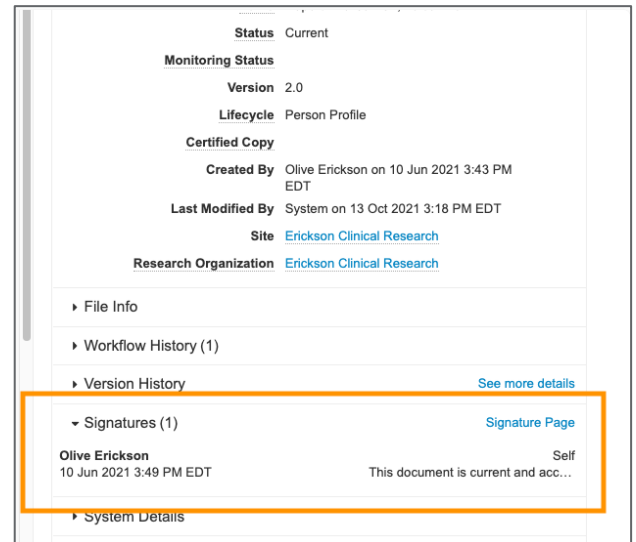


[SiteVault's eSignature feature](#) provides a convenient way for users to approve and electronically sign documents. The process is quick, efficient, industry compliant, and allows for increased oversight of the signature process.

Using eSignatures in SiteVault cuts down on the burden of tracking down individuals to collect wet-ink signatures, the need for re-signature due to human error, and knowing the status of if a document has been signed, among other common signature collection issues.

- **Requests for eSignature are sent directly within SiteVault** and can be easily tracked
- **Users are notified when they have a pending eSignature request**, and the sender is notified when all eSignature requests have been completed for a document
- **Requests for eSignature can be sent to a single user or multiple users at once**, as appropriate for the type of document



## Common Questions

### Is the eSignature process validated?

The electronic signature in SiteVault is nonbiometric and requires the application of two distinct components (a user ID and password) and is compliant with the [Food and Drug Administration's \(FDA's\) 21 CFR Part 11 section §11.200](#) requirement of electronic signatures that are not based upon biometrics.

### How can you view eSignatures in SiteVault?

eSignatures are viewable via the document's Viewable Rendition or in the Signatures section of the *Document Information* panel.

### Why is the eSignature not placed on a document's signature line?

The eSignature process in SiteVault meets 21 CFR Part 11 Regulation requirements without compromising the legibility or formatting of the documents themselves. Part 11 Regulation does not require a hand-drawn signature, nor does it specify where an eSignature is to be located on a document.

### How are time zones captured in the signature?

When viewed directly in SiteVault, dates and times are displayed according to the time zone a user has specified in their user profile. When viewed outside of SiteVault on a downloaded signature page, dates and times are displayed in UTC/GMT. This process eliminates time zone ambiguity.