

# The trusted digital signature that certifies your identity and employment affiliation

Because not all signed documents require the same legal reliability, Notarius complements its electronic signature platform with a full suite of digital signature products adapted to the needs of public and private sector organizations, municipalities, and governments, ready to embrace digital transformation without compromising reliability.

**CertifiO for Employees** makes it easier to create authentic electronic documents that incorporate proof of **the signer's identity** and **organizational affiliation**.

# Digital signatures with uncompromised legal reliability

Too often, the transition to a paperless workflow is stalled by concerns about the legal validity of electronic documents. Often these concerns are justified. Standard PDFs, for example, are easy to modify.



Do documents signed digitally have the same legal value as signed paper documents?

With CertifiO, 🚧

Your digital signature is as legally reliable if not more, than your handwritten signature.













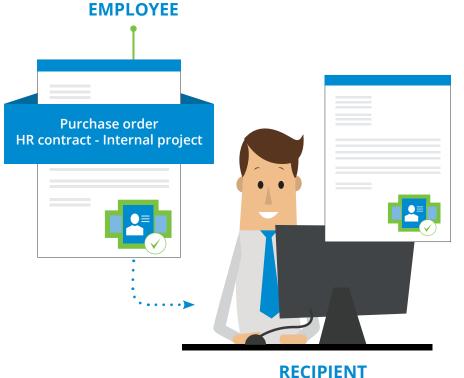






An authorized employee signs an official document using **ConsignO Desktop** and sends it.

With CertifiO for employees digital signature, the employee's identity and employment affiliation are linked to the document.



#### The recipient receives the document and can verify that:

- The signer's identity is accurate and that he or she is an employee of a specific organization.
- The document has not been altered since it was created.

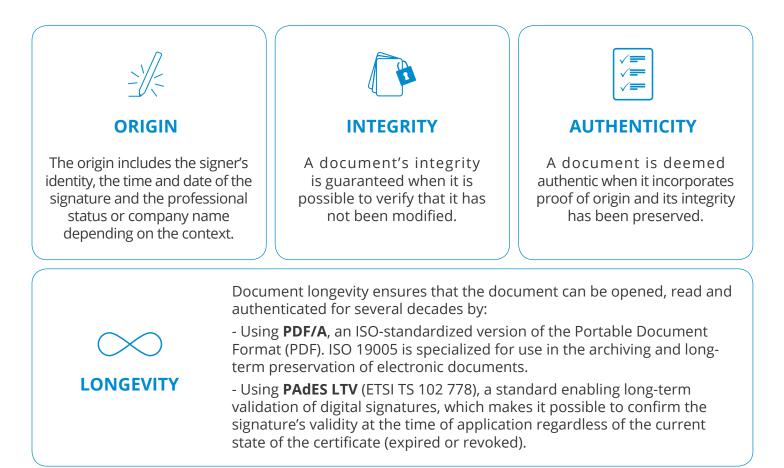
The document is legally reliable.

The recipient of the digitally signed document with **CertifiO**, can view the signer's digital signature and verify the signature's status using ConsignO Desktop or a PDF reader such as Adobe Reader.



Notarius, a leading certificate authority, issues the digital certificates necessary to sign electronic documents.

# An outstanding guarantee of your documents origin, integrity, and authenticity.



# How to obtain a digital signature?

- 1 Fill out the online form on the Notarius website
- **2** Have your identity verified online by one of our agents
- **3** Install the CertifiO Suite
- 4 Activate your digital signature once you have got the approval

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 Microsoft (**WebTrust** for CA). 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**

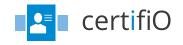
Notarius has helped hundreds of organizations transition to digital technologies, and thousands of professionals adopt 100% digital practices that comply with the requirements of their professional order or association. Thousands of professionals, executives, employees, clients, and partners use our products to sign millions of legally valid 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**

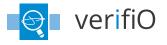
Notarius offers a full range of signature products and validation solutions.



The digital signature that certifies your identity, professional status, and organizational affiliation



High level legal reliability document creation and signing solutions



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 and an up-to-date web browser

# **Try CertifiO digital signature**

For a free 60-day digital signature trial, along with our ConsignO Desktop PDF document creation and signing software go to **notarius.com/evaluate-certifio**.

# Find out more



# The trusted digital signature that certifies your identity and professional affiliation

Because not all signed documents require the same legal reliability, Notarius complements its electronic signature platform with a full suite of digital signature products adapted to the needs of public and private sector organizations, municipalities, and governments, ready to embrace digital transformation without compromising reliability.

**CertifiO for Professionals** makes it easier to create authentic electronic documents that incorporate proof of **the signer's identity** and **and its professional affiliation**.

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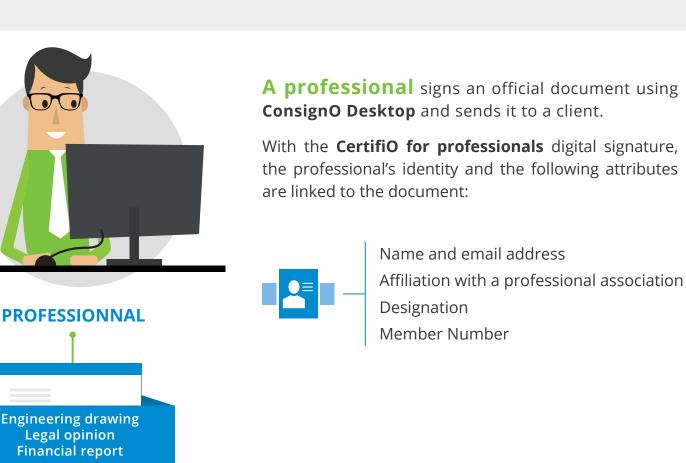


verifiO











#### The recipient receives the document and can verify that:

The signer's identity is accurate and that he or she is a member in good standing of a professional association.

The document has not been altered since it was created.

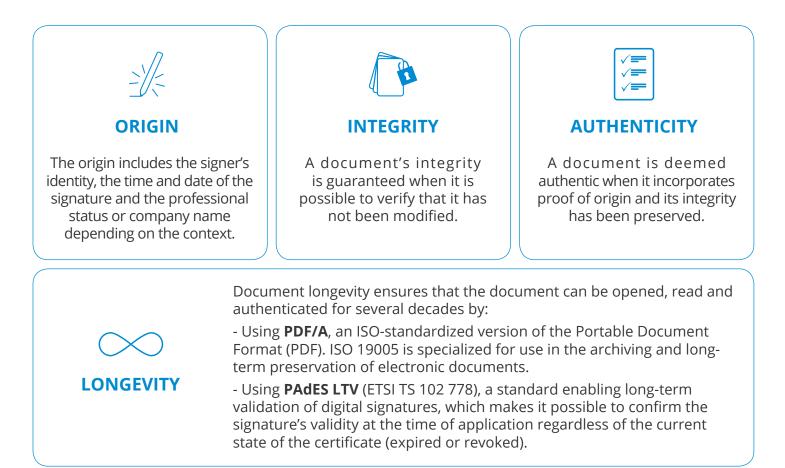
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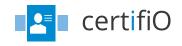
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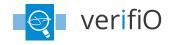
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High level legal reliability document creation and signing solutions



Document verification and signature validation

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- Requires an Internet connection and an up-to-date web browser

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# Find out more



**The trusted digital signature** that certifies the professional affiliation of organization department members

Because not all signed documents require the same legal reliability, Notarius complements its electronic signature platform with a full suite of digital signature products adapted to the needs of public and private sector organizations, municipalities, and governments, ready to embrace digital transformation without compromising reliability.

**CertifiO for Departments** makes it easier to create authentic electronic documents that incorporate proof that **the signer is part of a specific department of an organization**.

# Digital signatures with uncompromised legal reliability

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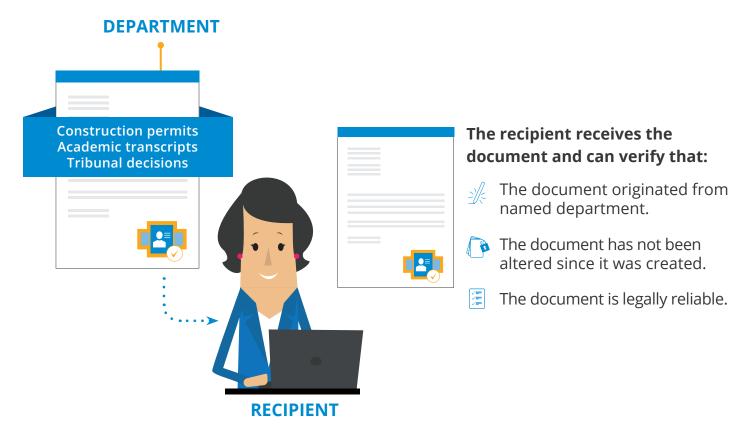






A department drafts and signs an official document using **ConsignO Desktop**.

With **CertifiO for departments**, you can sign on behalf of a department without including the signer's name.

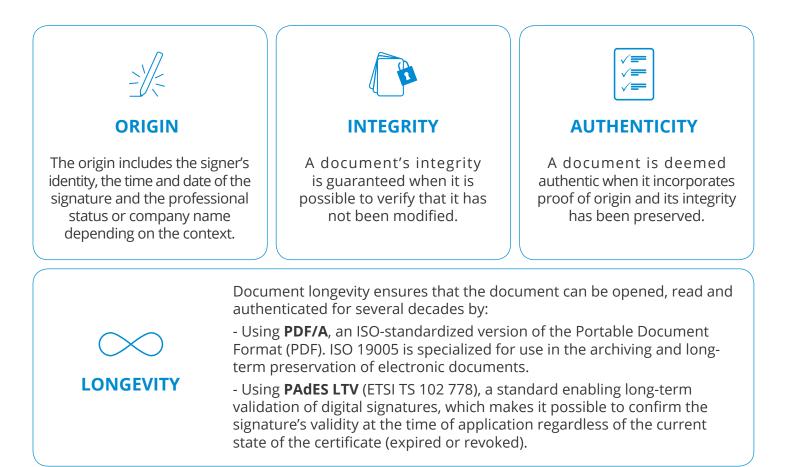


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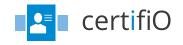
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#### Environment

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**

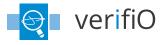
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High level legal reliability document creation and signing solutions



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 and an up-to-date web browser

# **Try CertifiO digital signature**

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# Find out more



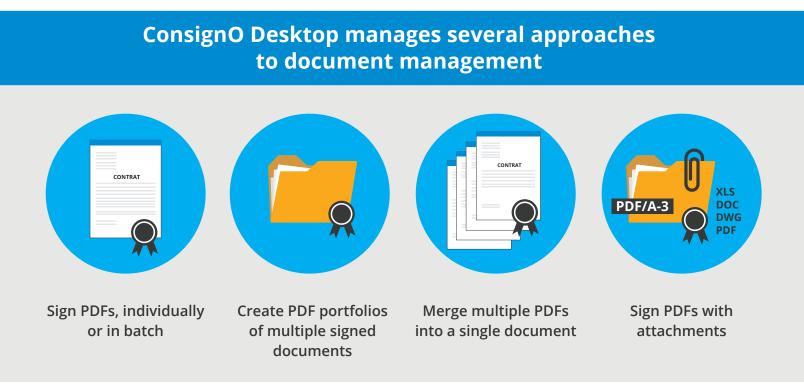
# Say goodbye to the "Print, Sign and Scan" process

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 easilly signing official PDF documents. ConsignO Desktop offers a wealth of advanced features such as directly integrating 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.





# 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 lifecycle of 12 years or more.

#### Prepare signatures 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 locations. You can also apply templates to multiple documents simultaneously.



# 2 Advanced options to make your life easier

c	олт	RACT	



Define multiple signature areas in a document

Stamp



**Digitally sign** documents



**Digitally sign** multiple documents at once

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 like PDF/A conversion, signature, signature validation or merge.

Open with Adobe Acrobat Reader	
Print	ConsignO - 1. Convert to PDF/A format
Open with $>$	ConsignO - 2. Verify PDF/A compliance ConsignO - 3. Apply template
Share with	ConsignO - 4. Stamp
Send to $>$	ConsignO - 5. Sign ConsignO - 6. Reveal PDF/A documents
Cut	ConsignO - 7. Reveal signed documents
Past	ConsignO - 8. Create a portfolio
Create shortcut Delete Rename	47
Properties	



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



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



- Using **PDF/A**, an ISO-standardized version of the Portable Document Format (PDF). ISO 19005 is specialized for use in the archiving and longterm preservation of electronic documents.

Document longevity ensures that the document can be opened, read and



- 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).



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 what the file format (Excel, Word, HTML, CAD, BIM, XML, etc.), with PDF/A-3. With ConsignO Desktop you can also verify PDF/A compliance and signature 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.

authenticated for several decades by:

#### 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:** storing multiple documents into a binder. Each document remains independent and exportable with its own properties and signatures.

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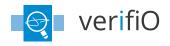
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High level legal reliability document creation and signing solutions



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 CertifiO digital signature. For a free 60-day digital signature trial, go to **notarius.com/evaluate-certifio**.

#### Find out more



# A digital and trusted electronic signature platform

with high-level legal reliability

# Legally reliable signatures for everyone

ConsignO Cloud is web-based digital and trusted electronic signature platform with high-level legal reliability that enables public and private sector organizations, municipalities, and governments transition to 100% digital documentation, whether the signer is a professional practicing a regulated profession, a company executive, employee, client, partner, or citizen. Document signers do not need to subscribe or install anything on their computer. It's user-friendly, fast, and free.

# **Market-leading legal reliability**

Documents produced with ConsignO Cloud provide a high level of legal reliability by incorporating all aspects necessary to establish document origin and integrity.





#### CertifiO digital signature

Certifies identity and professional or employment status



#### Trusted electronic signature

Certifies the signer's identity with two-factor authentication





#### A project manager

prepares a contract for signature by an internal manager and supplier.



#### **CREATION OF A SIGNATURE PROJECT**

Create and monitor project progress Manage an address book Modify signature orders (sequential or parallel) Define signature areas in document





A manager signs using the CertifiO for Employees digital signature. An outside partner signs on a mobile device.

#### **CERTIFIO DIGITAL SIGNATURE**

Receives the signature request by email

Opens a signing session (two-factor identification)

Signs document using digital signature

#### **TRUSTED ELECTRONIC SIGNATURE**

Receives the signature request by email.

Opens a signing session (two-factor identification)

Can sign using a mobile device



With ConsignO Cloud you can incorporate both CertifiO digital signature and trusted electronic signatures in the same document. The resulting document is admissible and enforceable in court.



#### **USER-FRIENDLY**

ConsignO Cloud requires no installation or training to prepare electronic signature projects or use electronic signatures. ConsignO Cloud works in all standard web browsers.



#### **AUDIT TRAIL**

ConsignO Cloud automatically generates a digitally sealed audit trail that incorporates the signed document (PDF/A-3), making legal reliability of the signing process easy to prove.

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



LONGEVITY

- Using **PDF/A**, an ISO-standardized version of the Portable Document Format (PDF). ISO 19005 is specialized for use in the archiving and longterm preservation of electronic documents.

- 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).





#### SECURITY AND CONFIDENTIALITY

Documents are encrypted and stored only on servers located in Canada. Clients can also opt for in-house data location.

# How can I create a ConsignO Cloud account?

#### 1 Fill out the online form

**2** Confirm your information using two-factor authentication

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# Notarius products and services

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High level legal reliability document creation and signing solutions



Document verification and signature validation

# **Technical requirements**

- Compatible with Windows, Mac OS, Linux, and mobile devices.
- No installation necessary. All you need is an Internet connection.



For a free trial of ConsignO Cloud, go to consignocloud.com/freetrial.

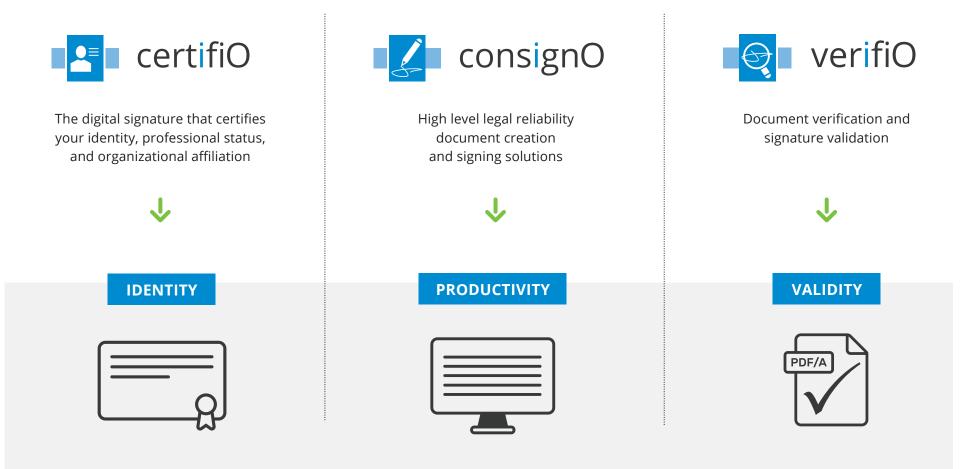
# Find out more

# PRICING Grid



For more than 20 years, Notarius has been offering a variety of solutions adapted specifically to help companies that wish to undertake the digital transformation of producing electronic documents that are legally reliable.

Our product offering is broken down into 3 key categories:



CERTIFIO FOR PROFESSIONALS	Sign-Up	Yearly Subscription	ConsignO Desktop	Support And Training	Shipping USB
+ Popular CertifiO for Professionals (unit)	\$140	\$185	Included	Included	N/A
CertifiO for Professionals (AATL)	\$0	\$299	Included	Included	Included

#### WHO IS THIS PRODUCT FOR?

A member of a professional association that has partnered with Notarius to issue digital signatures to their members

#### WHO IS THIS PRODUCT FOR?

An individual that works for an organization that has chosen to issue digital signatures to their employees

WHO IS THIS PRODUCT FOR? An individual that works for a

department and shares a digital signature of their organization

CERTIFIO FOR ORGANIZATIONS	Sign-Up	<b>Subscription</b> (Certificate + ConsignO API)	<b>Subscription</b> (Certificate Only)	PDF/A Option	Hosted HSM
CertifiO for Organizations 3 000	\$1000	\$3000	n.d.	\$1000	Included
CertifiO for Organizations 10 000	\$0	\$5400	\$3900	\$3000	\$1500
CertifiO for Organizations 30 000	\$0	\$9400	\$6900	\$5500	\$2500
CertifiO for Organizations 100 000	\$0	\$17900	\$13900	\$8000	\$4000
CertifiO for Organizations 300 000	\$0	\$21400	\$16900	\$9500	\$5000
CertifiO for Organizations 1 000 000	\$0	\$26900	\$21900	\$10000	\$7000
CertifiO for Organizations 3 000 000	\$0	\$46900	\$39900	\$14000	\$12000

WHO IS THIS PRODUCT F	OR?
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An organization that has chosen to authenticate digital documents to confirm it was issued by them

CERTIFIO FOR ORGANIZATIONS INCLUDES:

- Timestamping and OCSP service
- Digital signature service: included for free
- Support is \$250/hour if guaranteed revenues are less than \$8000/year
- PDF/A option includes PDF/A-1, 2 and 3
- Signature pack expires after a year. Unused signatures do not carry over from year to year.

Special Pricing for CertifiO	Sign-Up	Yearly Subscription	ConsignO Desktop	Support And Training	Shipping USB
ADDITIONAL SUBSCRIPTION					
CertifiO for Professionnals (unit) (Additional Subscription)	\$0	\$75	Included	Included	N/A
CertifiO for Professionnals (unit) (Additional Subscription)	\$0	\$299	Included	Included	Included
DISCOUNT FOR PILOT PROJECT (valid for one person)*					
CertifiO for Professionals (unit)	\$0	\$185	Included	Included	N/A
*certain restrictions apply.	\$0	\$299	Included	Included	Included

ConsignO Desktop

Included

Included

Support And Training

Included

Included

Shipping USB

N/A

Included

CERTIFIO FOR EMPLOYEES	Sign-Up	Yearl	y Subsc	ription	C	onsign	O Desl	ktop	Su	pport /	And <sup>·</sup>	Trainin	g	Shipping USB
CertifiO for Employees (unit)	\$95		\$125			Inc	luded				lude	d		N/A
CertifiO for Employees (AATL)	\$0		\$219			Inc	luded			Inc	lude	d		Included
Discount on Sign-Up fee for deployment* (valid 3 months)	Sign-Up	30		50		100		250		500		1000		5000
*Agreement required	\$95	\$90		\$40		\$40	1	\$40		\$40		\$40		Contact us

Yearly Subscription

\$219

\$299

**CERTIFIO FOR DEPARTMENTS** 

CertifiO for Departments (AATL)

**CertifiO for Departments** 

Sign-Up

\$0

\$0

Subscription With Billing Account	Subscriptions Tied To Billing Account							
<b>CERTIFIO WITH BILLING ACCOUNT</b> (5+ subscriptions)	Sign-Up	30	50	100	250	500	1000	5000
Regular price	\$140	\$185	\$175	\$165	\$155	\$145	\$120	Contact us
DISCOUNTED SIGN-UP FEES FOR FAST DEPLOYMENT *(valid 3 months)								
CertifiO for Professionals (unit)	\$140	\$90	\$40	\$40	\$40	\$40	\$40	Contact us
CertifiO for Employees (unit)	\$95	\$90	\$40	\$40	\$40	\$40	\$40	Contact us

CERTIFIO FOR ORGANIZATIONS	Sign-Up	Yearly Subscription	ConsignO Desktop	Support And Training	Shipping USB
CertifiO for Organizations	\$0	\$219	Included	Included	N/A
CertifiO for Organizations AATL	\$0	\$299	Included	Included	Included

CONSIGNO CLOUD	Yearly Subscription	# Projects (annual)
For individuals ConsignO Cloud Individual	\$198	\$600
For high volumes of documents ConsignO Cloud Business	\$480	Unlimited

For high volume of users CONSIGNO CLOUD ENTREPRISE	Unit Pricing	# Projects (annual)
ConsignO Cloud Entreprise 1 200	\$3.00	1200
ConsignO Cloud Entreprise 3 000	\$2.00	3000
ConsignO Cloud Entreprise 6 000	\$1.80	6000
ConsignO Cloud Entreprise 12 000	\$1.60	12000
ConsignO Cloud Entreprise 30 000	\$1.40	30000
ConsignO Cloud Entreprise 60 000	\$1.15	60000
ConsignO Cloud Entreprise 120 000	\$0.90	120000
ConsignO Cloud Entreprise + 120 000	Contact us	Contact us

#### CONSIGNO CLOUD ENTREPRISE INCLUDES:

• Unlimited user accounts

without CertifiO

WHO IS THIS PRODUCT FOR?

• Unique version deployment on a shared instance

A project manager that requires signatures from individuals

- Interface customization
- Color
- Logo
- URL
- Name associated to notification emails

CONSIGNO DESKTOP	Yearly Subscription	# Licences
ConsignO Desktop for CertifiO	Included	Included

CONSIGNO DESKTOP FOR EXTERNAL CA CUSTOMERS	Yearly Subscription	# Licences
ConsignO Desktop 250	\$12000	250
ConsignO Desktop 500	\$21500	500
ConsignO Desktop 1000	\$40000 1000	
ConsignO Desktop 5000	\$190000	5000

#### WHO IS THIS PRODUCT FOR?

Organizations wanting to use ConsignO Desktop with CertifiO certificates

#### WHO IS THIS PRODUCT FOR?

Organizations wanting to use ConsignO Desktop with their own CA

#### **CONSIGNO API**

- Free integration with CertifiO products (CertifiO for Professionals, for Employees, for Departments)
- Password must be manually entered by an individual
- Support fees at \$ 250/hour if guaranteed revenues are below \$8,000/year

VERIFIO	Standard Version	Premium Version
VerifiO Server Automation 3 000	\$3000	\$3000
VerifiO Server Automation 10 000	\$8500	\$8500
VerifiO Server Automation 30 000	-	\$19500
VerifiO Server Automation 100 000	-	\$46000
VerifiO Server Automation 300 000	-	\$96000
VerifiO Server Automation 1 000 000	-	\$220000
VerifiO Server Automation 3 000 000	-	\$450000
VerifiO Server Automation Unlimited	\$19500	-

#### WHO IS THIS PRODUCT FOR?

Organizations receiving high volumes of documents from external partners

#### **VERIFIO INCLUDES:**

- PDF/A compliance validation must be done only if the document was signed with Notarius signatures
- Support fees at \$250 / hour if guaranteed revenues are below \$8,000 / year
- Verification "pack" expires after 1 year. Unused verifications cannot be carried over to the next year
- Standard Version: Verifications limited to proof embedded in the PDF.
- **Premium Version:** Verifications default to proof embedded in the PDF, but can also reach our servers (on demand, for retroactive revocation, or if no proof is embedded)
- Free
- PDF/A compliance claim (no validation of actual compliance)
- Document signature presence (no signature validation)
- Requires an agreement with Notarius (software licences are needed)
- Only available in combination with other Notarius server-level products





