



# UpsideContract Embraces Digital Signatures

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***Digital Signatures are quickly replacing traditional paper signatures to further streamline the contract approval process***

## Overview

The newest addition to UpsideContract's family of features is simple to use and requires no installation. While UpsideContract oversees the creation and maintenance of contracts, EchoSign and DocuSign (Upside Software's e-signature partners) supervise the finalization and filing phase of the signed contract. EchoSign and DocuSign are secure e-signature products that alert all parties of contracts that need to be signed, delivers the signed contract straight to your inbox in a portable document format (PDF), and stores the record on an easily accessible browser.

## Digital Signature Process

Ensure all your negotiation processes are executed in real time. Send the contract to the signer via email and ensure you have full control over the signature phase. The signer has the option of approving the contract through the following options:

1. **Electronic Signature (e-signature):** The signer has the option of attaching an e-signature consisting of his or her initials, date, and time. Once this is done, a PDF copy of the signed document is sent to both you and the signer's inbox. The duly signed contract is automatically imported into the contract record within UpsideContract.
2. **Ink Signature:** The signer has the option of signing the contract manually, the old fashioned way, with a pen and sending it back via fax with the machine-readable fax cover sheet to a toll-free number. Once the fax is successfully received, the sender and signer receive a confirmation via a PDF copy of the signed contract in each of their inboxes. The duly signed contract is automatically imported into the contract record within UpsideContract.

## Benefits and Value to Clients

In utilizing EchoSign or DocuSign in conjunction with current features within UpsideContract, customers are offered the following:

- Greater efficiency in contract lifecycle management from the creation of a contract template to the electronic filing of the document.
- Significantly reduced cycle time pertaining to e-signature
- Increased availability of all electronically filed documents from any browser.
- Improved accuracy of revenue projections through instant notification of when the signer has viewed, e-signed or faxed, and filed the contract.
- Automated reminders and control over ensuring documents are signed and then electronically filed within the UpsideContract system.

## Conclusion

Increasingly tight timelines and urgent contracting matters are escalating the need for digital signatures. Legislation in North America and many other countries fully supports e-signatures as legally binding documents. Let Upside Software and its e-signature partners help you!

## Parties That Benefit from Digital Signatures

Once a contract contains all the necessary clauses and terms within UpsideContract, it is ready to be sent out to be signed and approved. EchoSign and DocuSign can be used by all, but is not limited to, the following groups within your organization:

- Sales Department
  - Purchaser
  - Vendors
- Human Resources Department
  - Benefits and Pension
  - Payroll
- Administration Department
  - Records Management
- Finance Department
  - Accounting
- Marketing Department
- Other
  - Consultants
  - Analysts

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