



Onvio E-signing – efficiently and securely sign documents in Onvio Client Centre

Speed up your processing and minimise hassle by using Onvio eSignature from Thomson Reuters. Your clients will appreciate the ease and convenience of signing documents using any mobile device or desktop browser, and you'll enjoy the streamlined process, customised client reminder options and reduced paper that comes with using Onvio e-signing.

The key benefits of using Onvio e-signing compared to traditional methods include.

- Reduced times to get documents signed and returned. This reduces the time spent on chasing clients and (in some cases) invoicing the client
- Supported with a full Apple and/or Android Mobile experience with a dedicated app
- Automated notifications when Files are Signed or Declined
- Environmentally friendly – no more printing paper and posting sensitive documents

Security is central to our approach at Thomson Reuters, which is why some of the largest organisations in the world trust us with their sensitive data. The Onvio e-signing process sends an invitation to the user and uses the signature and IP address to uniquely identify signatories. Additionally, each signature is unique, and documents are stored securely.

You can read the Thomson Reuters Information Security Summary (available on request) and our approach to **protecting data under GDPR**.

FAQ's:

What types of documents can I get signed?

We currently support signing PDF documents. As part of the process, you choose where you want to add the signature box and optionally you can add additional fields for a Date & Time stamp and initials.

Can I customise the covering notification the client receives?

When sending the Form(s) from Onvio, you will have the ability to add as much narrative to the covering email as you need.

Can we send other documents as part of the e-signing request?

Yes you can build a bundle of documents that form an e-signing "envelope". You can include multiple different forms for e-signing as well as documents that provide additional information.

Can we have multiple people sign the same document?

This functionality is unlocked with the purchase of Onvio Firm Management Advanced.

Is it possible to resend the 'envelope' of information?

The ability to resend is available within the Onvio Communications tab.