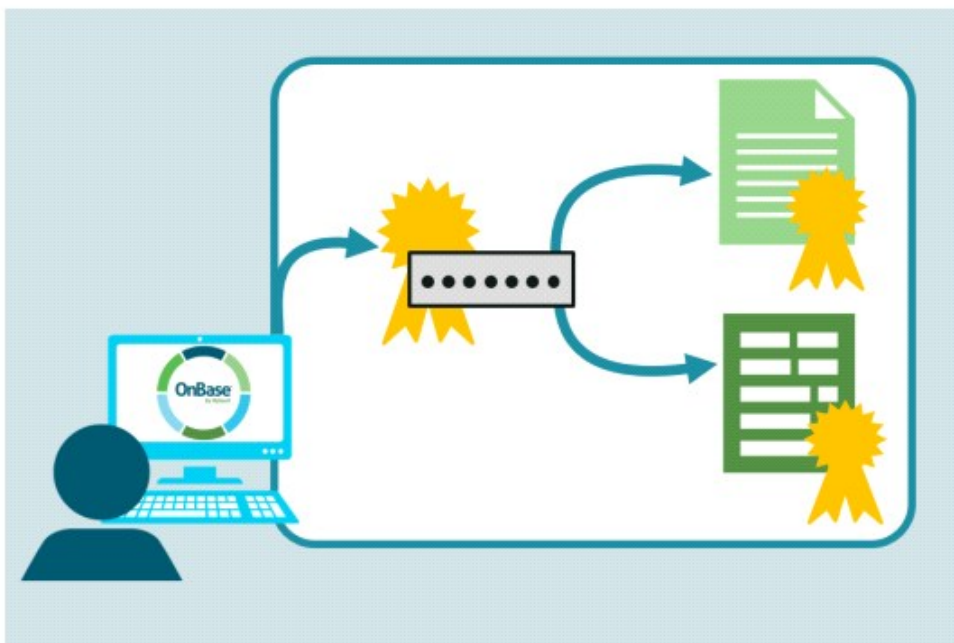# ONBASE

DIGITAL SIGNATURES

SUMMARY

OnBase Digital Signatures allows users to digitally sign OnBase documents with certificate-based signatures to ensure their authenticity and integrity. Digital Signatures use cryptographic procedures to determine whether a document has changed in any way since the signature was applied, making certain the document remains secure and unaltered. Through its tight integration with OnBase Workflow, Digital Signatures can be applied as an additional validation measure during any approval process.

BENEFITS

- **Securely sign documents** inside OnBase without the risk of paper being altered or placed in the wrong hands
- **Guarantee that a document has not been altered** since the signature was applied
- **Ensure proof** that a document has been signed by a designated signor or user
- **Increase efficiency** by allowing a user to electronically sign a document without printing, signing and disposing of paper
- **Automatically route documents** using Workflow processes

DESIGN

When a user applies a signature to a document through an OnBase client or a Workflow task, Digital Signatures creates a unique value by combining the document data and the digital certificate, and this value is used to validate the signature to ensure the document is unaltered.

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APPLICATIONS

- **Human Resources:** As part of the hiring process or in terminating an employee, Human Resource employees must acknowledge, approve and authorize a number of sensitive documents. To make sure the documents have not been compromised – that no forgeries or alterations have occurred – HR staff can employ Digital Signatures to ensure the integrity of employee reviews, benefit policies and other employee documentation.
- **Healthcare Registration:** Digital Signatures can be used in conjunction with Front Office Scanning to provide a front-end user interface that ensures registration documents are collected and protected by the registration office. After all of the necessary documents are captured, the admitting nurse can batch apply a Digital Signature to the entire package, verifying the accuracy and completion of all needed registration documents.

KEY FEATURES

- **Sign any document** configured in OnBase—including revised or redacted documents—from the document itself or within Workflow
- **Verify signed documents** easily with a right-click option or using a Workflow action
- **Batch sign documents** for quick processing of multiple documents
- **Utilize industry-standard digital certificates**, or organizations may choose to act as their own Certificate Authority
- **Print a Digital Signature Information Page** with data about digital signature applied to a document

INTERFACE

Documents may be signed in the OnBase Client or Web Client (shown) using a right-click option. In the OnBase Client, a password is required to apply the signature. Documents may also be signed using a Workflow task.

Learn more at **Community.Hyland.com**

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