

## Electronic Signatures with DocuWare

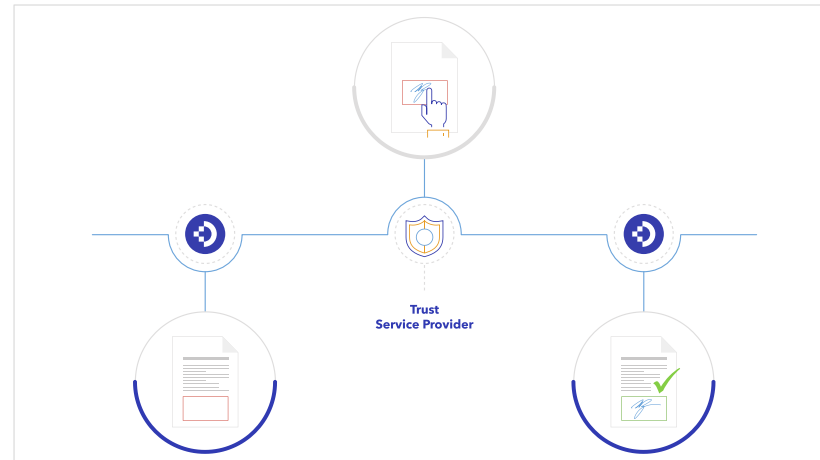
Sign documents with an electronic signature and ensure the authenticity of important business information. With a qualified electronic signature, signed documents are legally binding and meet current security requirements.

### 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.



*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.*

### 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.

The signature procedures with [Validated ID](#) VIDsigner offer the options Remote, Biometric and Centralized.

[DocuSign](#) service requests signatures using email notifications. The methods to authenticate the signer include Access Code (similar to a password), SMS code, phone call, or Knowledge Based Authentication.

### Three security levels are available

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.

## Get started with DocuWare Signature Service

### Cloud

The DocuWare Signature Service for connecting external signature service providers is included in the functionality of DocuWare Cloud. The signature certificates from external providers must be purchased additionally.



**All security levels.** DocuWare handles all three security levels for electronic signatures: simple, advanced and qualified.



**Any use case.** The flexibility of DocuWare enables electronic signatures to be used in travel expenses, contracts and more.



**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).

### On-premises

For locally installed DocuWare systems, the DocuWare Signature Service is available as a paid add-on module. The license for Workflow Manager is also required. 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 18 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.



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