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| <p>Context</p> | <p>This document from Notarius highlights key concepts of Digital Signatures, benefits for members and cost-related topics.</p> |
| <p>Definitions</p> | <p>Digital Signature Digital signing certificate that cryptographically secures an electronic file, thus proving the identity of signers and the integrity of the signed document in a manner such that the final document is authentic. Digital Signatures issued by PEGNL create a non-repudiable link between the signer and the document signed.</p> <p>A PEGNL Digital Seal Digital Signature in which the PEGNL affiliation and corresponding right of practice are cryptographically asserted and controlled by PEGNL.</p> |
| <p>Why Digital Signatures?</p> | <p>Notarius leverages two non-proprietary technologies to allow for the creation of reliable electronic documents: PDF/A and digital signing certificates.</p> <p>The Digital Seal affixed to a document by an engineer or geoscientist:</p> <ul style="list-style-type: none"> ✓ Guarantees the identity of the signer. The origin of the document includes proof of the signer’s identity, the signer’s professional affiliation with PEGNL (at the time of the signature) as well as the date and time of the document’s finalization, which is certified; ✓ Ensures the integrity of the document (as well as its data contents), so that the document has not been altered since its completion; ✓ Establishes the authenticity of the document. The authenticity implies that everything necessary to prove its origin and integrity is embedded within the document; <p>PDF/A ensures the longevity of the document. Longevity provides the ability to open, read, authenticate and preserve the reliability of a document over time.</p> |
| <p>Benefits and Opportunities for members</p> | <ul style="list-style-type: none"> ✓ Modernization of the professional’s practice ✓ Increased Efficiencies <ul style="list-style-type: none"> ○ No need to duplicate documents ○ No more printing-signing-scanning ○ Flexibility to modernize processes |

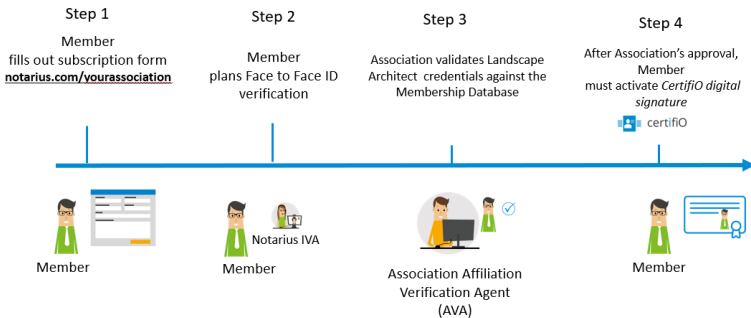
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| | <ul style="list-style-type: none"> ✓ Bottom Line Cost Savings <ul style="list-style-type: none"> ○ Cost Savings in Storage ○ Operational Cost Saving (digital processes) ○ Reduction in time delays ○ Labor-saving ✓ Better interprovincial mobility as Digital Signatures are becoming a standard in the Canadian engineering & geoscience community ✓ Mobility for the signer ✓ Send a strong message to relying parties and readers of documents produced by Engineers and Geoscientists in Newfoundland & Labrador that only documents signed using a Digital Seal from PEGNL have assurances of competency corresponding to the title; <ul style="list-style-type: none"> ○ Professional Liability: A Certified TimeStamp¹ is embedded when the document is digitally signed. |
| <p>Cost of a Digital Signature</p> | <p>The Notarius pricing model takes into account the following:</p> <ul style="list-style-type: none"> ✓ Notarius was founded as a not-for-profit and existed as such for over 15 years. <u>Since 1998 Notarius prices have always gone down.</u> ✓ Notarius’ business model focuses on distributing costs across a very large number of subscribers. ✓ Pricing model is the same for all jurisdictions and for all professionals. ✓ Cost includes a PDF reader and signing tool that meets government requirements ✓ Phone support and web-based live training is free and included with the subscription ✓ Compared to other similar services, Notarius’ digital signature cost is either the same or lower. <p><u>Here are the price scenarios:</u></p> <p>A) New subscriber</p> <ol style="list-style-type: none"> 1. One-time Notarius Sign-up Fee: 140\$* <ul style="list-style-type: none"> • *To help the Business and professional community across Canada during COVID-19, Notarius is discounting from \$140 to \$40 its Sign-up fee for new subscribers. This offer is valid until June 30th,2020 via www.notarius.com/pegnl |

¹ A timestamp token is a digital certificate embedded in an electronic document that proves **when** the document was signed. Notarius is both a Certificate and a Time Stamp Authority.

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| | <p>2. Annual Notarius Subscription Fee: 185\$ for the Digital Seal (<u>Certifio for Professionals</u>)</p> <p>The Annual Subscription fee includes Notarius Digital signature Software <u>Consigno Desktop</u> and a CertifiO Suite of tools.</p> <p><i>The total for the first year is 225\$ and 185\$ for subsequent years</i></p> <p>B) Members already in possession of a Digital Signature(s)</p> <p>PEGNL members who have already subscribed to a Digital Signature that was approved by another jurisdiction or by another professional association will benefit from their PEGNL Digital Seal at a discounted price of 75\$ with no Sign-Up Fee.</p> <p>The discount will be automatically applied by using the same email address for the subscription.</p> |
| <p>Cost Scenario for an Engineer/ Geoscientist or a firm</p> | <p>Below are 2 Cost Scenarios</p> <p>1) Linda is an engineer from St. John’s. She is licensed with PEGNL and has projects in both New-Brunswick and Quebec. She wants to digitally sign and seal documents in all 3 jurisdictions since PEGNL, APEGNB and OIQ have Digital Signatures. Let’s say her first signature would be from PEGNL, what would be the total cost for year 1 and year 2?</p> <p>Considering the ongoing promo: PEGNL: \$40 (sign up fee) + \$185 (subscription) for 1st digital signature APEGNB : \$75 (2nd digital signature) OIQ : \$75 (3rd digital signature) TOTAL year 1 : 375\$ +tx TOTAL year 2: \$335 +tx</p> <p>2) Mike works for a firm with 7 engineers in St. John’s. The firm wants to implement digital signatures. Currently only 3 engineers are signing and sealing for the firm and only Mike has projects in Quebec and Nova Scotia. What would be the total cost for the firm for years 1 and 2?</p> <p>Considering the ongoing promo: PEGNL: \$40 (sign-up fee) + \$185 (subscription) * 3 = \$675 + tx OIQ and Engineers Nova Scotia Digital Signatures: \$ 75 (subscription)* 2 = \$150 +tx Total year 1 = \$825 + tx for the firm Total year 2 = \$705 +tx for the firm</p> |

Sign Up Process

Digital Signature Suscription process



To sign up: <http://notarius.com/wp-content/uploads/2018/07/Signing-up-for-a-CertifiO-for-Professionals-Digital-Signature.pdf>
 For the ID Verification portion: [Identity verification: what do you need to prepare?](#)

ROI of Digital Authentication

Based on a survey conducted with the engineering and architectural clients of Notarius.

- ✓ The Return On Investment of Digital authentication vs Paper authentication is **3:1**. Using a Digital Signature in the context of Digital authentication is 3 times cheaper than using the traditional stamping and sealing method.

ROI Of Digital Transformation

| Task | Paper authentication | Digital authentication |
|----------|---------------------------------------|------------------------|
| Create | \$\$\$ | \$ |
| Sign | \$ | \$ |
| Scan | \$\$\$ | |
| Shipping | \$\$\$ | \$ |
| Archive | \$\$\$ | \$ |
| Quality | | |
| Cost | \$\$\$ | \$ |
| | \$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$ (16) | \$\$\$\$\$ (5) |

On average, a signer can save over \$1000 per year/per person

On average, a signer can expect to save 16 hours of work per year/per person

- ✓ Try the [ROI CALCULATOR](#) tool to see how much your company could save by no longer producing paper originals.
- ✓ Digital signatures reduce the sealing cycle dramatically from days to hours in most cases (paper sealing versus digital sealing)
- ✓ Renewal rate for digital signature service is over 92%. Once retirement and job changes are factored in, the net departure is likely about 2%. No one goes back to paper once they digitally sign

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| | <ul style="list-style-type: none"> ✓ Cost of scanning A1 drawings once you add multiple print-sign-scan cycles are evaluated at about \$70 per drawing (based on industry average) ✓ Even customers who ask for paper originals will historically scan them afterwards to keep the electronic copy. It makes more sense to produce electronic originals and print paper copies. ✓ Cost of equipment to print and scan. Although some engineers or geoscientists struggle with the cost of digital signatures, this is often not translated into higher-priced tools, like printers and scanners. For many small firms, the cost to operate plotters and scanners is a challenge. ✓ For some engineers or geoscientists, the cost of paper originals is a revenue centre. If that is the case, the professional should consider staying with paper. But this practice is less common today. |
| <p>Adoption</p> <p>Who's using it?</p> | <p>Notarius is especially present in the Engineering, Architectural and Landscape Architectural professions where document reliability requirements are highest.</p> <p>Notarius has already partnered with 38 professional associations including (APEGNB, Engineers Nova Scotia, OIQ).</p> |
| <p>Support for Members</p> | <p>Notarius presently services a large community of users from coast to coast. As such, our Digital Signature services include a variety of training tools (weekly webinar, videos, guide and FAQ) and assistance, free of charge.</p> |
| <p>Frequent asked questions</p> | <p>How do you sign-up?</p> <p>A: If you are fewer than 5 subscribers in your company, you would go to our web site, www.notarius.com/yourassociation EX: www.notarius.com/pegnl , fill out the form and you would pay by credit card. Once completed, you would book an appointment with one of our ID verification agents to verify your identity and then we ask your association to confirm your status. Once approved, you will get an email to activate your digital signature. (You should Install our signing software prior to activating digital signatures.)</p> <p>Link to sign up document: http://notarius.com/wp-content/uploads/2018/07/Signing-up-for-a-CertifiO-for-Professionals-Digital-Signature.pdf</p> <p>Link to sign up explanation video: https://notarius.hubs.vidyard.com/watch/vfu43oqdcZ1u5U4nLLLygT?</p> <p>What if I have many people to subscribe?</p> <p>A: If you are more than 5 subscribers and wish to open a billing account, Notarius can provide you with the form and then your employees will be able to bill the company when they sign-up.</p> |

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| | <p>How long does it take to get? A: The entire process takes about 45 minutes but is spread over 5 business days. It can be a lot quicker, but you should plan on 5 business days.</p> <p>Why should I pay for an image of my seal? A: You are not paying for an image. You are subscribing to a government grade digital signature service issued by your association. The cost of this service is aligned with the market for this type of service and since it is cyber security-related, it does require continuous maintenance and rigor to operate. Essentially, our digital signatures are used by government agencies, land titles, Transportation, Energy, etc... We are not allowed to fail as a trust network for all our partners.</p> <p>Who will I pay? You or the association? A: The service is issued by your association, but the payment is made to Notarius for the service.</p> <p>Anybody else provides this service? Why do I have to use Notarius? This feels like a monopoly. A: Your association has chosen Notarius as a Trust Network to provide government grade digital signatures to their members. If Notarius was a financial establishment in the credit card industry it would be equivalent to Visa. Everyone has a Visa credit card, but no one got the card directly from Visa. They got their card from a bank. Your association is like the bank or merchant that can provide the Visa (RBC/OAA) credit card. Like the credit card industry, there are very few government grade digital signature providers. Should you need more information please direct your questions to your association.</p> <p>Do you have information for my IT, legal, executive or boss to share with them? A: We have plenty of support documents to help support your efforts with key stakeholders internally. www.notarius.com/resources is a great place to start.</p> <p>Do you have any support training services? A: We offer a variety of training services that are all free. Webinars, phone, chat, email, video tutorials and complete FAQ.</p> |
| <p>For additional information</p> | <p>Please visit: notarius.com/resources/</p> <p>Notarius has created an educational website dedicated to digital signatures: mydigitalseal.com</p> |