



Infinite BrassRing Talent Acquisition Suite

# eSignature Capabilities and Compliance Guide

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## Outline of eSignature Capabilities and Compliance

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This document describes the Talent Acquisition Suite's (TAS) features related to eSignature capabilities and compliance. Each of the items described can be configured by the client to meet the standards deemed necessary for accepting electronic signature. The guidelines that were followed and aligned throughout the TAS product include U.S. federal ESIGN Act and UETA Act, as well as other international laws and statutes.

### Capture of signature

There is available configuration to allow the capture of a signature using a mouse or finger as an input device. The TAS also includes other types of annotation, including check boxes and fillable fields aligned with attestation statements of use of eSignature throughout the TAS. Once the signature is captured in the database with acceptance of use, the eSignature can be used to populate forms that are being signed, thus creating a legally signed electronic document.

### Reauthentication of user

When the workflow reaches a step that has a form to be electronically signed, the application can be configured to prompt the user for their username and password again. Increased controls and configuration options are available to meet client industry standards. This is an additional measure that can be used to further assure that the same user is still accessing the account. This provides some measure of assurance that the authorized user has not walked away and allowed a non-authorized user to continue the session and complete the signatures on required forms.

### Presentation of completed form

After completing the configured steps for capturing the signature and reauthentication, the user is shown the form to be signed with the appropriate fields populated with data previously captured. If the signature was captured, it would be populated to the form as appropriate. This allows final verification of the data that is being attested to with the eSignature process.

### Capture of acceptance of the form

On the form, when prompted to complete the signature by accepting the form. Once submitted, the date, time and the identity of the authorized user are captured in the database. This information is stored and safeguarded. Per client specifications and federal recordkeeping requirements, record retention time length will be governed by and managed by client's internal controls.

### Protection of data

Once a signature has been assigned, it is stored within the system and is no longer editable by the user or administrator. The signed form and the associated information regarding date and time of signature and the user that performed the action are permanently associated within the application and are auditable. Editable signature thresholds are enabled to ensure authenticity and integrity.

## **Audit capabilities**

The application provides the capability to audit the forms and signature information as needed and to export this information or make it available for printing. Staff supports and resources are in place to assist clients if audited by any Federal Agency.

## **Future eSignature enhancements**

As the world of eSignature grows, Infinite maintains its ability to partner with government agencies and clients and to update the TAS product to meet standards and guidelines as they are mandated. We will notify clients of changes for eSignature rulings within Infinite release notes and external client communication.