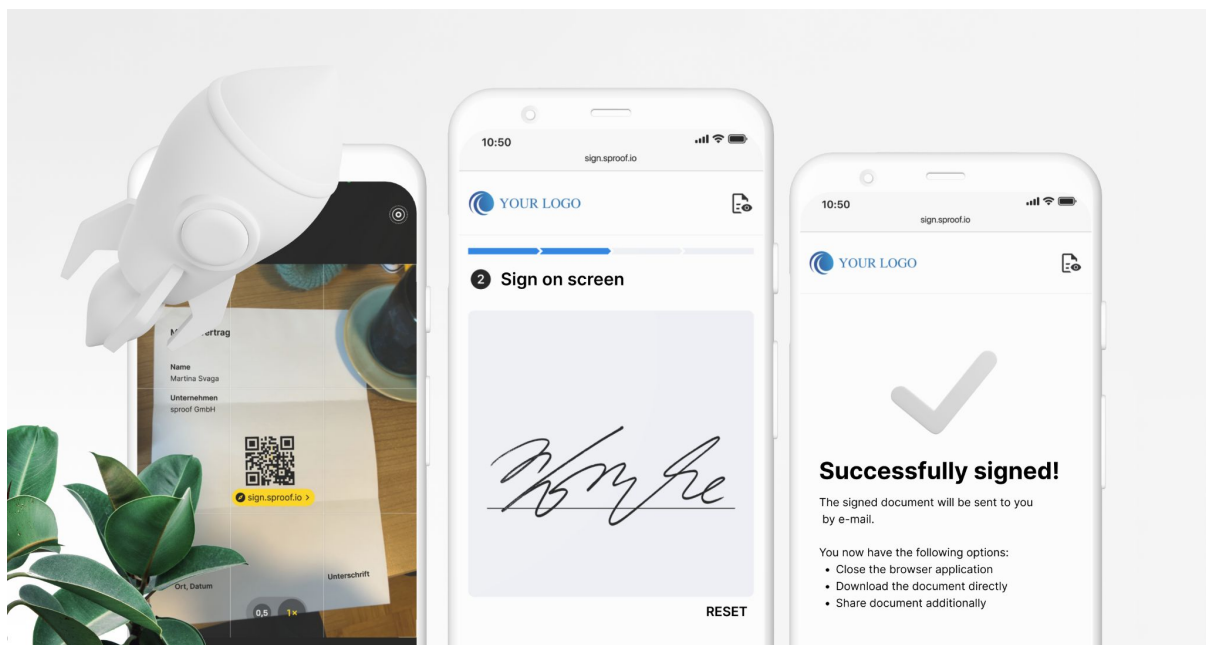


# sproof sign Manual

## Fast Lane: Quickly obtain legally valid signatures.

The Fast Lane (Beta) in sproof sign is the optimal way to collect signatures & data from external parties in an efficient and scalable way. Recipients sign for free and in your branding. And best of all: with just a few clicks. All signed contracts are returned to you error-free and securely archived. You save yourself and your end customers time-consuming paper-based processes and media disruptions.



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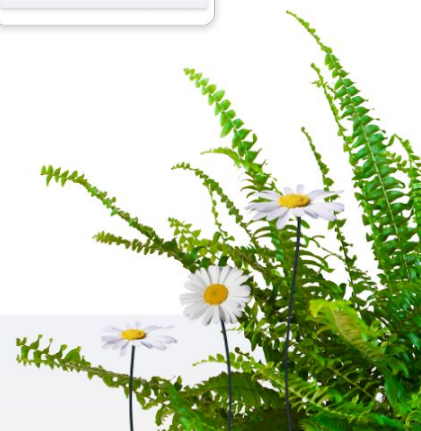
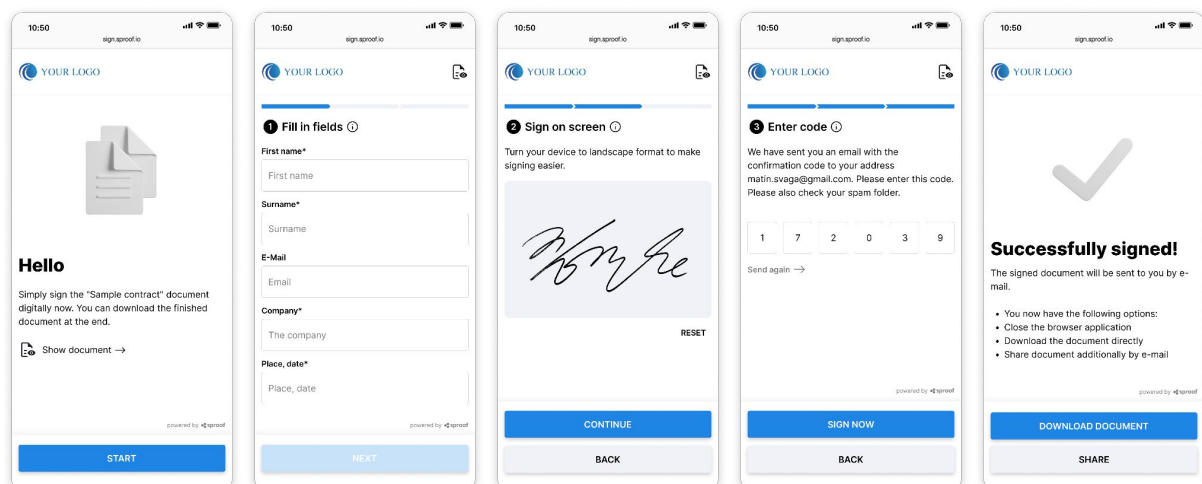
# How the Fast Lane works from the sender's perspective

- 1) You need a business account with sproof sign.
- 2) You prepare a contract or form in sproof sign by placing form fields and signature positions on the document.
- 3) You define the signature standard (AES, QES), optional form fields, etc.
- 4) You send or place the Fast Lane depending on your use case: via link/e-mail, via QR code on a letter, via QR code on site, integrated as a snippet or sent via the API interface. (Details on the next page)
- 5) After the recipients have filled in and signed your forms, you receive all contracts in sproof sign and/or via API connection back to your CMS or database.

# How the Fast Lane works from the recipient's perspective

Depending on how you have integrated Fast Lane for your use case, recipients will receive your invitation and be guided through a reduced signature process. No registration, login, etc. is required.

The very low-threshold process in your branding ensures an easy customer experience and a high completion rate. A copy of the signed contract is emailed to the recipient.



# The use cases of the Fast Lane

Obtain secure electronic signatures in a variety of ways. Fast Lane is optimised for all mobile devices (smartphone, desktop, tablet). This enables you to deliver a paperless customer experience, wherever they are.

## 1) Place a QR code on site

Place a QR code on paper, digital display, etc. External parties can scan the QR code with their smartphone, enter data and sign your contracts. All contracts, data and signatures are securely and accurately processed and returned to you.

## 2) Integrate online (web, customer portal) as a widget

Place a "widget" or "button" in your web solution on your website or in your customer portal, etc. External parties and customers sign directly in your web environment without being redirected.

## 3) Send a QR code by post

Offer a hybrid contract solution. Continue to send contracts and forms by post, but also offer the digital option. The proven paper-based process remains in place (for now and as an option). This allows a gradual transition to a fully digitised process.

## 4) Send a link by E-mail, SMS, etc.

Of course, you can also send a link to the Fast Lane via any other communication medium.

## 5) Send via API

sproof sign can generally also be used via an API interface to map your use cases even more specifically.

The Fast Lane can also be controlled via sproof sign's well documented [API interface](#). We would be happy to provide you with more information in a personal meeting.



## The problem in detail

Paper-based contracts and forms lead to frustration. Both within the company and with external parties or end customers. The problem is the high process effort and cost of paper, logistics, postage, data preparation and feedback to existing systems and databases. All this leads to poor completion rates and a slow and outdated customer experience.



## The solution in detail

The main advantage of the Fast Lane is that you can offer a paperless alternative to established processes in a very "gentle" and low-threshold way.

*For example:* You send specific contracts to thousands of end customers by traditional E-mail. The contracts are generated from your database and sent to your end customers. Now, without changing the entire process, you can place a QR code on the document in the E-mail and offer your end customers a very simple digital way to sign the contract in a legally valid manner.

