

Speed up signing with DocuSign integration

In today's fast-paced business environment, signatures are often a bottleneck. Switching to digital signature technology automates the approval of business documents like contracts and agreements so nothing is in the way of business getting done.

Using the Document Locator DocuSign Connector, documents are sent for digital signature faster. Business contracts, sales agreements, leases, legal files... any document requiring a signature can be signed quicker and easier. Documents are signed online, eliminating the need for printing, scanning, faxing or emailing. People can even sign while on the go using a laptop or mobile device.

- Leverage DocuSign's secure cloud infrastructure for digital signatures.
- Send documents for digital signature from inside your document management system.
- Use workflow to route documents for review and approval with signature.
- Signatures mark the document with trusted, secure digital encoding.
- DocuSign's eSignature process is compliant with the US ESIGN Act and meets requirements from the FDA, FTC, IRS, and FINRA and more.

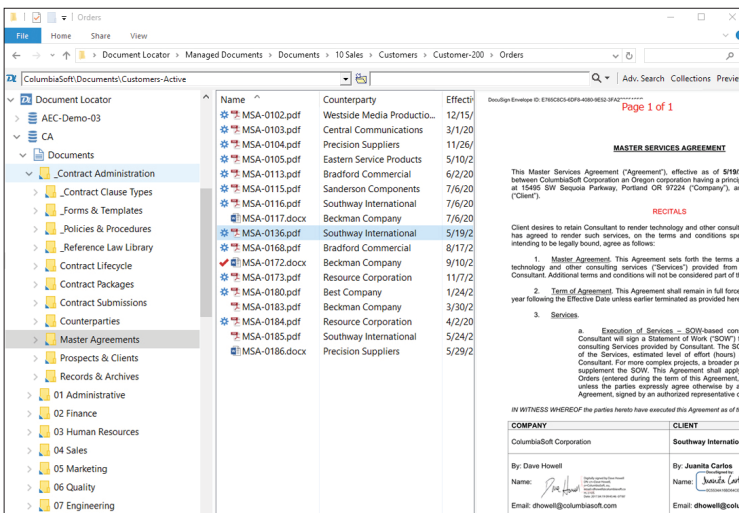
Benefits

- Connect Document Locator with DocuSign to send files for digital signature.
- Speed up signing processes and avoid the need to print, scan, fax or email files for signature.
- Combine with eForms for powerful form based signature approval processing.

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



Send documents for digital signature right from within Document Locator using the DocuSign Connector add-on.

(800) 298-1172
www.DocumentLocator.com

Automating the signing process with workflow

Document Locator's optional DocuSign Connector allows you to add a 'send for signature' step to any workflow. When a document arrives at this step in the process, it will be automatically sent to DocuSign. The assigned signer will receive an email from DocuSign asking them to review and sign the documents. After reviewing the file, the signer selects the "Next" button and then DocuSign asks them to digitally sign. A signature is embedded, and the file is digitally encoded. The file is then automatically saved back to Document Locator as a new, signed version. Workflow can then continue the process internally by routing the file for countersignature, notifying key stakeholders, or applying records policies.

Flexible digital signature options

- Supports ad-hoc signature gathering.
- Supports preset signature coordinates.
- Supports preset signature tokens in templates where content varies in length but has consistent trailing signature block.
- Combines digital signature steps with internal notification, review, and approval workflows as well as post-signature workflow steps to complete internal processing.

eForms with digital signatures

When an electronic form is submitted and arrives in Document Locator, it can be immediately routed for digital signature, speeding up the approval and sign-off of important form based procedures. As the form is brought into the system, field values entered on the form can be used to determine the routing process. For example, applications can be routed to the appropriate person internally for digital sign off. Requests for contracts can be immediately processed and returned to the requestor for a signature before being routed back internally for approval.



Contact ColumbiaSoft to get the Document Locator DocuSign Connector for your existing DocuSign account, or if you don't yet have DocuSign, we can put you in touch with a DocuSign representative.

Related Features

- **Document Workflow**
Automate business processes.
- **Electronic Forms**
Capture eForms and automate form-based procedures.
- **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