



**Signing Hub** is a complete solution for document **approval workflows, qualified digital signatures and document status tracking**. It is designed to quickly optimize the way businesses deliver, review, approve and sign their business documents.

Paper-based ink signing is no longer effective in today's competitive digital business environment. Implementing an electronic signatures solution delivers value on many fronts.

**Increases process efficiency**

Shortens your sales cycle by signing online & reduce customer drop off rates when waiting for ink signatures.

**Cuts Paper Related Costs**

Printing, couriering, faxing, scanning.

**Increases Security**

Ensures that digital identities of your transacting parties are verified securely using **Qualified Electronic Signatures**.

**Eliminates Errors and re-work**

By placing the approval process online Singing Hub can prevent documents from being submitted with missing signatures or incomplete form fields.

**Increases Visibility**

Tracks the real - time status of your documents and each action that was performed, based on trusted time server.

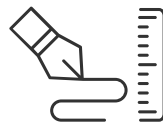
**Provides a great User Experience**

Makes life simpler and saves time for your customers, employees & business partners by doing business smartly.



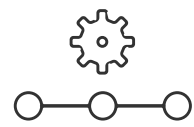
**Prepare & Send**

Select documents and recipients, define workflow order, set access rules. Prepare manually via templates or API.



**Review & Sign**

Review, fill-in form fields, initial and sign in a jiffy from your desktop, tablet or mobile. Sign using qualified signatures.



**Track & Manage**

Track the sign-off status of your documents, send auto-reminders, edit your workflow and signers in real-time

Why **Signing Hub**?

- ✓ Makes the process of applying & verifying qualified digital signatures extremely easy.
- ✓ All documents are protected using AES-256-bit encryption.
- ✓ Supports Qualified Remote Signatures which are legally equivalent to handwritten signatures.
- ✓ All signing evidence and workflow process evidence is made available in digitally signed documents.
- ✓ Supports many formats - converted to a long-term PDF/A format during the upload process.
- ✓ You can Integrate & embed the Signing Hub functionality easily within your own business application web pages, by using the high- level API so that you remain in complete control of the branding and the user experience.



# How does it work?

## 1. Upload

The user logs into Signing Hub and uploads the documents to be signed off. Documents are converted to PDF/A format for long-term rendering and accessibility.

## 2. Prepare

The user adds signer info, initials fields, legal notices, signing order, etc. Alternatively, the user selects a pre-defined workflow template. Then sends the document for sign-off.

## 3. Notify Recipients

Signing Hub notifies the recipients of their pending signing action via email according to the type of workflow (serial, parallel etc.)

## 4. Workflow History

The owner can keep track of sign-off status at any time by checking the document workflow history.

## 5. Notify Owner

Signing Hub notifies the owner that the document was signed and notifies any subsequent recipients of their pending signing action (and steps 4 repeat for each recipient in workflow).

## 6. Review and Sign

First recipient logs in and is authenticated using the configured method. Then the recipient must accept any legal notices and complete any mandatory form fields before signing.

# Authorized Remote Signing

