

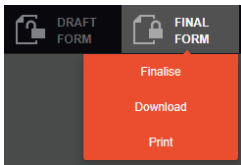
ADLS Digital Signing

Part of your existing WebForms package, digital signing is a secure tool that can be used for WebForms templates or your own documents.

How to set up digital signing in WebForms

1. Obtain a valid email address and mobile number for all signing parties.
2. Either:

Use a final WebForms template



Or upload your own document in PDF form

My forms

- + CREATE NEW FORM
- + UPLOAD NON ADLS DOCUMENTS FOR SIGNING

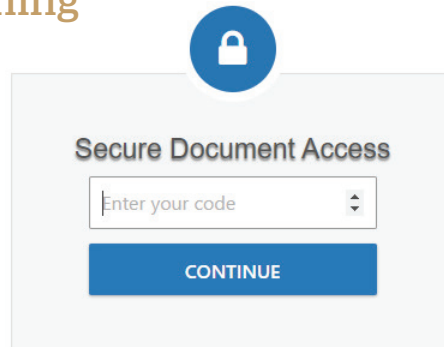
3. Invite the client(s) to sign, adding name, email address and mobile number

OPTIONAL FEATURES:

- Verification: require client(s) to enter either details of NZ Drivers licence, NZ Passport or Real Me, all verified by the Department of Internal Affairs in real time.
- Date stamper: nominate a date stamper to add the date of execution to the document, once all parties have signed.
- Witnessing: add a placeholder for the witness to sign. Advise the client(s) of the witness' requirements (see below).

Client validation and signing

1. Two-step validation: the client receives an email with a link to trigger the SMS code. (Advise clients they will need to be online with access to email and a mobile phone to carry out the signing.)
2. The client is guided through the signing process, including any ID verification or witnessing steps.



SECURITY YOU CAN TRUST:

- 2-step validation process for accessing documents for signing (email and SMS).
- Detailed signing log captures details of every interaction throughout the signing process.
- PKI digital certificate attached to each signature. Secures the signature and the document, so any subsequent tampering is detectable.
- Real-time, online identity verification options (NZ driver licence, NZ passport or RealMe).

IF WITNESSING:

Witnessing: the client(s) will need to have the witness physically (or under COVID-19 circumstances via video link) present during the signing process. Before signing the document, the client(s) will be prompted to enter the witness' details to generate an invitation for the witness to sign.