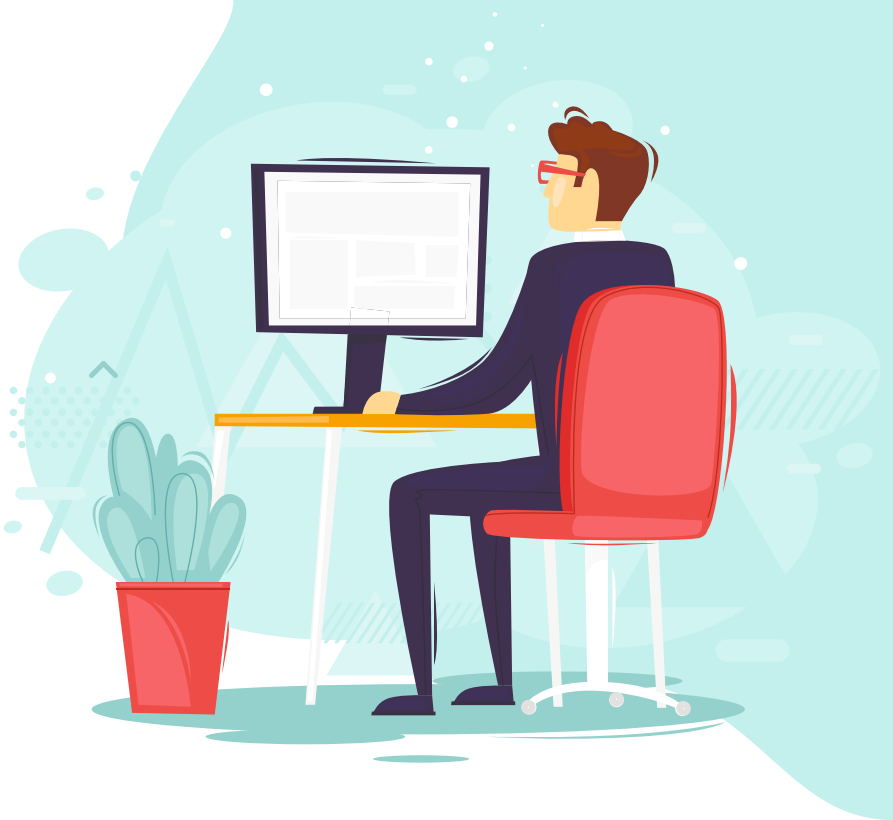
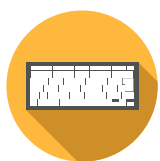


# ELECTRONIC SIGNATURE



**Easy and fast  
document signing  
flow**



**Traceability of documents -  
a clear record of when they  
were signed by each signatory  
and the format in which they  
were signed**



**Notifications  
at each signing  
stage**



**Reduce  
document signing  
time by up to 95%**



**Ease and security -  
the documents are sent  
by e-mail to the signatories,  
the format being secure**



**Recognized signature  
by the state authorities**

In a world in full digital and technological development, the employee's physical relationship with the HR department is gradually disappearing.

In this context, HR departments must have the capacity to carry out their work remotely, by making available to employees all the documents they need, by quickly receiving their requests, by carrying out remote recruitment and employment processes, by editing, signing employment contracts and submitting them electronically to ITM.

Certainly, the employment contract in physical form will become history, as it happened with other documents such as the work book. This is another reason why digitizing the process of signing HR documents is essential.

Therefore, a series of software solutions become absolutely necessary, the certified electronic signature being one of them.

Thus, using the electronic signature, signing an employment contract can be done in just 3 minutes, incomparably faster than the classic process of physical signing of the document that could take up to 2 days. It is also important that the Territorial Labor Inspectorate considers the signed documents with certified and valid electronic signatures, such as those offered by TotalSoft in partnership with CertSIGN, as having legal value.

## Features:

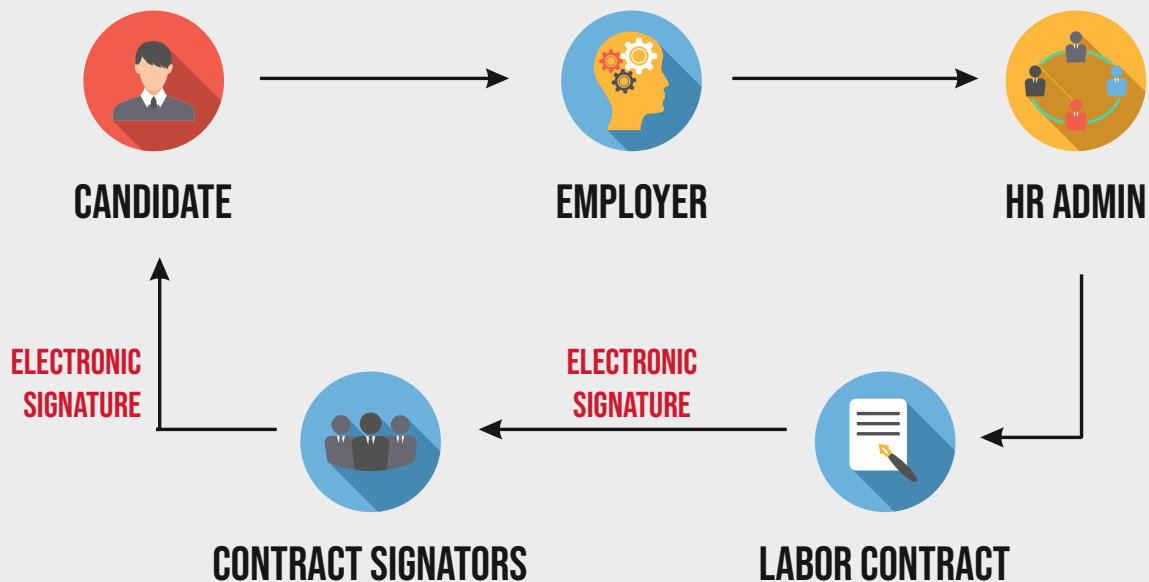
- Automating the process of signing documents by establishing a specific flow for each company;
  - Notifications at each stage of the signing process;
  - It is integrated in Charisma HCM that allows the easy initiation of the document signing flow, directly from the application, by the HR specialist;
  - Qualified digital certificates issued by certSIGN for electronic signature, electronic seals and websites
- (SSL), as well as the timestamp service are offered in accordance with European Regulation eIDAS 910/2014;
- Electronic signature authorized and recognized by state authorities;
  - Automatic archiving of digital certificates for electronic signature both by certSIGN and in Charisma HCM.

The electronic signature solution proposed by TotalSoft simplifies the whole process and comes down to a few digital steps:

## RECRUITMENT FLOW



## EMPLOYMENT FLOW



1. The candidate accepts the financial offer proposed by the company;
2. The employer registers the personal data in the Human Resources Management module of Charisma HCM;
3. Based on the data registered in Charisma HCM, the employer generates the electronic format of the employment contract and starts the electronic signature flow;
4. The employee receives an email notification and signs it electronically with the signature provided by our partner, CertSIGN, legally recognized by the state authorities;
5. Each party is notified when someone signs the contract, and at the end the signatories receive a final copy.

Unlike other electronic signature solutions on the market, the one proposed by TotalSoft and CertSIGN is accredited by state authorities, and documents signed in this way do not require other processing such as scanning in order to be transmitted.

## We believe in democratization of technology



**25 years  
of experience**



**+1,000 clients**



**+550  
specialists**



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4 continents**



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