

## Increase legal department productivity with Adobe Acrobat Sign and Adobe Acrobat.

Rapidly adapt to today's changing world by digitizing legal workflows to deliver 100% paperless experiences—including e-signatures.

In order to adeptly handle an expanding workload in an ever more complex environment, legal departments are being driven to digitize workflows. Automating the generation, approval, and execution of legal processes helps keep business moving and speeds turnaround time with fewer errors, increased compliance, and enhanced visibility.

Shouldered with increasing workloads and the need to move faster, all while ensuring risk remains low, legal departments are accelerating the digitization of legal workflows. And with good reason. Many of today's legal processes are still interrupted by manual or paper-based steps such as approvals, signatures, data entry, or form filling. These processes slow business and can potentially increase errors and business risk.

### **2/3** of legal processes are interrupted with paper-based steps\*

Productivity suffers when legal staff spends time on administrative tasks such as endless agreement redlining, chasing signatures and approvals, or remediating issues. Incorrect paperwork and outdated policies also expose businesses to increased legal and business risk. Reduce your business risk with Adobe Document Cloud. Digitize legal workflows for 100% paperless, collaborative document processes that work on any device, are integrated into existing systems, and free legal teams to focus on more strategic initiatives that deliver real business value.

## Make legal workflows fast and easy with Adobe Document Cloud.

Make inconsistent paper-based legal processes a thing of the past. Take advantage of a lightning-fast return on investment

with [Adobe Document Cloud](#), which includes [Adobe Acrobat DC](#), [Adobe Acrobat Sign](#), [Adobe Scan](#), prebuilt integrations, automated workflows, and robust APIs. Businesses are able to transform inefficient legal processes into uninterrupted, 100% digital document workflows—complete with [e-signatures](#) that are [legally binding](#) and globally secure.

With simplified, digital legal processes, organizations are able to adapt rapidly to better serve their global workforces, all while cutting costs and reducing delays. Freed from administrative tasks, legal staff can elevate their attention to more strategic initiatives that drive the organization forward—maximizing efficiency, minimizing risk, and ultimately increasing profit.

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***“Acrobat Sign delivers speed and efficiency to our contract management workflow. Implementation of Acrobat Sign saves us time, and once people try it, they don’t want to go back to a wet ink signature.”***

CLAUS MICHAEL ANDERSEN, Senior Manager, Legal Department, Novozymes

### Adobe Acrobat, Acrobat Sign, and Document Cloud tools and services can elevate legal department productivity across workflows, such as:

- |                                   |                       |                       |                               |
|-----------------------------------|-----------------------|-----------------------|-------------------------------|
| • Nondisclosure agreements (NDAs) | • Board minutes       | • Supplier agreements | • Interagency agreements      |
| • Contracts                       | • IP licensing        | • Policy management   | • Compliance: ADA, FLSA, etc. |
| • Internal compliance             | • Finance agreements  | • Telework agreements | • Outside counsel agreements  |
|                                   | • Contract management | • Internal operations |                               |

\* [How Digital Document Processes Are Shifting From Best Practice To Business Necessity](#), a commissioned study conducted by Forrester Consulting on behalf of Adobe, June 2020.

## Simplify, automate, and accelerate legal workflows—from any location, on any device.

Transform existing legal workflows using Adobe Document Cloud to easily send digital documents for signature with a single click. Signers can e-sign documents from anywhere using a web browser or mobile device. Using out-of-the-box integrations, teams can also prepare and send documents for signature directly from within Microsoft applications and other critical business systems, such as contract lifecycle management, customer relationship management, procurement, human capital management, and more.

With Adobe Document Cloud solutions you can:

- **Speed document preparation**—Easily create a customized packet of PDFs on web or mobile. Use preapproved document templates or prepare accessible forms, easily adding form fields and signatures.
- **Request signatures**—Send to one or many recipients in any order for approval or e-signature. Signers can review and sign—anywhere, anytime, on any device.
- **Create tailored workflows**—Use intuitive, drag-and-drop power to create custom workflows that route digital documents through the right steps, in the right order. Easily deploy standalone, self-service web applications.
- **Make workflows collaborative**—Merge documents and organize pages into a single, searchable PDF. Request and share feedback across remote teams or collaboratively redline documents in PDF or Word live in a Microsoft Teams session.
- **Track and manage**—Track document status in real time. Get notified when people sign. Automatic audit trail and secure storage in the repository of your choice.
- **Secure sensitive information**—Protect personal information with passwords to control who can see file content and interact with confidential documents. Easily redact or amend information before sharing. Tamper-evident seals confirm document integrity.
- **Work from within systems used every day**—Use [out-of-the-box integration](#) for existing systems including [Microsoft 365 applications](#), [Microsoft SharePoint](#), [Workday](#), [ServiceNow](#), [Salesforce](#), [SAP Ariba](#), and more. Build custom integration in a snap with our [robust APIs](#). Add e-signature capabilities and data exchange with forms—so you don't have to enter the same information multiple times, and the systems, forms, and documents can be automatically updated with the latest information.

- **Officially notarize documents**—Using Acrobat Sign and our partner Notarize, documents can be notarized via any device in a video meeting with a commissioned notary.<sup>1</sup>

Using Adobe Acrobat, Acrobat Sign, and Document Cloud tools and services, companies can increase legal team productivity as well as:

- **Do even more with Microsoft**—Now you can create, edit, view, sign, and track PDFs and e-signatures directly in your [Microsoft apps](#), including Word, PowerPoint, Excel, [SharePoint](#), and OneDrive. Plus, you have the integrated reliability of Microsoft 365 cloud security.
- **Keep document processes human**—Use [Microsoft Teams](#) integration for video document collaboration or live signing.
- **Rapidly digitize processes**—Scan existing documents or forms with [Adobe Scan](#). Easily create signable documents or forms aided by artificial intelligence (AI) form recognition.



### 88% reduction in validation time

- More efficient and less costly workflows with visibility into document status
- Improves security and traceability of documents

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*"Added visibility with Adobe Document Cloud also means that we have better oversight and control over complex documents. Some of the document files we work with are quite lengthy. We can now easily track workflows to confirm progress and keep information secure."*

THIERRY BELLOEIL, Purchasing Policy Coordinator, Contractual Performance Department, Division of Nuclear Power Plant Engineering, Deconstruction, and Environment at EDF

### Hitachi Solutions

### 80% reduction in turnaround time

- Delivers more billable hours to improve the bottom line by accelerating contract finalization
- 50% less time spent processing paperwork using Microsoft Dynamics 365 integration and automated workflows

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*"Having all documents centralized in one location gives us much greater visibility into document content and when they've been signed. We can provide more professional, seamless customer services with Acrobat Sign and Microsoft Dynamics 365 because everyone is literally on the same page."*

CELINE PEPAJ, Marketing Manager at Hitachi Solutions Europe, Ltd.

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<sup>1</sup>Available in United States only

- **Customize the experience with your brand**—Use your company's logo, tagline, colors, and key messages to fully customize the experience with your brand.
- **Help ensure security with two-factor authentication**—Add an extra level of verification to signature workflows by requesting a password, using phone authentication, a government ID, or knowledge-based authentication (KBA).<sup>‡</sup>
- **Use advanced digital signatures**—Meet advanced signing and compliance requirements with certificate-based [digital signatures](#).

## Work with the digital document leader.

Adobe Acrobat and Acrobat Sign power legal workflows and provide exceptional digital document experiences for more than 75% of the Fortune 100. They optimize digital document workflows for preparing, protecting, sharing, and signing the most critical legal documents.

When you choose Adobe Document Cloud, your organization gets:

- **End-to-end, exceptional experiences**—Adobe removes business friction, providing everything needed to create, design, and deliver 100% digital document experiences.
- **Performance driven through AI innovation**—Adobe Sensei, Adobe's AI and machine learning foundation, powers features to easily prepare forms, streamline forms-based processes, embed PDFs into any digital experience, and deliver a better experience.
- **A trusted, secure, and compliant platform**—Adobe delivers 100% digital experiences in the cloud, from a flexible, secure, and globally compliant SaaS platform. Acrobat Sign is certified compliant with rigorous security standards, and can also be configured to support compliance with industry-specific regulatory requirements. Our open, flexible cloud signatures and services help you adapt to constantly [changing standards and regulations](#) and maintain ongoing compliance.
- **Exceptional return on investment**—Adobe Document Cloud has an ROI of 2.8x to 4.2x<sup>§</sup>. It leverages existing investments by enabling critical document tasks of every kind, deeply integrated into applications being used every day.
- **A true strategic partner**—Committed to your success, Adobe helps you realize value with support for accelerated launch and implementation. Our experts provide the guidance, expertise, and resources for a successful deployment, including proven migration methodologies.

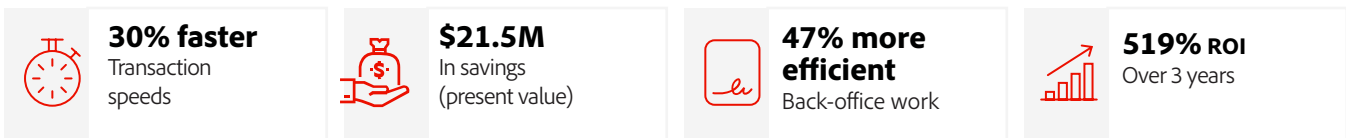
*"The Legal team's productivity improves greatly if our internal clients have the ability to prepare agreements without Legal involved in the workflow. Using the standard template capabilities in Acrobat Sign, we supply our NDAs to internal clients on a self-serve, presigned basis with confidence that they cannot be altered. Such efficiency encourages agreement without negotiation of terms, and our clients can efficiently progress their business objectives."*

KEVIN O'NEILL, Associate General Counsel, Adobe

*"From a compliance point of view, every detail in our contracts has to be correct... Data security has [also] become a huge sticking point with many clients. Because we use Adobe and Salesforce, we can satisfy the most stringent security requirements. That's a big selling point for us."*

CHRIS THUELL, Director of Risk and Compliance, CXC Asia-Pacific

## Adobe Acrobat Sign and Acrobat help digitize legal processes—removing friction and speeding critical business.<sup>§</sup>



Uniquely and deeply integrated into Microsoft applications, Adobe Acrobat and Acrobat Sign maximize efficiency and productivity through:

- Instant access to critical documents from any device, platform, or browser
- Ability to create, review, revise, sign, and track digital documents from within existing applications
- E-signing and PDF tools built right into the Microsoft portfolio, including Microsoft 365, Teams, Dynamics 365, SharePoint, and more

**Adobe Acrobat Sign is Microsoft's preferred e-signature solution.**

<sup>‡</sup>KBA available in the United States only.

<sup>§</sup>"The Total Economic Impact" of Acrobat Sign," a commissioned study conducted by Forrester Consulting on behalf of Adobe, January, 2022.

