



legalesign

e-signature for recruiters



what is e-signature?

An electronic signature or 'e-signature' is like a handwritten signature in the online world.

E-signature enables documents, contracts and forms to be completed and signed online from any device.

Get up and running quickly and easily with Legalesign's secure and powerful platform.



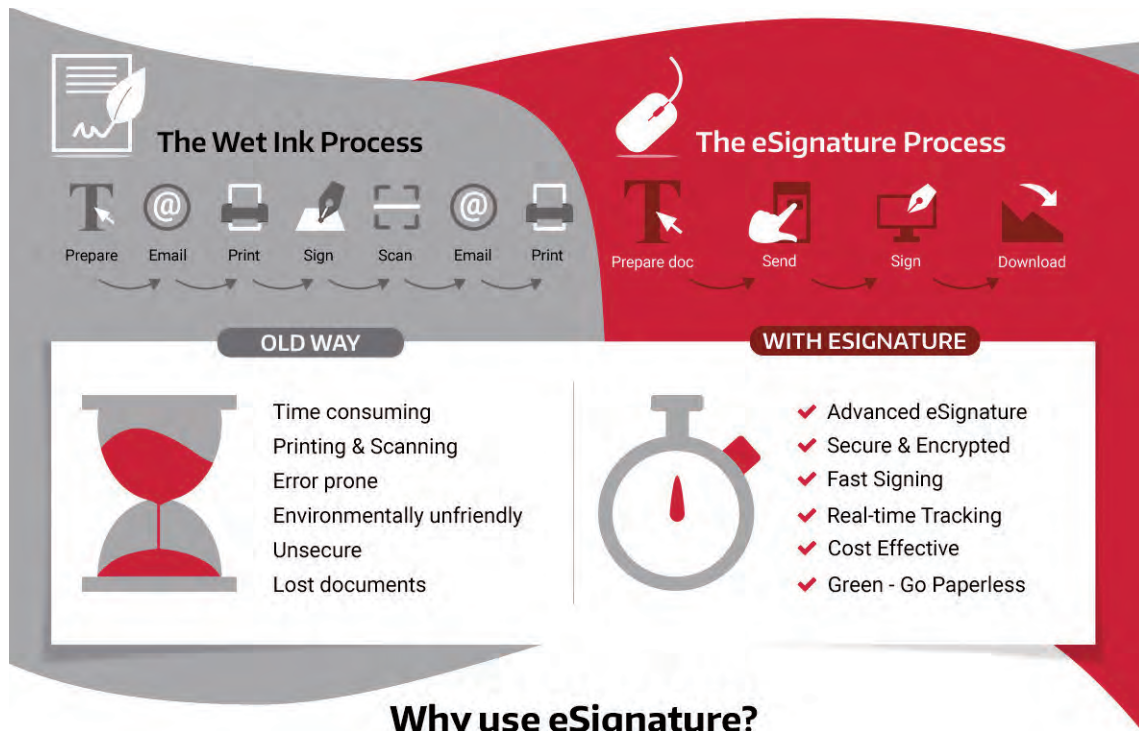
"Give it a try! Once you have it you will be hooked"

Amelia F, Synergy Ninjas



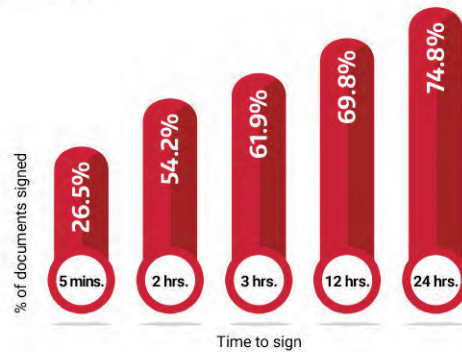
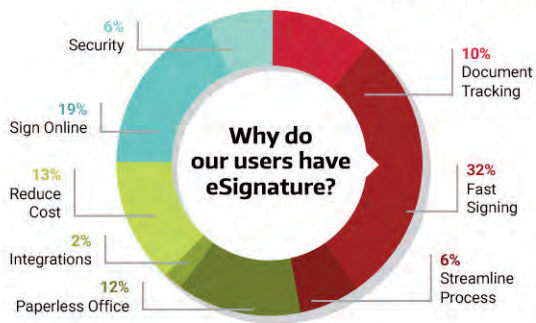
e-signature for business

Reduce your admin time by 50%
Your paperwork can be completed immediately and from anywhere



Why use eSignature?

Numbers that show its benefits



"On average it takes half the time to get contracts signed with Legalesign compared to conventional means."

Raymond Martinez, APA Services (Recruitment and Staffing)

who is legalesign?



Founded in the University of Edinburgh technology incubator in 2012, Legalesign is a high-performance online electronic signature and document management platform offering "Advanced Electronic Signature" under the EU 910/2014 (eIDAS) regulation.

Feature-rich, secure and reliable, the platform is designed with business in mind, and is adaptable and scalable to fit and grow with your operations:

- Multiple signer workflows accommodate a full range of situations;
- Send single or multiple documents, in sequence and/or in bulk;
- Full form-filling, oversight and management functionality gives you flexibility and control;
- Set permission, approval, group and team options to reflect your internal structures;
- Use real-time document tracking to manage the signing process;
- Customise your notifications and the signer interface to reflect your brand;
- Set up reminders to keep projects on-target;
- Embed forms and time-sheets into your website to increase sign-up and improve efficiency;
- Benefit from increased document security and authority associated with certified PDFs with long term validation;
- Use our archiving facility as a back-up storage resource.

"Legalesign is intuitive and simple yet also comprehensive and sophisticated... and at a highly competitive price. I thoroughly recommend it!"

Angie Mildon, Property Manager

save time on time-sheets!

With an e-signature solution you can cut out almost all of the day to day administration associated with time-sheet management.

Legalesign has a time-sheet facility that can be embedded into your website or portal.



e-signature for business

- Employees arrive at your website and navigate to the time-sheet page where they fill in their hours and sign. Totals are automatically calculated.
- If necessary, the time-sheet can be "sent on" by the employee to a third party, manager or your client for a second signature or approval.
- An email notifies you when a time-sheet has been completed and is ready to download.
- All information (e.g. hours) can be exported to a spreadsheet.

"The system just worked and sorted out our contract signing woes immediately!"

Anonymous in Staffing and Recruitment, G2 Business Software Review



candidate registration

The use of e-signature with online forms can revolutionise the candidate registration process.

Over 50% of the documents on the Legalesign platform are signed within two hours.

- | | |
|--|---|
|  Security |  Storage and filing |
|  Speed |  Price |
|  Productivity |  Conversion rates |
|  Contract management |  Paperless |

- Candidates review and sign their documents electronically on mobile, tablet or laptop;
- Recruiters use live tracking functions to follow progress and help candidates with any matters which may be holding them up;
- Form-field validation reduces candidate error; and
- Visiting and signing events trigger email notifications and live updates so that recruiters can respond swiftly and complete.

how secure is e-signature?



Security is a priority across our business and throughout the Legalesign infrastructure.

How can I be sure that changes or amendments are not made to a document?

With e-signature, and especially with LTV (long term validation) you can be confident that the integrity of the document has been maintained throughout the document signing process and after.

Can you be confident that someone has not tampered with a document once it has been signed?

Yes. If any change is made to a document, the digital certificate on that copy will be broken and this will be indicated on the face of the PDF.

Might the certification expire?

Some certificates expire after a few years. With long term validation, the validity of that certification is contained within the document and date stamped so that at any time in the future, authentication at the time of signing can be evidenced; re-certification by Legalesign is not required.

Is my data secure?

Legalesign uses secure data facilities that meet ISO9001 and ISO27001 standards. Legalesign is ISO27001 certified for information security for electronic signature and document management.

EU law and the Advanced Electronic Signature

Also known as 'eIDAS', EU Regulation 910/2014 became legally binding on 1st July 2016. The eIDAS regulation sets the standards for electronic transactions across the EU.

Legalesign offers the 'Advanced Electronic Signature' as set out in Article 26 of the regulation. An Advanced Electronic Signature meets the following requirements:

- It is uniquely linked to the signatory;
- It is capable of identifying the signatory;
- It is created using electronic signature creation data that the signatory can, with a high level of confidence, use under his sole control; and
- It is linked to the data signed therewith in such a way that any subsequent change in the data is detectable.

"Legalesign allows clients to sign our contracts at the touch of a button... giving clients a much better service. It has saved us money [and] it helps also with security."

Abbie Keech, Solicitor,
Michael Lewing Solicitors

how do we comply?

- Legalesign's software sends a "one use" document link to the signatory via an email. Use of an additional secret code is optional;
- The signatory is uniquely identified by the email as well as by their signature itself;
- The signing interface is easy to use and the signing process is exclusively accessible to the signer; and
- The final PDF, which contains a full audit log of events, date stamps and IP addresses, is certified (with long term validation) and contains a tamper-proof code that will break if any subsequent change is made to the document or the data it contains.

ACKERMAN PIERCE

THE COMPANY

Ackerman Pierce is a nationwide highly respected recruitment company specialising in social care. Their reputation has gone from strength to strength because of their dedication to developing the optimal candidate registration process and at the same time ensuring that all agents have detailed knowledge of their specific fields. Ackerman Pierce runs its business based on core company values: respect, smile, integrity, safeguarding and hard work.

BEFORE LEGALESIGN

In recruitment, a good candidate is gold dust and a recruitment company must do everything it can to keep a candidate from going elsewhere and to make sure he or she is available for employment as soon as possible. That means getting candidate registration complete in one go and on the first visit. The amount of information needed for a candidate registration is extensive and requires a 15 page long pack for the candidate to complete. These packs were emailed to the candidates who needed to print, sign and scan them. This meant whenever a pack was incomplete or incorrectly completed it would need to be sent out again, printed again, scanned again. This led to frustration on the part of the candidate and resulted in long delays and lost candidates.

CHOOSING LEGALESIGN

Sabrina, head of administration at Ackerman Pierce, was tasked with finding an e-Signature solution for her company. She said:

"We tried all the e-Signature providers, including Adobe's eSign and DocuSign just to name a few and found that Legalesign not only offered the easiest system to use but also had the best contract management system on the market!"

HOW LEGALESIGN IMPROVED THE SIGNING PROCESS

Ackerman Pierce wanted to change and improve their candidate registration and make it more efficient. With Legalesign the process has been transformed: not only are candidates lead through the registration process one stage at a time, but staff at Ackerman Pierce can see a list that illustrates which fields have been completed by the candidates at any time. This oversight means that Ackerman Pierce staff can actively provide effective help to the candidate and more effectively manage the progression of candidate registration. Using Legalesign has not just decreased the average registration time but has also cut the number of lost candidates, improving fundamental KPIs for the business.

RESULTS

Since implementing Legalesign's e-Signature solution in October 2015 Ackerman Pierce has seen a stunning increase in the efficiency of its candidate registration process leading to growth and increased revenue for the business.

Not only has average registration time dropped by 50%, but conversion rates have shot up with the majority of new candidates rapidly available for placements.

Finally, not only does the system look and work better for clients and candidates, but by choosing the environmentally friendly option and removing the need for printing and paper, Ackerman Pierce has become a greener business as well as a more efficient and successful one.

POLO & TWEED

THE COMPANY

Offering quintessential staff to clients worldwide, Polo & Tweed (<http://poloandtweed.com/>) meets all domestic staffing needs and ensures the very highest level of service synonymous with British traditions. Based out of the renowned Hanover Square in London and headed by CEO Lucy Challenger, Polo & Tweed have been taking the domestic service industry to new heights.

BEFORE LEGALESIGN

Polo & Tweed used regular email for their signing process. Contracts were emailed to clients who then printed, signed, scanned, and emailed them back. The major side effect of this approach was the time it took to manage the signing process, the irritation and inconvenience caused to clients, and the propensity for innocent mistakes to be made when completing the contracts. With a short turnaround between contract completion and the commencement of work, Polo & Tweed needed contracts signed in good time. The delays in signing via email, made worse by easily-made mistakes in contract completion, in particular with clients in different time-zones, hampered the level of service Polo and Tweed aspired to give their clients.

CHOOSING LEGALESIGN

Lucy, the company CEO, manages a portfolio of London properties and when her letting agent sent her a Legalesign contract to sign electronically, she immediately recognised Legalesign as the solution to many delays and logistical issues at Polo & Tweed. After going on to test the platform she has never looked back.

"Legalesign is so simple and easy to use, it drastically improves the efficiency of the signing process and its benefits for dealing with overseas clients are staggering."

Polo & Tweed



SUMMARY

- 80% reduction in admin time for new clients
- 80% reduction in admin time for new candidate registrations
- 100% reduction in printing cost
- Significant increase in time for business development and growth



HOW LEGALESIGN IMPROVED THE SIGNING PROCESS

Lucy highlighted five ways that Legalesign has improved the contract signing process for her business:

- **Streamline the Process** - Removing scanning and printing saves clientsy time, while the ease with which contracts can be sent saves significant time for Polo & Tweed.
- **Control and Tracking** - Previously there was no indication of email tracking. Now Polo & Tweed can monitor every aspect of the signing process, from when a contract has been received, open or signed and means actions can be tailored to each specific case.
- **PDF Certification and Validation** - Ensures that all contract are tamper proof, giving piece of mind to not only Polo & Tweed but the client and candidate too.
- **Security** - Legalesign tracks both the IP address and the email of the signer anywhere in the world in addition to the signature and date-stamp. These added layers of securiry mean that disputes are easily dealt with.
- **Eco-friendly**- Paper consumption has dropped to zero.

RESULTS

With the benefits of using a streamlined eSignature solution, Polo & Tweed has seen an 80% decrease in the time it takes for clients and new candidates to sign, and they have a clear means by which they can monitor their conversion rates. Legalesign has also enabled Polo & Tweed to go green with a 100% reduction in paper and ink consumption along with the associated cost of storage. Overall cost savings have been significant and employees who were waylaid with contract administration now spend an extra two days a week on business development and growth.



Little history of digital Docs

In 1993, the creation of PDFs earmarked the first true paper alternative and its release as an ISO standard in 2008 resulted in a massive move away from paper and the uptake of digital alternatives by companies in the know.



Drawbacks of the Traditional Office



Benefits of Going Paperless



Security

Did you know that 85% of all identity theft occurs via paper products? Paper documents are more susceptible to damage.



Time

It takes about 18 minutes to retrieve information from paper documents and on average, employees waste 6 weeks per year searching for documents.



The Environment

2.4 trees and large quantities of environmentally harmful chemicals are needed to produce 500 sheets of office grade paper – resulting in lots of greenhouse gases.



Access

With paper copies, documents can only be accessed at work during working hours. This can make out of hours or remote working impossible.



The Cost

The average office worker uses 10,000 sheets of paper each year – add the cost of ink, paper, delivery and printer maintenance and it costs more than £1000 per employee/year.



Security

Digital documents can be encrypted to prevent identity fraud. All Legalesign documents come with a PDF Certification with Long Term Validation.



Save time

On average, it takes an employee just two seconds to retrieve information from a searchable PDF – much quicker than the traditional paper version!



The Environment

Going paperless uses just a little electricity, which is nothing in comparison to 30 million acres of forest being destroyed annually for paper production.



Access

Legalesign digital documents are cloud-based so can be accessed remotely and at any time, meaning critical work can always be carried out.



The Cost

Using Legalesign-signature solution costs on average £10 / user / month. That's almost one-tenth the price of the paper equivalent!

5 top tips for going paperless



Double Sided as default

4

Try Two Monitors

2

Allows nearly all documents and contracts to be sent and signed electronically, drastically reducing paper usage in the office.

1

Track Pages per Person

3

Print from a Central Location

5

Did you know?

According to You Gov, SMEs in the UK waste over **£42.2M** per day as a consequence of not going paperless.



The costs associated with paper docs.



Cabinet Maintenance



Employee Time

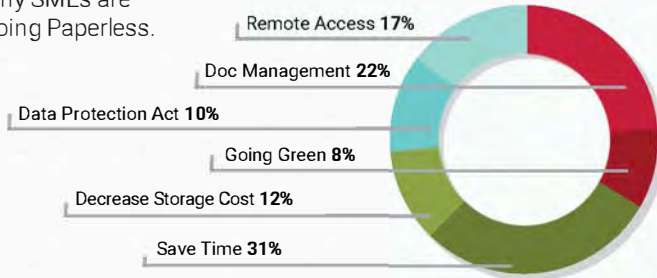


Paper costs



Each lost document

Why SMEs are Going Paperless.



get e-signature working for you.

Try it:

The platform can be accessed directly via our website and integrated with current systems via our API.

Get started straight away with a free trial at legalesign.com.

Ask about it:

Call us on +44 (0)131 463 9099 or email us at info@legalesign.com to ask us any questions or to sign-up for a personalised walk-through webinar.

Learn about it:

See our website legalesign.com to explore and learn more about the legal and technical aspects of e-signature and how it can benefit your operations.

Talk about it:

We are a productivity tool and our goal is to help our clients increase their efficiency. Our functionality is continually evolving according to the needs and wants of our clients and partners. If you might benefit from some bespoke functionality or have a particular problem to solve, call us on +44 (0)131 463 9099 and speak to one of our specialists.

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"Legalesign is intuitive and simple yet also comprehensive and sophisticated...and at a highly competitive price. I thoroughly recommend it!"

Angie Mildon, Property Manager

"Legalesign's contribution to the success of the project has been invaluable. I would not hesitate to recommend them."

Dennis Niccol, M.D., Web Builder Pro

"Legalesign won our business hands down: fast, comprehensive and cost effective."

Anthony Jones, Human Resources, Bristol Sport

"I am really pleased with the service we have received from Legalesign, especially the support. It has made life a lot easier for us!"

Fiona McInver, Business Development, IT Hotdesk



e-signature for business

Get a walk through webinar and talk to one of our specialists

Free trial available

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