

GoPaperless

WORKFLOW & SIGNATURE APPROVAL APPLIANCE



OVERVIEW

GoPaperless enables any organization to quickly optimise the way they create, share, review, approve and securely sign their business documents.

Electronic Signatures are perfectly acceptable in any form of business agreement and are recognized by most national laws.

GoPaperless holds and presents documents securely plus cuts time, reduces costs and adds strong controls to minimize signing errors.

Significant cost savings can be made when paper-based processes are moved on-line. For some documents it is vital to ensure **traceability, accountability and audit** with clear **legal weight, data integrity** and **individual signed approval** together with easy to access **workflow process evidence**.

GoPaperless enables quick, efficient on-line approval of any business document, agreement, report, request or package.

GoPaperless supports **basic e-Signatures, Advanced e-Signatures and EU Qualified Signatures**. The best way to prove a document is unchanged from the time of signing is to use cryptographic digital signatures. Organizations need to show that their internal controls are effective and compliant with local legislation and regulations. Mobile-ID™ has offered world-class PKI products for years.

GoPaperless brings together all of this capability and knowledge to provide the most secure way to sign documents. GoPaperless is focused on the high trust, top-end of the market and can use existing national and international PKI schemes, other high trust certificates including those trusted by Adobe Reader and Word for **persistent document security**.

The web interface makes it easy for anyone to sign. Documents can be shared, viewed and signed on any device, anywhere, anytime in a way that suits any approval process. Over 20 languages are supported and others can easily be added or customized.

GoPaperless has a **RESTful/JSON API** to integrate with existing web-applications.

WHY GOPAPERLESS

- ✓ A product that can be used in-house, in-country, or via our cloud service.
- ✓ All documents are protected using AES-256 bit encryption.
- ✓ It can use EU Qualified certificates, National eIDs, or with high trust certificates with automatic trust in PDF Readers, or other PKIs.
- ✓ Supports Qualified Remote Signatures with Level 2 Sole Control.
- ✓ All signing evidence and workflow process evidence is made available in digitally signed documents.
- ✓ Long-term PDF digital signatures including timestamps are created.
- ✓ Supports PDF and PDF/A and Word documents.
- ✓ Various user authentication options are supported AD, OAuth, SAMLv2.
- ✓ It helps meets data protection and data residency requirements.

HOW IT WORK

▶ Upload

Log-in and upload your documents to GoPaperless or use the Restful API. Documents can be in PDF or converted to PDF from various other formats. PDF/A is also supported for long-term rendering and accessibility.

▶ Workflow Management

Each recipient is notified when their action or approval is required. They view each document within the GoPaperless secure viewer and click to sign the signature field reserved for them. The next signer is notified and the workflow continues.

▶ View and sign

This image shows a typical view and sign screen. PDF or Word documents are shown within a secure document viewer. Existing signatures are shown with their trust status clearly shown.

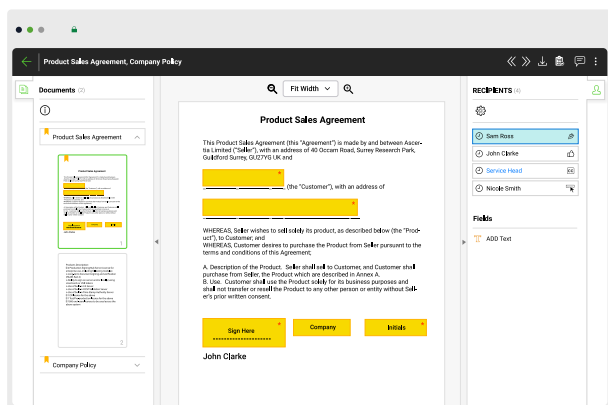
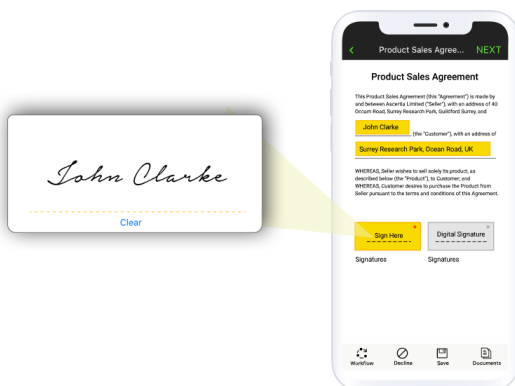
Document owners can check the status of documents sent to others for review and approval.

Initials, form fields, tick boxes and other common document approval features are fully supported.

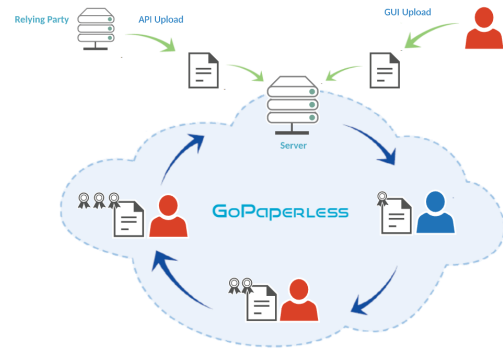
▶ Workflow Preparation

GoPaperless supports templates which remember where every signature field and any other object such as initials must be placed and also which permissions must be applied. Now simply "Share" the document to send to other people or groups.

▶ Document View & Sign Screen



KEY FEATURES



■ Key Differentiators

Organizations can use the cloud service OR run their own private copy of GoPaperless on-premise or in-country, they can control their own branding, use their own URLs, applications can be tightly integrated with GoPaperless so that users believe that viewing and signing is a standard part of the relying party itself.

GoPaperless always creates long-term signatures and existing high trust eIDs and other certificates can be used. A solution option for Qualified Remote Signatures with Level 2 Sole Control is available.

■ Standard Integrations

GoPaperless integrates with Active Directory, OAuth and SAMLv2 identity providers. Cloud drive integration is provided. SharePoint, Dynamics CRM and Salesforce apps are available.

Other applications can be quickly integrated using the GoPaperless RESTful/JSON API. Contact us to check on the status of an available integration with your applications.

■ Fully Interoperable

GoPaperless uses standard PDF PAdES and Word XAdES long-term signatures. This means that signed documents can be checked by anyone with Adobe Reader other PDF readers or for Word documents Word 2013 or Office 365 other compatible software.

■ Strong Security and Workflow Process Evidence

GoPaperless encrypts all documents using AES-256 before storage in the database. All web-sessions use SSL/TLS v1.2 encryption. All digital signature use SHA-256 and RSA 2048 or stronger, with trusted timestamps to ensure strong signing time evidence. The document owner can set the access rights for each collaborator.

These include rights (or restrictions) to download the document, print the document, as well as to set and enforce embargo dates for accessing and viewing the document.

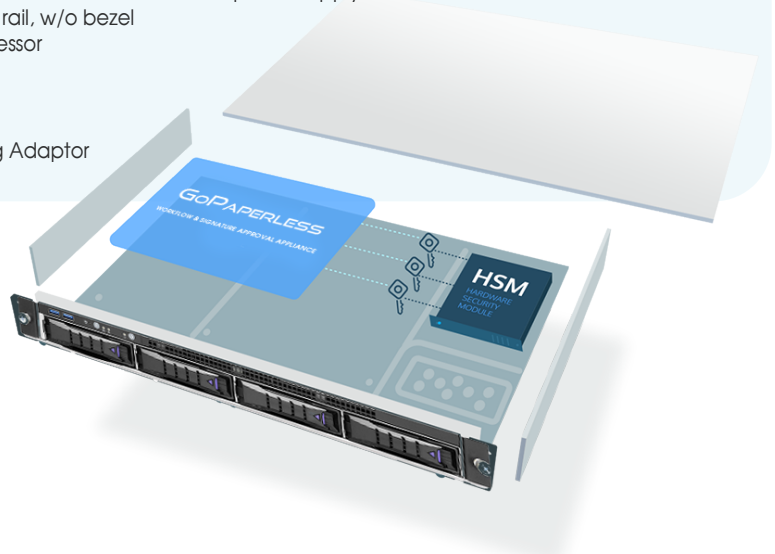
All document actions are recorded and these include the upload time, the time it was shared, when it was viewed and by whom, when it was signed and by whom and their IP address. GoPaperless controls the signing process so that users can only sign when it is their turn and only in their assigned signature fields. A long-term signed Workflow Evidence Report is available to capture all details of the workflow process actions. This PDF is able to be exported to ensure that all relevant information can be retained within the relying party, or within a document management system. This is vital with using a cloud service.

■ Workflow Templates

Often documents are shared with the same people, same permissions and signed in the same places. All of these details can be saved within a workflow template and can be automatically applied other documents that need to be processed in the same way.

SPECIFICATIONS

Component	Specifications
Software	GoPaperless Workflow & Signature Approval Appliance V1
HSM	Utimaco CryptoServer CP5 Se1500 PCIe (Optional)
Operating System	Oracle Linux 8.8
Database	MariaDB 10.6.14 Galera Clustering
Server	XP1-S101A602, 1U 4 bay storage server, Acbel redundant power supply Platinum 2x CPU heatsink (270W), 28" slide rail, w/o bezel 2pcs Intel® Xeon® Gold 5317 Processor 12 cores, 18M Cache, 3.00 GHz 2 2pcs 32GB DDR4 RDIMM 2pcs 960GB SATA SSD, DWPD1 1pcs 10GbE dual-port Networking Adaptor



GOPAPERLESS STANDARDS COMPLIANCE



Information security

Our business operations, internal systems, development and support processes comply with ISO/IEC 27001 — the internationally recognized standard for leading information security management practices.

GDPR compliance

We have incorporated all the necessary controls and procedures derived from the GDPR into our Information Security Management System.

eIDAS compliance

We have been developing our services from the ground up according to all the technical requirements of Regulation (EU) N°910/2014 (eIDAS). All signatures produced with the help of our services meet the requirements for Qualified Electronic Signatures or Advanced Electronic Signatures set forth under the eIDAS regulation.

Service availability and business continuity

We have wide experience in supporting business critical processes and thus give careful attention to service availability. We constantly try to improve and invest great effort into securing your business continuity.

- Strong data encryption and data integrity
- Dedicated security team
- Security vulnerabilities and bug bounties

Fully insured

We are fully insured against professional indemnity, privacy breaches and cyber attacks. We will maintain valid insurance throughout the delivery of our services.