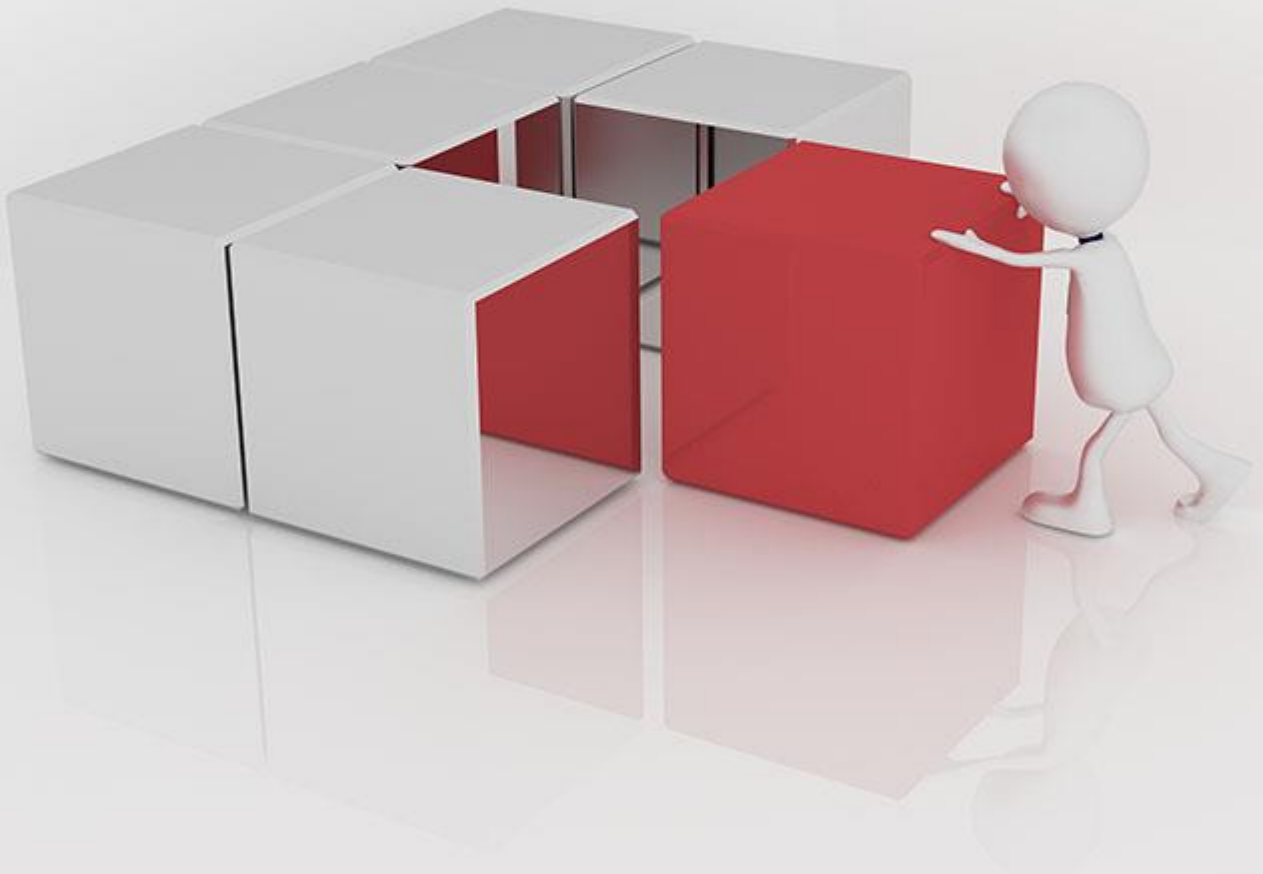


INFORMATION ABOUT

webSignatureOffice



THE ONLINE SIGNATURE SOLUTION WITH SPECIAL FREEDOMS



Overview

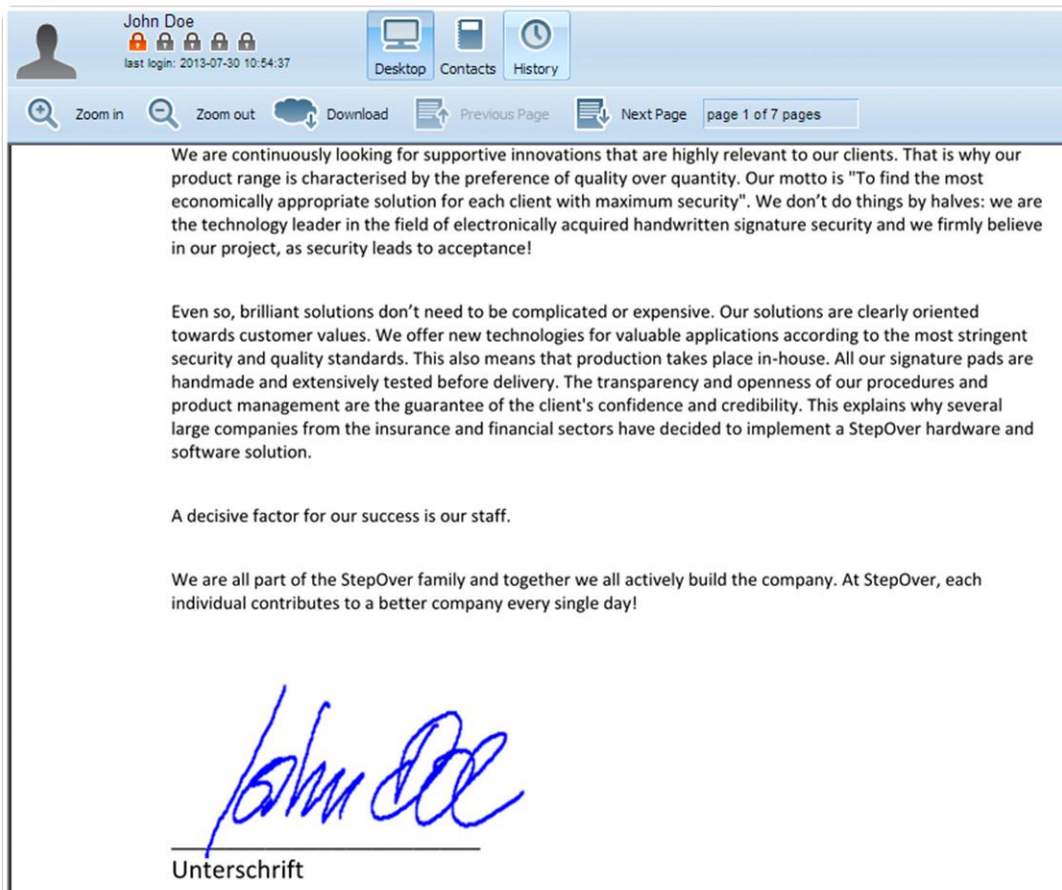
webSignatureOffice is a fully web-based signature solution that allows you to sign read-only PDF/A documents. With it, different people can sign online in different places and with very different signature-recording devices or even without any hardware whatsoever. This makes the signature workflow much easier. In addition to the immediate use of this online signature service, webSignatureOffice.com, separate signature services can be created for you.



Features

Simple and straightforward for signatories

The signatories of the document only need a web browser to view the document comfortably, fill out any existing form fields where necessary, and provide their electronic signature. webSignatureOffice.com is a stand-alone product and does not require the installation of additional local applications and plug-ins such as Flash or Adobe Reader, because it does not require these to show the document in the web browser.



THE ONLINE SIGNATURE SOLUTION WITH SPECIAL FREEDOMS



StepOver International webSignatureOffice



webSignatureOffice.com supports the use of both certificate-based digital signatures (i.e., without signature-recording devices) and handwritten signatures by means of various signature-recording devices. There is no need to install additional software onto the workplace computer in order to allow signatures with a StepOver signature pad: just connect the naturaSign pad to the computer*. Additionally, you can use the free iSignatureSuite app to sign using your iPhone or iPad, as this is completely supported by webSignatureOffice.com.

**The web application has direct access to the signature pad through a signed Java applet. Please contact us directly for up-to-date information on the devices and operating systems supported.*

How does webSignatureOffice(.com) work?

As a registered user, you can upload, manage, and delete documents in the administration area.

The screenshot shows the user interface for Andreas Günther. At the top, there are navigation tabs for Desktop, Contacts, and History, along with a Logout button and a German flag. Below this, a credit balance is shown as 6 credits, with options to purchase 20, 60, or 300 credits for EUR 17, 48, and 225 respectively, plus 19% sales tax. A 'Charge' button is also present.

The main area is divided into several sections:

- Document List:** A table with columns for Name, Created, Status, and Sync. It lists several PDF files, including 'Mustermann.pdf' (finished) and 'CebIT_Demo-Doc_2013.pdf' (failed).
- Document preview:** A preview of a document titled 'Mustermann.pdf' with the StepOver logo and various text fields.
- Legend:** A list of icons representing document states: original document, waiting for my signature, waiting for other signatories, completely signed document, document template, and failed document.
- Upload area:** A cloud icon with the text 'Drop file here or click to open file dialogue' and an upward arrow.
- Document related Information:** A summary of document details: Documentname: yourcontract.pdf, Documentdate: 01.01.2013, Pages: 3, Signatures: 2, Rejected Signatures: 0, Document issuer: John Doe, Due date: 31.01.2013.

THE ONLINE SIGNATURE SOLUTION WITH SPECIAL FREEDOMS

Specify signature fields

When you select a document, you can initially specify where signatures are required and whether these are optional or compulsory. The position of the signature fields can be set both by manually selecting the space using the mouse or by automatically finding the signature areas in the documents by entering search terms using webSignatureOffice.com. These types of signature templates can also be saved and used again for other documents. These signature templates are perfect for documents with dynamic content in which the position of the signature fields varies.

Step 1 of 2: define signature fields

save as template 2nd step

Signature Templates

Template Set: Presentation Delete

Name: Presentation New Rename

Search Phrase: Customer test found 1 occurrences

Width (mm): 50

Height (mm): 15

Offset x (mm): 7

Offset y (mm): 3

Position: bottom center

Receiver: John Doe Set Receiver

Mandatory

Digital Stamp

Name: Customer

Customer

Save Delete Clear

Zoom in Zoom out Set Signature Previous Page Next Page page 1 of 1 pages

Fantasie-City, 05/05/2015

Subject: Presentation of the StepOver eSignature solution

Specify and add signatories

For each signature field, one person or group taken from the contact list on webSignatureOffice.com can be specified to sign the document at that point. Furthermore, external participants can also be invited to be a signatory via email; they will then be given the opportunity to view the document in question, to complete it where necessary, and to sign it. To do this, the external participants must either have a supported signature-recording device or they must complete a one-off identity check for the webSignatureOffice server in order to receive a digital signature certificate, which they can then use as a guest signatory.

Step 1 of 2: define signature fields

save as template 2nd step

Signature Templates

Zoom in Zoom out Set Signature Previous Page Next Page page 1 of 7 pages

und Qualitätsstandard. Dazu gehört auch, dass die Produktion im eigenen Haus stattfindet. All unsere Unterschriftenpads sind von Hand gefertigt und werden vor der Auslieferung auf Funktionalität geprüft. Transparenz und Offenheit bezüglich unserer Produkte und Verfahren schaffen kundenseitig Vertrauen und Glaubwürdigkeit. Nicht umsonst haben sich einige der größten Unternehmen des Versicherungs- und Finanzsektors für eine Hard- und Softwarelösung von StepOver entschieden. Ein entscheidender Faktor für unseren Erfolg sind unsere Mitarbeiter.

Wir alle sind Teil der StepOver-Familie und können das Unternehmen aktiv mit gestalten. Bei uns kann jeder Einzelne mit seinem täglichen Tun etwas bewirken!

Please set signer

Unterschrift

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Otto-Hirsch-Brücken 17
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+49 (0) 711 / 12 02 69-30
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E-Mail info@stepover.de
Internet www.stepover.de

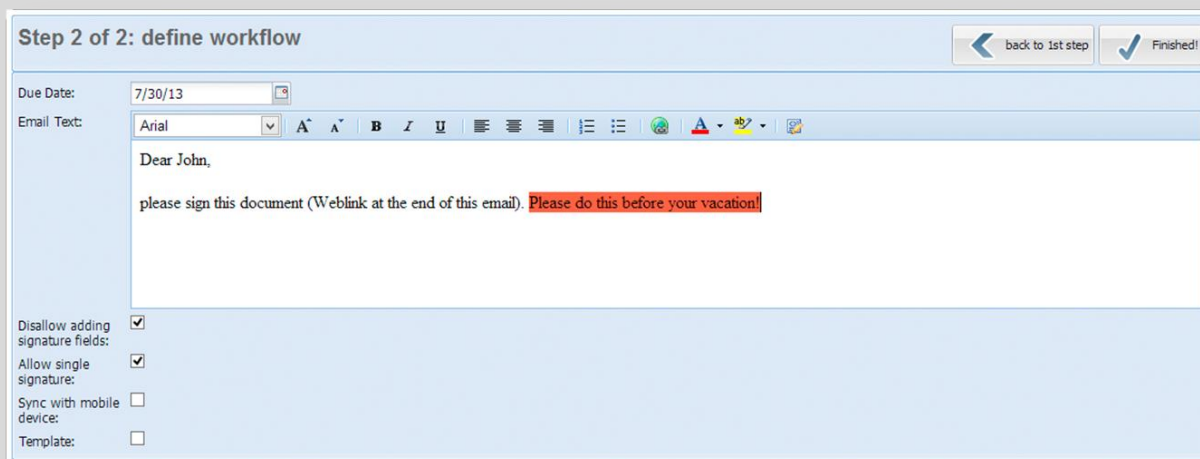
Geschäftsführer:
Andreas Günther
Olaf Staudt

HRB-Nr. 23415
Amtsgericht Stuttgart

THE ONLINE SIGNATURE SOLUTION WITH SPECIAL FREEDOMS

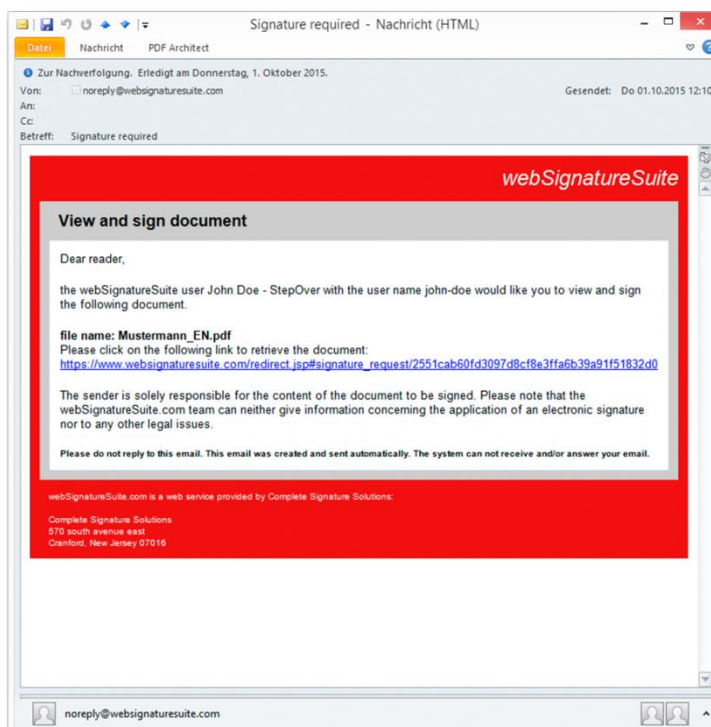
Invite signatories and monitor the process

To coordinate the timing, you can enter an expiration date by which point all signatures required in the document must be provided. The automatic reminder service from webSignatureOffice.com will then warn the relevant people and groups of the missing signatures before the deadline expires and keep them up to date on the status of the process. If you wish to give the signatories further information in the automatically generated invitation email, then you can also give details here.



Signature

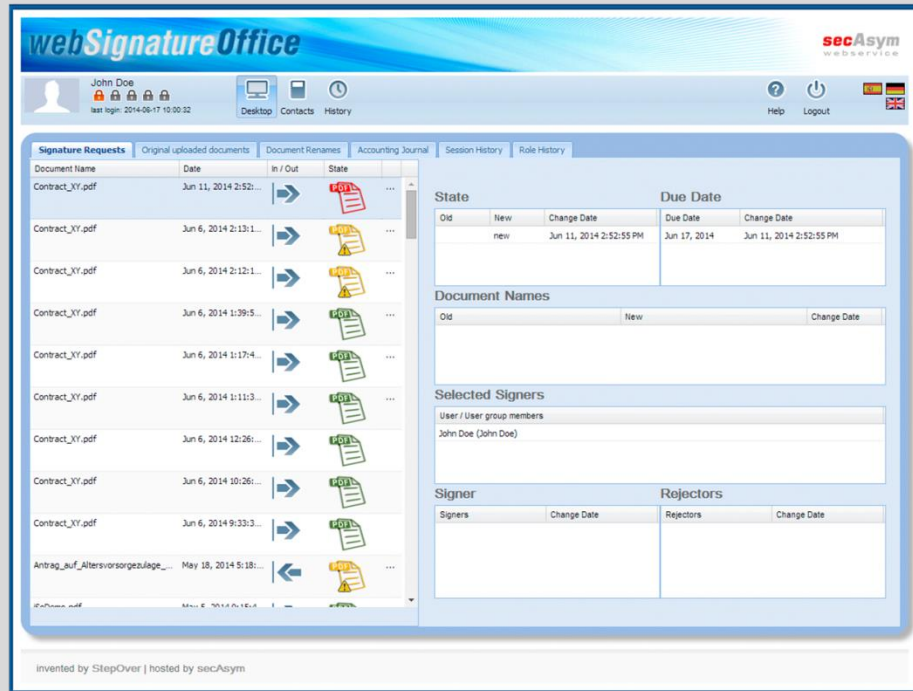
Each signatory automatically receives an invitation email from the system containing a link to the document to be signed. As soon as the signatory starts the signature process, they are automatically taken to all relevant signature fields. The signatures that have already been made can be viewed. After the process is successfully completed you and, if applicable, all other signatories will receive the signed document. Additionally, you can find a complete audit trail / process tracking info under the "History" page.



THE ONLINE SIGNATURE SOLUTION WITH SPECIAL FREEDOMS

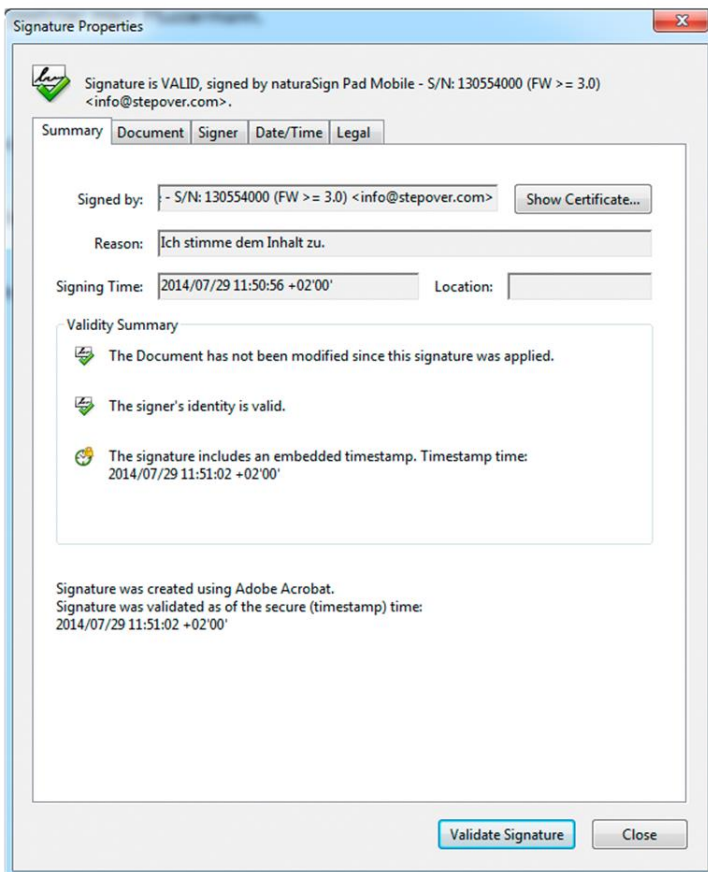
After signing

After the process is successfully completed you and, if applicable, all other signatories will receive the signed document for further editing and archiving. Additionally, under the "History" page you can find a complete audit trail / process tracking about the signing processes and document changes for all processes you have initiated.



Signature verification

webSignatureOffice(.com) uses ISO-compliant signatures, which enables any recipient to check the document using free standard software (e.g., Adobe Reader).



THE ONLINE SIGNATURE SOLUTION WITH SPECIAL FREEDOMS

webSignatureOffice in conjunction with StepOver Signature pads

Just as when we sign on paper, when we use signature pads it is the graphologist who establishes the person to whom a signature belongs. A key factor in the security of a signature like this, in addition to the quality of the signature pad capture, is first and foremost a secure link between the document and the biometric data from the signature and a secure encryption. By using StepOver naturaSign Pads, the biometric data of the signature is already safely encrypted in the signature pad and thus linked with the document in such a way as to prevent misuse.



Certificate-based signature with webSignatureOffice

The signature certificate is automatically created, encrypted, and saved by webSignatureOffice(.com) for the respective user. The password must be re-entered by each signatory as authorization. The reliability of the respective certificate-based signature depends primarily on the signatory's secure handling of their password and on the strength of the identification features on which the certificate was based. webSignatureOffice offers the user various identification methods that can vary greatly in their cost and security.

Available identification methods:

- ✓ Email identification (low security)
- ✓ Mail identification (high security)

THE ONLINE SIGNATURE SOLUTION WITH SPECIAL FREEDOMS

The two server models

Online signature service

Our partner Complete Signature Solutions offers individuals and smaller businesses an online signature service based on a webSignatureOffice server. Sign documents in next to no time or ask other people to sign your documents.

Self-hosted model

This model is intended for larger business clients who value being able to control everything themselves and wish to integrate webSignatureOffice completely into their own web application.

Additional functions of the self-hosted model (company server)

Business customers can also host the server themselves and, in doing so, have the option to address and control it directly via the interfaces (web services) from the customer's own system. This allows, for example, the delivery of automatically-created documents with the appropriate signature templates and expiration specifications from the customer office to the webSignatureOffice service, as well as automatic reading of the finished signed documents and further editing. Almost all the administration and process creation of webSignatureOffice can therefore be automated by the customer system.



Input

- ✓ PDF/A documents created by the customer (manually uploaded)
- ✓ It is also possible for the above PDF documents to have customer-defined signature fields
- ✓ It is also possible for the above PDF documents to have customer-created form fields
- ✓ Data transfer to the webSignatureOffice using the server interface and xml (only for the self-hosted model)
- ✓ Transfer of a complete signature process (signature template) with optional signature fields, compulsory fields and other procedure plans (e.g., on transfer / later editing of the document) using XML via the server interface (only for the self-hosted model)
- ✓ (Partial) pre-filling of PDF form fields from your customer application using the server interface (only for the self-hosted model)



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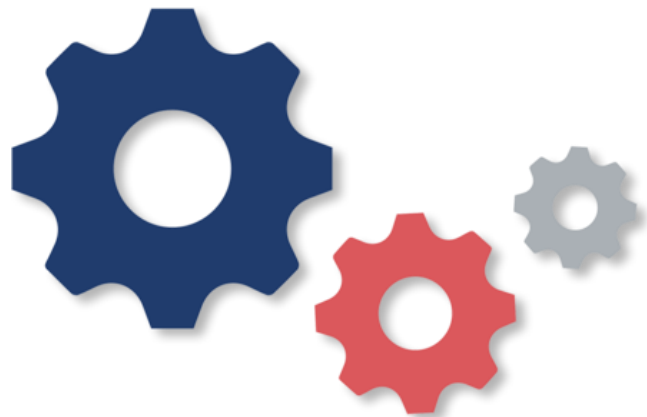
Output

- ✓ When the outgoing document is PDF/A compliant, the document remains PDF/A compliant after signing
- ✓ ISO-compliant PDF signatures - can be checked using all standard products (e.g., Adobe Reader) and enables interoperability with other signature processes and programs that conform to the standards
- ✓ You can choose between a handwritten electronic signature with the StepOver signature pad, an iPhone or iPad, Android smartphone and a certificate-based signature
- ✓ A finished, unsigned document can be manually downloaded to the local PC at any time
- ✓ Return file (XML) via the server interface, which reports back to the superior customer application on the status of each individual signature field and contains the signed document (only for the self-hosted model)



Ability to customize / integrate / automation

- ✓ Can be fully integrated into the customer's own web application (only for the self-hosted model)
- ✓ Limiting of user rights and management of user groups (only for the self-hosted model)
- ✓ Template management (saving documents for re-use, including signature templates)
- ✓ Intelligent signature templates (e.g., automated positioning of signature fields, even for dynamic documents, e.g., using key words)
- ✓ Jumps automatically to the signature fields during the signing process and zooms in if necessary
- ✓ Handles compulsory and optional signature fields differently (stop at compulsory field = stop the whole signing process)



THE ONLINE SIGNATURE SOLUTION WITH SPECIAL FREEDOMS

Ease of use and user-friendliness

- ✓ Sign directly in the document (no separate signature window)
- ✓ Preview of the selected PDFs
- ✓ Allows browsing, zooming, and continuous scrolling of PDF documents
- ✓ Fills in PDF form fields and supports check boxes, radio buttons, and drop-down menus, as well as saving them
- ✓ Extensive options for restricting access
- ✓ Signing is possible without additional tools
- ✓ Easy to manage contacts
- ✓ Signature invitation in 3 simple steps
- ✓ Clear document management with status tracking and automatic reminder (for all signatories)
- ✓ Possible to specify expiration dates for signing



Security

- ✓ Supports signature pads encryption of the biometric data with RSA 2048 Bit in connection with naturaSign series signature pads (maximum security!)
- ✓ Supports signature pads digital signing of the document in connection with naturaSign series signature pads
- ✓ Supports certificate-based digital signatures (using server-based certificates - linked to the signatory's user account)
- ✓ Delayed signing is possible at any time without compromising safety
- ✓ Form fields automatically locked once signed
- ✓ Signatures provided can easily be checked (using Adobe Acrobat Reader)
- ✓ Secure communication over https
- ✓ Various authentication processes available
- ✓ Option of multifactor authentication

