

Vasion Signature

A better way to sign

"Vasion's eSignature tool is the easiest to use and less expensive than its competition. Try it, and you will love it!" – Al Cramer, Managing Partner, CMRS Solutions



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Vasion Signature: Your First Step Toward Digital Transformation

For many organizations, digital transformation seems like a long and daunting process that requires an entire overhaul of their business processes. But, it doesn't have to be. Many organizations are taking their first steps into digital transformation by implementing electronic signatures. According to DocuSign, "Two-thirds of businesses currently using esignature only adopted it in the last two years."¹ If you are looking for an esignature solution that fits your organization's needs, Vasion Signature can help.

As the first product in the upcoming Vasion Automation Cloud, Vasion Signature gives your business an eSignature solution that's more intuitive and affordable than other leading eSignature tools. Vasion Signature is a stand-alone application and well-suited for small businesses looking to simplify and economize the outdated process of obtaining handwritten signatures. Gone are the days of printing, mailing, and scanning just to get an agreement signed or worrying about the integrity of secure contracts after leaving your hands.

Vasion Signature manages the full document life cycle—from sending signature requests, to tracking the process with email updates, to storing your signed documents securely so you can focus your time elsewhere.

What is an electronic signature?

According to the ESign Act, an electronic signature is any electronic mark or symbol that represents a person's association with an intent to sign a contract or record.²

Signature Efficiency for Both You and Your Signers

Vasion Signature lets you send signature requests directly to your signers' emails so they can sign wherever, whenever. With Vasion Signature, your business can:

Fast-track signature returns: Handwritten signatures are steadily becoming less efficient with the rise of esignatures. Vasion Signature can help reduce turnaround time in the overall signature cycle, including time spent tracking and managing the process.

Save overhead and material costs: Vasion Signature reduces your overhead and material costs like paper, printing, and mailing. Also, with a reduced turnaround time, you can focus on other tasks, improving daily productivity.

Improve the signer experience: In the past, your signers had to jump through hoops to send signed documents back to you. With Vasion Signature's efficient and timely eSignature process, your signers will appreciate the ease of signing and returning documents at the click of a button.

¹ [DocuSign. 7 Predictions for Electronic Signature Growth. December 2021.](#)

² [The Electronic Signatures in Global and National Commerce Act \(E-Sign Act\). Federal Deposit Consumer Corporation, January 2014.](#)

Know where things are in the process: Vasion Signature keeps audit trails and tracking logs of each signature request, so you will always know where the document progress is each step of the way.

Reduce document errors and missing information: Vasion Signature reduces errors that can happen in processing, scanning, and document handling. The application ensures signers fill out all required fields before completing.

Make processes more eco-friendly: Esignatures support net zero sustainability initiatives by reducing paper usage and waste.

Signing for Every Scenario

There are three main use cases for initiating signature requests:

- **Single Signer:** There's been a change on a purchase order and you need the customer to review and sign it with their approval. The customer resides out of state, but you need a quick turnaround for the signature to meet a deadline.
- **Multiple Ordered Signers:** You need to send a contract to a customer to review and sign. The CFO needs to sign as well after the customer finalizes the contract. The customer and CFO can't sign in person and you need a solution that makes the process simple for both parties.
- **Bulk Group of Signers:** HR needs to send paperwork to a group of new hires to sign before their first day in the office.

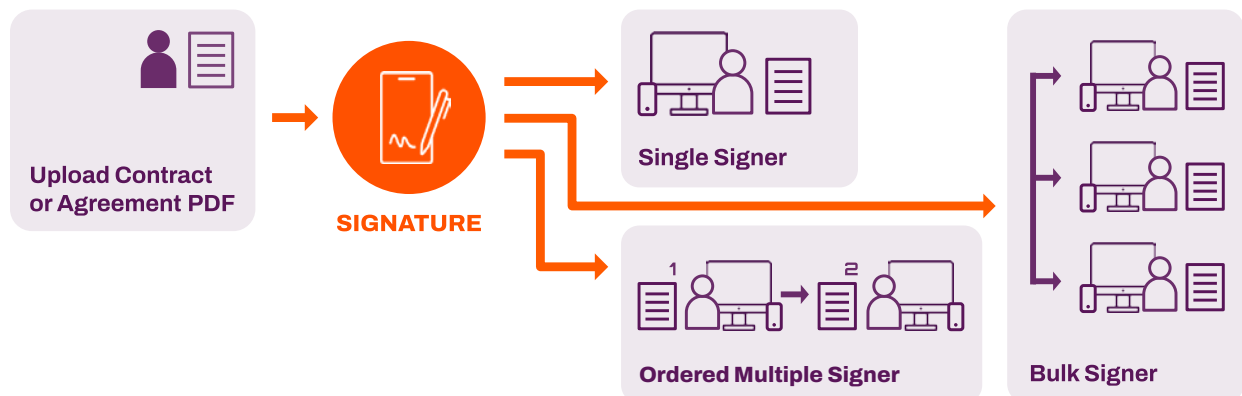


FIGURE 1: Vasion Signature offers three signing options: single signer, sequential multiple signer, and bulk signer requests.

Here's How It Works

Creating Your Document

The **Standard** document type is for single or multiple signers signing the same document, with or without an established signing order. The **Bulk Send** document type is a document sent to multiple signers so that each signer signs their own copy.

The initiator selects the desired document type for signatures and then follows the three-step wizard. First, they add the signers' names and email addresses. They can also select additional options to establish a signing order, add timestamps to signatures, or certify the document.

Second, the initiator uploads the document to be signed and places signature, initials, date, checkbox, and custom text fields as necessary.

Third, they name the document and write a message or instructions for signers. They can then review their document options and signer information before sending the document for signature.



FIGURE 2: Creating a signature request is simple and intuitive.

Signing Your Document

The signer receives a link in their email inviting them to review and sign the document. They can open and sign from their computer or mobile device. The signer can also reject the request, which notifies the initiator.

Once the signer completes the signature request, the initiator is notified via email and can view the completed document within Vasion Signature. The signer also receives an email upon completion with the signed document attached.

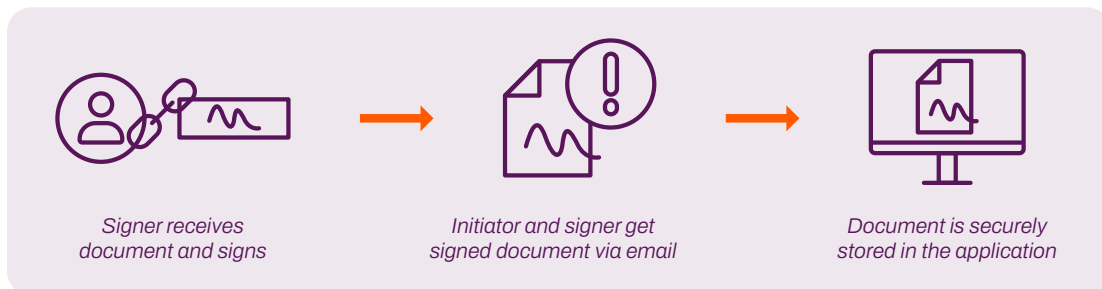


FIGURE 3: As soon as the recipient signs the document, the initiator is immediately notified and can find the document stored within Vasion Signature.

Tracking Your Document

Documents are categorized in folders based on their status (Sent, Completed, Draft, and Inbox). The Inbox shows who the request was sent by and to, the sent date, and the status of the document.

Completed signature requests have an audit history of interactions for each signer, including the time and date created, sent, viewed, signed, and completed or rejected. The audit history can be exported to a PDF report if needed.

Managing Your Document

You can easily manage your sent and completed documents through the Quick Action Menu. Open, resend, recall, and export your signature requests from the Sent folder. Once completed, you can delete the request or view its audit history. If the document was certified, you can view certification information within the signed document.

Only authorized users, like initiators, administrators, or the signers of that document, can view or print signed documents. Documents are stored from initial upload through signing and completion within the application. Documents and transmissions comply with security and legality requirements.

Administration

System administrators can set up users locally with a username and password login, or import users from identity providers (IdPs)³. Vasion currently supports Okta and Azure AD. Admins can assign role-based permissions for users and manage them within the Vasion Admin application.

Esignatures Are Legally Binding

Many business owners don't know that esignatures are more legally binding than traditional ink signatures. Your signers consent to the document when they sign through Vasion Signature, making it legally binding. The electronic format shows proof that they are the ones who signed, holding signers more accountable.



In addition, all signers must consent and agree to a pop-up message stating they are legally bound to the document and the Vasion Consumer Disclosure before completing the signature request.

Vasion Signature complies with the [ESIGN Act](#), [Uniform Electronic Transactions Act \(UETA\)](#), and [General Data Protection Regulation \(GDPR\)](#).

³ An identity provider stores and manages user authentication information, which lets users sign into applications and accounts with one click.

Vasion Signature Keeps Your Documents Secure

Vasion Signature uses the latest technology with SSL encryption for all emails, audit trails, and identity provider user verification to ensure you're reaching the intended recipient.



Vasion applies a certificate to the document, proving it originated from the recognized source and was not tampered with after the signature request was completed. If the document is changed after being signed, the certificate is no longer valid.

See our [Vasion Signature Security Information](#) for more details.

Vasion Is All About Digital Transformation

Our upcoming Vasion Automation Cloud is an affordable SaaS platform that houses business process automation applications with Vasion Signature as the introductory product. When complete, the platform will support esignatures, automated workflows, data capture, forms, and content management like storage capabilities.

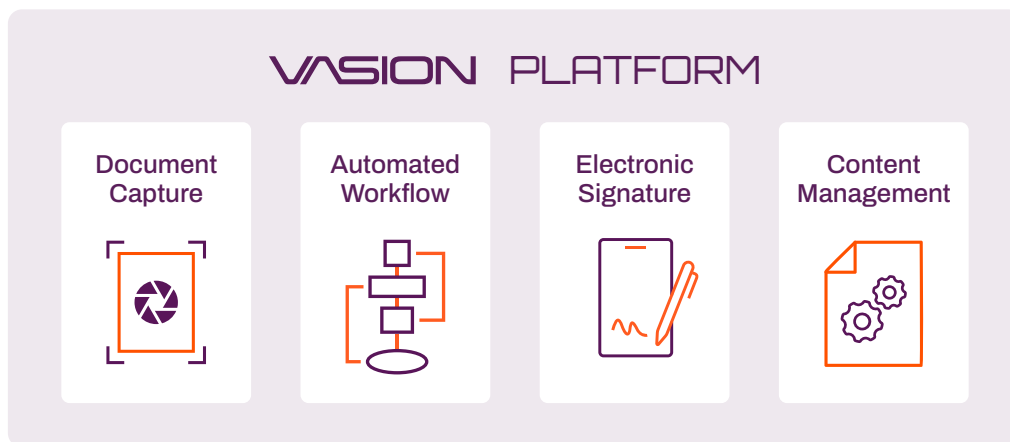


FIGURE 4: Vasion Automation Cloud is a unified platform of business automation services that brings digital transformation to your organization.

Vasion Automation Cloud aligns closely with our company mission: *to make digital transformation attainable for everyone*. As more and more organizations are moving away from paper-based environments, we'll help you do the same.

Vasion Automation Cloud lets you:

- Scale your processes along with your organization.
- Drive business processes forward and increase productivity.
- Manage your important forms from a central location.
- Improve the security of your important documents.

With Vasion Automation Cloud and the introduction of Vasion Signature, the goal of digital transformation is within reach. Join us as we continue to develop and deliver these products to help you meet your goals and scale your business.

Conclusion

Vasion Signature empowers you to graduate from outdated ways of obtaining signatures from your customers and manage your document's lifecycle from a single application.

Through an intuitive SaaS application, Vasion's new eSignature feature makes it easy to send multiple documents straight to multiple signers' email addresses, so they can sign anywhere, anytime.

As the leading product of the upcoming Vasion Automation Cloud, Vasion Signature offers your organization digital transformation in an efficient and cost-effective way. Join us as we work to provide you with a first-class digital transformation platform.