



**End-User Document:
emSigner
for
SAP SuccessFactors**



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1. About eMudhra

eMudhra is focused on SECURE Digital Transformation, enabling organizations to progress and evolve without sacrificing “Trust,” which matters most in our society. eMudhra has an end-to-end stack around trust services and related applications ranging from trust certificates to core Public Key Infrastructure (PKI) and encryption applications. Some of the areas of focus are paperless transformation, identity management, AI-driven digital initiatives and building digital trust ecosystems at all levels.

2. About emSigner

Convenience, compliance, and cost are some of the primary reasons why firms today are striving to take the paperless route. However, to reap in all the rewards of secure paperless transformation, it's imperative that they select a solution that evolves with the industry and the ever-changing business landscape globally. With various regulations around privacy and data protection as well as availability of advanced technologies such as Artificial Intelligence, there is a lot more to going paperless.

emSigner is our solution to the paper problem that haunts many organizations across all industries today. Being an eSignature enabled document processing automation platform, emSigner powers electronic signing workflows to transform customer experience and manage risk governance better.

emSigner comes with a range of features to help organizations go paperless quickly. Some of the key features include:

- **Powerful Flexiform and Workflows** – To support predefined templates or flexiform that permit user input as part of a document submission and signing process.
- **Integrations with 3rd party ERP/CRM systems** – Ready connectors to allow users of 3rd party ERP/CRM systems to quickly sign documents.
- **Bulk Signing** – To sign documents in bulk and send them to various parties.
- **Support for multiple global eSignatures** – Support for various types of global electronic signatures
- **Support for API's and Gateway** – External applications can easily integrate with emSigner with API's or Signer Gateway. API's allow other systems to push documents to emSigner for document signing. The Signer Gateway works like a Payment Gateway to allow easy signing of documents as part of a web document workflow process.
- **Multi language support** – emSigner user interface is shown in over 50+ languages including Spanish, Arabic and Bahasa
- **Identity Assurance and Trust** – emSigner also provides additional layer of 2-Factor authentication to authenticating signatories before they are provided access to the document.
- **QR Code Support** – Documents signed on emSigner can be embedded with a QR Code to allow end users to verify the signer information.
- **Timestamping and Long-Term Validity** – Documents signed on emSigner can optionally be timestamped to ensure reliability of time and can also be configured for Long Term Validity which allows easy verification of documents for those documents that require to be stored for long periods of time.
- **Embedded Signing** - The emSigner application uses the embedded signing functionality where the users can initiate the workflow, view, and sign documents directly through a specific app or website. By directly integrating the emSigner into the

application's process flow, embedded signing enables the API client application to maintain its connection with envelope Recipients.

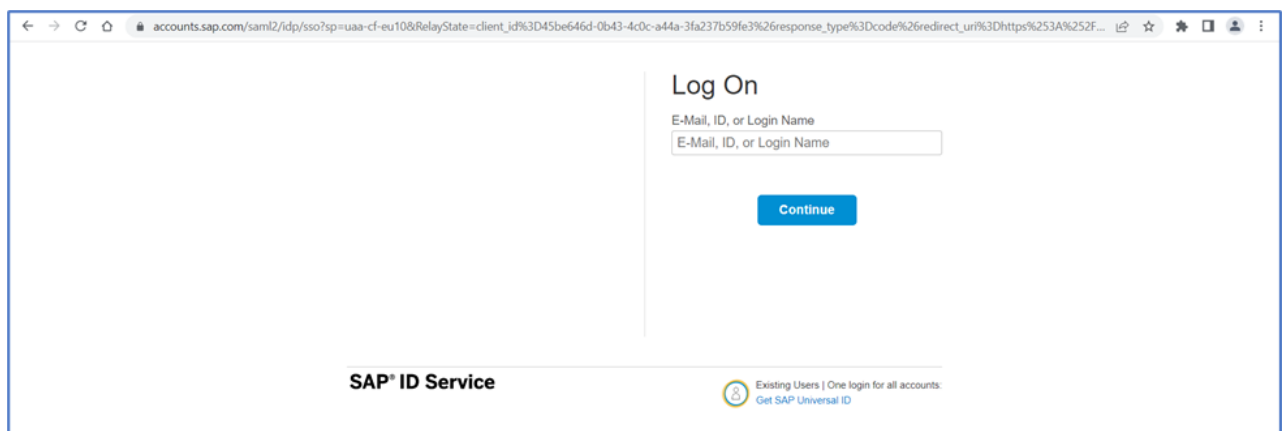
3. emSigner for SuccessFactors

The below steps show how the customer can login to the SAP and perform signing in the SuccessFactors.

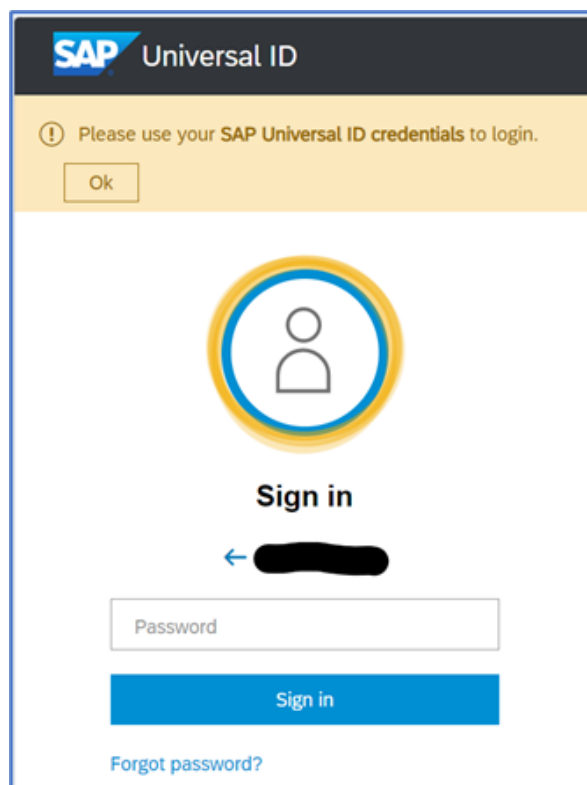
Step 1: The Recruiter from Client organization can login to the Product BTP App.

<https://app-dev-emudhra.launchpad.cfapps.eu10.hana.ondemand.com/site?siteId=5d0a2877-1d63-4d85-b21f-a926609e0033#Shell-home>

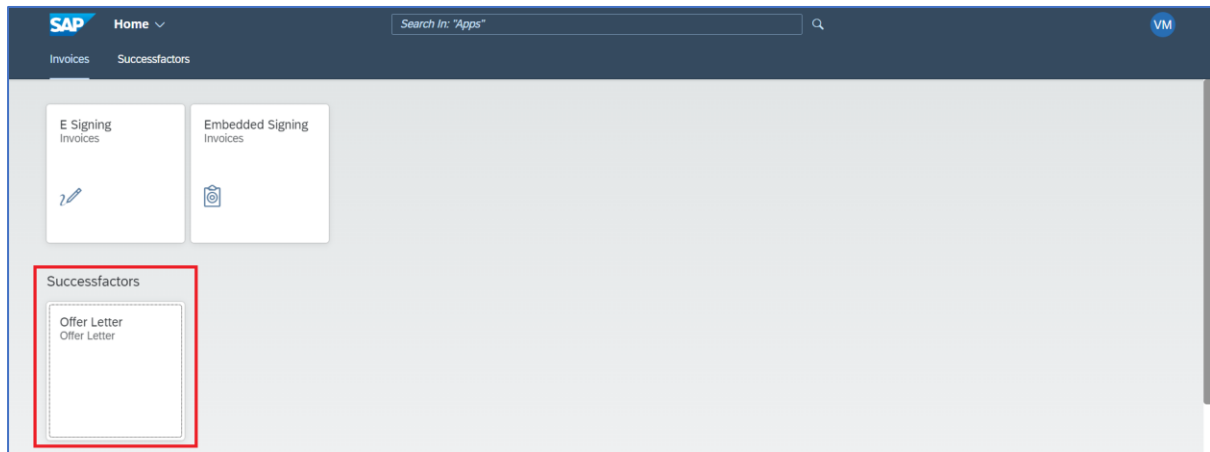
Step 2: Input the E-mail, ID or Login Name and click on continue.

A screenshot of a web browser showing the SAP ID Service Log On page. The browser's address bar contains a long URL starting with 'accounts.sap.com/saml2/idp/ssp=uaa-cf-eu10&RelayState=client_id%3D45be646d-0b43-4c0c-a44a-3fa237b59fe3%26response_type%3Dcode%26redirect_uri%3Dhttps%253A%252F...'. The page has a white background with a blue border. On the right side, there is a 'Log On' section with a label 'E-Mail, ID, or Login Name' and a text input field containing the same text. Below the input field is a blue 'Continue' button. At the bottom left, it says 'SAP ID Service'. At the bottom right, there is a small icon and text: 'Existing Users | One login for all accounts. Get SAP Universal ID'.

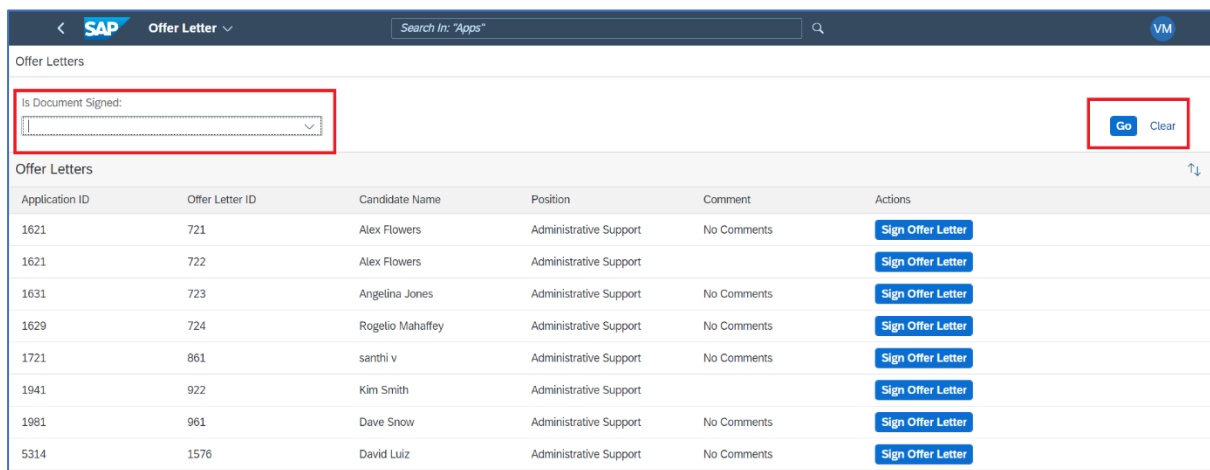
Step 3: Input the password and click on Sign in.

A screenshot of the SAP Universal ID Sign in page. The page has a dark blue header with the 'SAP Universal ID' logo. Below the header is a yellow banner with an information icon and the text 'Please use your SAP Universal ID credentials to login.' and an 'Ok' button. In the center, there is a large circular icon with a person silhouette. Below the icon is the text 'Sign in' and a blue arrow pointing left towards a blacked-out input field. Below that is a text input field labeled 'Password'. At the bottom is a blue 'Sign in' button. At the very bottom, there is a link that says 'Forgot password?'.

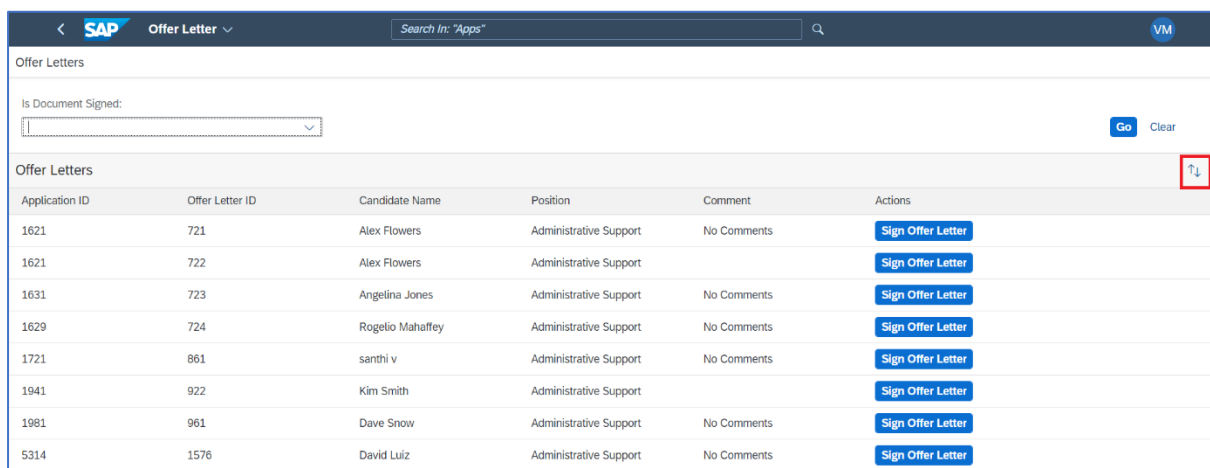
Step 4: The landing page contains “SuccessFactors” Fiori App Tile.



Step 5: Clicking on the SuccessFactors tile will open the Offer Letters page for the Recruiter who logged in and all the offer letter documents generated in Success Factors appears in Grid with standard user interface. The option to filter the document based on the Signing status is provided. The Go button will apply the filter whereas the Clear button will clear the applied filter.



Step 6: The highlighted Sort button will open a pop-up from where the envelopes can be sorted based on the Application ID, Offer ID and Candidate Name.



Sort

Reset

Sort Order

☒ Ascending

☐ Descending

Sort By

☒ Application ID

☐ Offer ID

☐ Candidate name

OK

Cancel

Step 7: Click on the "Sign Offer Letter" to open the document in a new tab.

Offer Letters					
Is Document Signed:					
Go Clear					
Offer Letters					
Application ID	Offer Letter ID	Candidate Name	Position	Comment	Actions
1621	721	Alex Flowers	Administrative Support	No Comments	Sign Offer Letter
1621	722	Alex Flowers	Administrative Support		Sign Offer Letter
1631	723	Angelina Jones	Administrative Support	No Comments	Sign Offer Letter
1629	724	Rogelio Mahaffey	Administrative Support	No Comments	Sign Offer Letter
1721	861	santhi v	Administrative Support	No Comments	Sign Offer Letter
1941	922	Kim Smith	Administrative Support		Sign Offer Letter
1981	961	Dave Snow	Administrative Support	No Comments	Sign Offer Letter
5314	1576	David Luiz	Administrative Support	No Comments	Sign Offer Letter

Step 8: In this tab, the user can provide the details of the Signatories.

Documents

OfferLetter.pdf

Fields and Components

Name

Department

Designation

Mobile

Email

ID Number

Textbox

Checkbox

Radio Button

Initials

Photo

Stamp

QRCode

QR Decoder

BestRun

Alex Flowers
10 Old Dublin Pike
Secaucus, New Jersey, 07050

Dear Alex

On behalf of Best Run Corporation, (the "Company"), I am pleased to offer you employment with the Company on the terms set forth below.

1. **Position.** You will start in a position as a Analyst, reporting to me, Joe Flores. You will work out of our office located in Corporate - US-Philadelphia (1710-0001). By signing this letter, you confirm with the company that you are under no contractual or other legal obligations that would prohibit you from performing your duties with the Company.

2. **Compensation.** You will be paid wages of [JOB_APPLICATION_CUSTOM26] on an annual basis, less payroll deductions and all required withholdings. You will be paid your salary in accordance with the Company's regular payroll policy. The Company may modify compensation from time to time as it deems necessary.

3. **Benefits.** You will also be entitled to receive the standard employee benefits made available by the Company to its employees of your same level to the full extent of your eligibility. Your proposed benefits package has been added as an attachment. Please review in conjunction with this letter of offer. The Company may modify compensation and benefits from time to time as it deems necessary.

4. **Compliance with Company's Policies and Procedures.** As a Company employee, you will be expected to abide by the Company's policies and procedures and acknowledge in writing that you have read and abide by the Company's Employee Handbook. Your acceptance of this offer and commencement of employment with the Company is contingent upon the execution of the Company's Proprietary Information and Inventions Agreement, a copy of which is enclosed for your review and execution prior to or on your Start Date.

Configure Signatory

Workflow Type

Serial

Add New Add Existing

Optional Settings

Reminder

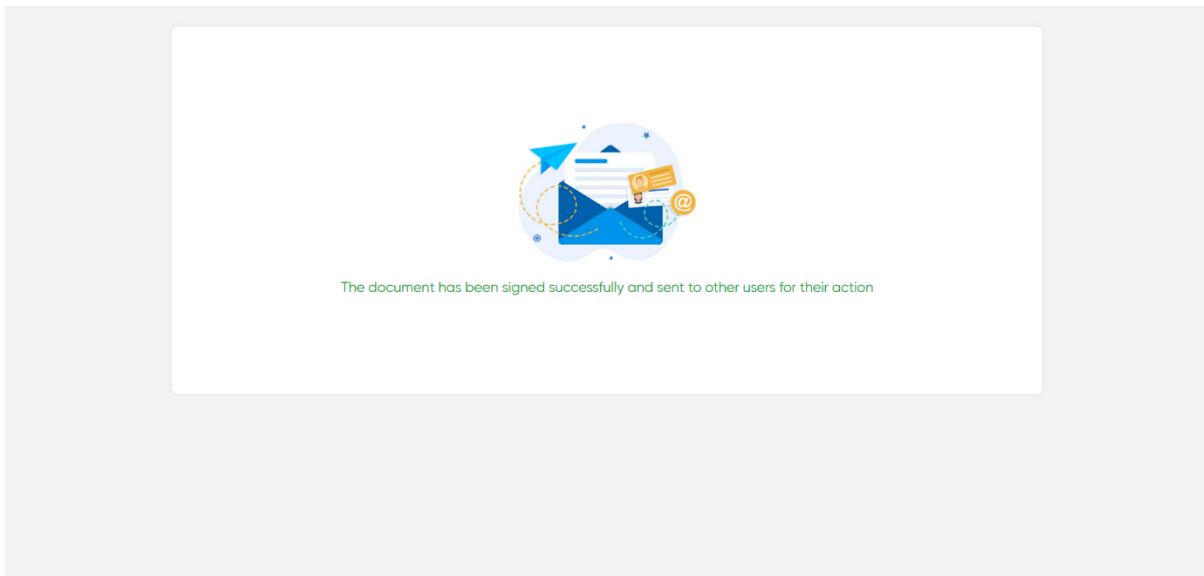
Envelope Expiry

Send Save to draft

Step 9: Add the signatories, sign the document as you are one of the signatories and click on the "Sign and Send" button.

The screenshot displays the emSigner interface for signing a document titled "OfferLetter.pdf". On the left, a sidebar lists "Fields and Components" including Name, Department, Designation, Mobile, Email, ID Number, Textbox, Checkbox, Radio Button, Initials, Photo, Stamp, QR Code, and QR Disclaimer. The main area shows the document content, which includes a "Dispute Resolution Procedure" section and a "Proof of Right to Work" section. A signature of "Joe Flores" is visible, along with a "Candidate" field. On the right, the "Configure Signatory" panel shows a list of signatories: "ME" (remotesigning@yopmail...) and "Candidate" (candidate@yopmail...). Below this, there are "Optional Settings" for Reminder and Envelope Expiry. At the bottom right, there are buttons for "Sign and Send" and "Save to draft".

Step 10: Once the document is successfully signed, the success message will be shown to the user. If there are more than one user in the workflow, the document signed by the first signatory will be sent to the subsequent signatories for their signing.



END OF DOCUMENT