

Digital Signing Solutions

Overview

A digital signature is a method for verifying the authenticity of signed digital documentation whilst ensuring the contents have not altered.

Advances in technology have made digital signatures common use in most countries, making it the most efficient method to sign online agreements and transactions.

OIA works with the leading providers to ensure our clients have a reliable, fast, and secure method to receive and send signed documentation.



What Is a Digital Signature?

Digital signatures are like electronic “fingerprints.” In the form of a coded message, the digital signature securely associates a signer with a document in a recorded transaction. Digital signatures use a standard, accepted format, to provide the highest levels of security and universal acceptance.

Why Do I Need A Digital Signature?

Digital signatures can help your organisation save time and money by providing better security while improving productivity and cutting down on physical paperwork.

> Fast Turnaround

Employees at companies using traditional signatures must do many steps to sign and return a document received via email. By using digital signatures any type of documents and contracts can get signed with a click of a button. As a result, you save time because you replace the approval process on paper with a fully digital system which is faster and cheaper.

> Strengthen Security

Digital signatures reduce the risk of duplication or alteration of the document itself and ensure that signatures are verified and legitimate because each of them is protected with a tamper-evident seal, which alerts you if any part of the document has been changed after signing. Digital encryption and audit trails keep your signature secure, protecting your organisation against fraud and keeping your information safe.

> Greater Efficiency

With less delays, digital signatures ensure better efficiency. Managing and tracking documents is easier and faster. Processes that use to take months from the time a document is requested until it is received can be done in considerably less time. They also make it easier to organise information and documents, because there aren't any physical papers to sift through. Another benefit is that you will be better able to track documents. Some software even sends signers a reminder email if a document has not been signed yet.

Who Do We Work With?

> Adobe Sign

Adobe Sign is a cloud-based e-signature service that allows users to send, sign, track and manage signature processes using a browser or mobile device. Helping clients close deals faster, freeing staff from time-consuming admin tasks to accessing legal digital documents such as NDAs and liability forms, Adobe Sign lets staff gather electronic and digital signatures from any device anywhere with no paper or pen necessary.

> DocuSign

DocuSign eSignatures is the fast and secure way to send, track and sign agreements anytime, anywhere on a wide variety of devices. As part of the DocuSign Agreement Cloud, eSignature connects with other DocuSign applications that accelerate staff agreement processes before and after the signature.

> Blue Car Technologies

With a simple single right-click, users can initiate the DocuSign signing experience within their iManage Work environment and signed documents with the signing certificate and history document coming back to iManage Work automatically. Blue Car Technologies' DocuSign DTM Connector for iManage Work provides a truly seamless integration between DocuSign and iManage Work, whilst improving governance and traceability of the entire DocuSign signing experience.

About OIA

Today's business conditions are placing greater demands on Information Technology. Organisations are dealing with explosions in the volume of email, documents, and data in general. Clients are seeking out a more efficient and economical service meaning your users need faster, more flexible, systems in order to provide the level of service required to remain competitive.

OIA has been working with business large and small for 30 years and understand what is required to deliver the new style of IT needed to keep you ahead of the game.

Partnering with some of the worlds leading providers in technology, OIA brings it all together in end-to-end solutions that allow you to focus on running the business, not managing IT.

Visit www.officeinfo.com.au or contact us on **+61 8 9223 1700** for more information.