



**consignO**  
Desktop

**Create and digitally sign**  
your official documents from  
your desktop

## 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 easily 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.

### ConsignO Desktop manages several approaches to document management



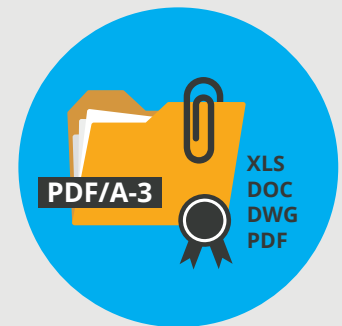
Sign PDFs, individually  
or in batch



Create PDF portfolios  
of multiple signed  
documents



Merge multiple PDFs  
into a single document



Sign PDFs with  
attachments



**notarius**

Digital transformation.  
Legally reliable documents.

# 1 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

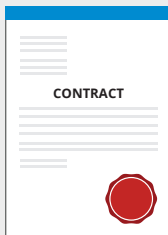
With CertifiO it's easy to create templates for frequently used document types to automatically add signature areas, such as a template that always positions signature areas in the same locations. You can also apply templates to multiple documents simultaneously.



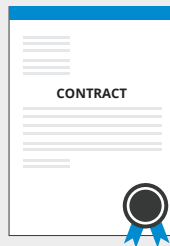
# 2 Advanced options to make your life easier



Define multiple signature areas in a document



Stamp



Digitally sign documents



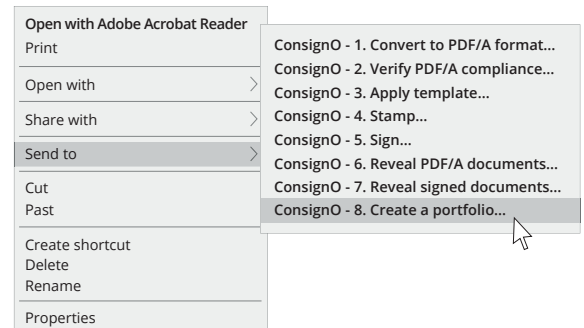
Digitally sign multiple documents at once



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.





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



### SIMPLICITY

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



### LONGEVITY

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

- Using **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.
- 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).



### PRODUCTIVITY

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.

### 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.

## Who is Notarius?

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 and validation solutions.



certifiO

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



consignO

High level legal reliability document creation and signing solutions



verifiO

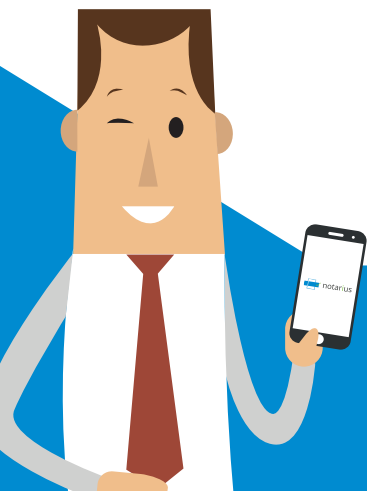
Document verification and signature validation

## 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](https://notarius.com/evaluate-certifiO).



Find out more

[notarius.com](https://notarius.com) | 1 888 588-0011 | [info@notarius.com](mailto:info@notarius.com)