**Email Campaign**

Here is an email you can use to announce the roll-out of digital document signing to your staff.

**[Subject] - Introducing Digital Document Signing**

Hi Team,

We know you spend a lot of time chasing signatures from customers. To make your work that much easier, we’re rolling out digital document signing through the myprosperity wealth portal.

## What does this mean?

Recognised by countries around the world, digital document signing allows users to securely sign documents electronically on their computer, phone and tablet. Digital signatures (which is what we’re rolling out) are the most secure of all electronic signatures, similar to a digital fingerprint.

## Why we know you’ll love it

* **No printing or mailing required:** simply upload the document, specify the fields that need signatures, and add it to the client’s wealth portal
* **Complete information:** clients must sign every field you’ve specified before they can return the document
* **No more chasing:** clients receive “signature pending” reminders every 3 days
* **Full audit trail:** documents can be viewed from the myprosperity Practice Portal

With digital document signing, clients will no longer need to download, print, sign and post documents. They can sign documents anytime, anywhere and on any device, with the documents automatically saved in their personal wealth portal for easy access.

We anticipate the cost and time savings for both staff and clients will be significant, and are proud to be making this move.

## I’m sold! What’s next

An announcement will be sent to clients informing them that as of [XX/YY/ZZZZ], all documents will be sent and signed electronically via the wealth portal. [Staff Member] is going to be responsible for leading this project. [He/She] will train you and explain how everything will work.

With electronic signing increasingly prevalent, we think now is the right time to roll it out to our clients. We look forward to working with you to ensure this move is a resounding success!

Kind regards,

[Signature]