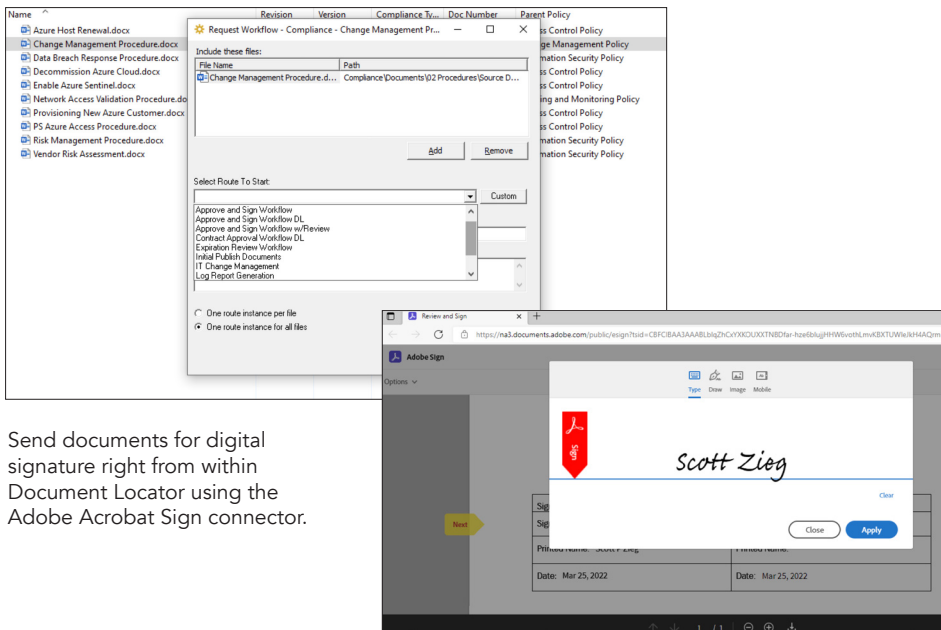**Document Locator**

Speed up signing with Adobe Acrobat Sign integration

Send, sign, and track files via Document Locator and Acrobat Sign - a cloud-based e-signature service that is part of Adobe's Document Cloud Suite.

Using the Document Locator Acrobat Sign Connector, business contracts, sales agreements, policies, leases, legal files - virtually any document requiring a signature is signed faster. Because documents are signed online, there's no need to print, scan, or email documents. People can even sign while on the go using a laptop or mobile device.

- Quickly and easily send documents for signature from inside Document Locator via Acrobat Sign.

- Send documents for signature individually, use Acrobat Sign signature blocks, or send Acrobat forms and capture both data and signatures.

Send documents for digital signature right from within Document Locator using the Adobe Acrobat Sign connector.

Benefits

- Connects Document Locator with Acrobat Sign to send files for digital signature.

- Speeds up signing processes by avoiding the need to print, scan, or email files for signature.

- Send files one at a time, use templates, or capture data in Adobe forms.

Solutions

Automate signature processes for any document, for example:

- Business Contracts
- Sales Agreements
- New Hire Paperwork
- Order Fulfillment
- Non-Disclosure Agreements
- Lease Agreements
- Service Authorizations
- Legal Disclaimers

(800) 298-1172
www.DocumentLocator.com

Automating the signing process with workflow

Document Locator's optional Acrobat Sign Connector allows you to add a 'send for signature' step to workflows. When a document arrives at this step in the process, it will be automatically sent to Acrobat Sign. The signer will receive an email from Acrobat Sign asking them to review and sign the document. A signature is embedded, and the file is digitally encoded. The file is then automatically saved back into Document Locator as a new, signed version. The workflow can then continue the process internally, notifying key stakeholders, or applying records policies.

Flexible digital signature options

- Supports ad-hoc signature gathering.

- Supports preset signature blocks in templates.

- Supports Acrobat forms to capture additional information and apply data to document properties in Document Locator.

- Combines digital signature steps with internal notification, review, and approval workflows as well a post-signature workflow steps to complete internal processing.

Policy Approval with Acrobat Sign

Policy management is one of many examples where you can electronically prepare, distribute, and gain acknowledgment of important documents like policies, SOPs, work instructions, manuals, and more using Document Locator and Acrobat Sign. Policies are developed in Document Locator, routed for approval and electronic signature in Acrobat Sign, and then published in Document Locator and distributed to the workforce for required reading.

The optional Document Locator Acrobat Sign Connector, with your Adobe Acrobat Sign account (sold separately by Adobe) streamlines signature gathering in any business process, including contracts, sales agreements, HR on-boarding, and more.

DL — Policy Developed in Document Locator
Completed policy routed to Adobe Sign for signature

Adobe Acrobat Sign — Policy Signed in Acrobat Sign
Approvers notified and sign policy in Acrobat Sign

DL — Policy Published in Document Locator
APPROVED & PUBLISHED
Policy published in Document Locator and routed for required reading

Adobe Solutions Network Commercial Developer

Adobe Acrobat Sign

Related Features

- **Document Workflow**
  Automate business processes.

- **Review and Approval**
  Route files for electronic reviews and approvals.

- **Records Management**
  Maintain compliance using built-in records policies.

(800) 298-1172
www.DocumentLocator.com

ColumbiaSoft Corporation
15495 S.W. Sequoia Parkway
Suite 190
Portland, OR 97224

Microsoft Partner | Gold Application Development Gold Cloud Platform
Autodesk® Authorized Developer
Adobe Solutions Network Commercial Developer