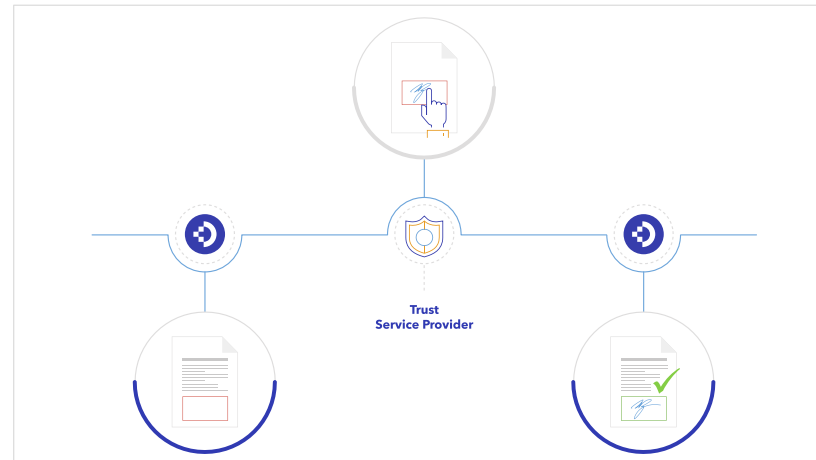# DocuWare

Electronic Signatures with DocuWare

Sign documents with an electronic signature and ensure the authenticity of important business information. With a qualified electronic signature, signed documents are legally binding and meet current security requirements.

Trust Service Provider

The document is sent directly from the workflow to an external Trust Service Provider for advanced or qualified signing. Once the identity has been verified and the document signed, it is automatically sent back to DocuWare.

Electronic signatures ensure authenticity and security within a DocuWare workflow

In the modern office, electronic signatures are now a normal part of day-to-day business. This is a good thing: electronic signatures (sometimes called "digital signatures") **reduce paper** usage and **simplify your secure document workflow**.

DocuWare Signature Service ensures that your documents are digitally signed by a *verified* Trust Service Provider and offers your business maximum speed and flexibility.

By integrating external signature providers such as Validated ID or DocuSign seamlessly into a DocuWare workflow, documents are automatically transferred between DocuWare and the Trust Provider. Signer is notified when documents are ready for signing.

Benefits include:

1. Collect the electronic signatures for a document from all relevant employees right from one workflow.

2. Select advanced or qualified security levels for the signature according to your requirements.

3. Store the certificates for a signature centrally with the external service provider so that they can be retrieved at any time.

4. Ensure an audit trail for adherence to state, federal and international compliance standards.

Signature authentication and security levels

DocuWare offers the possibility to embed different signature providers that offer the security and flexibility to meet your business needs.

With Validated ID you choose whether a document is released by SMS code, for example (*Remote* option), or signed directly on a tablet (*Biometric*). The identity certificate is stored centrally so that the user can authenticate to sign at any time.

DocuSign service requests signatures using email notifications. The methods to authenticate the signer include among others Access Code or SMS Code. Initials can be inserted on different pages in addition to a full signature on the signature page of a document. If multiple signers are involved, this can be mapped in a document workflow.

Simple, advanced and qualified. Signatures differ in their security level. The typed name under an email or a DocuWare stamp are examples of a **simple** signature. An **advanced** signature must be encrypted, with part of the key accessible only to the signer. In the case of a **qualified** signature, the identity of the signer is additionally verified with a certificate deposited with a trust service provider.

Cloud native. DocuWare Signature Service is hosted in Microsoft Azure. The only technical requirement is an internet connection.

Mobile-ready. DocuWare supports electronic signatures through a smartphone. This is legally acceptable through the regulation eIDAS (Electronic Identification, Authentication and Trust Services).

Get started with DocuWare Signature Service

For an easy start use the preconfigured solution
In the preconfigured solution "DocuWare for Electronic Signature", the most important configurations for digital signatures such as file cabinet, document workflow and registration form for the provider are already set up and can also be used in an existing DocuWare system.

Licenses für DocuWare on-premises and Cloud
For locally installed DocuWare systems, the DocuWare Signature Service is available as an add-on module, the license for Workflow Manager is also required. Both licenses are included in DocuWare Cloud. The signature certificates from external providers must be purchased additionally.

About DocuWare

DocuWare is one of the world's leading document management software companies. Its products are available in 90 countries and 20 languages. The solutions are deployed by 14,000 customers worldwide. The company, founded in 1988, operates from Germering near Munich, Germany and New Windsor, New York, with subsidiaries in the U.K., Spain and France.

DocuWare Europe GmbH

Planegger Straße 1 | 82110 Germering | Germany
Phone: +49 89 894433-0 | Fax: +49 89 8419966
Email: infoline@docuware.com

DocuWare Corporation

4 Crotty Lane, Suite 200 | New Windsor, NY 12553 | United States
Phone: +1 (845) 563-9045 | Toll-Free: +1 (888) 565-5907
Email: dwsales@docuware.com