



Best Practices for Multiple Digital Signatures and Stamps

How to prepare PDFs for multi-signature and multi-stamp workflows.

Summary

This guide outlines the best practices for preparing PDFs in ConsignO Desktop when multiple users must apply digital signatures and/or professional stamps.

You will learn how to set up signature and stamp zones in advance, route documents between participants, and use certification appropriately within a multi-signer workflow. These recommendations help ensure a smooth signing process, preserve document integrity, and avoid common issues that can delay completion.

1. Allow Multiple Users to Sign

A digital signature formally approves a document and protects its integrity. In ConsignO Desktop, a standard digital signature allows a document to be routed to multiple participants, provided the document is prepared correctly in advance.

Steps

- 1 Finalize the PDF content.
- 2 Identify all users who must apply a digital signature.
- 3 Create a separate signature zone for each signer.
- 4 Place each signature zone in the appropriate location.
- 5 Save the prepared PDF before the first person signs.
- 6 Have each signer apply their digital signature in their assigned zone.
- 7 Send the document to the next signer until all required signatures are applied.

Example

If three approvers must sign the same document, create three distinct signature zones before sending the PDF.

As the document is routed, each approver applies their signature in the designated zone.

Best Practice: Save the prepared PDF before the first person signs, then have each signer use only their assigned zone.

2. Allow Multiple Users to Stamp Multiple Pages

A professional stamp or seal may be required on one or more pages of a document. When multiple users need to apply stamps in ConsignO Desktop, all required stamp zones must be created before the document is circulated.

Steps

- 1 Identify every page that requires a stamp.
- 2 Identify all users who must apply a stamp.
- 3 Create the required stamp zones on each applicable page. If signatures are also required, create the corresponding signature zones at the same time.
- 4 Ensure stamp zones are clearly positioned so each user knows where to apply their stamp.
- 5 Have each user apply their stamp in the assigned zones.

Example

If two professionals need to stamp a five-page document, create stamp zones for both professionals on every page that requires a stamp before sending the document for stamping.

Best Practice: If signatures are also required, create the corresponding signature zones at the same time as the stamp zones.

3. Signing vs. Certifying: What is the Difference?

Signing and certifying both use digital signatures to protect document integrity. The key difference is that signing may still allow some paper-like review features, while certifying adds restrictions that can prevent further actions on the document.

Action	What it does	When to use it
Sign	Applies a digital signature to protect document integrity while allowing limited review features (such as comments or markups) to remain available.	Use for approval or authorization when the document must continue to other assigned signers or stampers.
Certify	Applies a digital signature and enforces document-control restrictions that may limit further actions based on the certification option selected.	Use only when the PDF is final, all required zones are in place, and certification is required by your professional regulatory organization.

Best Practice: Use signing for normal approvals in a workflow that still needs to continue. Use certification only when final document controls are required and all zones are ready.

4. Use Certification Carefully

Certification may be required by your professional regulatory organization. In ConsignO Desktop, certification is optional and does not change the legal value of a digital signature. Instead, it is a document-control feature that defines what actions are permitted after the document is signed.

Important

Certification applies to the entire PDF, not to individual signatures or stamps.

If it is applied too early or configured incorrectly, it may prevent other participants from signing, stamping, or interacting with the document as intended.

Best Practice for Multi-Signer and Multi-Stamper Workflows

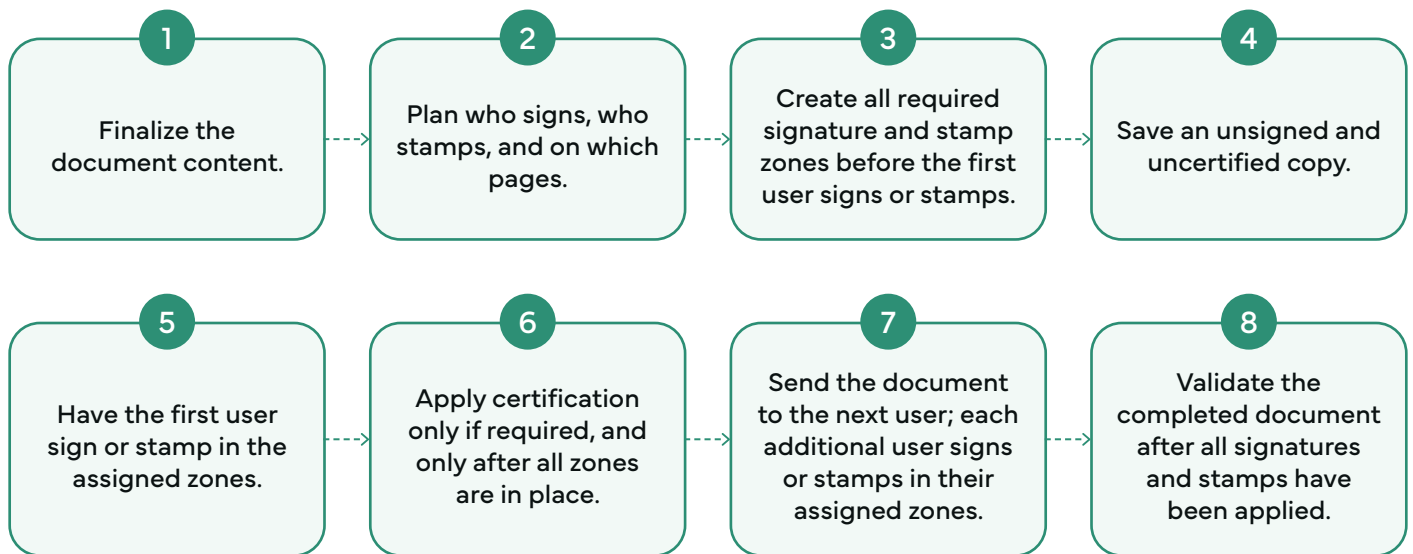
Certification must be applied by the first signer, and only after all required signature and stamp zones are created.

Select the option that prevents modifications while allowing signatures and stamps in existing zones.

Once certification is applied, it cannot be reversed. If changes are needed, you must return to the original unsigned and uncertified file.

5. Recommended Workflow

A practical eight-step path for preparing, routing, and validating a completed PDF.



Best Practice: Create every required signature and stamp zone before the first signature, stamp, or certification is applied.

6. Quick Checklist and Common Mistakes

Refer to this checklist before sending a PDF document for signatures or stamps.

Before sending, confirm:

- ✓ The PDF content is final.
- ✓ All signers and stampers are identified.
- ✓ All required signature and stamp zones are created.
- ✓ Each user knows where to sign or stamp.
- ✓ Certification requirements are confirmed.
- ✓ An unsigned and uncertified copy of the PDF is saved.

Avoid these common mistakes:

- ✗ Certifying before all users have zones.
- ✗ Forgetting zones for later signers or stampers.
- ✗ Assuming users can add zones after certification.
- ✗ Treating certification as the same as a regular signature.
- ✗ Assuming certification increases the legal value of the document.

Best Practice: Prepare zones first. Route each participant to their assigned zones. Validate the final document after all signatures and stamps are applied.