

E-signature software helps school leaders save time and maintain compliance by providing a simple, secure way to get documents signed and returned on time. To help you identify the solution that best meets the needs and budget of your school or district, we've outlined what to look out for when choosing e-signature software.

## Ease of Use

Test out the software to see how intuitive it is to use. Check if you can easily navigate the platform and understand how to perform various tasks without instruction.

Identify the kinds of help resources the provider offers (video tutorials, written guides, live training, etc.) and if they're easily accessible and comprehensive.

Check if recipients are required to create an account or install any plug-ins in order to sign. The more frictionless the signing process is, the faster it will be to turnaround required forms.

## Functionality

Confirm that signers are able to complete forms from a mobile device, tablet, and desktop.

Find out if certain features are excluded from any plan you're considering.

Consult your school policy to determine if you'll need specific features, such as customizable signatures, in order to be compliant.

## Pricing

Learn what's included in the price and what's not. See if any features are excluded from certain plans and if customer support and implementation services are included or come at an additional expense.

Determine how flexible or scalable the pricing plan is. See if there are limits to the number of documents you can send for signature or the number of users you can add, and assess if those limitations will lead your school to quickly outgrow the plan.

## Pricing (continued)

For plans with document limits, see if the provider charges overage fees, the cost, and if you'll be notified once document limits are reached.

## Security

Check what security measures the software provides and how they help with compliance. For example, see if you're able to control which files and folders each user has access to in order to protect confidential data and maintain internal compliance.

Review the provider's detailed security specifications to ensure it complies with your school policy.

Consider whether the provider may be more or less prone to phishing scams and the potential impact on data privacy for families and school employees.

## Support

See if the vendor provides implementation services to support your school in rolling out the software and what to expect from the process.

Determine if the vendor provides customer support and what the available options are. See if all users have access to live support as well as via email and chat, and find out if support is included in the price or comes at an additional charge.

Assess the quality of support provided. Look into customer reviews regarding their experience with support and consider reaching out to customer support to get a feel for what the process would be and their response time.

**See why school districts choose ReadySign – simple,  
unlimited electronic signature for a fixed price.**