



DOCUMENT EXPRESS, INC.

KEY FEATURES

- Proof of customer identity
- Controlled, step-by-step signing procedure to capture customer's intent to sign
- Comprehensive audit trails, versioning, and replays to prevent repudiation
- Automatic and electronic notifications
- Compliance with ESIGN and UETA regulations

Many facets of a business workflow require customers' formal signatures for approvals. Obtaining these signatures on paper is inefficient and time consuming — from creating, printing and shipping the documents, to waiting for the signed documents to be returned. Using eSignature technology, businesses now have an alternative to expensive, complex, and outdated paper-based processes. By handling signatures electronically, a company gives its customers secure access to quickly review, sign, and return documents.

Streamline your processes

Integrating an eSignature solution into its operations, a business can:

- Speed up most customer interactions
- Spend less on printing, shipping, and handling
- Maintain accurate signature records for auditing purposes
- Automatically include signing information in process and workflow metrics reports

eLynx's eSignature service is delivered in a simple and easy to implement software-as-a-service model. And the solution can be integrated with other document delivery services, providing a seamless and comprehensive approach to managing all the documents you need for your business transactions.

Electronic Signature

Secure. Seamless. Compliant.

Remain compliant

Under the Electronic Signatures in Global and National Commerce Act (ESIGN) and the Uniform Electronic Transactions Act (UETA), electronic signatures hold the same legal status as conventional wet signatures.

eLynx's electronic signature service is fully compliant with all requirements set forth in ESIGN and UETA. Conformity with these requirements has been verified by an independent legal entity, and one company's use of eLynx's electronic signatures was recently verified in a multi-state audit.

Keep informed with a transparent process

eLynx's system automatically sends status messages when specific signature events occur. Two key events are when the borrower consents to the electronic signature process, and when the documents are signed.

If the signer declines to sign a document electronically, the eLynx eSignature configurable workflow will handle the process automatically — either printing and mailing the documents in hard copy, or allowing you to choose the next step.



Electronically integrate eSignature into your business workflow

The most common method to integrate eLynx eSignature into your document preparation systems is to use an eLynx gateway. The gateway looks and acts like a regular printer on the network. When a document is ready for signature, you simply print the document to the gateway printer. The gateway then encrypts and securely transfers the document to an eLynx server where the signer can retrieve and sign it securely using the internet.

An additional benefit of the eLynx gateway is that it provides two-way secure transmission of documents. Just as you send your documents securely to eLynx through the gateway, eLynx can send the signed documents back. The gateway can access a shared network drive or an imaging system, and can integrate returned documents into your business process.

Creating ad hoc signature documents

The eLynx gateway is specially designed to streamline signature documents used frequently. However, you may occasionally need to send a unique or simple document that the gateway is unfamiliar with. Setting up these special documents is simple and can be done in less than 2 minutes following a four step process: upload a document, place signatures in the right locations, identify signers, and send a message.

If you send the same disclosure, application, or form frequently, you can also set up a reusable signature template. You identify the parties' roles and place signature locations one time, then save the information in a template. The next time you use the document, you can reuse the template and send it with only a few clicks.

Signing is Easy

Documents can be sent to several different recipients for signing. Signers don't need an eLynx or eSignature account to sign — just an email address and a web browser. Signers are automatically notified when documents are available to start the process quickly. No downloads, no plug-ins, no special software is required. When they have finished signing, you are automatically notified so you can take the next steps in your workflow.

While eLynx's eSignature service is intuitive and simple to use, we understand that questions or issues do arise from time to time. Our technical support staff is available round the clock to answer questions you or your customers may have about signing documents.

Customers know the documents are from you

The email templates to signers are set up with your company information and wording. When signers access the documents electronically, your company name and logo are displayed on the screen. Signers always know who the documents came from and what they are for.

Getting started is easy

eLynx understands how important electronic signatures can be to improving your document workflows. A team of experienced professional services personnel is available to get you started. In addition to installing an eLynx gateway, they can quickly walk you through all the steps necessary to begin collecting electronic signatures immediately.

**Quickly begin sending documents for electronic signature,
contact us today.**

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