

# SWITCH

## SWITCHsign

Your electronic signature – easy, quick and legally binding.

SWITCHsign reduces the time you spend concluding contracts, approvals and other agreements from days to minutes, saving you effort and costs.

Is your institution still collecting signatures the old way? Switch to SWITCHsign today and sign documents with your

electronic signature – it's easy, quick and legally binding. The service runs on all modern browsers and devices with no additional software hardware or plug-ins required.

### The benefits of SWITCHsign at a glance



#### Easy

Time-saving, paper-free processes without media interruptions, for employees, students, partners and suppliers.



#### Quick

All parties can access the current document within seconds and sign it with just a few clicks.



#### Efficient

More efficient processes help reduce your administrative workload.

#### Software-as-a-Service

SWITCHsign is a software-as-a-service solution, so it's easy to integrate into your organisation. The intuitive user experience works across all modern browsers and devices, with no additional software, hardware or plug-ins required. With the SWITCH edu-ID integrated, you don't need special user accounts for users or admin.



#### Legally binding

Accepted standards for greater legal security. Recognised legally compliant standards in the digital world.



#### Secure

All data is processed in data centres in Switzerland under the control of SWITCH.



#### Independent

You can sign your documents from any place and device, at any time.

#### Technology provider – Certification

Certification operates the technology behind SWITCHsign. Certification is a Swiss software start-up based in Zurich. Its e-signing solution completely safeguards its users' privacy and is already being used in over ten countries. Its customers include American Express, Credit Suisse and the University of St. Gallen.

### Simple, professional or qualified signature

The federal law on electronic signatures – ZertES – and the EU regulation eIDAS distinguish between different quality levels. These differ in terms of applications and validity.

SWITCHsign distinguishes between a simple electronic signature (SES) and qualified electronic signature (QES) as defined by ZertES and eIDAS. It also offers an additional option that is not regulated but has greater evidential value – the professional electronic signature (PES).

	Simple electronic signature (SES)	Professional electronic signature (PES)	Qualified electronic signature (QES)
Identification requirements	<ul style="list-style-type: none"> <li>– SWITCH edu-ID for users</li> <li>– SWITCH edu-ID for signatories (optional)</li> </ul>	<ul style="list-style-type: none"> <li>– Identification process within SWITCHsign</li> </ul>	<ul style="list-style-type: none"> <li>– SWITCH edu-ID and additional registration with Swisscom</li> </ul>
Application	Documents where the written form is not required, with minimal liability risk	Documents where the written form is not required, with low liability risk	Documents where the written form is required or with high liability risk
Examples	<ul style="list-style-type: none"> <li>– Internal organisational documents</li> <li>– Purchase orders</li> <li>– Orders, contracts</li> <li>– Informational memos</li> <li>– Announcements</li> </ul>	<ul style="list-style-type: none"> <li>– Purchase orders</li> <li>– Orders, contracts</li> </ul>	<ul style="list-style-type: none"> <li>– Innosuisse research agreements</li> <li>– Official documents</li> <li>– Audit reports</li> <li>– Opening of bank accounts</li> <li>– Terminations</li> </ul>

### What makes SWITCHsign unique



#### Integration of the SWITCH edu-ID

Your SWITCHsign authentication uses the SWITCH edu-ID.



#### SWITCH Community

Networking with relevant contacts in the education, research and innovation community.



#### Privacy by design

The service is operated in data centres in Switzerland with minimum data release.



#### Digitalisation hotspot

Collaborative development of the service roadmap by the community, and a user forum which provides inspiration for further digitalisation projects in the university sector.

### Roles and functions

Admin	Users	Signatories
<p><i>They are the points of contact for SWITCH for anything related to SWITCHsign.</i></p> <ul style="list-style-type: none"> <li>– Admins can activate SWITCHsign for members of their own organisation with just a few clicks.</li> <li>– Report functions provide an overview of service use.</li> <li>– Responsible for first-level support to local users, with support cases escalated to second-level support at SWITCHsign.</li> </ul>	<p><i>They are responsible for managing documents, in particular for downloads and archiving signed documents.</i></p> <ul style="list-style-type: none"> <li>– Users can upload documents and assign them to signatories within and outside of their own organisation with just a few clicks. They start the signature workflow.</li> <li>– They monitor the ongoing and completed workflow status in SWITCHsign to issue reminders to signatories who have not yet signed.</li> </ul>	<p><i>They are responsible for providing the signature and its significance in the context of the signed document.</i></p> <ul style="list-style-type: none"> <li>– Users send emails to invite signatories to sign documents on the SWITCHsign platform; where necessary, users guide signatories through an identification and signature process.</li> <li>– They then download fully signed documents from the platform.</li> </ul>

### Do you have any further questions? We'll be happy to help.

Our team is ready to advise and lend a hand in implementation, training and technical matters.

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