



consignO
Desktop

Create and Digitally Sign
Official Documents from your
Desktop Computer

Say Goodbye to the "Print, Sign and Scan" Process

Printing, hand-signing and scanning paper documents (drawings and specifications, blueprints, contracts, and more) is a time-consuming process that results in lost productivity.

ConsignO Desktop is the ideal solution for preparing and easily signing official PDF documents. ConsignO Desktop offers a wealth of advanced features such as the direct integration of attachments or appendices, stamping, conversion to PDF/A, batch signing, and affixing multiple signatures.

Legal Reliability and Document Longevity

When used with CertifiO, ConsignO Desktop integrates all elements to ensure maximum legal reliability for digital signatures and documents. Document longevity is achieved with the conversion to PDF/A, an ISO-standardized version of the Portable Document Format (PDF). ISO 19005 is specialized for use in the archiving and long-term preservation of electronic documents.

ConsignO Desktop manages several approaches to document management



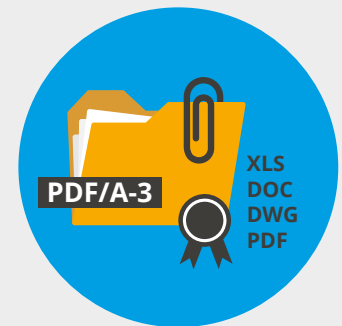
Sign PDFs, individually
or in batches



Create PDF portfolios
of multiple signed
documents



Merge multiple PDFs
into a single document



Sign PDFs with
attachments



notarius

Digital transformation.
Legally reliable documents.

1 The Ideal Document-Creation Solution

PDF/A Conversion

The first step is always to convert your file to PDF/A, an ISO-standardized version of the Portable Document Format (PDF). ISO 19005 is specialized for use in the archiving and long-term preservation of electronic documents. Notarius recommends the PDF/A format for all documents with a lifespan of 12 years or more.

Prepare Signature Areas and Personalized Templates

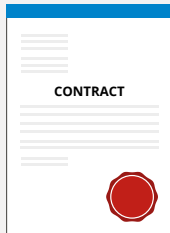
With CertifiO, it's easy to create templates for frequently used document types to automatically add signature areas, such as a template that always positions signature areas in the same location. You can also apply templates to multiple documents simultaneously.



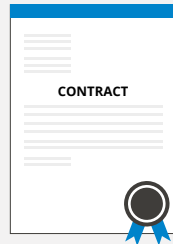
2 Advanced Options to Make Your Life Easier



Define multiple signature areas in a document



Stamp



Digitally sign documents



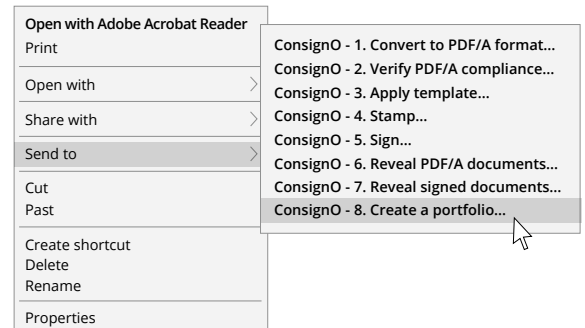
Digitally sign multiple documents



Sign merged documents or organize documents in a portfolio

3 Save Time: Right-Click to Access the Most Commonly Used Functions from your Desktop

With just two clicks, you can select files in Windows Explorer and **execute a ConsignO Desktop function** including PDF/A conversion, signature, signature validation, or merge.





When you affix your CertifiO digital signature with ConsignO Desktop, you confirm your identity while protecting the security of signature and preventing your documents from being altered.



SIMPLICITY

The ConsignO Desktop interface was designed to be user-friendly and easily integrated into all operations, from document creation to the final signature.



LONGEVITY

Document longevity ensures that the document can be opened, read, and authenticated for several decades by:

- Using **PDF/A**, an ISO standard for use in the archiving and long-term preservation of electronic documents (ISO 19005).
- Using **PADES LTV** (ETSI TS 102 778), a standard enabling long-term validation of digital signatures, which makes it possible to confirm the signature's validity at the time of application regardless of the current state of the certificate (expired or revoked).



PRODUCTIVITY

Enhance productivity by creating custom templates, stamping, converting, and batch signing. ConsignO Desktop also provides the possibility of incorporating any attachment into the PDF, no matter the file format (Excel, Word, HTML, CAD, or XML, thanks to PDF/A-3). With ConsignO Desktop, you can also verify PDF/A compliance and a signature's validity on individual documents or batches.

Definitions...

Digitally Sign a Document

Affix a digital signature that confirms your identity and protects the security of your signed document.

Stamping

Affix an image of your stamp, signature, or initials on multiple pages at once.

Portfolios and Merged Documents

Reorganize your project documents to make sharing and use easier.

- **Merging:** combining multiple PDFs into a single document. This function is useful for gathering the documents to be signed into a single document.
- **Creating a portfolio:** putting multiple documents into a folder. Documents are grouped together but each one remains independent with its own properties and signatures.

Who is Notarius?

A leading expert in electronic signatures, digital signatures, and long-term document reliability since 1998, Notarius is the only Canadian firm that issues trusted signatures recognized by Adobe (Adobe Approved Trust List – AATL) and eIDAS (electronic IDentification Authentication and trust Services). Notarius is an environmentally responsible, certified carbon-neutral business that holds ISO 27001 and ISO 9001 certifications. In addition to our certifications, you get peace of mind from knowing your documents are admissible as evidence (not merely prima facie evidence) under Canadian law.

Our Expertise

Notarius has helped hundreds of organizations transition to digital technologies by helping professionals adopt 100% digital practices that comply with the requirements of their professional association. Thousands of professionals, executives, employees, clients, and partners use our products to sign millions of legally reliable documents every year. Notarius has a proven track record, developing solutions that meet the most stringent standards of security and confidentiality.

Environment

In addition to lowering document management costs and enhancing productivity, transitioning to digital signatures enables you to reduce paper use for a substantially smaller environmental footprint.

Notarius Products and Services

Notarius offers a full range of signature and validation solutions.



certifiO

The digital signature that certifies the signer's identity, professional status or organizational affiliation



consignO

Legally reliable document creation and signing solutions



verifiO

Document verification and signature validation

Technical Requirements

- **Windows** (7 or more recent version) or **OS X** (10.10 or more recent version).
- Requires an internet connection.

Try ConsignO Desktop

Try ConsignO Desktop with the CertifiO digital signature. For a free, 60-day digital signature trial, go to notarius.com/evaluate-certifio.



Find Out More

notarius.com | 1-888-588-0011 | info@notarius.com