

Digital Signatures for Document Management

A Digital Signature Solution for Document Management

CoSign® makes it easy to digitally **sign transactions, documents and records** by embedding the standard signature technology directly into mainstream business applications. CoSign produces a signature record for every signature it captures. This Portable Signature Format (CoSign PSF™) allows anyone to seamlessly verify and retain proof of identity, intent, and document integrity without costly, complicated, or proprietary software. CoSign keeps your business running smoothly by fully automating and quickly scaling processes at a low cost and with proper controls.

How Do CoSign Digital Signatures Improve Business Processes?

» Accelerate business processes.

Because CoSign PSF is a self-contained, portable, and embedded signature record, signed documents can be easily routed through and between organizations. Records signed with CoSign can be examined rapidly with no need for time-consuming manual routing of physical documents.

» Lower costs.

CoSign allows users to reduce costs associated with authorizing and signing documentation. It also reduces the costs and quality challenges associated with archiving, audits, and legal requirements. By reducing costs associated with traditional paper-based processes (i.e., paper, printing, ink, scanning, faxing, postage, and processing time), organizations realize a quick Return on Investment (ROI).

» Eliminate vendor lock-in.

By using a standards-based digital signature technology, CoSign transforms signed documents into portable electronic records that are maintained in a non-proprietary format. This allows third-party document recipients to easily verify signatures in commonly used applications (e.g., Microsoft® Word, Excel®, SharePoint® Outlook®, Adobe® Reader®, Acrobat®, TIFF, AutoCAD®, InfoPath®, and many more) without costly, complicated, or proprietary software.

» Legal and regulatory compliance.

CoSign enables organizations to comply with regulations worldwide, including: FDA Title 21 CFR Part 11, HIPAA, US E-Sign (Electronic Signatures in Global and National Commerce Act), EU Directive for Electronic Signatures, and the EU's VAT Directive.

» Document integrity.

CoSign seals documents digitally, verifying the document has not been altered after signing, providing proof of the signer's identity, intent, and document integrity over the life of the document record.

Seamless Digital Signatures

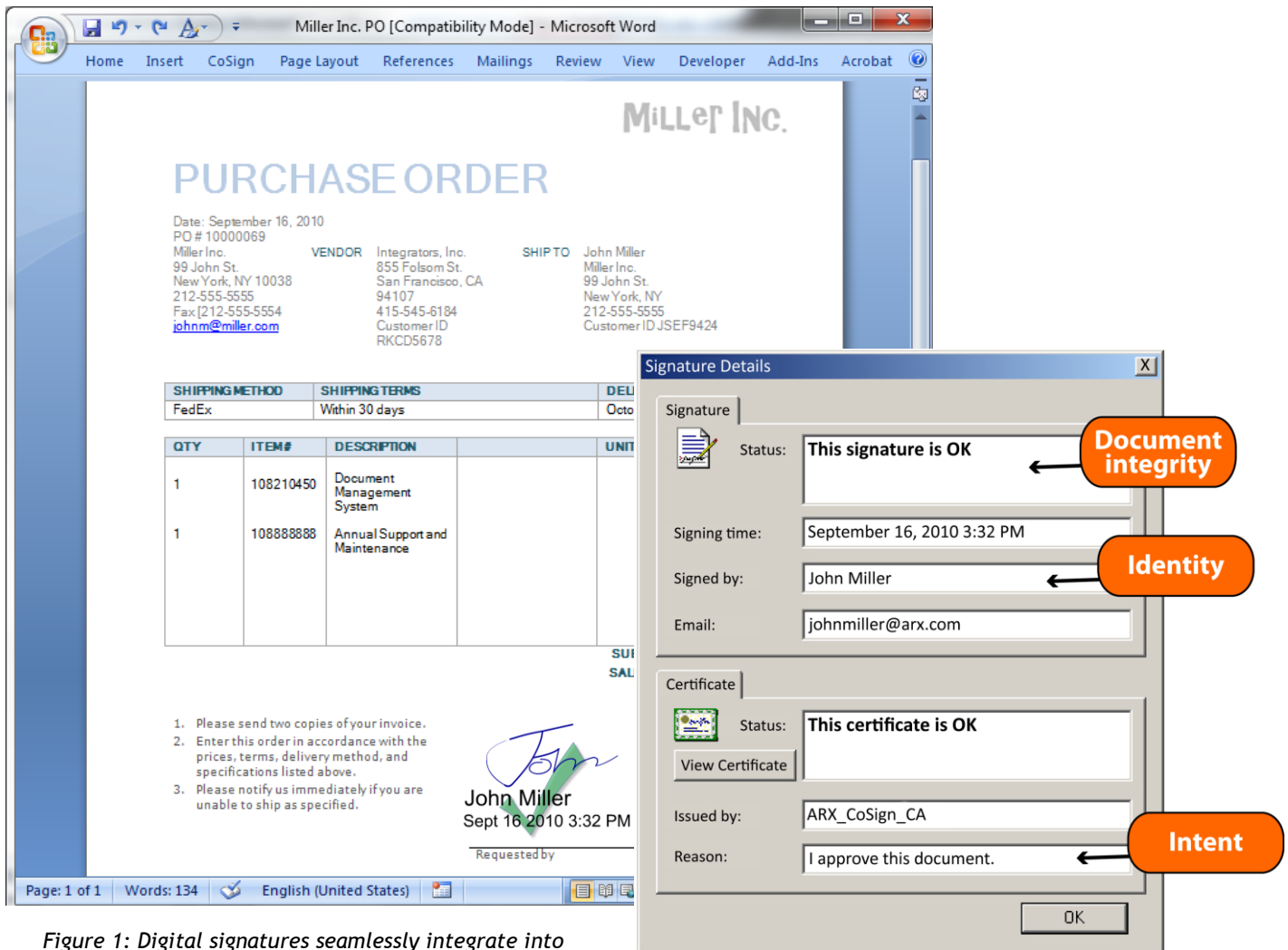
» **A Simple Click.** Easy to sign, retain and verify digital documents using business applications.

» **A Faster Pace.** Accelerate the pace of doing business with a customer, partner or prospect.

» **A Lower Cost.** Ease the cost and burden of using digital signatures in business process automation.

Seamless Digital Signatures in Workflows

A typical example of digital signature use within a Document Management System is a situation in which a document must be signed by more than one signer. 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. The signers then check-out the document, read and sign it. Once the document has been signed by each individual, the originator/owner of the document is notified that the signing process is complete. Furthermore, digitally signed documents can be examined for proof of the signer's identity, intent, and record integrity without costly, complicated, or proprietary software.



The screenshot shows a Microsoft Word document titled "Miller Inc. PO [Compatibility Mode]". The document is a purchase order for Miller Inc. dated September 16, 2010. It includes vendor and ship-to information, shipping terms, and a table of items. A digital signature is present, and a "Signature Details" dialog box is open, showing the signature status as "OK", the signing time, the signer's name (John Miller), email, certificate status, and the reason for signing ("I approve this document").

SHIPPING METHOD	SHIPPING TERMS	DEL
FedEx	Within 30 days	Octo

QTY	ITEM#	DESCRIPTION	UNIT
1	108210450	Document Management System	
1	108888888	Annual Support and Maintenance	

1. Please send two copies of your invoice.
 2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
 3. Please notify us immediately if you are unable to ship as specified.

John Miller
 Sept 16 2010 3:32 PM
 Requested by

Signature Details

Signature
 Status: **This signature is OK** ← **Document integrity**
 Signing time: September 16, 2010 3:32 PM
 Signed by: John Miller ← **Identity**
 Email: johnmiller@arx.com

Certificate
 Status: **This certificate is OK**
 View Certificate
 Issued by: ARX_CoSign_CA
 Reason: I approve this document. ← **Intent**
 OK

Figure 1: Digital signatures seamlessly integrate into Document Management System environments, keeping your business moving without losing control.