

E-FORMS AND E-DOCUMENTS

Welcome to the New Millennium

With CreaForms your digitally signed documents can become a part of your business reality. Forget grumpy users, waiting in line to submit a form with a plastic ID card in hand; forget unavoidable human errors in data input; frustrated users, filling in the same forms over and over again; chasing signatories to sign contracts; tedious postal errands with thousands of different notices; forget signing final reminders by hand.

New times have arrived – all of these and other sensitive procedures can now be easily integrated into your e-business. In doing that, you will cut costs, become more user-friendly and you will gain competitive advantage.

But most of all, you will save time and money.

Save up to 98% in implementation costs for new electronically signed documents or forms (e.g. invoice, notice, complaint, statement, etc.)

For the use or creation of new forms and documents, basic computer skills will do.

No need for high initial investment: no investments in expensive hardware or software are required.

Legislation and European guidelines compliance guaranteed

Your company manages large quantities of sensitive data on finance, clients, subscribers or users. You store, manage and analyze the data electronically. Its collection and publication, on the other hand, still remain in the previous century: they are manual, time-consuming, tedious, exposed to human errors and extremely expensive. Nobody likes it, but what can you do? Your own implementation of an application, which collects and publishes data and digitally signed documents, compliant with all relevant legislation, standards and technical recommendations, would be extremely complicated and expensive.

Fortunately, CreaForms bring change

CreaForms provides your company with a fantastic opportunity to immediately:

- start with data collection and document publication, based on your existing forms and documents, your existing back-end system and your existing business processes
- implement digital signature to protect your data and documents
- completely modernize manual and tedious procedures in your existing business processes
- comply with the European legislation framework, all relevant standards and technical recommendations.

As you do that, you can follow up with extremely fast and inexpensive development of:

- new, user friendly, digitally signed forms for data collection (e.g. order form, entry form, etc.)
- new digitally signed documents for data publication (e.g. order, contract, offer, invoice etc.)

What do you gain?

- **Decrease costs**
What was once done by the tireless, but faulty hands behind the counter, can now be done by clients themselves – faster and with less error.
- **Gain competitive advantage**
Users will prefer filling in forms, which are already pre-filled with the existing data and submitting data from the comfort of their home to standing in line. Also, receiving information in their e-mail inbox or web portal will be more appreciated than receiving it in their mailbox downstairs.
- **Increase flexibility**
Introduction of a new e-form, new e-document or new contract-signing protocol will be measured in hours.
- **Reach more users**
You will support data collection and publication through different channels (e.g. e-mail, web portal) which will bring you closer to your users. They will much appreciate it.

How does it work?

- **Respects the legacy**
Perhaps you already use a large portfolio of electronic forms in different formats, like Microsoft Word, QuarkExpress, Adobe Acrobat or even HTML, which your users can print as a template. CreaForms is designed to utilize such templates, created with virtually any software, making them ready to be received, submitted or published digitally. The solution integrates with the existing back-end system: it exposes various integration interfaces, which enables the integration with different ERP systems or other customized back-end systems.
- **Simplifies creation of the new**
CreaForms enable your company to independently prepare and publish new forms and documents. Forms can be designed with

the software of your preference, like Microsoft Word, QuarkExpress, Adobe Acrobat, HTML, etc. The creation of new forms is thus extremely simple and demands no additional training

• Kindly steps towards the user

Form entry is extremely simple, since plenty of data is already pre-filled. Users only fill in the information, which is not present in the back-end system or their digital certificate (like personal information). Data entry is very straightforward, since the form limits the options to proper choices and checking the correctness of submitted data.

Adding attachments is just as simple and intuitive. The same goes for viewing submitted forms and documents. Users can print or save the documents to the local archive anytime. This way, all of the documents are available to them anytime, even when they have no online access. Also, the data can be exported and imported into another back-end application (like accounting).

• Enables digital signatures and complies with the law

Digital signature is the fundamental security feature of electronic forms and documents. In the e-business world, it replaces the handwritten signature. Inclusion of the digital signature into a document or form is a matter of adjusting a simple setting. The solution also complies with all the relevant European legislation: Directive 1999/93/EC, standards and technical recommendations (CEN/ISSS, ETSI).

• Ensures the highest level of security

The solution features several security mechanisms, which enable secure login, user authentication, access authorization and protection from malicious websites. In doing that, the solution ensures the highest level of IT security.

• Supplements

CreaForms supplements other e-business solutions:

- CreaSign, which enables the integration of digital signature in an arbitrary application,
- CreaArchive, which enables secure and legally-binding archiving of electronic documents.

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CreaForms (Technical specification)

TYPE OF SOLUTION

- independent web application,
- COM component or web service SOAP, ready to be integrated into an existing web service (ASP.NET, PHP, Java, ASP, ISAPI, ...).

PREPARATION OF ELECTRONIC DOCUMENT OR FORM

- supports electronic forms in PDF and HTML,
- enables preparation of form templates in all major software solutions (Microsoft Word, QuarkExpress, Excell, ...).

ADVANCED OPTIONS FOR FORMS

- pre-filling forms and automatic filling in the information from the digital certificate and the back-end system,
- limiting fill-in options,
- possibility of checking the correctness of input on the client and server side,
- attachments supported.

DIGITAL SIGNATURE

- server (from the company's side),
- client (from the user's side),
- client-server,
- timestamp.

COMPLIANCE WITH THE LAW, RECOMMENDATIONS AND STANDARDS

- complies with Directive 1999/93/EC, and relevant technical recommendations (CEN/ISSS, ETSI),
- complies with standards W3C: XmlDSig and XaDES.

ADAPTED TO ALL USES

- information about the e-form or e-document is ready for additional analysis (in XML, CSV, TXT, or other formats),
- form is presented in a user-friendly format (HTML, PDF, ...).

SIMPLE INTEGRATION

Integration with existing back-end systems is simple and quick.