



INSURANCE



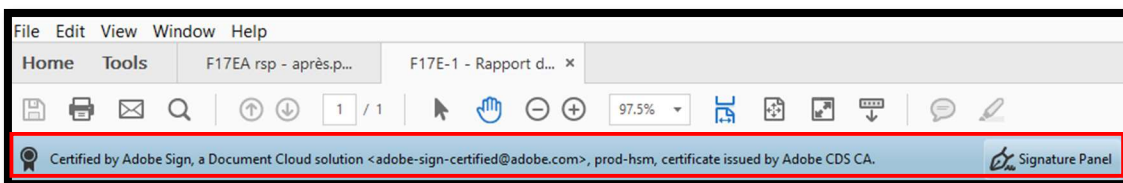
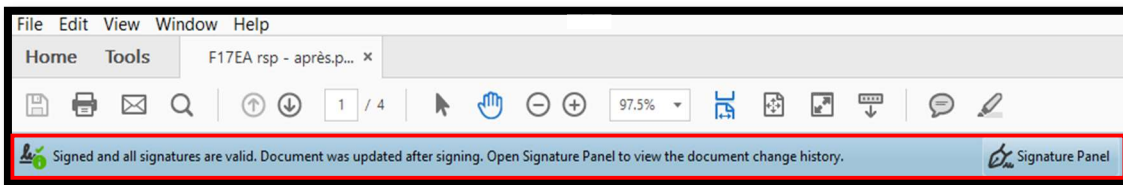
SAVINGS

## E-signature | Quick Reference

### Authorized tools

- OneSpan
- DocuSign
- AdobeSign
- FormStack
- IGeny

The confirmation of a secured signature (blue banner) must always be present to validate the signature.



## Signature summaries and mandatory elements OneSpan

**OneSpan Sign Electronic Evidence Summary**

**Signing Ceremony ID:**  
ID: eMvaVSSfomxyBg9G7H0t08xYY=  
Name: test  
Created: 2020-Apr-28 14:32:37 (GMTZ) GMT  
Completed: 2020-Apr-28 14:34:24 (GMTZ) GMT  
Summary document generated:

**Sender:**  
Name: accp\_r1\_sn@ia.ca

**Documents:**  
Electronic Disclosures and Signatures Consent  
F17E-1  
OneSpan Sign Electronic Evidence Summary

**Recipients:**  
Name: John Doe  
Email: francos@...  
Role: 47671a5...  
ID: 47671a5...  
Electronic Disclosures and Signatures Consent  
F17E-1

**Audit Trail:**

Date and Time	Recipient	Action	Document	IP	Other
2020-Apr-28 14:34:11 (GMTZ) GMT	John Doe	Sent SMS	N/A	207.134.102.10	Phone Number: +1418 [redacted]
2020-Apr-28 14:34:24 (GMTZ) GMT	John Doe	SMS Authentication	N/A	207.134.102.10	

**OR**

**Audit Trail:**

Date and Time	Recipient	Action	Document	IP	Other
2020-Jun-02 10:16:19 (GMT-04:00)	John Doe	Question And Answer Authentication	N/A	207.134.102.10	

**Example of sending by SMS**

**Example of sending by Question - Answer**

# DocuSign

**Certificate Of Completion**

Envelope ID: 2E395DF5E72F455E80E262A86073A6F5 Status: Completed

Subject: Veuillez signer avec DocuSign : F17E-1.pdf

Source Envelope: Signatures: 1 Envelope Originator: Francois Boivin

Document Pages: 4 Initials: 0

Certificate Pages: 4

AutoNav: Enabled

Envelope Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada) IP Address: 207.134.102.10

**Record Tracking**

Status: Original Holder: Location: DocuSign

5/6/2020 9:15:19 AM

**Signer Events**

John Doe

boivinfrank@gmail.com

Security Level: Email, Account Authentication (None), Access Code

**Signature**

DocuSigned by:

Signature Adoption: Uploaded Sign Using IP Address: 207.134.102.10

**Electronic Record and Signature Disclosure:**

Accepted: 5/6/2020 9:17:40 AM

ID: 83f5c0e-afb1-45ba-bacc-8438f7217058

In Person Signer Events	Signature
Editor Delivery Events	Status
Agent Delivery Events	Status
Intermediary Delivery Events	Status
Certified Delivery Events	Status

Confirmation - Password transmitted to the client to allow him/her to sign securely.



## Signer Events

John Doe

Security Level: Email, Account Authentication (None), Access Code

## Signature

DocuSigned by:

Signature

E7CEB11054A74AB...

# Adobe Sign

**F17E-1**

Final Audit Report 2020-05-08

Created: 2020-05-08

By: Francois Boivin ([redacted]@ia.ca)

Status: Signed

Transaction ID: CBJCHBCAABAA5\_75MMQvNVjp2wHB4\_QSZATCX-vfv\_gk

**"F17E-1" History**

Document created by Francois Boivin ([redacted]@ia.ca)

2020-05-08 - 7:37:11 PM GMT- IP address: 207.134.102.10

Document emailed to John Doe ([redacted]@gmail.com) for signature

2020-05-08 - 7:37:30 PM GMT

Email viewed by John Doe ([redacted]@gmail.com)

2020-05-08 - 7:37:35 PM GMT- IP address: 66.102.8.98

John Doe ([redacted]@gmail.com) entered valid password.

2020-05-08 - 7:37:56 PM GMT

**OR**

John Doe ([redacted]@gmail.com) verified identity with phone authentication using the phone number +X XXX-XXX-9210

2020-05-08 - 7:52:17 PM GMT

Example of sending by email

Confirmation - Password / Access code transmitted to the client to allow him/her to sign securely.

Example of sending by SMS

# FormStack



## Document Completion Certificate

Document Reference : c18fdd14-fe1f-4335-8a14-1d3dff27c230  
Document Title : test1  
Document Region : Northern Virginia  
Sender Name : [REDACTED]  
Sender Email : [REDACTED]  
Total Document Pages : 4  
Secondary Security : Required  
Participants

1. Jane Doe ([REDACTED]@ia.ca)

### Document History

#### Description

Document sent by [REDACTED] ([REDACTED]@gmail.com).  
Email sent to [REDACTED]@gmail.com).  
Email sent to Jane Doe ([REDACTED]@ia.ca).  
Jane Doe ([REDACTED]@ia.ca) entered an invalid password.  
207.134.102.10  
Jane Doe ([REDACTED]@ia.ca) entered a valid password.  
207.134.102.10

**Confirmation -  
Password transmitted to the client to allow  
him/her to sign securely.**

05/11/2020 13:20PM UTC  
05/11/2020 13:20PM UTC  
05/11/2020 13:20PM UTC

05/11/2020 13:21PM UTC

# iGeny



Signatures completed on  
2020-07-22 15:28:39 UTC  
Pages (excl. iGeny signatures)  
6

Document  
a81a0e78-94c0-41f1-aa9d-c71ef3ce4b76

**Confirmation -  
Access code transmitted to the client to allow  
him/her to sign securely.**



Johnty Appleseed  
Signed

Signed on  
2020-07-22 15:20:51 UTC

Email  
[REDACTED]

Authentication  
By SMS sent to [REDACTED]

Signed at  
Lévis, Québec

IP Address  
207.134.102.10

Decision number  
7ff17811-b82e-43e0-a340-a0210a7116b7



Signed

Signed on  
2020-07-22 15:28:39 UTC

Email  
[REDACTED]

Authentication  
iGeny user

Signed at  
Lévis, Québec

IP Address  
207.134.102.10

Decision number  
9eb4845b-3295-4c83-ac67-9824ef752959

Signé numériquement par iGeny avec notarius

TITLE	To sign
FILE NAME	F1EA Signature Formtosign.pdf
DOCUMENT ID	59f93c189a2f538445d97c01cc076e322b42f58f
AUDIT TRAIL DATE FORMAT	DD / MM / YYYY
STATUS	● Completed

Ce document a été signé le portailmica.com.

### Document History



16 / 04 / 2021  
14:52:40 UTC

Sent for signature to Jane Doe (fam.drouin@gmail.com) from  
marc-andre.drouin@portailmica.com  
IP: 207.134.102.1



16 / 04 / 2021  
15:00:26 UTC

Viewed by Jane Doe  
IP: 184.162.44.5



16 / 04 / 2021  
15:00:36 UTC

Successfully authenticated via signer access code by  
fam.drouin@gmail.com  
IP: 184.162.44.5

**Confirmation - Password**  
transmitted to the client to allow  
him/her to sign securely,

**Or using a "Portal"**