Highly Reliable Electronic Documents: for Whom, Why and How?

notarius

- Do you receive a lot of highly reliable documents (paper or electronic)?
- Do you produce or send a lot of highly reliable documents (paper or electronic)?
- Do you archive a large quantity of highly reliable documents (paper or electronic)?

- Do you have doubts about the reliability of your electronic documents?
- Do you currently face legal issues with regard to the reliability of electronic documents?
- Do you have to simplify your business processes or the management of your highly reliable documents?

If so, then going paperless is the solution for you!

For Whom?

Governments and municipalities
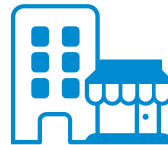
Large and medium-sized businesses

Transaction platforms (banking, financial, insurance and other areas)

Why?

REDUCE

the costs and environmental impacts related to the management of paper documents (printing, handling, transport, digitization and archiving).

INCREASE

the effectiveness and efficiency of business processes (human and technological).

MEET

legal compliance requirements (legislative and regulatory).

MAINTAIN

the quality and readability of documents by preventing degradation or errors related to scanning, copying and faxing.

How?

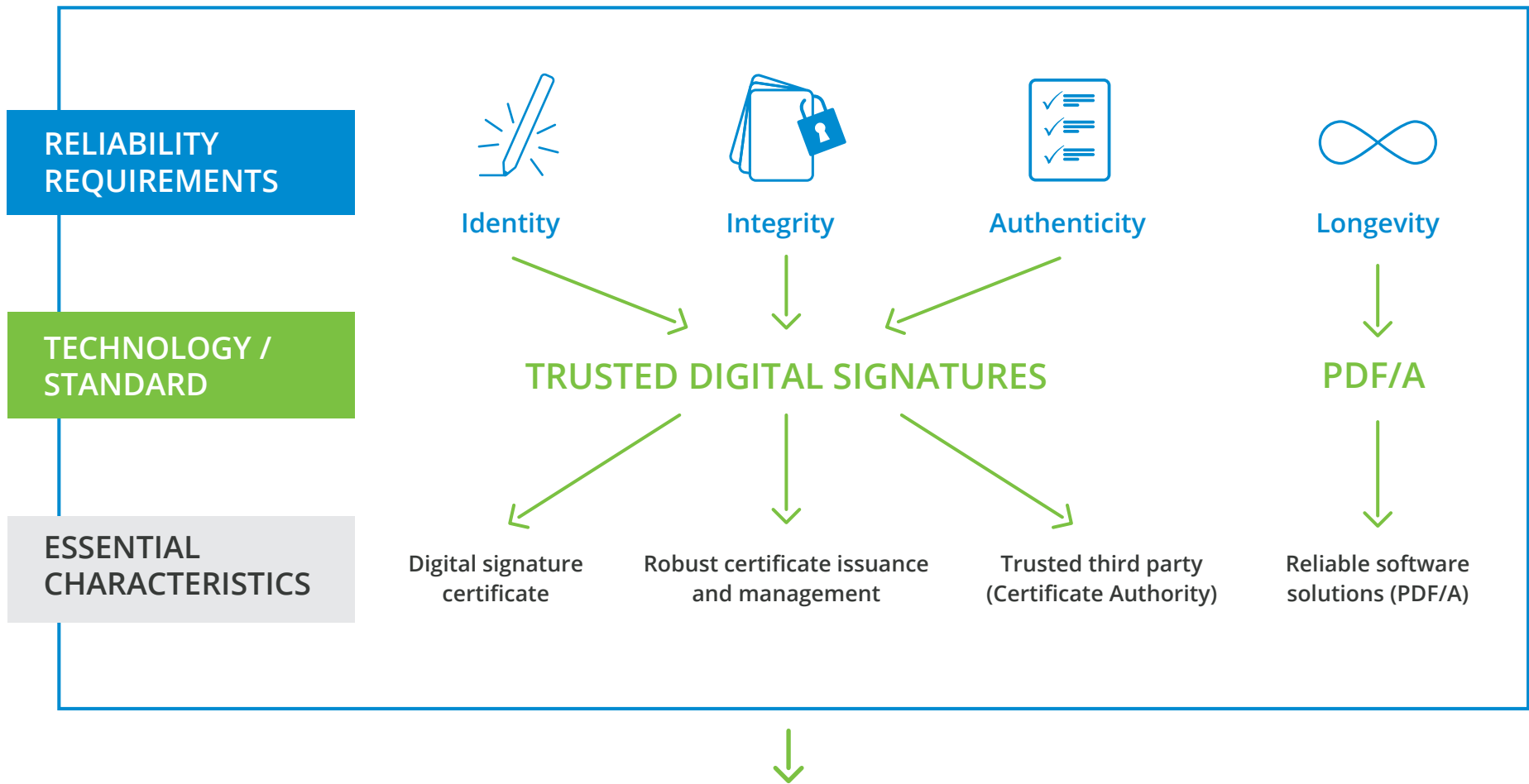## ADOPT A POLICY FOR THE MANAGEMENT OF DIGITAL RECORDS

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OBJECTIVES

| **Implement** savings opportunities ($) | **Lower** the total cost for managing digital records | **Ensure** legal compliance for signed electronic documents | **Increase** the reliability of digital records | **Ensure** the longevity of digital records | **Improve** efficiency and reduce complexity | **Promote** eco-responsibility |

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IMPLEMENTATION

Step	Description	Recommendation
1	**Clearly identify** your organization's documents with high reliability requirements.	Determine which documents are of an official nature (see *Highly Reliable Documents...as Digital Records!*) in the 3 following categories: – Documents received; – Documents produced internally; and – Archived documents.
2	**Publish** a Policy for the Management of Electronic Documents.	Notarius can advise you on how to develop a policy for the management of electronic documents.
3	**Implement** a powerful and technologically neutral framework in accordance with the electronic documents management policy.	– Ensure the reliability of the signers' identities, as well as the integrity and authenticity of your electronic documents, using a digital signature meeting 3 essential criteria (see diagram on the next page). – Ensure the longevity of your electronic documents by requiring PDF/A standard compliance.

RELIABILITY REQUIREMENTS	Identity	Integrity	Authenticity	Longevity

TRUSTED DIGITAL SIGNATURES

PDF/A

TECHNOLOGY / STANDARD			

ESSENTIAL CHARACTERISTICS	Digital signature certificate	Robust certificate issuance and management	Trusted third party (Certificate Authority)	Reliable software solutions (PDF/A)

NOTARIUS' SOLUTIONS

Notarius offers highly reliable, cutting-edge signature solutions that are powerful and easy to use. Our solutions allow you to guarantee and verify your signers' identities, as well as the integrity, authenticity, and longevity of your electronic documents. Our products also enable you to convert your electronic documents to the PDF/A standard and verify that they comply with the standard. You can then preserve your digital records for decades, in a reliable and effective way while benefiting from a paper-free environment.

certifiO

The CertifiO digital signature ensures the integrity and authenticity of signed electronic documents while certifying the signer's identity and professional status (CertifiO for Professionals) or the signer's affiliation to an organization (CertifiO for Employees).

In the case of a signature affixed to a document on behalf of an organization or department, CertifiO ensures the integrity and authenticity of the signed electronic document while certifying that the signature does, in fact, come from the signing organization or department (CertifiO for Organizations and CertifiO for Departments).

consignO

Simple and efficient, ConsignO significantly improves productivity when signing documents. This product range allows you to perform advanced and exclusive digital signature operations on PDF documents.

ConsignO is available in three different configurations: Cloud (Digital and trusted electronic signature platform), Desktop (PDF signature software), and Server (Solution to integrate digital signatures within your document management systems).

verifiO

VerifiO makes it possible to verify the signer's identity as well as the integrity, authenticity and longevity of electronic documents received in large quantities.

It easily integrates with your internal solutions, does not require digital signature expertise and guarantees that a document received is unaltered, authentic and reliable.

Notarius also offers server versions allowing you to fully automate your business processes!

For More Information

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Digital transformation.
Legally reliable documents.