

Just
\$19.95/mo
Start today!

Stop the paper chase.

Let EchoSign simplify your life today

EchoSign is a secure web-based tool for sending, signing, tracking, and storing documents. It is a highly cost-effective system that supports HR departments by automating the approval and documentation of policies, procedures, contracts, and forms.

Track signatures and manage documents

- With dashboard visibility, you'll know what documents are still out for signature, see which are signed and when, and send reminders with a single click.
- Send, track & file any document to 1 or 1,000+ individuals
- Produces automated, clear audit trails and dates of execution for any document
- Organizes and archives all your documents with no scanning, uploading, or input required

**Nothing to Install. Nothing to Learn.
Get Started in Seconds.**

EchoSign Automates:

- Offer Letters
- W4s
- Contractor Agreements
- Policy Changes
- Purchase Orders
- Expense Reports
- I-9s
- Invoicing
- Approvals
- Authorizations
- Employee Handbook
- Vacation Requests
- W9s
- Performance Reviews
- Stock Option Documents
- Sick Day Reports
- Healthcare Changes
- Education Reimbursement
- 401(k) Documents
- Disciplinary Action
- PTO Tracking
- Termination Forms
- Equipment Tracking
- Training Materials
- Compensation Changes
- Open Enrollment

“ Getting the offer letter signed and filed through EchoSign took less than ONE minute. ”
— Sean Bi, COO – ArcSoft Corporation

No more chasing down signatures. No more misplaced documents. No more filing.

SEND **Multiple recipients** Send the document to 10 or 1,000 employees in just a few clicks.

CC Admins, co-workers, lawyers, or accountants can automatically be routed copies of your documents the moment they are signed.

SIGN **E-Signature** Our e-signature product lets you get a signature on any document instantly. EchoSign fully complies with the E-Sign Act of 2000 with no special download or plug-in required.

Traditional signatures EchoSign takes your faxed documents to the next level. EchoSign automatically emails each party an executed PDF copy and files the signed document in your EchoSign account.

TRACK **History** Review a document's history and have a record without data-entry.

Compliance Automatically track who has signed and who hasn't.

MANAGE **Organize** EchoSign keeps track of all your executed documents and automatically organizes them for easy online access.

Reminders Remind people to sign the document or remind yourself about renewals, terminations and other important dates.

Search With our super-fast and super-easy search, you can find that important document in seconds instead of hours.

FILE **Archive** Keep all of your important documents in one place and access them anytime from anywhere.

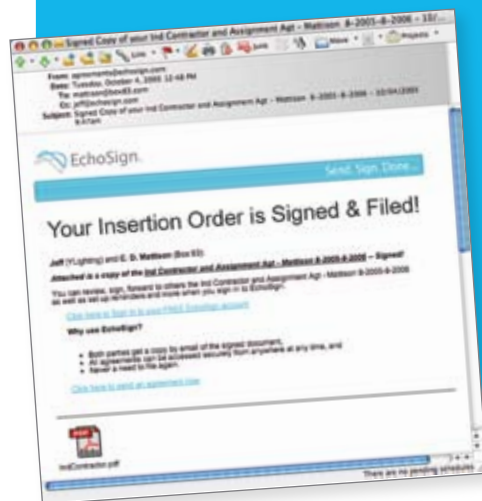
PDF Conversion. All your documents are converted for you into PDFs including any in-bound faxes.

“ EchoSign leverages innovative Internet technologies to dramatically reduce the cost and complexity of managing documents and contracts for HR professionals. ”
— *HRO Today, April 2006*



As easy as email

- 1 Using EchoSign, you email an agreement that needs to be signed.
- 2 Recipients print, sign and fax it to your EchoSign number.
- 3 Your agreement, as a PDF, is automatically emailed to all parties — signed, stored and filed.



It's so easy! No downloads. No proprietary formats. No annual contract.

EchoSign is just \$19.95/mo for unlimited transactions
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