

Vasion Signature

What is Vasion Signature?

Vasion Signature is an easy-to-use, standalone e-signature solution that lets you send out documents for electronic signatures directly to your recipient's email address so they can sign anywhere, from any device. Vasion Signature is the first product of the upcoming Vasion Automation Cloud.

How can Vasion Signature benefit my organization?

The process of obtaining signatures using pen and paper is becoming an outdated and inefficient method for organizations. Some existing e-signature tools are too expensive for small businesses or non-intuitive. Vasion Signature offers a streamlined e-signature process that can:

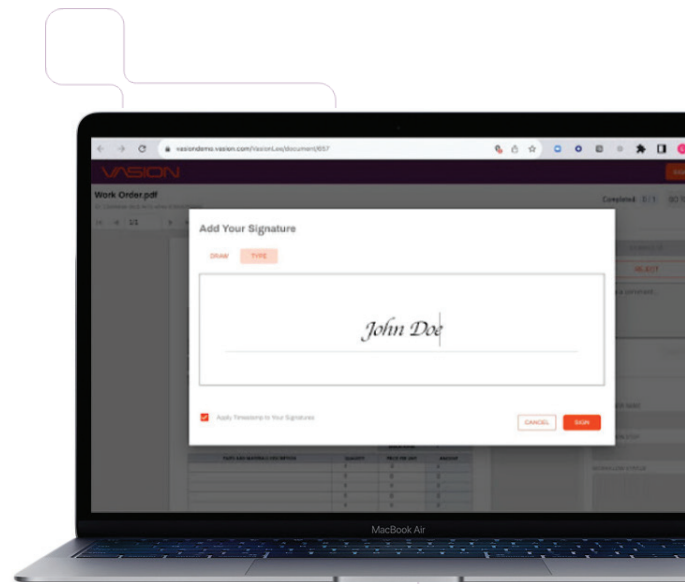
- Increase business productivity by fast-tracking the signature process.
- Ensure document security through various tracking methods.
- Reduce overhead and material costs on paper, ink, mailing, and storage.
- Comply with legal guidelines for legally binding signatures.

Interested in learning more about how Vasion Signature can improve your processes? See our Vasion Signature Solution Brief [here](#).

How does Vasion Signature work?

Let's say you need signatures from three managers on a purchasing form. Using Vasion Signature, you initiate the request with the Standard document type and add the names and email addresses of the managers to the workflow. If desired, you also set a signing order for them. After uploading the form, you drag signature fields for each person directly onto the document. Before sending, you review and confirm that all information is correct and type a message for the managers to see when they receive the request. Then you send the form off for signatures. Simple!

Your recipients receive an email that securely routes them to the document to create an e-signature in their assigned fields. Once they send it back to you, you are notified via email and can view the signed document within the Vasion Signature application.



Are e-signatures legally binding?

Yes, Vasion Signature is legally binding and complies with the ESIGN Act, Uniform Electronic Transactions Act (UETA), and General Data Protection Regulation (GDPR). All signers must agree and consent that they are legally bound by the document and the Vasion Consumer Disclosure before completing a signature request.

What is the difference between Standard and Bulk send when creating a new request?

With the Standard document type, the initiator sends a single document to any number of signers and can even establish a signature order for those signers. With the Bulk send type, the initiator can send a signature request to many people to sign their own copies of a document.

What if I need to add additional fields other than a signature to my document?

Vasion Signature includes signature, initial, and date fields, as well as checkboxes and custom text fields that include presets like names, titles, phone numbers, companies, and emails.

How are my documents organized within Signature?

Documents are organized in pre-sorted folders (Inbox, Completed, Sent, and Drafts) depending on their status. Each document has a quick action menu to sign, send, download, print, delete, view audit history, resend, recall, or create a new request without opening the document every time.

How does Vasion Signature keep my documents secure?

Vasion Signature uses the latest technology with SSL encryption, audit trails, and user verification to ensure you're reaching the right people while maintaining document integrity. Initiators can also require that the final document has a certification associated with it, verifying that the document has not been tampered with after signing.

How can I track my signature requests?

After sending a signature request, the initiator receives an email notification when a recipient views, signs, or declines the document and when all signers have completed the request. The initiator can view the progress from the Sent folder and an audit history of all actions during the request.

What if I send a document by accident or notice an error after sending?

Documents sent for signatures can be recalled within the application. All recipients will receive an email notifying them that the document was voided. The initiator can make necessary corrections to the document in a new signature request and resend.

Does Signature support identity providers (IdP)?

An identity provider (IdP) stores and manages user authentication information, which is used to sign into applications and accounts with one click. Vasion currently supports Okta and Azure AD, as well as standard login with a username and password. Administrators can import users from existing IdPs to the Vasion application.

How do I set up different users in Signature?

Administrators can set up users locally or through an IdP and assign role-based permissions within the admin application.

