OpenText Core Signature

A unified content collaboration and electronic signature solution for the enterprise

OpenText™ Core Signature is a professional, enterprise-grade solution that allows employees and partners to sign quotes, contracts and other documents in a fast, compliant and hassle-free way. Integrated with OpenText™ Core Share at the enterprise tier, Core Signature provides a unified solution to solve all enterprise content collaboration and approval needs.

The integration ensures that all documents shared from Core Share requiring e-signature are encrypted and a complete audit trail is maintained, just like the content collaboration process. E-signature provides a higher standard in legality and overall security than a traditional handwritten signature and is fast becoming the industry standard.

And, because Core Share integrates with existing OpenText ECM solutions, users have a single holistic business process, extending their system of record investment through to collaboration and e-signature.

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<th>Feature name</th>
<th>Description</th>
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<td>Collaborate on documents and prepare for signature</td>
<td>• Enables senders to easily prepare a document and send it to a given user (or users) for signature. This enables the sender to digitize the entire process and manage the document flow and process from within Core Share.</td>
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| Define the signing order         | • Define whether one or more recipients need to sign the prepared document and, in the case of more than one signer, the order in which signatures are required.  
                                | • Depending on the project, all signers can sign at once, or an order can be specified to accommodate business requirements. |
| Specify the type of approval     | • When sending a document for e-signature, users can choose whether the recipient needs to add a signature, only press an “approve” button or does not need to sign but just receive a copy.  
                                | • It is also possible in certain use-cases to have an individual sign electronically in person on the sender’s tablet or mobile device. |
| Sign document as a non-Core Share user | • The end signer does not need to be a Core Share user to sign the contract or agreement. The end-user simply signs the contract and the document is automatically updated in Core Signature. |
| Auditability                     | • Offers visibility into all signed contracts to see who viewed, opened and signed a contract. Based on these insights, users can take appropriate action, such as calling a customer or sending a reminder.  
                                | • A signing log is received by all involved upon signature completion. The log enhances security and supports compliance for regulations, such as eIDAS (electronic IDentification, Authentication and trust Services). |
Send documents stored in OpenText Core Share to OpenText Core Signature for e-signing

**Feature name**  
**Description**

**Security features**
- The Core Share integration ensures that all documents shared using Core Signature are encrypted and a complete audit trail is maintained.
- Advanced e-signature support with server certification ensures that every signing action is validated with a hardware-stored digital certificate to ensure that more stringent e-signature compliance requirements can be met, including electronic IDentification, Authentication and trust Services (eIDAS).
- Automated processing of the final signed document (post-signature) and the resulting signing log ensures that all content is securely returned to Core Share for at-rest data processing and encryption.
- Customers meet security and compliance requirements while not compromising the user experience.

Determine the type of approval needed in OpenText Core Signature

Define the signing order in OpenText Core Signature