



### DO I NEED THIS SOFTWARE?

You need this application if you want to:

- Create secure digital signing authorities
- Review and approve proposed payments electronically
- Reduce time spent physically signing cheques
- Process urgent payments quicker than ever!

### WHAT WILL THIS APPLICATION DO FOR ME?

The Digital Signatures extension will save time and a cramped hand. When you upload your signing authorities' signatures, they can use a secure password to authorize and print payments with their signature digitally. Batches are used to ensure payments are reviewed before authorization.

### WHAT CAN I LOOK FORWARD TO WHEN USING THIS PROGRAM?

#### A Secure System:

- With Security System installed, your signing authorities can use a single login and password for EFTs and Digital Signatures
- Your council will send authorized signatures for MuniSoft staff to upload
- Your system can only print cheques that have been digitally signed by an approved signature, which limits risks while saving time and resources

#### Batch Approval:

- Your payments with digital signatures will print as a batch, ensuring every payment is reviewed twice prior to printing
- Your two signatories can enter their passwords at the same time, and save their progress between batches
- Your system will force a reset if changes occur to proposed payments between authorizations to ensure only cheques approved by both signing authorities are printed

#### A Streamlined Payment Authorization Process:

- You will reduce council and administrative time spent signing individual payments
- Your council and administrative staff will love being able to approve payments at their own convenience
- You will appreciate how quickly urgent payments can be processed when approval can be done remotely rather than in person
- **Note:** Remote access requires a VPN connection

**Prerequisites:** You need to install Security System (FREE/SSA \$50) in order to use Digital Signatures. You will also need a VPN connection to use the remote approval feature. To place an order, please visit our [Software Order Desk](#) on our website or email [clientcare@munisoft.ca](mailto:clientcare@munisoft.ca).