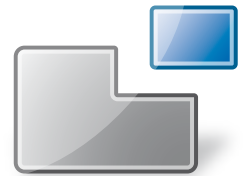




# ELO Signature

*The convenient solution for legally binding signatures*



## Securely managed Efficiently implemented

The ELO signature component is integrated as standard in all three product lines of the ELO document management system. Therefore it is simple for digital documents to be signed and stored in a legally-compliant manner. Managing signed electronic invoices in particular becomes child's play and offers considerable time and cost savings. With the digital ELO signature component, legal specifications can be complied with and business processes optimised.





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## Tap into potential savings

### Legal certainty for electronic processes

In May 2001, the legislators established the principles for electronic signatures in the German Signature Act (SigG) and thus created legal certainty for electronic processes. Since then, it has been possible to legally replace a signature written in your own hand with a qualified electronic signature.

Using electronic signatures promises significant savings potential whilst allowing the continued advancement of digitalisation. In March 2005, the German government contributed to the modernisation of public administration with its decision on the "eCard Strategy". Electronic authentication and a qualified electronic signature using various types of chip cards are amongst its core elements. It also includes services such as Elster (electronic tax declaration), Elena (electronic income statement) and the electronic health card. Many industries have already agreed to use electronic signatures, including doctors, notaries, lawyers and industrial groups.

### Electronic signatures are not all equal

A distinction is made between three different electronic signature quality levels:

1. The (simple) electronic signature should ensure that correspondence is personally assigned in a transaction, for example by way of a scanned document or signature in an e-mail.
2. The advanced electronic signature offers more proof: It is only assigned to the signatory and can identify the latter. It is created using means over which the signatory has sole control. Furthermore, it is linked with the document in such a way that any subsequent modification thereof is detectable.
3. The qualified electronic signature is equal to a hand-written signature due to its high security requirements as regards software and hardware and the strict underlying identification procedures.



## Reduced process times

The **ELO signature** component can implement all three electronic signature quality levels as necessary. **ELO** makes it possible for the user to give documents in the **ELO** archive a qualified electronic signature by simply clicking. It is irrelevant whether these are internal requests, orders, invoices or agreements. Integrated workflows control the whole process and ensure smooth business processes and a high level of security for business transactions. This facilitates the management of signed electronic invoices in particular. The tax office only accepts the deduction of VAT as regards online invoices if they are given a qualified electronic signature. It is for precisely this reason that **ELO** gives top priority to the user-friendliness and simplicity of its signature solution.

## Security takes priority

The authenticity or integrity of electronic data is checked using a public key. If a document is modified after being signed, this is immediately visible. The signature does not just protect the documents against manipulation, it also proves who signed them.

Managing documents with an electronic signature is therefore fully transparent in **ELO**. Just by looking at the file, you can see whether a document has been signed and whether the signature has already been checked (validation). At the click of a button, **ELO** can create a legally specified test report for the signed document.

Using the **ELO signature** component, the user can directly compare the signature from the **ELO** system with an accredited trust centre and thus verify it. This procedure simplifies compliance with legal provisions in accordance with the principles of data access and verification of digital documents (GDPdU). Here **ELO** users can benefit from the close cooperation with Signtrust, the trust centre and certification service provider of Deutsche Post. **ELO** also supports the chip cards of all accredited trust centres in Germany.

## Bulk signatures quickly and securely

In many industries, incoming mail can only be disposed of if a bulk signature has been provided after a visual inspection of the scanned documents. **ELO** also offers all the options for this as standard in the integrated ScanClient. Thus the convenient re-signing of expired digital signatures and the direct embedding and multiple signing of PDF/A documents is also possible.

With the **ELO signature** component, bulk signatures with up to 30,000 signature processes per day and per card are just as possible as using **ELO signature** services via a data centre operation.



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ELO is available through:



ELO Digital Office GmbH · Stuttgart (Germany) · [www.elo.com](http://www.elo.com) · [info@elo.com](mailto:info@elo.com)  
ELO Digital Office AT GmbH · Linz (Austria) · [www.elo.com](http://www.elo.com) · [info-austria@elo.com](mailto:info-austria@elo.com)  
ELO Digital Office CH AG · Zurich (Switzerland) · [www.elo.ch](http://www.elo.ch) · [info@elo.ch](mailto:info@elo.ch)

