



# FuseSign



## Guide To Digital Signing

## What is a Digital Signature?

A digital signature is a type of electronic signature which uses computer technology to create a unique 'virtual' fingerprint to identify users and protect information.

## Advantages of moving to Digital Signing

### 1. Save Time & Costs

Documents sent for signing electronically reduces the costs of administration time, printing, packaging, mailing and the headaches associated with this process. Turn a week turnaround time into what could be a few minutes by allowing your clients to easily sign a document online. Whether they're travelling, at home or at the office – as long as they have access to the internet they will be able to access and sign the documents you need finalised.

### 2. Be Paperless, Be Efficient!

Being paperless and moving to more streamlined and digital processes such as digital signing is a great way to improve efficiency and allow greater flexibility for your team to be able to complete their work. It also reduces your company's footprint and your staff will thank you for being able to manage their client work more efficiently, even if they're working from home or outside of the office.

### 3. Improve Your Client Experience

By making the process for your clients to review and sign their paperwork completely digital, you will save your clients tonnes of time by not needing to wait for physical copies of their documents to be delivered, or otherwise need to print, sign and scan back to you. Plus with a digital signing platform like FuseSign, you can make sure that the "need to know" contacts also get a chance to view the documents so that your client doesn't need to worry about distributing the documentation themselves.

### 4. Better Track the Documents Waiting for Signatures

With a digital signing platform you're able to see when a document sent for viewing or signing has been opened, viewed, signed at any point in the process. You can also use the digital signing platform to easily identify if a client needs to be reminded of the document bundle waiting on them to sign.



## What Makes FuseSign Different?



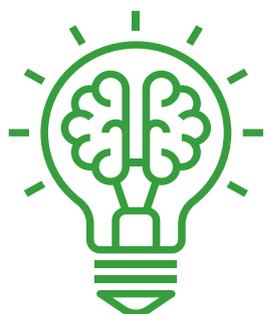
### **We keep it simple without the loss of control**

By using FuseSign you can have multiple recipients with different permissions across multiple documents in a document bundle. Meaning you only have to set it up and send once for the entire group to sign!



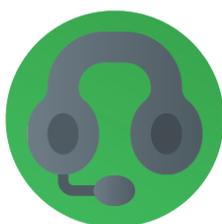
### **We make it painless for your clients**

We know how frustrating it is for your clients to remember usernames and passwords. With FuseSign, the client will receive a unique link in their email and then verify themselves by entering a code they get via SMS.



### **Built With Accountants In Mind**

Like the story behind creating FuseDocs, we understand the intricacies involved with paperwork and documentation required with accounting work. We've built FuseSign to give you the control you need and your clients the experience they want, to make it fast, easy and convenient to move to electronic signing!



### **The Support You Know and Love**

FuseSign has the fantastic support team from FuseWorks, who are available via a dedicated phone line and online ticket system to provide you excellent and efficient customer service when you need it.

## How does FuseSign manage digital signatures securely?

FuseSign uses smart signing technology and ensures that the digitally signed documents all come with a strong assurance of validity – focusing on these 3 key elements

### 1. A strong level of user authentication / verification

FuseSign gives an extremely strong level of user authentication by its multi-factor authentication method (email and SMS) to identify users. This superior method of identifying a user gives increased certainty of the authorised signatory. Each bundle of documents signed through the service is securely monitored and tracked with audit tracking.

### 2. Comes with a detailed audit trail (time and location details/ IP Address);

The FuseSign service collects location data and IP address to create a digital audit log against each document bundle so that at any time users can collect a record of when, where and how a document has been viewed, a user has been verified, and a document digitally signed. This level of audit trail has been designed to give a strong level of assurance to the end users of each step in the transaction.

### 3. Is tamper proof and unable to be modified once complete.

FuseSign comes complete with a verifiable copy of digitally signed documents using Adobe Certification (X.509 certificate). Adobe ensures generation of a unique key that prevents the document to be modified once signed. Each document comes with a comprehensive log of all transactions that occur between each party and assurance of no ability to tamper with the completed document.



## What are the legalities and validity surrounding digital signatures?

Electronic signatures are allowed in most countries globally and are seen as a more efficient method of authorisation and approvals than paper based signatures.

Electronic signatures have been recognised by law in Australia since 1999 when the Electronic Transactions Act was passed. In New Zealand, it was 2002 when the legislation was passed.

Each country has its own Electronic transmission rules so you should refer to the relevant rules in respect to your country.

Under Australian law, contracts can be deemed valid regardless of being concluded verbally, electronically or in a physical paper document format. The Transactions Act confirms that provided certain requirements are met a contract cannot be denied because it has been concluded electronically

The digital signing platform's primary objective is to authenticate a signature – to confirm who is actually signing the document and protect the information from tampering.

It is crucial you select an electronic signing platform (such as FuseSign) to deliver a robust and secure method for your communications.

We dive in further with some additional links to resources on our website here:

[fusesign.com/about-electronic-signatures](https://fusesign.com/about-electronic-signatures)

**Want to try Digital Signing with FuseSign?**

**Sign up for a FREE trial here**