

Electronic Signatures

What It Is

OnBase electronic Signatures attaches password-protected electronic signatures to documents with a date/time stamp to prevent fraudulent signing or document tampering.

How It Works

Utilizing technology based upon Silanis' ApproveIt[®] signature technology, electronic signing is the electronic equivalent of using pen to paper with the intent of taking the responsibility for the contents of a document. When a document is electronically signed, OnBase Electronic Signatures creates a set of approval related information on the document, thereby creating a bond between the act of signing and the document's contents. This signature contains data such as the time and date of signing, the signer's signature image (included as a physical proof that the electronic act of signing took place), the documents digital signature and digital certificate.

To utilize an electronic signature, an individual must first capture his signature image using a scanner or a digitizer device (such as a signature pad device or a mouse). Upon creating a signature for a user, a password is also assigned to that user's signature so only that person can apply his or her signature to a document, maintaining system integrity.

Who Will Benefit

Any business or industry that wishes to improve their current approval processes and still maintain security and control in their current business processes, and at the same time reducing their paper and copy requirements.

Technical Features

- Electronically sign any document in OnBase.
- Verify a documents integrity after it has been signed.
- Apply multiple signatures to documents.
- Use in conjunction with Workflow to approve documents in their various states.

Business Benefits

- Maintain security and control.
- Streamline business processes without reengineering.
- Reduce paper and copy requirements.
- Increased productivity and quality time.

System Requirements

- OnBase Digital Signatures license per user
- OnBase Client license
- ApproveIT software
- Mouse or Penware device for signature capture

HYLAND
SOFTWARE

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