

## Digital Signatures for Laserfiche®

### Alex Wilson, Laserfiche PDP Manager

*"We are very pleased that ARX, who make a truly excellent digital signature solution, have already announced compatibility with our new system."*

CoSign® for Laserfiche adds digital signatures to the Laserfiche environment simply and intuitively, enabling electronic signing and sealing of documents within the Laserfiche repository and workflow. 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 reduces compliance burdens and quality challenges associated with archiving, audits, and legal requirements and it streamlines authorization and document signing processes. CoSign also prevents traditional paper-based expenses (i.e., paper, printing, ink, scanning, faxing, postage, and processing time), from being re-introduced into automated processes. CoSign completes an investment in business-process automation affordably and enables Laserfiche customers to 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 any document recipient to easily verify signatures in commonly used applications (e.g., Microsoft® Word, Excel®, SharePoint® Outlook®, Adobe® Reader®, Acrobat®, AutoCAD®, InfoPath®, IBM Lotus 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, so anyone can verify 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 for a Laserfiche Repository

CoSign works seamlessly within the workflow, automatically updating the signed document's meta-data in the relevant template, allowing signed documents to be recognized by a Laserfiche workflow. A typical example of digital signature use within Laserfiche 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 various signers. Each signer receives an e-mail with a URL pointing to the document, which they can review and sign digitally. Once the document has been signed by each individual, the originator/owner of the document is notified that the signing process is complete. In addition, digitally signed documents can be examined for proof of the signer's identity, intent, and record integrity without costly, complicated, or proprietary software.

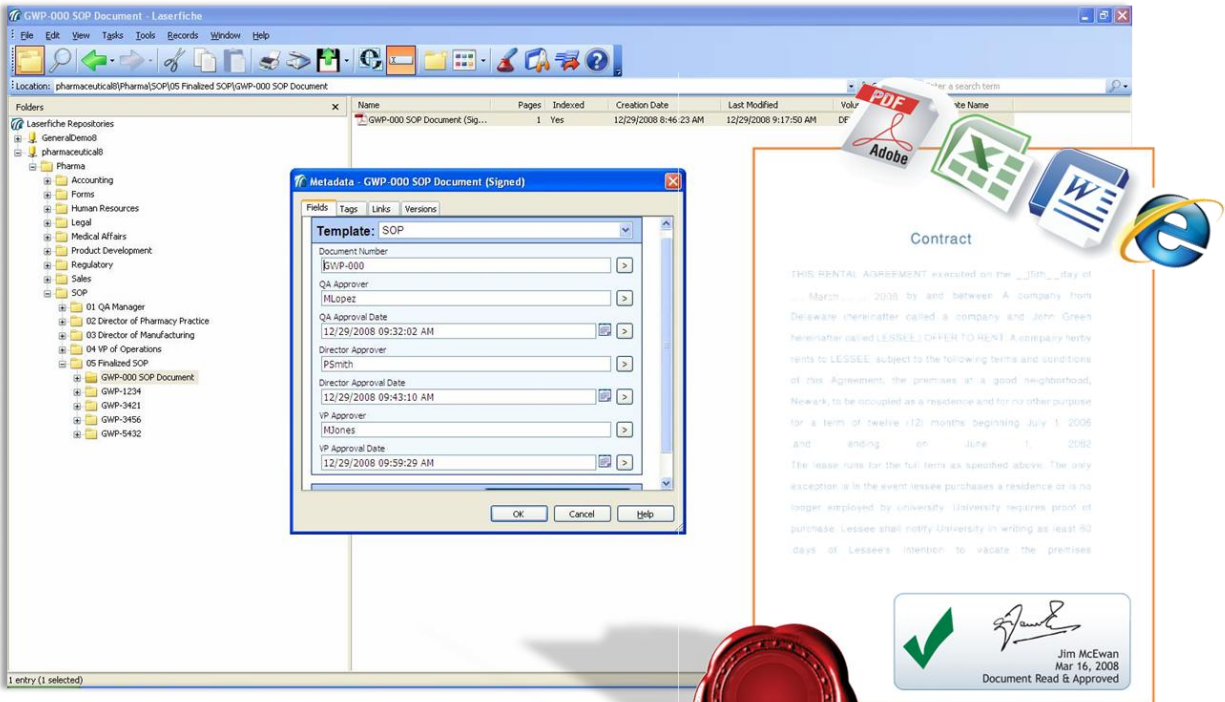


Figure 1: Seamless digital signatures in Laserfiche, keep your business moving with the proper controls.

**Keep Your Business Moving**