

# Improve operating efficiency with Adobe Sign

## Simplify HR signature and approval processes with electronic signatures



Adobe Sign includes:

- Cloud-based e-signatures
- Web and mobile apps
- Administration and workflow control
- Flexible APIs and turnkey integrations

Processes that require signatures are a fundamental part of government business—and they can also be one of the most frequent causes of business delays. Constantly consumed by paperwork, government human resources (HR) departments often feel this paradox acutely. They're being asked to improve their efficiency and ensure compliance, yet many of the Human Capital Management (HCM) systems in place require manual steps and physical signatures to complete routine processes—from recruiting to onboarding to employee lifecycle management. Labor-intensive processes that rely on paper-based communications sent via email, fax, or mail often slow down HR workflows.

Since the passage of the United States (U.S.) Electronic Signatures in Global and National Commerce (ESIGN) Act in 2000, electronic signatures (e-signatures) are considered legal and enforceable everywhere in the U.S. The ESIGN Act provides government agencies of all sizes with the means to accelerate HR processes, reduce costs, and ensure compliance by utilizing e-signatures to digitize cumbersome paper-based workflows. Using legal, trusted e-signatures from Adobe Sign to expedite employee and citizen workflows helps governmental HR departments easily track, audit, manage, and complete workflow cycles anytime, anywhere, on any device.

### Accelerate HR processes

Adobe Sign helps government HR departments slash manual paperwork and digitize signing processes—from document creation, collaboration, and execution to archiving and management—speeding signature workflows and reducing costs. With Adobe Sign, signing and approval processes are reduced from days to minutes, efficiency and mobility improve, and security and compliance are ensured for your most critical workforce data. Whether working with job applicants, employees, citizens, or other agencies, Adobe Sign expedites HR signature-based processes. Government agencies choose Adobe Sign to automate signing processes because of its flexible APIs and turnkey integrations, intuitive user experience, robust capabilities, strong security, and ability to be configured to comply with specific legal requirements.

Adobe Sign can accelerate HR processes, such as:

- Applications
- Document management
- Compliance activities
- Onboarding
- Requisitions
- Security training
- Badging
- Approvals
- Equipment ordering

### Create exceptional experiences for everyone

With Adobe Sign, you can send digital documents for signature with a single click, and signers can e-sign documents from anywhere using a web browser or mobile device. By leveraging Adobe Sign's robust APIs and turnkey integrations, HR teams can also use Adobe Sign to prepare and send documents for e-signature directly from within existing HCM systems.

With Adobe Sign, you can:

- **Prepare documents for signature**—Quickly prepare existing or new HR documents for signature. Add signature and form fields to agreements, and use intuitive tools to assist with layout.
- **Request signatures from others**—Send to one or more recipients, in any order. With a few quick clicks, they can review and e-sign—anytime, anywhere, on any device.

*“Adobe Sign is pivotal for our county’s growth and IT strategy because it promotes a mobile workforce and increases efficiencies to help us accomplish more with our current staff.”*

Sean Crager, CIO, Franklin County

- **Track and manage**—Track document status in real time. Get notified when people sign. Send reminders and maintain an audit trail automatically.
- **Send one document to many people**—Each recipient gets a personalized version to sign, expediting workflows.
- **Work from your favorite applications and devices**—Work conveniently from web or mobile, or from other applications such as Adobe Acrobat DC, Microsoft Word, and Microsoft PowerPoint.
- **Reduce paper waste**—Virtually eliminate the environmental and monetary cost of using paper-based documents.

You can use Adobe Sign to:

- **Extend existing enterprise systems with e-signatures**—Use our flexible APIs and/or our turnkey integrations for leading applications. Adobe is Workday’s first e-signature partner, enabling faster recruitment and onboarding.
- **Simplify and speed signature workflows**—Create easy-to-follow custom workflows with templates or deploy standalone, self-serve web applications for signature-based HR processes.
- **Embed signable forms into a web page**—Post signable documents or forms on a website so that applicants, employees, or constituents can sign agreements easily.
- **Brand the signing experience**—Easily specify your agency or department logo, tagline, and key messages to customize the signing experience for applicants, employees, and other government agencies.
- **Enhance security with two-factor authentication**—Add an extra level of verification to HR signature workflows. Request a password, use phone authentication, require login with a social identity, or use knowledge-based authentication (KBA)\*.
- **Use advanced digital signatures**—Meet advanced signing requirements and industry-specific regulations with certificate-based digital signatures.

## Work with the digital document leader

From the global leader in secure digital document solutions for more than 20 years, Adobe Sign is trusted and used by many government agencies, as well as Fortune 1000 companies worldwide.

Use Adobe Sign to:

- **Accelerate critical signing processes by 500% or more**—Adobe Sign saves time and money by reducing or eliminating manual or paper-based processes—plus the cost of errors and delays that go with them. Real-time tracking and management increases process transparency, improves turnaround times, and frees your employees to focus on more important tasks.
- **Create exceptional signing experiences**—Adobe solutions transform state and local government services with fast response times and speedy signing processes. Sign from anywhere without printing or faxing documents, installing software, creating new logins, or scanning. Entire signing processes can be completed in just minutes from start to finish.
- **Meet demand for mobile solutions**—Workers can connect and stay productive wherever they go. Using a smartphone or tablet, they can access stored documents, collect signatures in person, send documents for signature electronically, and manage the signing process quickly and easily.
- **Protect sensitive information and transactions**—Backed by hundreds of security features, processes, and controls, Adobe Sign is certified compliant with rigorous security standards, including SOC 2 Type 2, ISO 27001, and PCI DSS.

To learn more about how Adobe Sign can benefit your agency or department, contact your Adobe sales representative today at 1-800-87ADOBE.

\* KBA available in the United States only

### For more information

<https://adobe.com/go/adobesign>



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