



GoPaperLESS

Feature List

Extensive feature list from the world's most advanced signing solution

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Accessing from anywhere

GoPaperless is universal, use from any device, any operating system and any browser. Integrate GoPaperless into your own applications using our simple API.

Features

User plan

Signature plan

Bespoke plan

Use any modern browser

Use any browser to upload, prepare, share, sign and track your documents. Manage your account settings. Enterprise admins can manage their entire user base.



Sign on the go using native iOS and Android apps

Review, sign and track documents on your iOS and Android devices using GoPaperless native apps.



SharePoint/Salesforce/Dynamics CRM/Word Integration

Use standard GoPaperless "native" apps for SharePoint, Salesforce, Dynamics CRM and Word to prepare, share, sign and track documents "within" these popular services.



Application Programming Integration (API)

GoPaperless provides an industry standard RESTful API that contains 100+ methods for easy, simple integration of GoPaperless into your own relying party.



Reviewing & Signing Documents

GoPaperless has extensive features for managing approval workflows, collecting different types of digital signatures and managing real-world scenarios such as delegated signing, group signatures and bulk signing of many documents in one go.

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Multi signers per document

Set-up advanced approval processes with multiple signers per document; same signer can be added to the workflow multiple times.



Collect signatures in sequence or in parallel

Sequential workflow is where each person in the workflow signs (or declines) according to the defined order. In parallel workflow each of the signatories can sign their own copy of the document in any order. In mixed workflow, sequential and parallel both work.



Add attachments

Document of any type can be attached to the PDF and included in the workflow for review and sign-off. Signatures on the PDF also cover any attachments.



Create basic e-signatures (with witness digital signature)

E-signatures are just hand-signature images stamped on the document. They do not provide user authentication or document integrity. In GoPaperless you can create e-signatures on their own, although we recommend to always use with digital signatures.



Create server-side digital signatures

Server-side signing simplifies PKI digital signatures by keeping each user's private signing key securely on the server. Users are authenticated before using their signing key and all interactions are logged.



Create local signatures (smartcards, USB tokens etc.)

Support local (client-side) signing using soft-tokens or hardware (smartcards and USB tokens). Requires you to have a smartcard or USB or software-based key issued by your preferred CA.



Create PDF Certify Signatures

Create standard PDF Certify (author) signatures with ability to either lock the document from further edits or only allow edits within pre-defined fields.



Create Adobe® CDS, AATL or Qualified Signatures

Create signatures which are trusted within Adobe® products. Create EU Qualified Signatures. Requires certificates from Mobile-ID™ partner CAs.



PDF/A Support

Creates PDF/A format (ISO 19005) documents for long-term preservation; also supports PDF/A compliant digital signatures.



PAdES Part 2 Long-term signatures

Create signatures which can be embedded long into the future. Such signatures contain trusted timestamps and signer's certificate status information.



PAdES Part 4 Long-term signatures

These are special long-term signatures where the embedded evidence can be continually extended over time. This ensures the signatures never expire.



Create mobile signatures

Create signatures using keys held inside mobile devices. Requires Mobile-ID™ partner technology.



Advanced Routing

Allows complex routing to meet advance business needs, include mixing individual users and group sign-offs within a single workflow sequence.



Delegated Signing

Allows you to define a user who will sign on your behalf whilst you are away for a configurable period.



Group Signing

Set-up a group of users (e.g. Sales department) where any user from the group can sign a document.



Bulk Signing

Create signatures which are trusted within Adobe® products. Create EU Qualified Signatures. Requires certificates from Mobile-ID™ partner CAs.



Support Multiple CA Trust Anchors

Allows you to request the inclusion of your CAs (final trust anchor points) for digital signature creation and verification purposes.



Authorized Remote Signing

Authorized Remote Signing is a secure way to create server-side signatures (centrally held signer key) under the instruction and sole control of the signer. The signatory uses their registered mobile device to authorize the server-side signing action. This complies with EU eIDAS Regulation for remote (server-side) signing and meets the Level 2 'Sole Control' eIDAS requirement (419241), which proves that a centrally held signing key was used under control of its owner.



Preparing Documents

All the features you need to prepare documents for sign-off. Add signers, defining signing order, document permissions, initial fields, legal notices and much more. Save workflow templates and automatically apply to future documents:

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Upload a Variety of File Types

GoPaperless supports many document type like PDF, Word, Excel, Power point, text, graphics and open formats. GoPaperless automatically converts non PDF files into secure, long-term PDF/A format for signing purposes. You can pull and push documents from cloud drives: Google Drive, OneDrive and Dropbox.



Store documents in online library

Users have access to their own online library. For enterprise plans holders, enterprise administrators can pre-load important documents into the library for their end-users.



Add signature fields

Add signature fields easily anywhere in the document for your signers. Position the field at any location and resize as required.



Add initials fields

Add initials fields for each signer on all pages, specific pages and/or against important paragraphs. Signers will need to complete their initials fields first prior to signing.



Add in-person fields

Add fields for a user to sign in-person during a live meeting hosted by the main signatory. The in-person signature field can be positioned anywhere in the document. Multiple in-person fields can be added for the same or different hosts. At the time of signing the in-person signer will just create their hand-signature image as an e-signature.



Create intelligent forms

GoPaperless automatically recognizes existing PDF form fields. You can also assign these form fields to specific signers configured in your workflow. You can even mark whether a form field is mandatory for a particular signer, in which case it must be completed before the user will be allowed to sign and submit the document.



Configure document access rights

Document owners can set the access rights that each person in the workflow has over the document. This includes ability to print, download or comment on the document.



Set document access duration

Document owners can set the time window during which each person in the workflow can have access to the document. This is expressed as a valid from date/time and a valid to date/time.



Require consent to legal notice

Document owners can set a legal notice to be shown to the person before signing to ensure the legal implications of e-signing are understood by the signer. This notice can be in any language. For enterprise account holders, the enterprise admin can pre-configure legal notices to be used by their end-users.



Send personalized notification emails

Document owners can tailor the notification emails sent to reviewers/-signers on a per document basis or use default emails provided by their enterprise admin. In addition to this you can configure on-screen, mobile based push notification or email based notifications.



Multiple Recipient Roles in the Workflow

Document and signature workflow preparation supports multiple roles for recipients:

- Signer
- Reviewer
- Meeting Host (in-person signing)
- Send-a-copy
- Editor



Create reusable workflow templates

GoPaperless can automate the document preparation process through the use of workflow templates. Workflow templates define who the signatories are, in which order they must sign, where in the document the signature should be placed, their access permissions, legal notices, initials fields, form field assignments and all other low-level parameters associated with the signing process. Users can create workflow templates directly or be provided pre-defined templates by the enterprise administrator.



Tracking & Managing Documents

GoPaperless provides complete visibility of your document sign-off status in real-time across multiple devices.

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Post-processing

This is the ability to send the completed signed-off document to one or more email recipients or cloud drives.



Workflow Completion Report

A detailed report of the workflow process (i.e. who performed what and when on the document) can be delivered to a configured web service on sign-off workflow completion.



Document Tracking

Allows you to keep a close eye on status of your workflow, e.g. who, when, where, how someone has viewed/signed/reviewed/edited and where the hold-up is!



Workflow Evidence Report

A digitally signed PDF report showing details of who signed the document, when and how.



Adobe® Reader Interoperability

Our digital signatures fully comply with PDF specs (ISO 32000) so can be verified by anyone with Adobe® Reader v7+, no specialist software is needed.



Document Filtering & Folders

Search and sort documents based on document name, modified date and similar criteria. Organize your documents in custom folders and filter documents based on state e.g. draft, pending, completed.



Commenting (On Page, Off Page)

Directly add on-page comments on the document. Also an off-page two way chat is implemented which notifies via email all collaborators who have processed the document.



Document Recall

Allows document owner to recall a document at any stage of the workflow.



Document Archiving

Ability to automatically or manually move old documents to a separate archive folder to ensure inbox remains uncluttered.



Authenticating users

GoPaperless can verify the identity of people in your sign-off process using multiple techniques. A pluggable authentication architecture allows you to configure single or multi-factor authentication methods and use existing digital IDs from external identity service providers.

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Email Authentication

This is the basic default method of user authentication. You identify your signatories via an email address and GoPaperless sends an email to that address with a link to access your document. Only a person with access to that email account can view and sign the document. Users register and from thereon use their user ID and password.



Document open password challenge

GoPaperless allows the document owner to add an extra level of authentication for people in the workflow by setting a unique document access password. This must be entered correctly by the signer in order to even view the document. The same or separate passwords can be set for each person in the workflow.



Mobile phone authentication

As a stronger form of 2-factor authentication, GoPaperless can authenticate users by sending a One Time Password (OTP) via SMS to the signer's registered mobile phone. The person must enter this OTP back into GoPaperless. A detailed log record is kept of all SMS sent.



Public Identity Providers

GoPaperless can use external public identity providers based on SAML or OAuth protocols. These identity providers may support a wide variety of authentication techniques. Public Identity providers includes LinkedIn, Google, Salesforce, Office 365.



Corporate Identity Provider (e.g. Active Directory Authentication)

User authentication can be conducted via Active directory and any SAML v2.0 compliant Identity Provider e.g. ADFS. This also support SSL Client based authentication.



Third Party Identity Providers

GoPaperless integrates with external 3rd party identity providers: Verisec, ConsentID, Ubisecure, Entrust IdentityGuard, LinkedIn, Google, Salesforce and Office 365.



Legal Compliance

Ensuring your electronic and digital signatures are legally acceptable in different jurisdictions is essential, especially if your organization operators cross-borders. GoPaperless has been designed to meet the "gold" standard for user authentication and secure long-term digital signatures.

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Enterprise Account Management

Invite users to join the enterprise and manage their roles/rights as well as default settings, and also remove users from the system when no longer required.



Corporate Rebranding

Ability for enterprise admin to configure GoPaperless branding.



Use Corporate User IDs and SSO

Enable the use of your corporate issued digital ID and password through a SAML connection with your identity server.



Support for over 20 different languages

The GoPaperless interface is available in the following languages by default: English, Dutch, French, German, Greek, Spanish (European), Spanish (Latam), Portuguese (European), Portuguese (Brazil), Latvian, Norwegian, Arabic, Simplified Chinese, Romanian, Russian, Serbo-Croat, Turkish, Bahasa Indonesia, Thai, Vietnamese, Hindi.



Request additional languages or translate yourself

Allows you to request additional language or translate all the GUI aspects directly into your own local language using our language table.



Internal Hosting License

Option to host GoPaperless either in-house or with a private cloud provider.



Set-up your own GoPaperless commercial service

Create your own custom GoPaperless service plans for your end-users and offer GoPaperless as a commercial service in your region.



Manage your own billing

Set-up your own billing policy for your end-users. Create your own user-based or signature-based service plans. Support both offline and online payments using our built-in cart and Worldpay payment gateway. Managing billing histories and e-invoicing.



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Comply with latest EU eIDAS Regulations

GoPaperless is fully compliant with the advanced electronic signature and Qualified Signature requirements of the EU eIDAS Regulations 2014. In particular it supports the use of Qualified Signature Creation Devices (QSCDs).



Comply with E-SIGN Act, UETA and FDA 21 CFR Part 11

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