BROCHURE OF CoSign® DIGITAL SIGNATURE – ENSURING SIGNER IDENTITY, DOCUMENT INTEGRITY & NON-REPUDIATION IN A FULLY ELECTRONIC WORKFLOW PROCESSES

Executive Summary of Why You Need CoSign Digital Signature

CoSign Digital Signature Solution is your key to an unbroken electronic/online workflow process and document security – from start to finish. **Key benefits:**

1. Sign documents, contracts, invoices, agreements, etc., just exactly like your physical handwritten signature with pen on paper.
2. Wherever you can put pen on paper, digital signature is also available.
3. You don't have to print, route, sign and scan, you can append signatures directly on your PC or Laptop.
4. Suitable for travelling executive officers so that they can work completely from anywhere, it's that simple!
5. **Secure authorizations from executive officers on the move:** CoSign Digital signature move the workflow online, allowing all parties to distribute and sign documents instantly, via ordinary and widely available network connections, or even smart phones, regardless of location.
6. **Collect approvals across multiple locations, border posts, and airports:** CoSign Digital signature leverage the power of electronic document management solutions by giving signers, regardless of location, an easy way to add their official approvals to any document, from any office, that, in turn, may be routed to any additional locations as needed.
7. **Manage multiple approvals:** CoSign Digital signature not only eliminate the slow distribution of approved documents or warrants/work order; they make it easy for all participating parties to contribute their authorizations without requiring multiple printouts and routing.
8. **Collect reports from field staff:** Fortunately, CoSign digital signature eliminates the need for costly express delivery services by collecting documentation electronically, and instantly through secure online applications.
9. **Expedite service report turn-around:** CoSign Digital signature remove the delivery delays associated with paper (printing, hand-signing, faxing, mailing, hard-copy archiving) – allowing companies to share signed reports on the fly.

PROPOSAL DETAILS

Organizations throughout the world invest millions of dollars each year in automating their operations and business processes. As a result, electronic documentation permeates every aspect of the business workflow in industries and commerce. Despite this, a hard copy is printed when a signature authorization is required on a document, requiring physical routing for signatures. The reintroduction of paper into the workflow increases organizational costs, requires additional time, and prohibits an organization from realizing the true benefits of a fully electronic workflow. By eliminating the need for printing, routing, scanning, and other processes associated with paper-based approvals, digital signatures limit lost time and allow
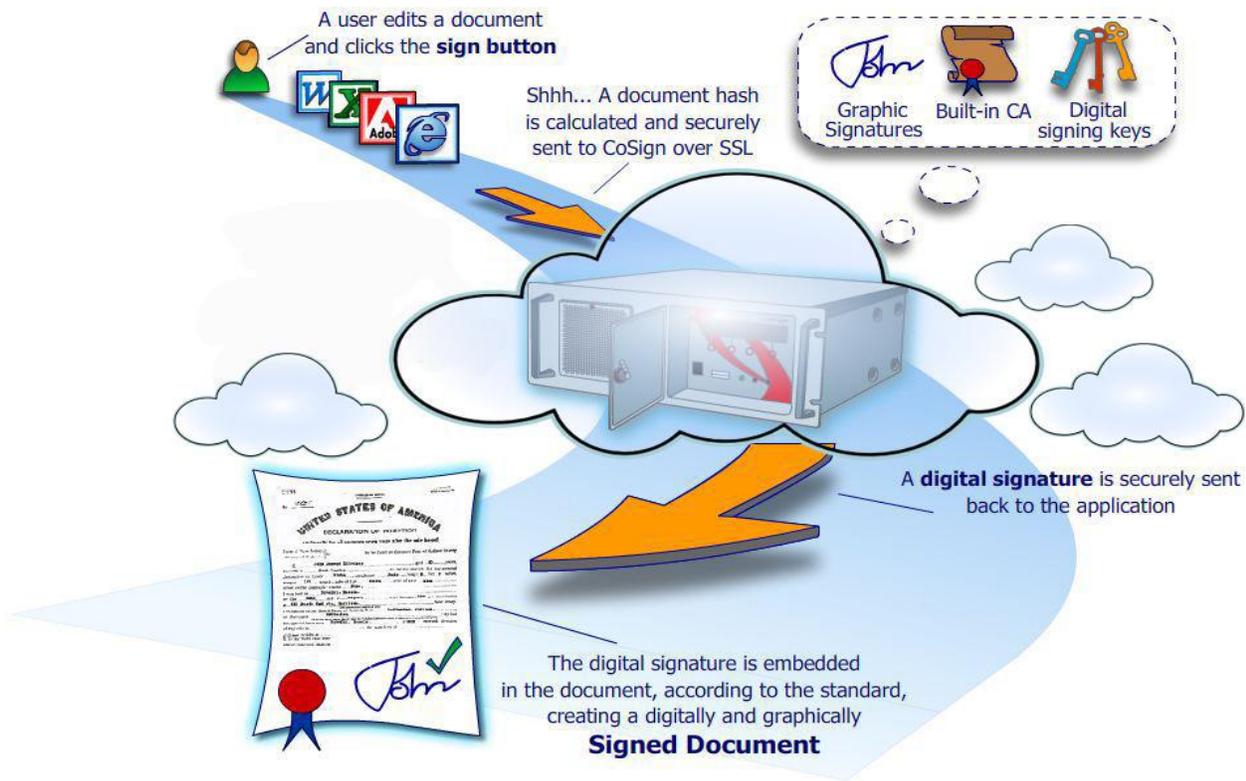
for easier and more efficient collaboration. Whereas ink signatures can get smudged, burnt, flooded, forged, and lost, digital signatures that are supported by mainstream applications can be accessed from anywhere for decades to come with proof of signer's identity, intent, document integrity and non-repudiation.

Smartech introduces CoSign®, a digital signature solution that takes a better approach. By embedding the standard signature technology directly into mainstream business applications, CoSign makes it easy to digitally sign transactions, documents, and records. CoSign embeds a signature record that travels with the document for every signature it captures. This Portable Signature Format allows anyone to seamlessly verify and retain proof of identity, intent and document integrity without costly, complicated, or proprietary software. As a result, CoSign keeps your business running smoothly by fully automating and quickly scaling processes at a low cost and with proper controls.

CoSign digital signature solution produces legally enforceable and non-repudiation of electronic documents/records, closing the gap in going fully paperless by completely eliminating the need to print documents for signing. Digital signatures enable the replacement of slow and expensive paper-based approval processes with fast, low-cost, and fully digital ones. By enabling a fully automated workflow, digital signatures (secure electronic signatures) reduce the expenses and time allocations that paper-based signatures require. According to a research conducted in the United States, **paper-based signature is estimated to cost an organization upwards of $5.40 each (including printing, scanning, archiving, routing and replacing lost documents). An average authorized signer signs two documents a workday. With 20 workdays a month, the monthly paper signing costs can surpass $100 per signer.**

Digital signatures are essential for organizations within regulated industries with formal approval processes, as well companies that need to route documents requiring authorizations from multiple offices or customers and partners. Due to its seamless integration with leading workflow and Content Management Solutions, the CoSign® digital signature solution enables automated formal approval processes from within an organization's existing workflow systems.

CoSign works seamlessly with all popular document formats and business applications such as Microsoft® Word, Excel®, PDF, SharePoint, InfoPath®, Adobe® Reader, AutoCAD®, Bentley® MicroStation, Outlook®, TIFF, and others. **CoSign is standards-based (based on Public Key Infrastructure – PKI)**, avoiding vendor lock-in and allowing the signer identity and integrity of the document to be verified by anyone, anywhere, anytime without the need for proprietary verification software or third party support.

A user edits a document and clicks the **sign button**

Shhh... A document hash is calculated and securely sent to CoSign over SSL

Graphic Signatures   Built-in CA   Digital signing keys

A **digital signature** is securely sent back to the application

The digital signature is embedded in the document, according to the standard, creating a digitally and graphically
Signed Document

CoSign Central is based on easy-to-use software that communicates with a centralized and secure digital signature server. It is quick-to-deploy and ideal for mid to large sized organizations, offering seamless integration with content management and workflow systems.

FEATURES

Whether it is adding digital signature with the click of a mouse or having the ability to sign any document and turn it into a PDF, CoSign provides users with a comprehensive and easy-to-use digital signing solution. CoSign's design ensures that anyone can verify the signer identity and content integrity of a signed document anywhere at any time with a simple click, and it allows multiple signatures to be placed on a document (one after another) while maintaining the documents integrity.

Effectively applied, digital signatures provide critical competitive advantages by reducing operating costs and increasing the efficiency of internal operations. Employing a digital signature solution will also improve your organization's external processes and result in greater customer satisfaction, stronger partner collaboration, and increased ROI.

CoSign Digital signature will enable you to:

- Enjoy fully paperless, compliant automation of business processes.

- Collect approvals across multiple locations quickly and securely without distorting the work flow processes.
- Connect with travelling executives and field staff on the fly.
- Create a customer/partner portal.
- Expedite service report turnarounds and invoice electronically.
- Capture signatures at the point of sale and manage paperless contracts.
- Provide authentication for signer identity and ensures document integrity and non-repudiation as well as signer's intent.

LEGAL REQUIREMENTS

CoSign meets all of the criteria for security and complies with all of the legal standards of PKI technology. CoSign is standards-based (based on Public Key Infrastructure – PKI) and it assists in compliance with numerous regulations including ESIGN, EU directives and VAT law, HIPAA (and JCAHO), the FDA's 21 CFR Part 11, USDA, and the Sarbanes-Oxley Act. CoSign offers a solution that is FIPS 140-2 Level 3 certified and is based on the Digital Signature Standard (FIPS 186-2).

FOR WHOM

CoSign can automate your signature-based approvals affordably, allowing you to go paperless, cut costs, and expedite business processes. CoSign Digital signatures are particularly beneficial for:

- Government entities within regulated industries with formal approval workflows.
- Organizations that need to route documents requiring authorizations across multiple offices.
- Organizations employing field sales or service representatives that need to complete and send signed reports or contracts.
- Traveling executives whose signatures are required to execute processes.
- Organizations collaborating with external partners whose approvals are required for workflows.
- External-facing web portals with forms that require completion and signing.

EXAMPLES OF CUSTOMERS

The CoSign digital signature solution counts some of the most successful organizations throughout the world among its customers. With customers in industries including the financial institutions, life sciences, engineering, healthcare, government, and technology; the CoSign digital signature solution has a proven value in any vertical and horizontal markets. Some customers using CoSign include:

Government

Financial Institutions

Others

TYPICAL DOCUMENTS SIGNED WITH CoSign

- Lease Agreements, Loan Agreements, Expense Reports and Re-imbursement/loan Approvals.
- Sale Proposals, Point of Sale/Service forms, and Contracts with clients.
- Purchase Orders, Agreements with Partners.
- Contracts, Agreements, Board Actions, SEC Documents.
- **HR:** Employee On-Boarding Documents, Time Sheets.
- **Life Sciences:** Applications and Submissions; QC Documents, SOPs, Policies, Work Instructions.
- **Engineering:** Designs, Drawings, Plans, Manufacturing Instructions and Reports.
- **Healthcare:** Patient and Consent Forms, Health Records, Prescriptions for Drugs, Lab Reports.

For further enquiries, please get across to us:

OFFICE:
Smartech Information Security Limited
112 Aminu Kano Crescent, Wuse II
P.O. Box 17443, Garki
Abuja

Contact: Emmanuel Obaro Ohwadua (0817 039 2222)
Gilbert Ifeanyi Ossai (0818 677 8805)

email: info@smartechinfosec.com
website: www.smartechinfosec.com