

DATA SHEET

OpenText Core Signature

A Cloud-based, easy to use electronic signature solution for consumers, small organizations, and large customers alike



Simplifies deployment as a turnkey SaaS application used on-demand



Automates approval process saving time and cost while reducing paper waste



Enables remote workforce productivity and business continuity



Includes complete, easy-to-monitor audit trail to assist with enforceability to meet compliance regulations

List of associated OpenText products the component works with:

- OpenText™ Core Share
- OpenText™ Content Suite
- OpenText™ xECM

OpenText™ Core Signature is an enterprise-grade solution that allows employees and partners to sign quotes, contracts and other documents in a fast, compliant and hassle-free way. Core Signature solves the needs across the business to automate and streamline document approval processes.

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 Signature is accessible in the cloud, senders and signers have increased flexibility to securely share and send documents from any device at anytime, enabling remote worker productivity.

Feature name	Description
Prepare and send documents for signature	<ul style="list-style-type: none">• 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 signing process and manage the document flow with external third parties.
Configurable signing process	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• The end signer does not need to be a Core Signature user to sign the contract or agreement. The end-user simply signs the contract and the document is automatically updated in Core Signature.
Auditability	<ul style="list-style-type: none">• 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 compliance regulations, such as eIDAS (electronic IDentification, Authentication and trust Services).

[Learn more](#)

Feature name	Description
Security features	<ul style="list-style-type: none"> • 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 addressed. • Automated processing of the final signed document (post-signature) and the resulting signing log ensures that all content is securely returned and stored back into the repository. • Assists customers with enforceability of 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

Core Signature produces a signing log that is tracked both within the app, as well as sent to all parties involved in the signature

About OpenText

OpenText, The Information Company, enables organizations to gain insight through market leading information management solutions, on-premises or in the cloud. For more information about OpenText (NASDAQ: OTEX, TSX: OTEX) visit: [opentext.com](https://www.opentext.com).

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