

# Digitize the working environment with VIDsigner's digital signatures



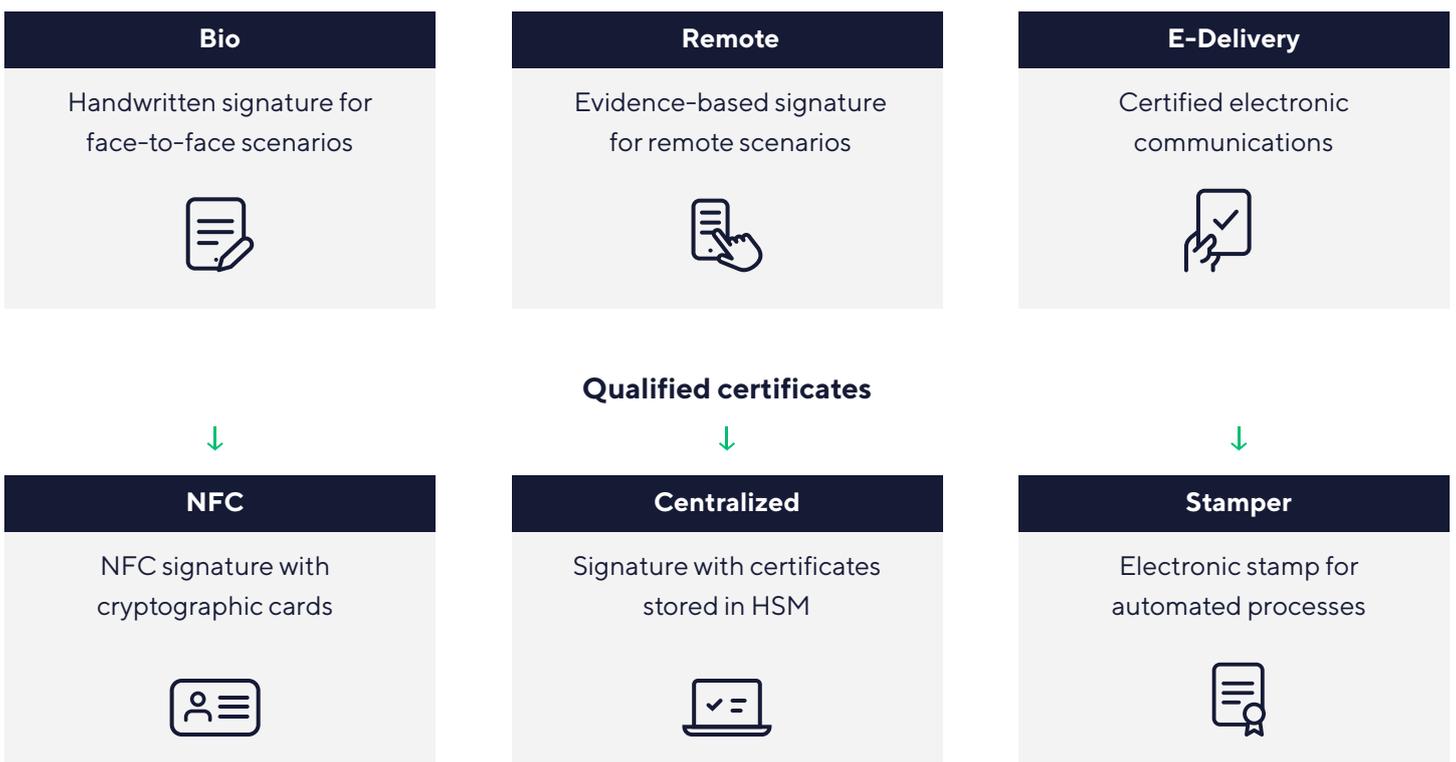
## Introduction

When analysing the main economic and environmental problems faced by countries in the world, **paper consumption stands out for its unsustainable levels of consumption** year after year. **Paper consumption in the EU reaches about 82.5 million tonnes per year.** This situation does not only poses challenges from the point of view of sustainability, but also has repercussions on **inefficiencies that are increasingly affecting the social and labour organization of companies.**

Minimizing the dependence on paper in workplaces does not have to represent a major collective change or investment in technologies with high costs. In fact, it is an **assumable transformation** through elements that speed up this change such as the use of **electronic signatures.**

**Thanks to VIDsigner, a document's signature can be integrated within the dynamics of any pre-existing process and does not affect the usual workflow, but rather improves it.** In this regard, electronic signatures is a key instrument to improve productivity and eliminate the need for paper, displacements, and physical archiving.

## Types of electronic signatures VIDsigner





In this document, we will analyse the steps that companies can take to reduce their dependence on paper and advance in the **digitalization of their processes to 100%**. In this regard, we will relate how the electronic signature can be integrated into this process in a **fast, simple, and secure way**.

## Who is this report for?

- ✓ **IT managers** who are looking to reduce costs and simultaneously provide more valuable services to the company.
- ✓ **Senior executives** who are interested in offering a competitive environment to employees and customers and increasing loyalty and recruitment.
- ✓ **Team, department or business area managers** seeking practical digital transformation initiatives that deliver rapid benefits.

## What opportunities does a 100% digital work environment offer?

Waiting for paper documents to be signed can delay business and **negatively impact company growth**. On the other hand, the digitalization of working environments allows to speed up processes and to close deals quickly: what used to take weeks can now be reduced to minutes.

### ✓ **More security**

A sheet of printed paper with people's data can easily be **misplaced and manipulated**. In contrast, digitizing files allows superior control over document custody and a complete audit of the life cycle.

### ✓ **Cost savings**

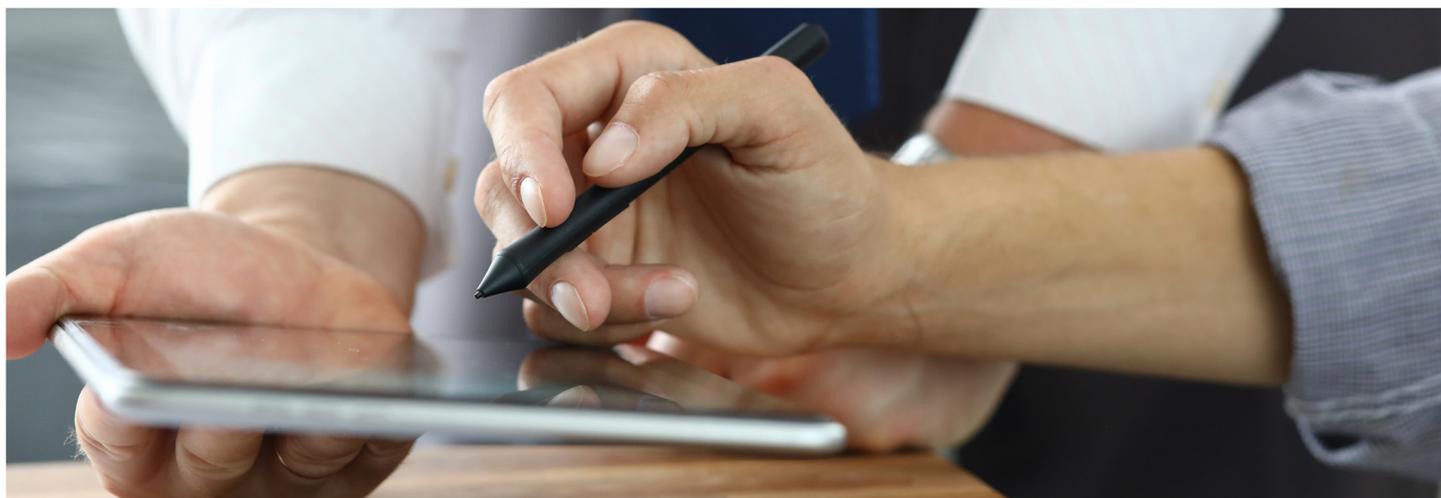
Eliminating paper in the company means savings impacting: consumable **costs, printer management, energy, productivity, and physical archiving**.

### ✓ **Efficiency**

It improves productivity in the work environment and in customer relations, who only have to receive the document electronically and sign it from their preferred **device of their choice**, whether it is a computer, laptop, tablet or smartphone, from wherever they are.

### ✓ **Sustainability**

The use of paper means greater energy consumption. Through the digitalization of processes, it is reduced in CO2, contributing to improve the environment.



# Digitizing step by step

## 1. Analysis of the situation

Before starting the project, it is essential to understand which business environments we will serve first and how we intend to measure them:

→ How does information enter the organization?

→ At what point(s) do we need to start the change first?

→ Who will be the people within the organization capable of leading it?

It is common for this point to include many documents or steps that could be digitized. **To tackle a successful transformation, it is advisable to classify them in order of importance and then by ease of transformation.**

Today, thanks to the integration of **VIDsigner** with leading **document management systems (DocuWare) and standard enterprise software (Salesforce, SharePoint, Sage, Wolters Kluwers among others)**, it is also possible to scan a large volume of documents used in individual departments.

## Use cases of VIDsigner electronic signatures

### ✓ **Health**

- Informed Consents
- Anamnesis
- Treatment plans
- Additions / Removals
- Analysis and tests
- Data Protection Consent

### ✓ **Administrations**

- Public Attention Offices
- Registration offices
- Penalties and fines
- Inspections
- Self-assessment
- Construction procedures
- Census

### ✓ **Sales**

- Sales contracts
- Opening of accounts
- SEPA Financing Contracts
- Rental contracts
- NDA
- Rate changes
- Invoices
- Interest on arrears

### ✓ **HR**

- Employment contracts
- Guidelines for employees
- Expense reports
- Bonus agreements
- Changes to the terms of contract
- Discharges and dismissals

### ✓ **Support**

- Support agreements
- Maintenance contracts
- Terms of use
- Damage report
- Repair orders
- Change requests
- Approvals

### ✓ **Logistics**

- Order processing
- Compliance with procedures
- Test Protocols
- Tracking
- Waste disposal certificates

✓ **Legal**

- License Agreements
- GDPR
- Contract Adjustments
- Property Management
- Declarations of intent
- Changes of address

✓ **Contracts**

- Vendor contracts
- Service contracts
- Consultancy contracts
- Orders
- Amendments
- Payment approvals

✓ **Education**

- Registration
- Travel
- Classes and extracurricular activities
- Inventory
- Authorizations

✓ **Marketing**

- Events
- Customer Communications
- Data Protection Agreement
- Image rights

✓ **Insurance**

- Contracts at the customer service point
- Bank registrations
- Car Rental
- Agent Contracts
- Audits
- Sick leave

✓ **Finance**

- Loan application
- Authorization documents
- Credit Reports
- Transfers and deposits

## 2. Planning

In order to evaluate progress during the process, it is very important to establish goals. This will allow us to understand which business environments we will serve first and how we intend to measure them:

→ Do we want to measure printing cost savings?

→ Quantify how much physical storage space we have recovered?

→ Do we want to conduct ecological traceability?

→ Measure the response time to documents that require a signature?

For example, **thanks to the implementation of electronic signatures in its processes, Parc Sanitari Sant Joan de Déu has managed to have 95% of its files signed in less than 48 hours.**

## 3. Designate the team

For the initiative to be successful, it is essential to get acceptance from directors and executives, **to designate the leaders in the implementation of the steps** and project objectives, as well as to know how to **transmit the information to each department.**

Selecting a representative of the **group of people within the work environment is a key part of explaining and spreading this vision to the rest of the organization.** Stakeholders must have a sufficiently high level of influence to drive the program and increase visibility.

**A project manager** can help take the lead in the transformation, decide which teams will lead the goals, and even consider hiring an external professional to support them.

If we analyse, for example, **the steps in the process for signing a document** is vital, this will allow us to identify if there are bottlenecks that hinder the transformation and how to address them.

In Validated ID we have thought about, for example, services that can be adapted to different processes:



### Biometric signature

To facilitate a face-to-face scenario, it allows the user **to directly read what will** get signed on a tablet that collects enough information **to prove the authorship of the signatory** in the event of litigation.



### Centralized signature

The user has a digital certificate that **allows to sign a high volume of documents** from anywhere. The use of this type of service has notably improved the usability of this type of signature and is the best system for a **large number of cases**.



### Remote signature

This signature option is easily done on the screen, either from a PC, tablet or smartphone, **and without the need for prior registration**.



### Stamper

For signature processes that are applied to the document automatically, such as an **electronic company stamp**.



### E-Delivery Proofing Communications Service

**The digital alternative to certified mail**. It represents a guarantee in case of litigation that the recipient has received an electronic notification.

## 4. Adjusting the solution

Once you have the visibility of the business processes where you intend to intervene and the teams that will lead the implementation, it is convenient to review in **the list of software that the organization currently uses**.

This allows us to identify the products that are already in the technology package and the elements that need to be transformed into automated document generation and electronic signatures.

Some useful recommendations include:

→ Establishing a margin budget

→ Making a rough estimate of the number of users

→ Deciding on the characteristics that our process needs: *must-have*

→ Understanding the technical level of our team

→ Identifying the characteristics that would be interesting to have in the future: *nice-to-have*

→ Establishing a timeline to start the implementation

## 5. Training

Ensure that the departments where the change is to be implemented know about the project. The objective is not for all involved to be aware of how to improve the business, **but that users become familiar with the concepts and objectives before deploying the solution**.

Using training from the beginning helps **avoid objections** and allows time for users to become comfortable with the idea and develop a **better understanding of how to improve their daily tasks**. A good way to maximize this phase is to share videos that provide a high-level view of the solution.

## 6. Implementation

Ensuring the success of the transformation to 100% digital file processing is a simple process that relies on three factors:

### ✓ **First, you need to communicate clearly, concisely, and frequently**

The more transparent you can be when starting a new process, the better. The more informed your team is, the more comfortable you will feel when entering new procedures or learning a new technology.

### ✓ **Second, there needs to be a well-defined timeline for the transition**

No one likes processes or paper documents hanging around for months or years. We need time for people to adapt to the changes, and it is better to implement those changes in phases rather than all at once.

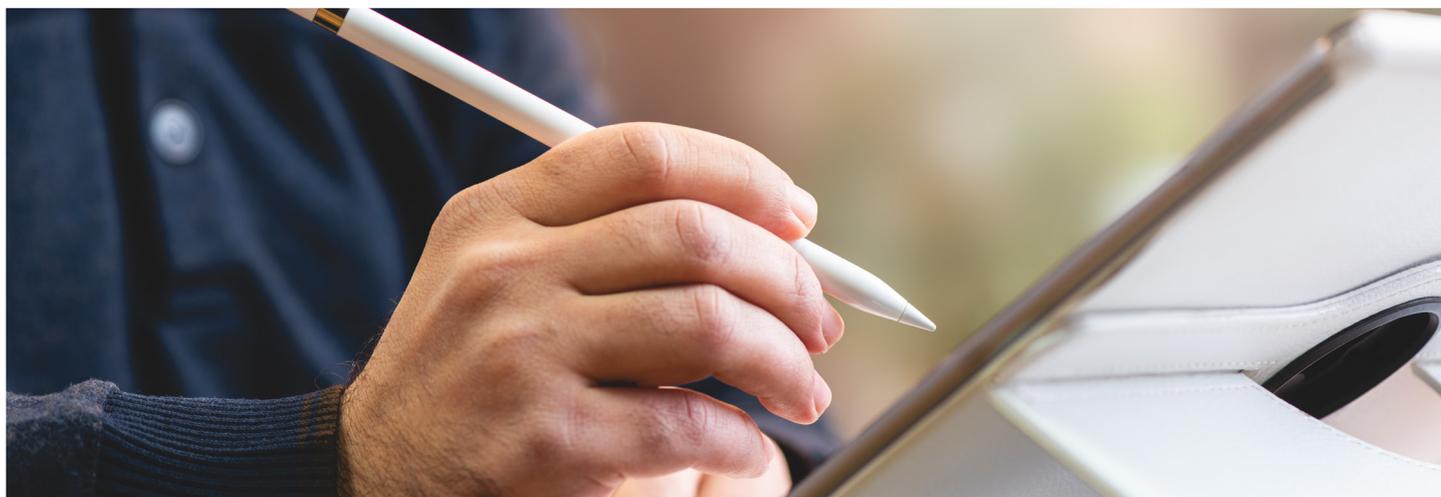
### ✓ **Third, have a team ready to help as needed and pre-trained**

This is especially useful if we are going to replace a large number of paper-based processes with digital processes. Support and guidance, makes it much easier to manage change.

## 7. Measurement

The digital transformation is a living process, which grows and evolves. That is why it is essential to document the solution that has been put in place, including the findings in each discovery and design phase and the adjustments we have made in the adaptation. Here we will also return to the **KPIs** we defined in **the planning phase** and make **before and after comparisons of all that has been achieved.**

Documenting helps ensure consistency and to effectively plan the next steps.



## Added value of electronic signatures with VIDsigner

### ✓ Easy integration

VIDsigner's signature methods **can be quickly integrated with the company's existing** software through the **Rest API**. This allows you to sign and send documents directly from your own work process.

### ✓ Strong security

All our digital signatures provide the highest level of compliance and legal validity, making them 100% legally binding. **We guarantee the correct execution of our processes and that the signed document is what the signer has seen (WYSIWYS: what you see is what you sign).**

### ✓ Lower costs

The implementation of electronic signatures puts an end to scanning, printing and sending of documents and helps free up physical storage space thanks to **secure digital storage in the cloud.**

### ✓ **Total scalability**

Our electronic signature service is designed to respond to a wide range of businesses and industries. By providing them with great agility, **it allows them to absorb any increase in document volume and improve performance as response time is reduced.**

### ✓ **Legal compliance**

Laws and regulations vary, but VIDsigner's electronic signatures are designed to comply with the most demanding electronic signature laws worldwide, **from Regulation (EU) 910/2014 (EIDAS) to the ESIGN and UETA laws in the United States.**

### ✓ **Maximum evidence**

We ensure that **each signature gathers the maximum amount of evidence possible at any given time** - from the biometric information during the electronic signature process on a tablet (speed, tilt, pressure, etc.) to the double authentication factor, IP, One Time Certificates and more, in the digital signature with a smartphone.

#### **About Validated ID**

Validated ID offers security and simplicity for electronic signature and digital identity verification processes. VIDsigner is your secure signature SaaS service for onsite and remote scenarios. It combines simplicity of use with the security of cryptography and biometrics. Its different signature types are combined to adapt to the needs of teams and individuals.

#### **Talk to our team**

[info@validatedid.com](mailto:info@validatedid.com)

(EN) +44 02034991768

[www.validatedid.com](http://www.validatedid.com)

**Always be yourself**

[www.validatedid.com](http://www.validatedid.com)