

Digital Signatures for Electronic Approvals *Keep Your Business Moving!*



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Agenda: *Keep Business Moving*

- Do more with less: Business Process Automation
- E-Approvals Enable End-to-End Automation
- Where do electronic approvals fit in?
- Why Digital Signatures?
- CoSign Digital Signature Solution
- Legal Overview
- Case Studies
- Q&A

Businesses Automate to...

Do *More* with *Less* and...

...make *Processes* run *Smoother*.



Something is Missing/Overlooked...

Authorizations and Approvals

**You're automated until you
need a signature...**

**then the process grinds to a
dead STOP.**

A long bridge spans across a body of water at dusk. The sky is a deep blue, and the water reflects the warm orange and yellow lights from the bridge's structure and streetlights. The bridge's truss structure is visible, and the lights create a sense of depth and movement.

Electronic Approvals Enable

End-to-End Automation

Keep Business Moving

Where do Electronic Approvals Fit In?



Digital Signatures: Field of Use Examples

DOCUMENTS THAT DRIVE BUSINESS PROCESSES AND REQUIRE APPROVAL/AUTHORIZATION/ACCEPTANCE BY SIGNATURE

Transactional Documents Examples

- ▶ Claims
- ▶ Clinical Documentation
- ▶ **Customer service change orders**
- ▶ **Designs, Drawings, Plans**
- ▶ **Field Service, Maintenance, and Calibrations Reports**
- ▶ **General Contracts, Master Service, and Sub-contractor Agreements**
- ▶ HIPAA patient forms and consent forms
- ▶ Invoices
- ▶ Lab Reports, Notes, and Certificates of Analysis
- ▶ **Lease Agreements**
- ▶ **Loan Agreements**
- ▶ **Manufacturing Instructions and Reports**
- ▶ Medical Records
- ▶ **Purchase Orders**
- ▶ **Sale Proposals**
- ▶ **Test Procedures**
- ▶ **Work Orders**

Corporate Governance Document Examples

- ▶ **Board Actions**
- ▶ **Corporate Communications and Public Reports**
- ▶ **Disbursements: Check, Wire Transfer Orders, and ACH Transactions**
- ▶ **Employee Actions**
- ▶ **Employee Benefit Changes**
- ▶ **Employee On-Boarding Documents**
- ▶ **Employee Time Sheets**
- ▶ **Employee Training Acknowledgements**
- ▶ **Expense Reports & Re-imbusement Approvals**
- ▶ **Financial Spreadsheets: Data Collection and Aggregation**
- ▶ **Gift Records**
- ▶ **Journal Entries related to Accounting and General Ledger**
- ▶ **Standard Operating Procedures, Policies, Work Instructions, and Training Documents**
- ▶ **Tax Filings**

Why Digital Signatures?

- Standards (Prevent “Vendor Grid Lock”)
- Application Compatibility
- Control and Trust
- Complete Automation Affordably

Next Exit
Competitive Advantage

Digital Signatures In Action

Signature Properties

Signature is VALID, signed by John Miller <johnmiller@arx.com>

Summary Document Signer Date/Time Legal

Signed by: John Miller <johnmiller@arx.com> Show Certificate

Reason: I have accepted and approved this transaction

Date: Aug 12, 2006 3:32 PM Location: Not a

Validity Summary

- The Document has not been modified since this signature was applied.
- The document is signed by the current user.
- Signature date/time are from the clock on the signer's computer.

Signature was created using Adobe Acrobat.

Validate Signature Close

About

Business Goals

Growth Oriented

- ❖ Pursue New Business
- ❖ Differentiate Offering

Next Exit: CoSign®

- ✓ Get Control
- ✓ Extend Reach
- ✓ Shorten Time to Market

Business Goals (cont'd)

Increased Productivity

- ❖ Improve Integrity
- ❖ Adapt Operations for Lower Costs

Next Exit: CoSign

- ✓ Stay Paperless/Green
- ✓ Lower Cost of Existing Processes
- ✓ Lower Audit & Compliance Costs

Transform Approvals and Signatures



Portable Signature Format (CoSign PSF™)

CoSign Keeps You in Control and Moving

- ✓ **Application Compatibility**
- ✓ **Portable Electronic Records**
- ✓ **Global Proof of the 3 I's**
 - **signer's Identity**
 - **signer's Intent**
 - **record Integrity**
- ✓ **Verifiable for decades**
- ✓ **No vendor lock-in**



Electronic/Digital Signature Legislation

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- **Legislation**

- ▶ **Uniform Electronic Transactions Act (“UETA”) – 1999**
- ▶ **Electronic Signatures in Global and National Commerce Act (“E-Sign”) – 2000**

- **These Acts give legal force and effect to digital signatures.**



- **UETA** <http://www.law.upenn.edu/bll/archives/ulc/fnact99/1990s/ueta99.htm>
- **SECTION 7. LEGAL RECOGNITION OF ELECTRONIC RECORDS, ELECTRONIC SIGNATURES, AND ELECTRONIC CONTRACTS.**
 - ▶ (a) A record or signature may not be denied legal effect or enforceability solely because it is in electronic form;
 - ▶ (b) A contract may not be denied legal effect or enforceability solely because an electronic record was used in its formation;
 - ▶ (c) If a law requires a record to be in writing, an electronic record satisfies the law;
 - ▶ (d) If a law requires a signature, an electronic signature satisfies the law.

- **ELECTRONIC SIGNATURES IN GLOBAL AND NATIONAL COMMERCE ACT (aka E-Sign) at:**
http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=106_cong_public_laws&docid=f:publ229.106
- **Mirrors various provisions of UETA** (which preceded it.)
 - ▶ section a) says electronic signatures and documents are legal;
 - ▶ section b) this act does not override other acts that may mandate use of paper-based transactions;
 - ▶ section c) “Consents” outlines what the parties must agree, and declare they agree(d), to use of electronic signatures/contracts between them; important in B2C and B2B scenarios.

- **46 US States (+ DC, Puerto Rico and the Virgin Islands) have adopted UETA**

See: <http://www.ncsl.org/programs/lis/CIP/ueta-statutes.htm>

- ▶ **Georgia; Illinois; New York; Washington have other statutes pertaining to electronic transactions:**

GA: Ga. Code Ann., § 10-12-1; **IL:** 5 ILCS 175/1-101; **NY:** NY CLS State Technology § 301 et seq.;

WA: <http://apps.leg.wa.gov/RCW/default.aspx?cite=19.34>

- **The US Federal Act, E-Sign, governs if disputes cannot be settled at the State level.**

Note: US courts seem to be so routinely admitting electronic signatures due to the E-Sign Act that it is unnecessary for them to write a written opinion actually going through the analysis under the statute; In a sense, the statute is doing its job by obviating the need for any court to think twice about whether an electronic signature could be admissible (assuming it met all the other rules of evidentiary procedure).

BRAUN
INTERTEC

Increased speed of Engineering Test Result review and approval from **days** to **minutes**.

Old Process:

- Capture site data on paper
- Mail/fax to office
- Manually input test results into a database
- Print, review, sign, re-scan approved reports into a database

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INTERTEC

Increased speed of Engineering Test Result review and approval from **days** to **minutes**.

Automated Process:

- Test results input directly into database via Blackberry
- Results reviewed, approved and signed online

BRAUN
INTERTEC

Increased speed of Engineering Test Result review and approval from **days** to **minutes**.

The Impact:

- Efficiency
 - ▶ Over 100,000 test results and 40,000 approvals processed electronically per year
 - ▶ FTE re-focused on more critical tasks
- Growth
 - ▶ CoSign PSF opened path to extend internal business processes to external business partners

With CoSign, Braun Intertec estimates a savings of over 2,000 worker-hours per year on signing test reports alone.



BRAUN
INTERTEC

Brian Hase
IS Director

"CoSign's design met our security and technical requirements out-of-the-box. Since CoSign is an all-inclusive PKI digital signature system, signed reports are globally valid and verifiable for integrity and authenticity by any client."



Transformed itself from “**high-risk**” to a **well-funded** agency.

Prior to an electronic approval process:

- Risked defaulting on contracts and losing Federal funds
 - ▶ Outside contractors submitted documents without proper signature ID;
 - ▶ Contractors were getting paid prior to completion of work.
- Federal auditors recommended electronic signatures
- Continued funding for PRHTA dependent upon acting on the recommendations



Transformed itself from “high-risk” to a well-funded agency.

The Impact of Electronic Approvals:

- Efficiency
 - ▶ RFP’s, design specifications, application payments, bids, billing/reimbursements, meeting minutes submitted and approved real-time.
- Control
 - ▶ Verification of requestor and integrity of documentation
 - ▶ Proper payments made upon completion of work
 - ▶ Saved funding for the agency



NEW FLYER

Solidified market position with fastest “*just-in-time*” design to production capability.

Manual process:

- CAD drawings printed for multiple signature approvals
 - ▶ Typical document: 70 pages, 2 engineering approvals required/page
- Plot generation at central location required physical presence to sign and professionally seal final design
- Signed document re-scanned
- Hard copy to paper archive
- Soft copy uploaded to UGS Teamcenter Product Lifecycle Management system



Solidified market position with fastest “*just-in-time*” design to production capability.

The Impact:

- Efficiency
 - ▶ Approximately 400 engineering drawings and 300 ECOs are electronically approved each week
- Cost
 - ▶ Increased productivity for 75 design engineers
 - ▶ Reduced paper related costs associated with over 40,000 documents/year
- Growth
 - ▶ Faster time-to-market
 - ▶ Reduced cost = Increased focus on core business



NEW FLYER

Mark Oleski
Director of Engineering

"Choosing CoSign's electronic signature solution allowed us to shift our energy from manual processes to increasing our efficiency and productivity. We are now poised to face our main challenge of high throughput build-to-order design and manufacturing."

What do you think?



CoSign Demos &
Success Stories at:

www.arx.com