**YOUSIGN**

Electronic signature software for authorized MANE signatories

Definition

YOUSIGN is an electronic signature service online fully compliant with the European Regulation 910/2014 and recognized worldwide:

* eIDAS certifications (electronic IDentification, Authentication and trust Services);
* listed among the European Commission’s global trusted third-party providers.

Features

Legal and secure signature platform, validated by the Legal & IP Department, which authenticates signatories by e-mail and SMS code, stores signed documents, and establishes proof of their signatures by time stamping:

* Legal value of the electronic signature identical to an original signature;
* Accessible on any device connected to Internet, and for 10 years after the end of the license;
* Signature and initials of documents in PDF format;
* Interface languages available: English, French, Spanish, Portuguese, German, Italian and Dutch.

Mandatory information on the document prior to signature (verify accuracy/complete)

* Company name of the party (s)
* Name and title of each signatory

Signatories

* MANE’s signatories must be authorized to sign (by virtue of company articles of association or delegation of power).
* Information to provide (can be saved once and for all by the user) for each signatory (external as well as MANE) appearing on the document:
* Surname
* First name
* Title
* **Professional e-mail**
* **Mobile phone number**

Settings

* Save by default as template(s) to use (template to create in each language used):
* **21 days** for the signature deadline. \*
* Automatic **reminders** every **two days.**
* Active the **consent** protocol option in the form of a **checkbox** with the mention “*I acknowledge that I have carefully read the document(s) submitted for my signature, accept its content, and I confirm my consent to affix my electronic signature*.”
* For each document to be signed:

1. Set the interface language corresponding to the language of the document before starting the process (before creating a “procedure”).
2. Use the applicable language template, and add:

* **Initials** when the document longer than one page;
* The term “**Dated**…” above each signature if there is no mention of a single signature date;
* As “**follower**” the **internal requester** (invitation + finalization only).

\*shorten the time frame if the document states a short validity date or if urgent

Cost

€ 480 taxes excluded per year per license, for an unlimited number of signatures per user.