

BOARD CHECKLIST

What to look for in an electronic signature solution

Hybrid and remote board working means leadership teams require a suite of digital tools tailored to the needs of board members.

An electronic signature solution can bring many advantages. In this guide, we look at why you need them and what to look for in the buying and selection process.

In effect, an electronic signature is a digital version of your handwritten, or wet-ink, signature. In reality, though, it is so much more than that.

It's an **encrypted** and **verifiable signature linked to your identity** creating a digital fingerprint that is **virtually impossible to tamper with or delete**.

When used to sign confidential board documents, electronic signatures offer many benefits including:

-  Using the latest encryption technologies to protect documents and signatures from cyber criminality
-  Helping to speed up the outcomes of board work by reducing admin time spent on sending, collating, and signing paper-based documents
-  They are legally binding
-  Enabling board teams to work at home, in the office, or on the go
-  Saving money by reducing paper, printing, and postage costs, and are an environmentally conscious approach

When choosing a solution, there are a number of essential features to look out for:

 **Enhanced security protection**
You need the peace of mind that confidential and sensitive business information is protected at all times. The most advanced electronic signature solutions use the latest encryption technologies to secure data and protect from identity theft.

✔ **Look for: ISO 27001:2013, SOC 2, and G-Cloud certifications plus evidence of regular security testing and external auditing.**

 **24/7 access anywhere and on any device**
Whether you are working from home, on a train or in the office, make sure you can view documents and receive notifications of signature requests wherever you are, and however you are working.

✔ **Look for: A product that includes document access and signature request notifications on multiple devices - PC, laptop, tablet, and smartphone.**

 **Legal compliance and authentication methods**
There are many different types of electronic signature products available. From an authentication perspective, it is important to ensure your chosen solution will comply with the legal requirements of your country.

✔ **Look for: In Europe, check for compliance with the European eIDAS regulations and options to verify signatures using an electronic ID or a one-time password depending on your territory's laws.**

 **Great technical support**
Focused and efficient technical support is essential for peace of mind.

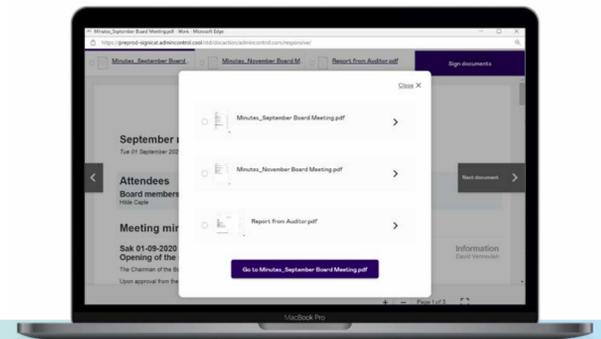
✔ **Look for: A solution provider that offers ongoing 24/7 localised product and technical support with online help guides.**

 **Continual development and investment**
As technologies evolve and board working requirements change over time, you need a product that will develop with you.

✔ **Look for: A provider that can demonstrate evidence of continuous review and improvement for the future as technologies, opportunities or challenges evolve.**

 **Signing multiple documents**
The nature of board work means you'll receive many documents that need your review and signature. Rather than signing each document individually, some solutions enable you to verify your identity once but still sign multiple documents, freeing up time to focus on more valuable tasks.

✔ **Look for: Solutions that offer the ability to sign multiple documents with a single authentication.**



At Admincontrol, we're experts in optimising board working.

Our electronic signature solution offers eIDAS compliance, the most advanced encryption security, a host of practical benefits including signing multiple documents with a single authentication, and so much more.

Request a demo to find out how our electronic signature solution can optimise your board work.