an alternative signatory
- Multiple documents included in one signing process are billed as a single item
- Webforms to capture structured data as input to document for signing
- Signed documents stored in secure historian
- Returns signed document for internal storage
- Signed documents can be routed to a separate CC: recipient
- Ability to insert clauses and data fields from other systems onto document through API integration
- Signed documents converted to un-editable PDFs
- Workflow controls including reminder emails

- Mobile workflow and signing
- Ability to control uploaded attachment file types and sizes
- Client can brand documents solely with own logos
- Clients can brand multiple entities separately
- Clients can define separate email templates by entity
- Clients can solely display their own brand on the data and signing screens (e.g. no mandatory supplier logo displayed)
- PA provides operational product training and support services
- Predicted usage billed annually in advance with no rebate on under-usage Actual usage billed monthly in arrears *Annual billing for volumes lower than 1,000 documents per annum
- Actual usage invoice broken down by individual client brand for easy cost allocation