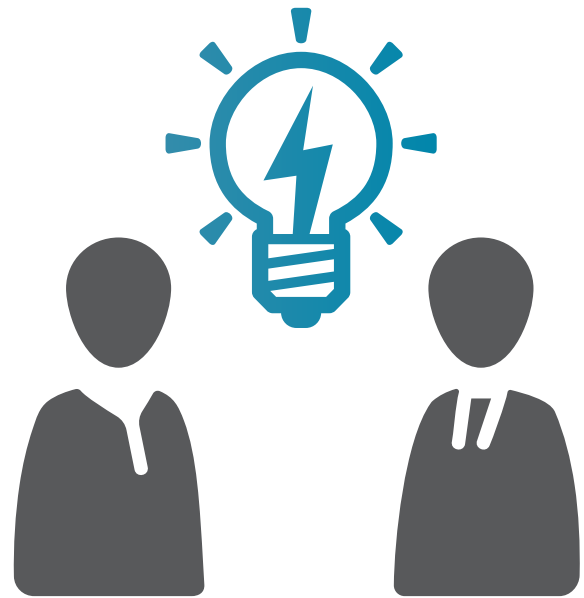# How to adopt
DIGITAL
SIGNATURES

Digital signatures should be an essential tool for businesses looking to cut costs, improve customer relationships, reduce waste and ease compliance concerns. Here are a few suggestions for making sure implementation goes smoothly to achieve the desired returns.

1 PILOT SMALL, THINK BIG

Don't expect to implement digital signatures for every single process, system or document in your organization right away. Starting with a limited scope gives everyone involved a chance to understand how to use e-signatures. Piloting one use case or application allows employees to watch for any slowdowns or unanticipated issues without compromising the entire organization.

Just because you should start small doesn't mean you should plan small when choosing vendors. The best ROI for a digital signature product will come when a majority of your paper-based signature processes are replaced by digital ones. Prior to implementation, take a look at all of the available systems and departments that could take advantage of digital signature, both internal processes and client-facing ones. Having this in mind when choosing a vendor will ensure that the solution will meet your long-term goals.

2 GET PARTICIPATION FROM ACROSS YOUR ORGANIZATION

Be sure others in your organization are informed of the technology, its benefits and its applications relevant to their business and workflows. The implementation should involve people from across the business, from your IT team to your legal department.

3 BALANCE SECURITY AND CONVENIENCE

Though wet ink signatures take only a few seconds to apply on paper, they carry enormous legal significance. Remember to measure your digital signature options against our white paper "6 Questions to Find Out if a Digital Signature is Legal". Be sure to balance a service's convenience with your security needs.

4 YOU GET WHAT YOU PAY FOR... WATCH OUT FOR 'FREE'

There are quite a few options available when it comes to digital signatures, but only a select few will meet the security needs of the average business. Be sure to carefully investigate vendors and their signature technology prior to implementation. Free doesn't mean trustworthy.

Share this with your friends.