



Can you find them when you need them?

EchoSign Enterprise makes the security and compliance of your business our priority.

EchoSign is a secure web-based tool for sending, signing, tracking, and storing documents. It is a highly cost-effective system that supports compliance by automating the approval, execution, and distribution of any document — in seconds.

Track, Sign, Manage and File any Document, Policy or Procedure

EchoSign Enterprise's reliable tracking system offers the following benefits:

- Sends, signs, tracks & files any compliance document to 1-1,000 or more individuals — in seconds
- Produces automated, clear audit trails and dates of execution for any policy, procedure, report or other document
- Automatically digitally organizes and archives all your documents with no scanning, uploading, or data entry required
- Prevents deterioration in quality or loss of critical documentation

Nothing to Install. Nothing to Learn. **Get Started in Seconds.**



EchoSign makes it easy to get electronic approvals in seconds:

- Policies and Procedures
- Authorizations
- Internal Controls
- Reports
- Standards of Conduct
- Stock Option Documents
- Contractor Agreements
- Offer Letters
- Employee Handbooks
- Training Records
- Approvals + others



Concerned about compliance?

Document Management

- Manage the creation, review, approval and distribution of documents such as policies, procedures, process maps and reports
- Establish internal controls and reports
- Track & minimize unintended use of incorrect documents
- Automate document protection and retention rules
- Enable supervisory visibility and tracking of subordinate document creation and execution

Meetings Management

- Document and approve management reviews and other related meetings
- Approve resulting actions
- Formal sign-off of meetings where required
- Achieving transparency of management meetings and resulting actions

Cut your Sarbanes–Oxley Compliance Costs **in Half**

Compliance and Quality Tracking Management

- Document and track quarterly management compliance certificates, sales team compliance forms, quality certifications
- Document and track agreements to corporate codes of ethics, employee policies and handbook acknowledgments

Training Records Management

- Maintain appropriate records of education, training, skills and experience, including the acknowledgement of training associated with management system updates

As easy as email

- 1 Using EchoSign, you email a document that needs to be signed.
- 2 They sign electronically or by fax — in just seconds.
- 3 Your signed documents are automatically tracked and routed to all parties. Instantly.



EchoSign automatically tracks approvals & signatures by tens or thousands of employees



EchoSign Enterprise starts at just \$99.95/mo. (5 seats, unlimited transactions)
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