AgileStamp® Digital Signatures:
A Vital Tool in AEC Workflow Automation

- ▶ Securely digitally sign/seal documents and client deliverables for true end-to-end automation.

- ▶ Streamline paper-based manual processes that can cost you tens-to-hundreds of thousands of dollars a year.

- ▶ When integrated with MetaField and AgilePort, sign and send multiple documents with a click - saving paper, postage and routing fees, imaging costs and labor.

- ▶ Get an ROI up to 1000% and more.

AgileStamp® ™

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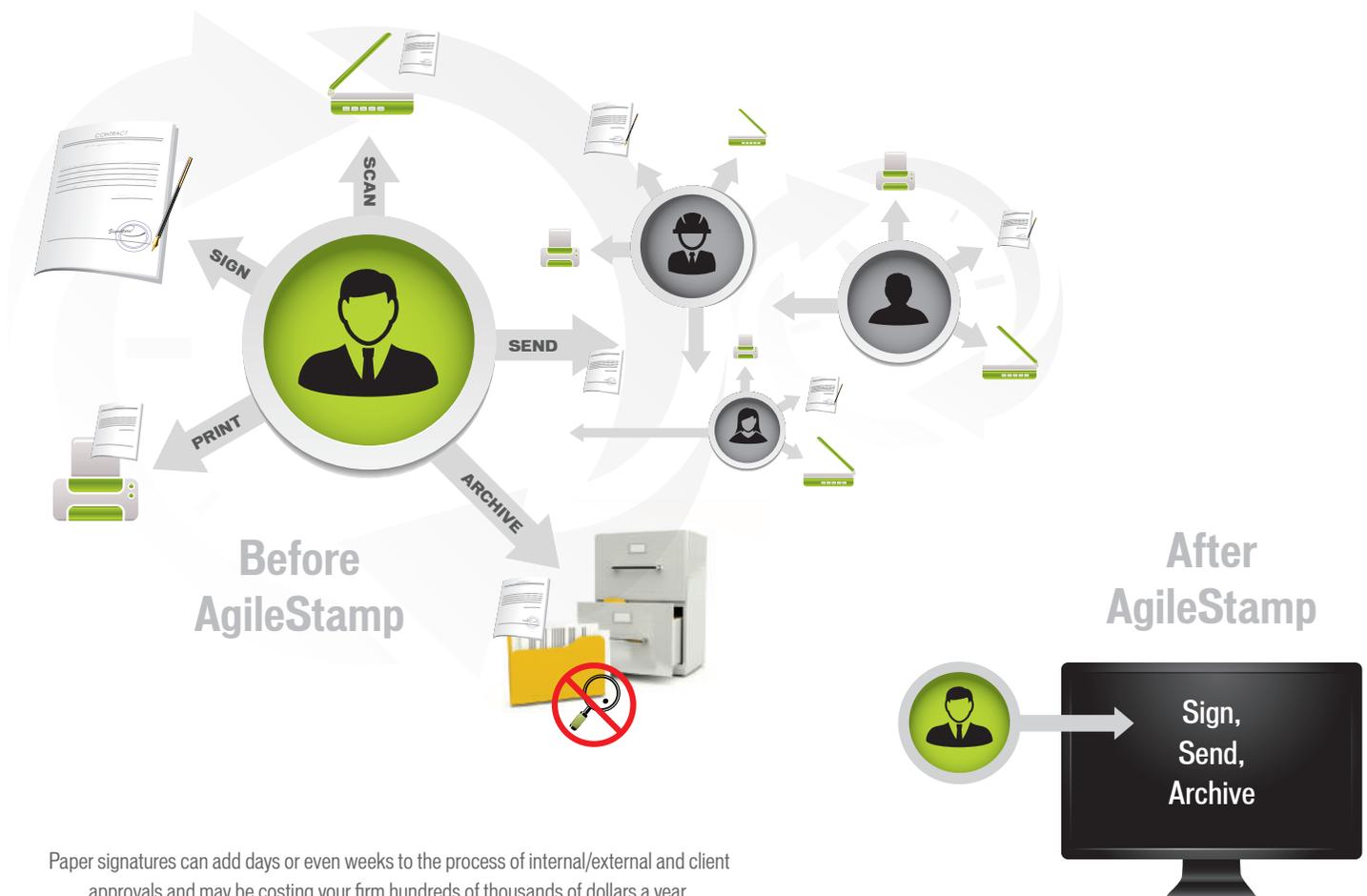## The problem with "wet" signatures

AEC firms today have to offer customers faster, better and/or lower cost services than their competitors. That's a simple fact of life in an industry where competition for work is tight and customers have increasing leverage.

Companies automate business processes electronically to get work done more efficiently, drive down or eliminate costs associated with manual processes, and collapse the time it once took to get results to clients. Companies that do so gain a competitive advantage in the marketplace.

However, process automation comes to a halt when AEC professionals are required to physically print, sign/stamp, scan and route documents such as project deliverables, design documents, contracts, and SOPs.

Signing a document with a "wet" signature can add days or even weeks to the document approval processes, especially if signers are located in remote offices. That's not faster. That's not better. And it certainly isn't cost effective.

A paper-based signature is estimated to cost an organization upwards of $5.40 each (including printing, scanning, archiving, routing and replacing lost documents). Multiply that by tens of thousands of documents per year and you begin to see wet signatures are not only inefficient — they can cost your business hundreds of thousands of dollars a year. Reduce the need to physically sign documents and that cost goes down. You can pass the savings on to your customers or let them flow directly to your bottom-line.

Before AgileStamp

After AgileStamp

Sign, Send, Archive

Paper signatures can add days or even weeks to the process of internal/external and client approvals and may be costing your firm hundreds of thousands of dollars a year.

Go digital with AgileStamp

That's precisely what the AgileStamp digital signature solution for AEC firms does. Digital signatures add a digitally encrypted "fingerprint" as a signature to documents. This "fingerprint," based on Public Key Infrastructure (PKI) technology, is unique to the document and the individual signer. Unlike "eSignatures," which are merely graphics files inserted into a document and have little legal standing, Standard Digital Signatures are recognized by the majority of legal and professional entities as proof of the signer's identity, intent and the integrity of the document.

Documents are approved and digitally signed quickly for a fraction of the price of paper document handling

An incredibly fast ROI

AgileStamp means true paperless workflows for AEC firms by:

• Adding digital signature capability to MetaField, Microsoft Office, CAD and other popular applications.
• Enabling project managers, practicing engineers, field testers, laboratory technicians, building scientists and others to digitally sign and seal electronic documents in any format , including Microsoft Word and Microsoft Excel, CAD and Adobe Acrobat;
• Enabling dispersed and on-the-go staff to collaborate on projects quickly, securely, and efficiently;
• Using a secure cloud-based web service for a low monthly fee per user, so you spend little on software, infrastructure and support;
• Showing a payback in weeks with an ROI as much as 1000% and more. The more documents you sign with AgileStamp, the more you save.
• Reducing paper-based delays so you can improve client satisfaction while achieving faster project turnaround times and reducing late deliverables.

Using AgileStamp with MetaField® and AgilePort®

AgileStamp is designed to seamlessly integrate with MetaField and AgilePort, which provide a superior straight-through automated field data collection, quality control and client delivery process for multidisciplinary engineering, environmental consulting and testing firms.

Signing documents within MetaField isn't separate from the automation process, it's part of the process. The result: From the moment data is collected in the field to the time documents are delivered to clients, the creation of paper is discretionary.

With AgileStamp:

• Practicing engineers can add PE stamps with their digital signatures, even PE stamps from multiple states. That means no more managing physical seals and stamping paper documents. Whether you work in a single state or multiple states that require a PE seal on every document, AgileStamp can enable savings of thousands of dollars a month.
• In MetaField, project managers and others who sign dozens of documents a month, can select and review many documents at a time and batch-sign them with a single click. That shaves hours a month off their workloads.
• Digitally signing documents in MetaField means documents retain their original integrity. And unlike scanned documents with a "wet" signature (which converts them to binary images), digitally signed document-archives are full-text searchable, so finding information is easy and fast.
• AgileStamp uses standards-based Public Key Infrastructure (PKI) secured-signing technology, not a proprietary technology. That means digital signatures may be used and verified in all major file formats without the need for complicated, proprietary, third party applications.

With AgileStamp, digitally signing isn't separate from the process – it's a fully embedded part of the process for true end-to-end paperless workflow automation.

AgileStamp®
enterprise-ready features:

- Workflow integration–AgileStamp integrates out of the box with MetaField and can be integrated with leading workflow and content management systems such as Microsoft SharePoint®, enabling automated formal approval processes from within your organization's existing workflow systems.

- A variety of signature stamping is available–AgileStamp can be configured to support personal signatures as well as various certification stamps such as state PE seals.

- Easily integrate with existing infrastructure–AgileStamp is designed to be integrated with most DM/ECM/BPM systems.

- Scalability–AgileStamp is scalable from a few signers to several thousand users.

- Quick deployment–Depending on scale, AgileStamp can be deployed in a matter of days.

- Minimal ongoing IT management–Once in place, AgileStamp typically requires minimal IT management and support.

- Enhanced security–AgileStamp stores the signing keys (private keys) in a centralized and secure hardware device, ensuring that any tampering attempt with the secured appliance will be detectable.