



Legally binding mass-document recording

Signatures as manipulation protection for scanned paper documents

The business process

Many processes today are already handled electronically. Nevertheless, companies and authorities still have to accept large volumes of paper documents daily that are fed into electronic processes and are mostly archived for a long period.

Hence, the paper documents are already frequently digitized by high-volume scanners during the incoming mail and then fed in as electronic data for further processing. After the scanning process, the paper documents are mostly archived in parallel to the electronic data in order to produce legally binding documents. This entails double archiving that is often unnecessary and its costs can be saved. One way of reducing costs is to use electronic signatures directly during the mass-document recording.

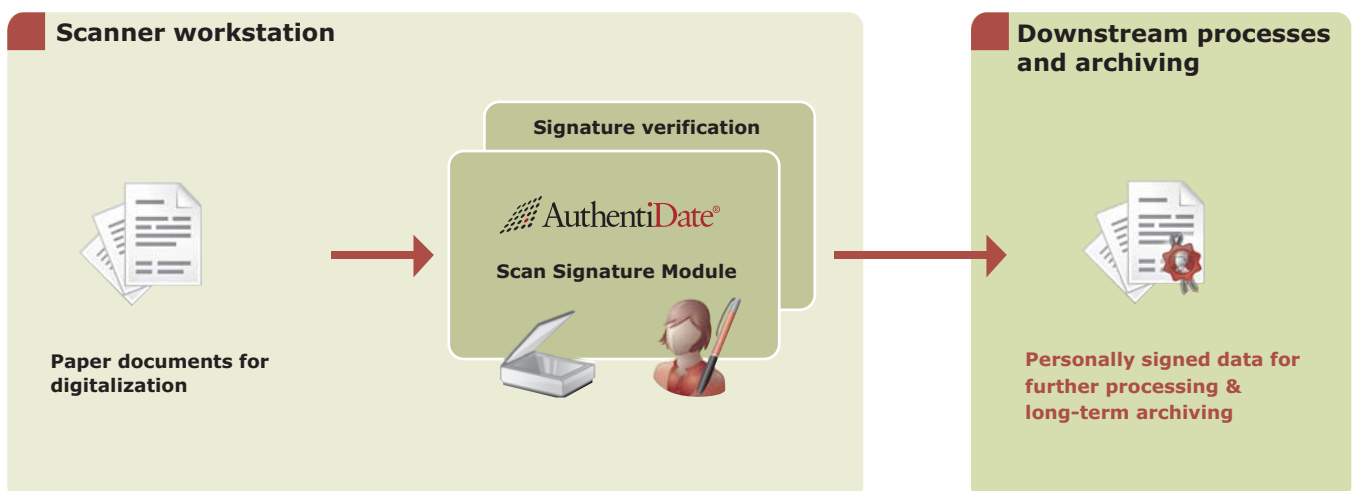
The electronic copies of the paper documents generated in the scanning process are "frozen" by electronic signatures. These are therefore safely protected against subsequent unnoticed manipulation. The cost-intensive long-term archiving of paper documents can be omitted.

i For companies that come under the National Insurance Act – such as statutory health insurance companies and employers' liability insurance associations – the use of electronic signatures and appropriate signature software and signature processes that comply with existing laws is mandatory in mass-document recording.

The implementation

The paper documents are inserted into the high-volume scanner in batches. After the digitization, the scanner operator signs the electronic copies (e.g. TIFF files) with his personal signature.

By using AuthentiDate signature products, signatures can be generated within a very short time even for large amounts of data.



Depending upon the need, the signatures can be automatically verified electronically prior to further processing steps or during electronic long-term archiving, thereby ensuring that only properly signed data is used and archived as a substitute for the paper originals.



SOLUTION DESCRIPTION

Implementation via service providers

The digitization, including the signature process, can also be assigned to external service providers if required. The AuthentiDate signature products are used by a vast number of service providers at various locations in Germany. We would be glad to make contact with a service provider in your local area.

The AuthentiDate signature products are also available as OEM (Original Equipment Manufacturer) – products. Hence, scanner software providers can extend their own product range and supplement it with legally compliant signature products.



Products for this solution

can be used individually or in combination

- **Scan Signature Module**
- **eArchive Module**
- **Signature Check Server**
- **Signature Check Webservice**

Profile

- ▶ **Frequently tried and tested in practice**
- ▶ **Used at more than 100 statutory health insurance companies**
- ▶ **Extensive experience in approval processes by official supervisory bodies**
- ▶ **Signature software is preinstalled as standard among current scanner software providers**
 - **usable as Plug & Play**
- ▶ **High degree of technical flexibility & comfortable processing of signed data in existing processes**
 - The signature can be integrated in TIFF file or attached
 - The signature is generated while a new paper batch is already being inserted for recording
 - Designed for mass processes by means of high performance signature generation

