Digital Document Approval

As part of our secure portal solutions, we now offer digital approval of documents.

If you need employees to confirm acceptance of contracts, agree terms, formalise their compliance with policies, our document approval solution is ideal.

No more time-consuming paper exchanges, piles of filing or printing and posting!

You can also use our digital document approval solution for timesheets, offer letters, staff on-boarding and much more!

Your portal already provides you with tracking of distribution, receipt and opening of documents but if you need that little bit extra, add document approval to your existing solution.

You can upload single documents or documents in bulk, quickly and easily. Each approved document is sealed with a date/time/IP/browser stamp for easy and quick confirmation.

Digital document approval is so easy to use and provides faster results than traditional methods. Administrators can import, view, track responses and download approved documents from their admin dashboard.

Designed for a range of devices including mobile, desktop, laptop and tablet, users can view, approve, and download documents any place, any time; 24/7/365.
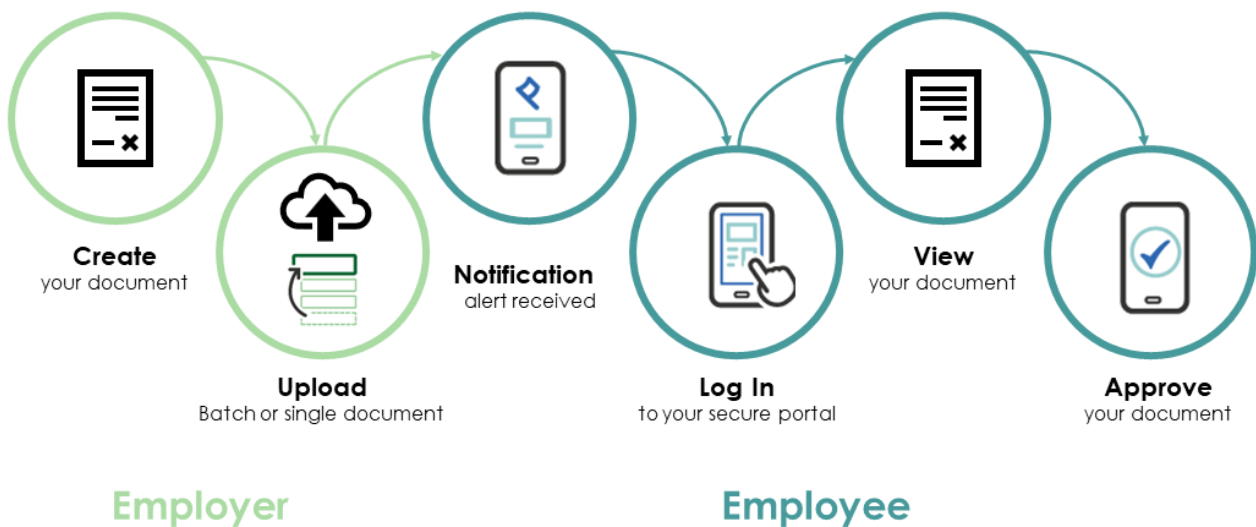
Once approved, the document stays in their secure personal portal for future reference, download or viewing.

What if I don't have one of your portal solutions?

If you do not currently have our secure portal solution in place and use other methods to deliver pay documents such as payslips, P60s and P11Ds online, we can still help.

Our portals provide a secure environment for the management and storage of all types of documents, and we can include links to third party logins either through an integrated tab in the portal or via our easy-to-use mobile app, **myworksapp**.

How it works

Create
your document

Upload
Batch or single document

Notification
alert received

Log In
to your secure portal

View
your document

Approve
your document

Employer

Employee

Making compliance easy

Security of personal information is vitally important to protect your staff's privacy and maintain compliancy with data protection laws.

When you choose an SSLPost solution, you are choosing to secure your data using enterprise-level encryption. Whether the data is in transit between a business and an employee or at rest on the server, your data is locked up tight using one of the best encryption technologies available in the world today.

Contact us today to learn more about digital document approval solutions