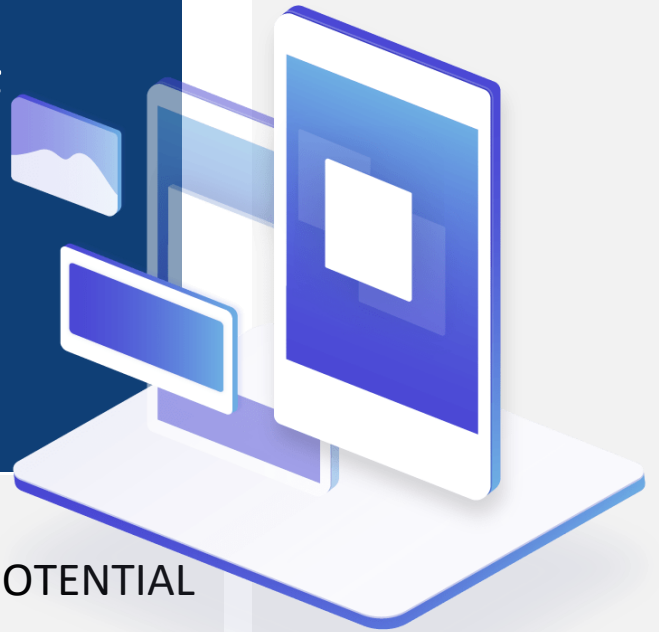


OPERATIONAL BENEFITS OF DIGITAL SIGNATURES

Increase workflow efficiencies and productivity with a paperless future



TURN OPERATIONAL CHALLENGES INTO MEANINGFUL CHANGE AND ELIMINATE POTENTIAL DISRUPTIONS

Organisations around the world continue to look at ways to do more with less; while at the same time increase their security and productivity.

Many organisations operate Public Key Infrastructure (PKI) to manage digital credentials. An added benefit of a PKI is the use of Digital Signatures which provide MORE security than an electronic signature through encryption verification technology. A digital signature will show if someone has tampered or altered a document.

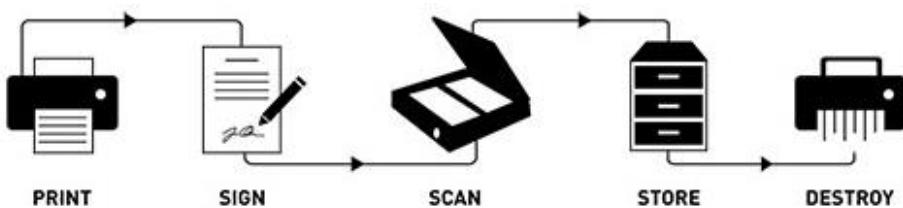
Digital signatures make workplaces more secure and efficient.

HOW?

1. FAST TURNAROUND

Employees at institutions using traditional signatures have to do many steps to sign and return a document received via email.

The traditional paper centralised workflow involves hardware (printer, scanner, shredder) and well as storage. This workflow is slow (the process can take months), labour intensive and costly from hardware, paper, ink and a storage perspective



“Digital signing will help your organisation save time, money and space; providing better security, improving productivity and cutting down on paperwork”

Benefits include:

- ✓ COST SAVINGS
- ✓ TIME SAVINGS
- ✓ GREATER EFFECIENCY
- ✓ INCREASED SECURITY
- ✓ EASY TO DEPLOY
- ✓ REMOTE ACCESS

The unique identifying authentication data in a digital signature remains permanently embedded within a document.

- ✓ **Reduce risk of duplication & alteration**
- ✓ **Protected with a tamper evident seal**
- ✓ **Signatures are verified & legitimate**
- ✓ **Audit Trails**
- ✓ **Signature secure**
- ✓ **Protect against fraud**

2. Cost Savings

Cost savings are achieved by reducing the amount of paper printed, copied, stamped, filed and destroyed. Costs saved include:

- Paper purchase costs
- Printing/Photocopy costs
- Paper Delivery costs
- Paper scanning costs
- Paper storage costs
- Paper disposable costs
- Hardware costs

3. Strengthen Security

Digital Signatures are comprised of a number of security features that protect the document and reduce the risk of duplication or alternation of the document.

Digital Signature	Electronic Signature
Used to secure a document	Used to verify a document
Authorised and regulated by certification authorities	Not authorised
Common types of digital signatures are based on Adobe and Microsoft	Main types of electronic signatures include verbal, electronic ticks or scanned signatures
Can be verified	Cannot be verified
High level of authenticity	Not authentic
Audit trail	No audit trail

3. WORKFLOW EFFICIENCY

Digital Signatures ensure better efficiency in workflow due to less delays. A number of efficiencies are gained in:

- Managing and tracking documents
- Decreased process time
- Organisation and storage
- Easier and faster to search through stored documents that cabinets or boxes

4. INCREASED STORAGE SPACE

Digital files are stored in virtual servers connected to the IT network or in the cloud. This means traditional physical document storage facilities that occupy a lot of space and require onsite access

CASE STUDY

BUSINESS PROBLEM

A large government client with a remote work force, relying heavily on wet signatures and traditional paper centralised workflow for contract and approval management.

The traditional workflow had a negative impact on operational efficiency and a number of risks were highlighted around business continuity due to the slow processes and remote staff unable to access centralised printed storage and archive facilities.

SOLUTION

Cogito was selected to enable digital cryptographic signatures on documents that were emailed or simply stored and reference on the remote Electronic Document Management System. By allowing all users (including remote staff) to easily authenticate and approve documents via a new digital signature workflow the client realised a number of benefits including the ability to sign contracts, performance appraisals, orders and other documents that required a high level of assurance of their authenticity and origin.

REALISED BENEFITS

- Legally binding document signing without printing
- Legally binding document signing for remote workforce and mobile users on the move without print or scan capability
- Improved Security
- Evidence based documentation
- Additional agility in the workforce without loss of capability
- Streamline administrative and legal processes
- Cost savings
- Environmental sustainability
- Better productivity and time management
- Access from anywhere and at any time

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Cogito Group is an award-winning ICT company specialising in authentication, cloud security, identity management and data protection. Cogito Group protect the authentication methods used to access information through the use of Identity and other security technologies.

