K-Apps Document Signing

Enterprise document signing for SharePoint Online

Sign in the Microsoft 365 environment you already use. Capture every approval and seal the final PDF once.

Built to reduce recurring signing costs

SharePoint Online • Microsoft Entra ID • Azure Key Vault



Executive summary

A document-signing solution for small, midsize and enterprise organizations in the private sector.

Every signer is accountable.
Every completed PDF gets one organization seal.

Work where your teams already work

Launch signing from SharePoint or from an existing approval workflow.

Include people outside your tenant

Invite external recipients by email and verify them with an email one-time code.

Make signing spend easier to model

Estimate cost using final sealed documents, expected volume and your current contract.

K-APPS / DOCUMENT SIGNING

Common Digital Signature Architecture with Signer-Specific PKI

An HSM-backed model with an individual certificate for each signer

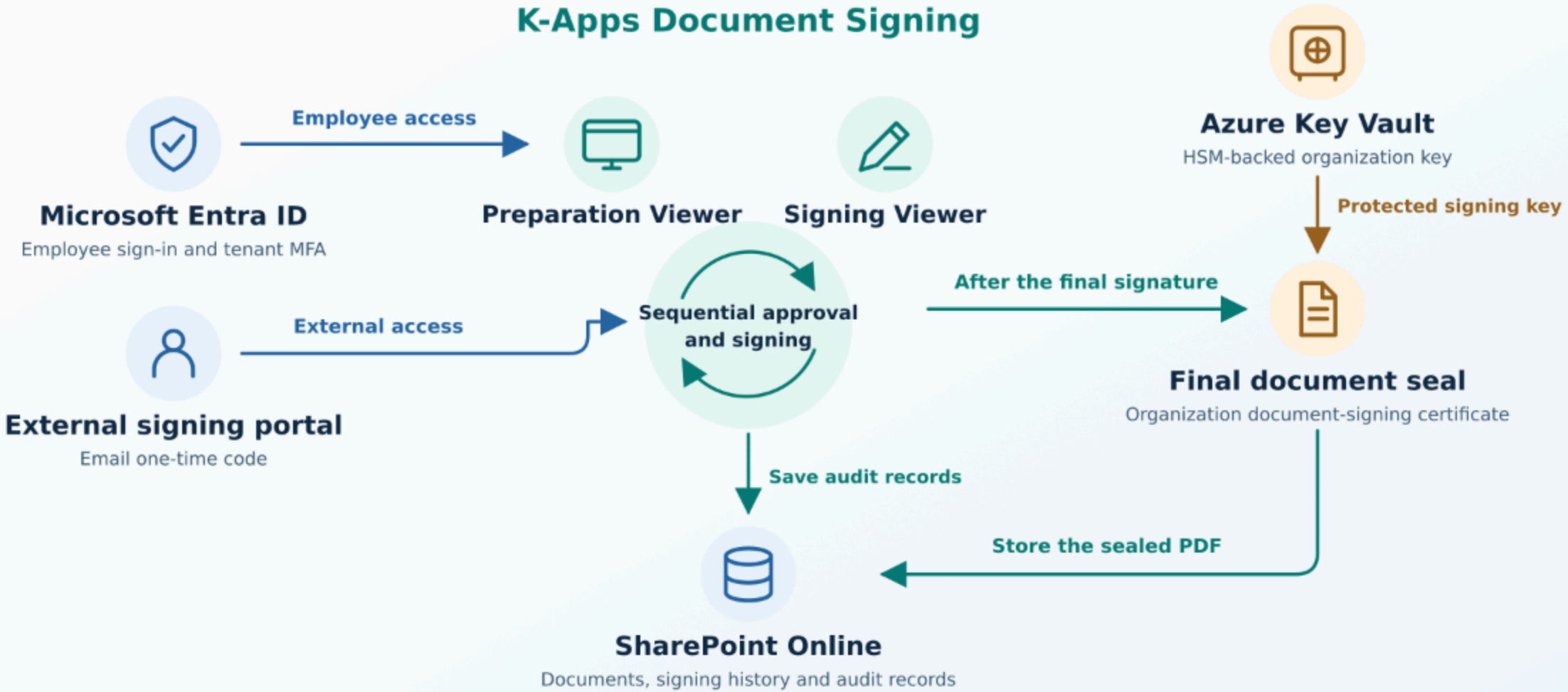


One HSM can protect many signer keys. Certificate issuance is separate from each signing operation.

Each signer has an individual credential and uses their own private key to sign.

K-Apps Document Signing Architecture

Microsoft identity and SharePoint storage with K-Apps workflow and organization-level sealing



SharePoint records each signing action. K-Apps seals the completed PDF once.

K-Apps Document Signing vs. Common Digital Signatures (Signer-Specific PKI)

How the two approaches handle signing credentials, workflow records and sealing.

	Signer-specific PKI	K-Apps Document Signing
What you manage	A signing credential and its lifecycle for every signer.	Existing Entra ID and SharePoint, plus one organization signing credential.
At each signing step	The signer’s protected private key digitally signs that PDF revision.	K-Apps records the signature or initials, saves the audit event and routes the task.
Signing operations	One cryptographic signing operation per signer in this model.	One organization sealing operation per completed PDF.

Five signers. Five recorded signing actions. One final seal.

The technology behind the signing service

Four components handle documents, identity, key protection and certificate issuance.

SHAREPOINT ONLINE

Documents and workflow

Hosts the workspace and stores PDFs, approval history and audit records.

MICROSOFT ENTRA ID

Employee authentication

Uses work accounts and the organization's MFA policies.

AZURE KEY VAULT

Protected signing key

Holds the organization's cryptographic key, with an HSM-backed deployment option.

CERTIFICATE AUTHORITY

Organization certificate

A third-party authority issues the document-signing certificate used for the final PDF seal.

K-Apps connects these components through the SharePoint workspace, signing viewer and APIs.

What the business gains

Designed for Microsoft 365 customers who want simpler signing and clearer operating costs.

Reuse what you already operate	Keep document storage and workflow history in SharePoint and employee authentication in Entra ID.
Reduce certificate operations	Apply the organization certificate once per final PDF, including requests with multiple signers.
Give teams an auditable record	See who confirmed, when they acted and which workflow step they completed.
Connect existing approval processes	Use the signing APIs from HR, Correspondence or other custom SharePoint workflows.

What lower annual signing spend can look like

Illustrative annual comparison in USD. Match volumes, features and cost coverage before quoting savings.

ILLUSTRATIVE ANNUAL SPEND

$11,000–$12,000 to $5,000

About 55–58% lower annual spend.

CERTIFICATE OPERATIONS

5, 7 or 10 operations become 1

80%, 86% or 90% fewer operations when the baseline uses one per signer.

What would it take to reach 60–70% savings?

At a $12,000 baseline, comparable annual K-Apps costs would need to be $4,800 to $3,600.

Examples are scenarios, not a customer quote. Actual costs depend on volumes, licensing, hosting and certificate terms.

Document signing in SharePoint Online

A standalone K-Apps module for internal and external signing.

PREPARE

Upload a PDF or convert an approved Word template to PDF.

ASSIGN

Place fields and set the signing order.

SIGN

Employees use My Signing Tasks. External signers verify by email.

SEAL

Download the final PDF with one organization seal.

Prepare the document in a few steps

Place fields directly on the PDF and guide each signer to the right action.

SIGNATURE PLACEMENT

Drag and drop a signature field

Position a field where the signer needs it. Signers can draw, type or upload their signature.

INITIALS EXPERIENCE

Place initials once

The planned all-page placement repeats a single initials anchor at the same position on each page.

Automatic all-page initials placement is subject to release QA.

Add signing to custom SharePoint workflows

Keep your existing approval flow and add K-Apps signing where a signature or initials are required.

SharePoint workflow

Route the approval

Your workflow decides who approves next and which steps require signing.

K-Apps signing API

Collect the signature

Link the document and task. The assignee reviews and signs or adds initials.

SharePoint workflow

Continue the process

Receive the signing outcome and advance approvals. Retrieve the sealed PDF at completion.

Example workflows

HR job offers and correspondence approvals

Developers connect each workflow through the signing APIs using the integration guide.

From upload to sealed PDF

Each signer acts in sequence and reviews the latest confirmed revision.

01 Upload

PDF or approved Word template

02 Prepare

Place fields for each approval type

03 Route

Set the order for unlimited sequential signers

04 Confirm

Review, enter initials or sign, then explicitly confirm the assigned step.

05 Track

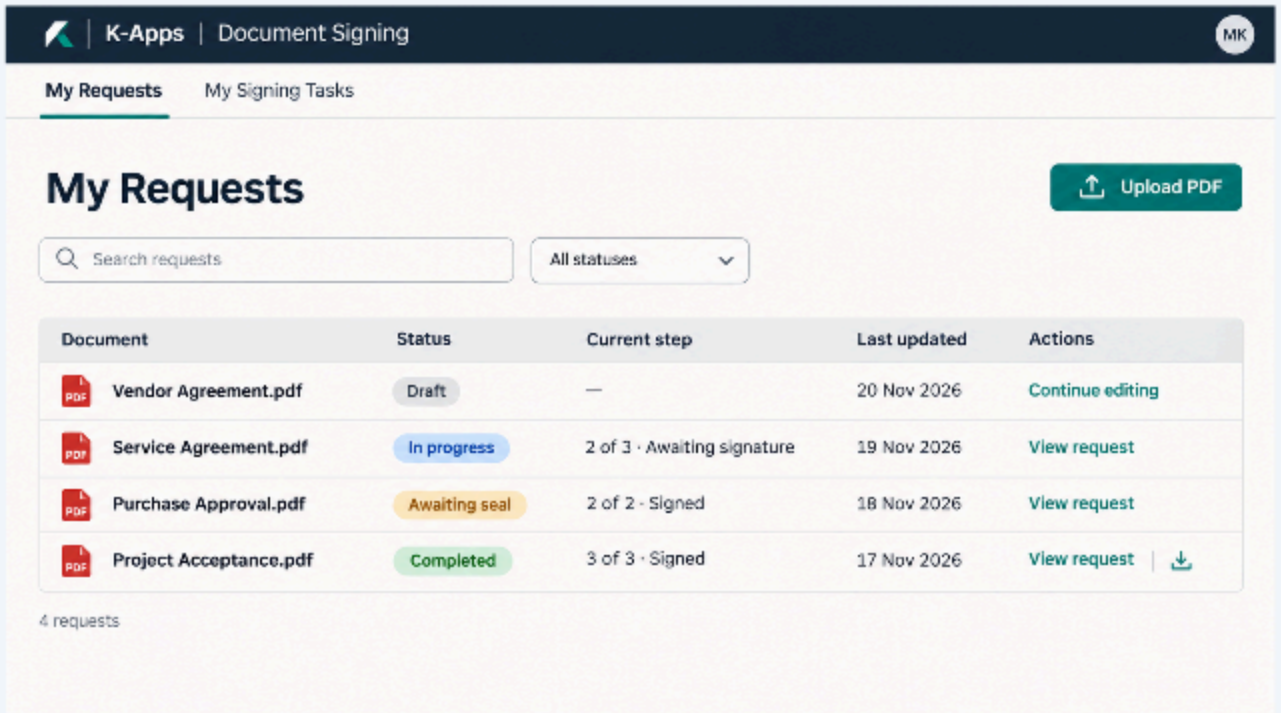
Review activity or download a labeled interim copy

06 Complete

Seal and download the final PDF

My Requests

Manage drafts, active requests and completed documents.



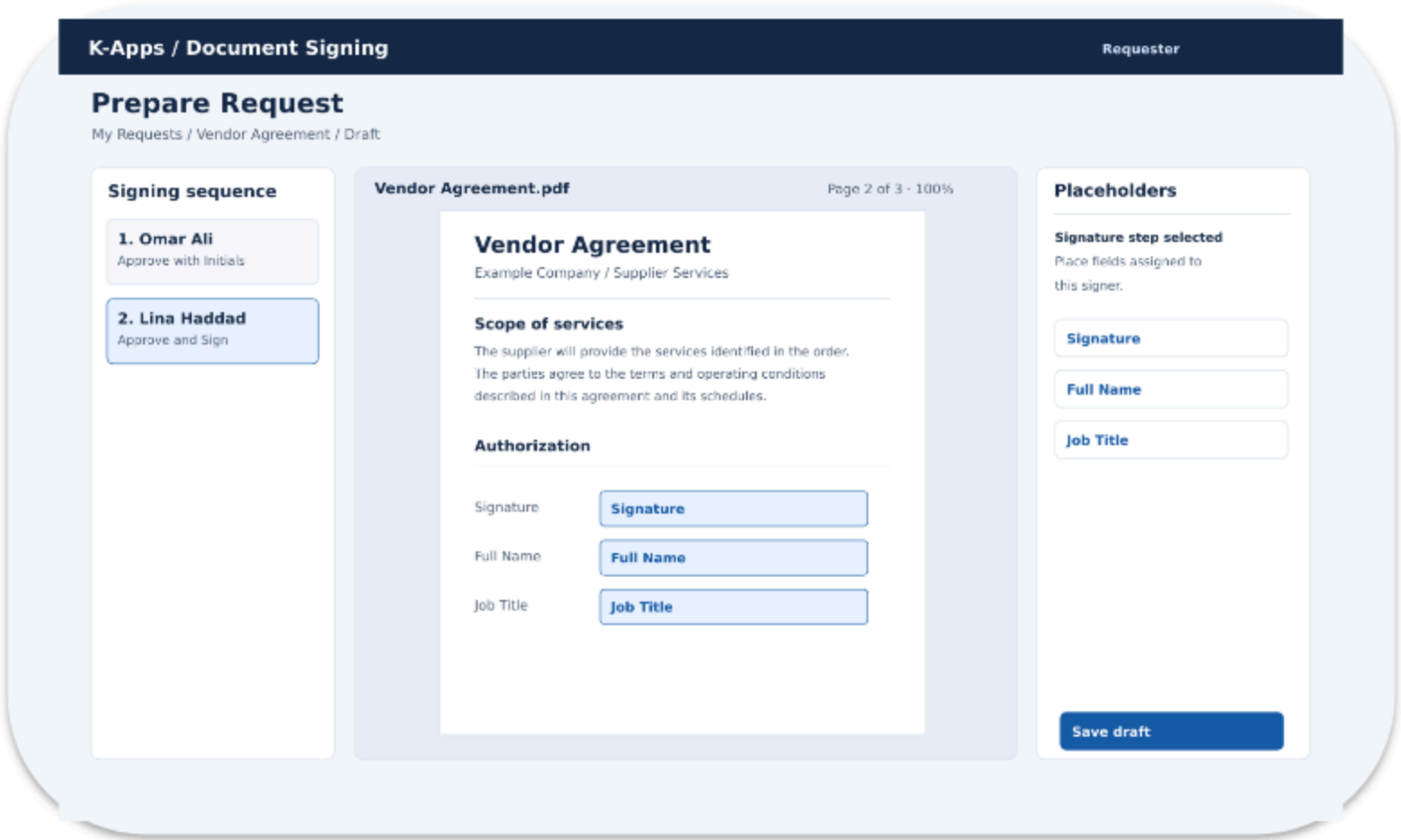
Create and reopen drafts

See the active signer and request status

Cancel an in-progress request with confirmation

Prepare an approval and signature

Select an Approve and Sign step to place its fields.



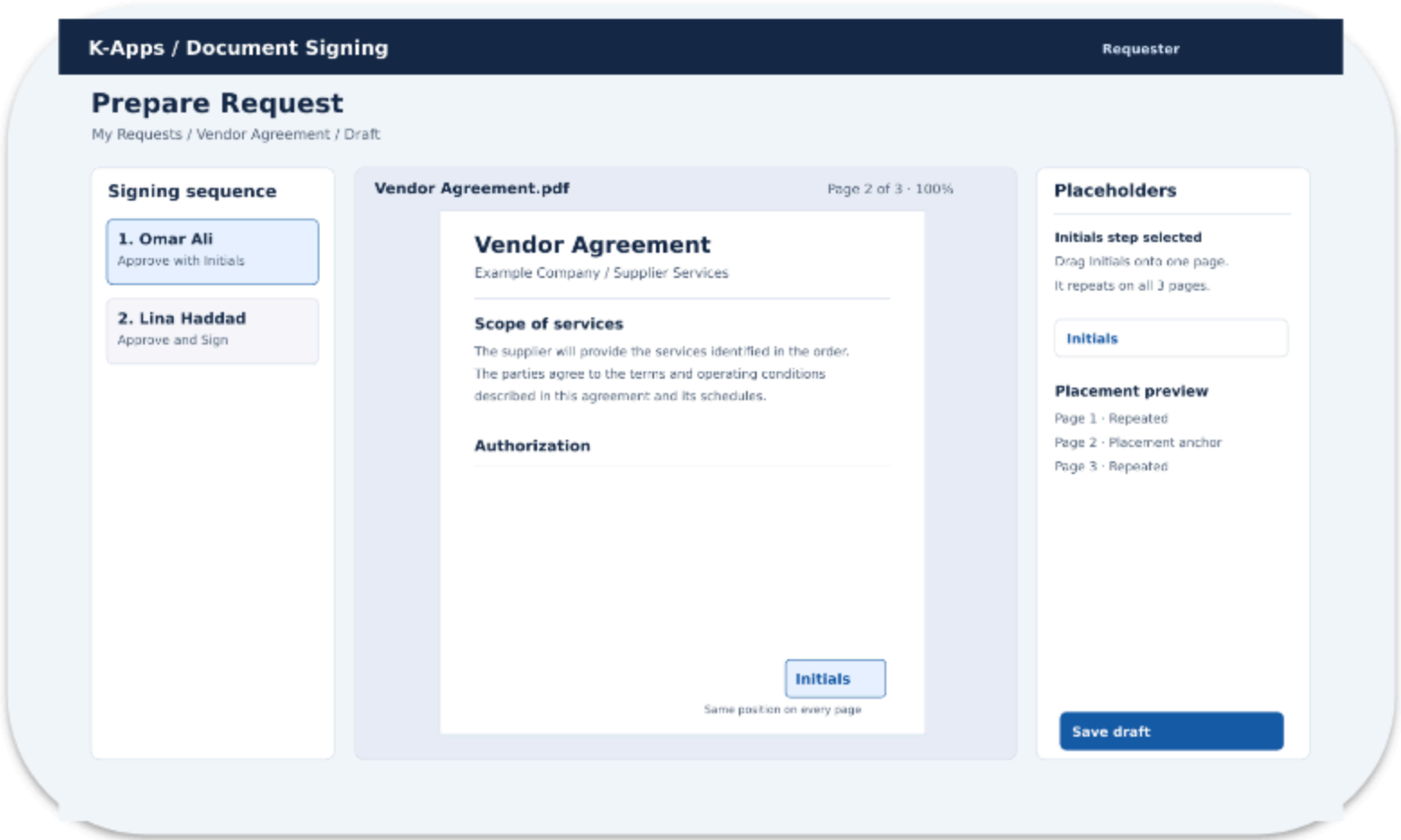
Place one or more signatures

Add Full Name and Job Title as needed

Signing time is captured automatically

Prepare an initials approval

Select Approve with Initials to place the anchor. All-page placement is subject to release QA.



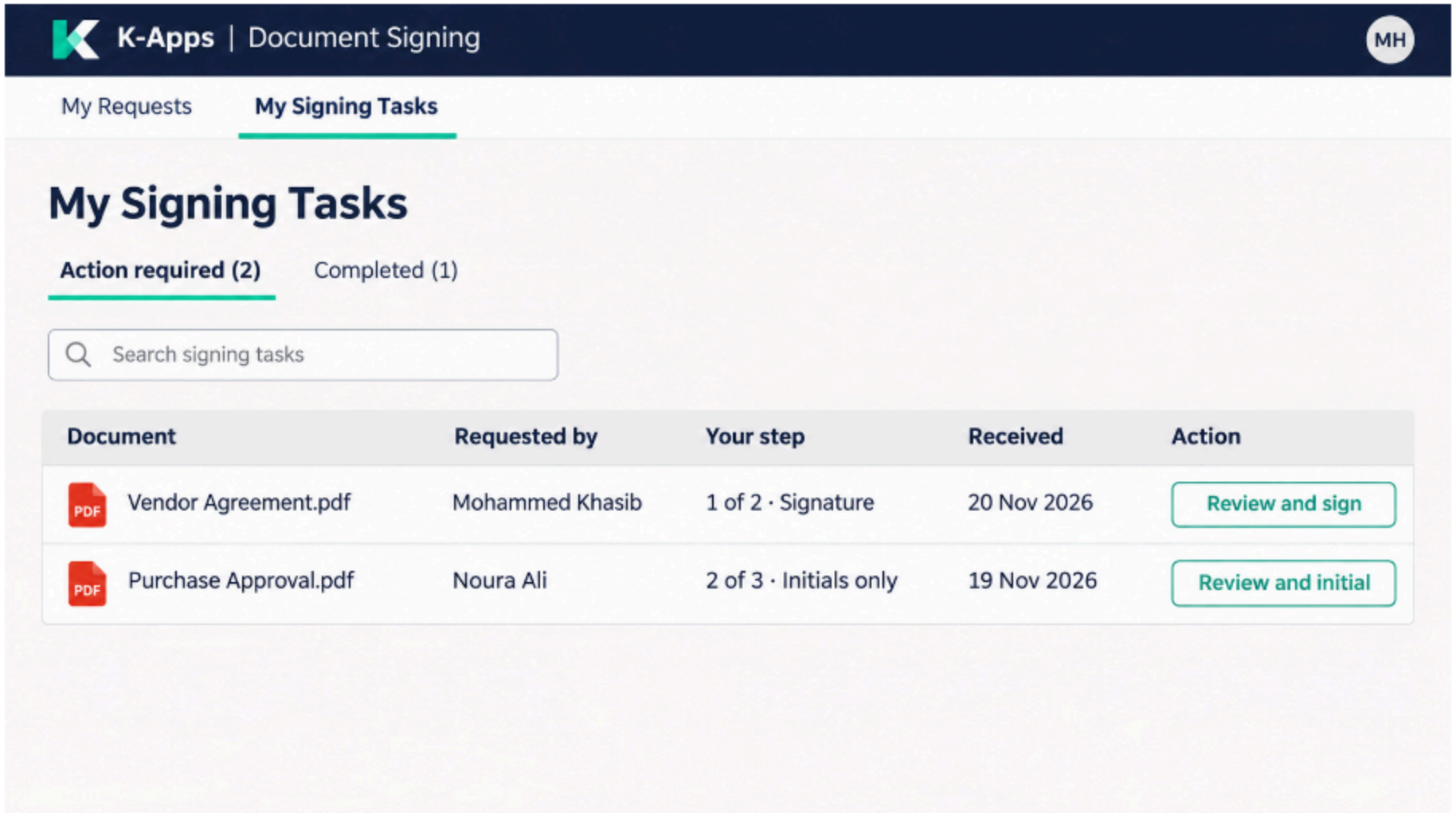
Place one Initials field

Preview the same position on every page

Each step has its own fields

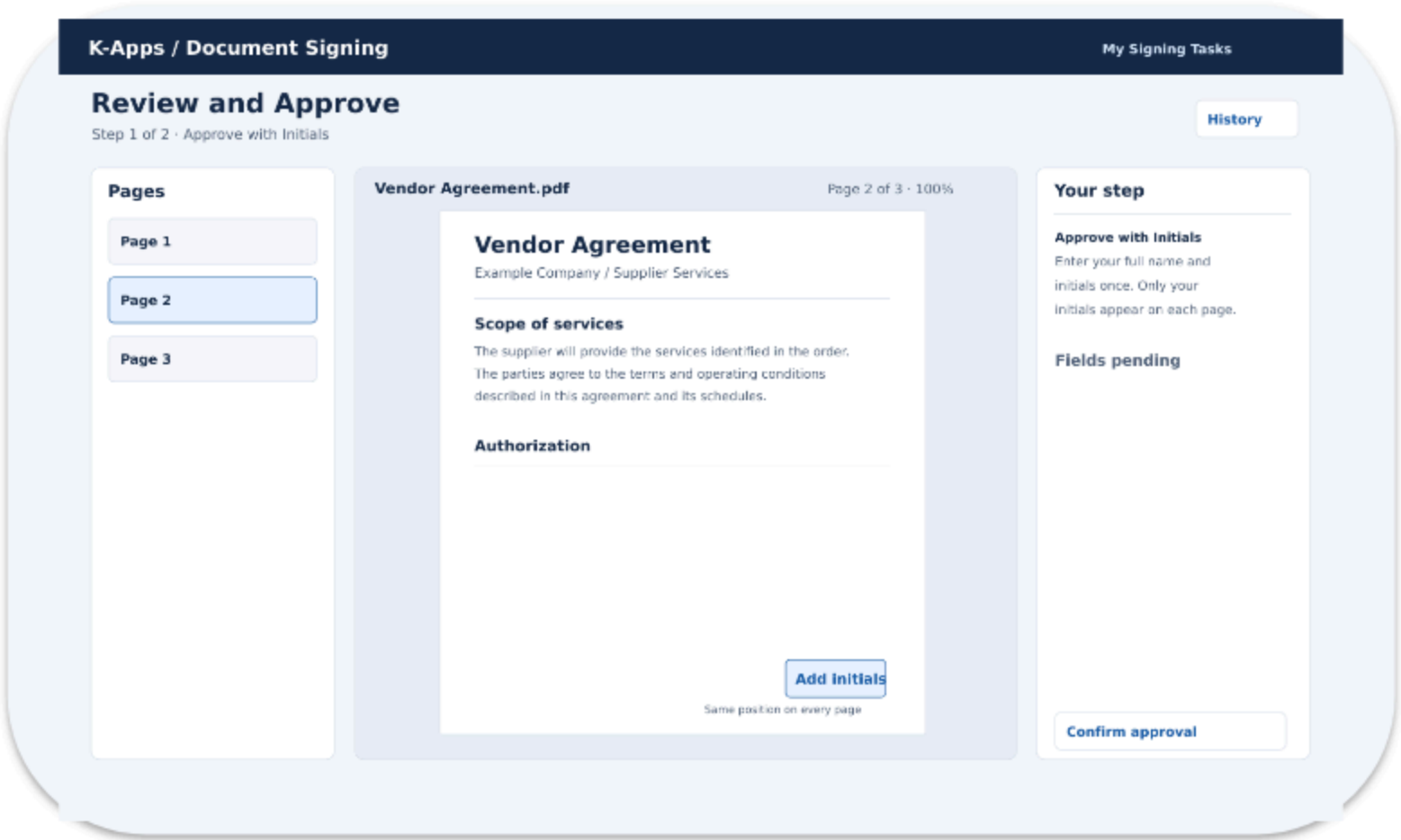
My Signing Tasks

Internal signers open their assigned tasks from SharePoint.



Review an initials approval

The reviewer opens the active step from My Signing Tasks.



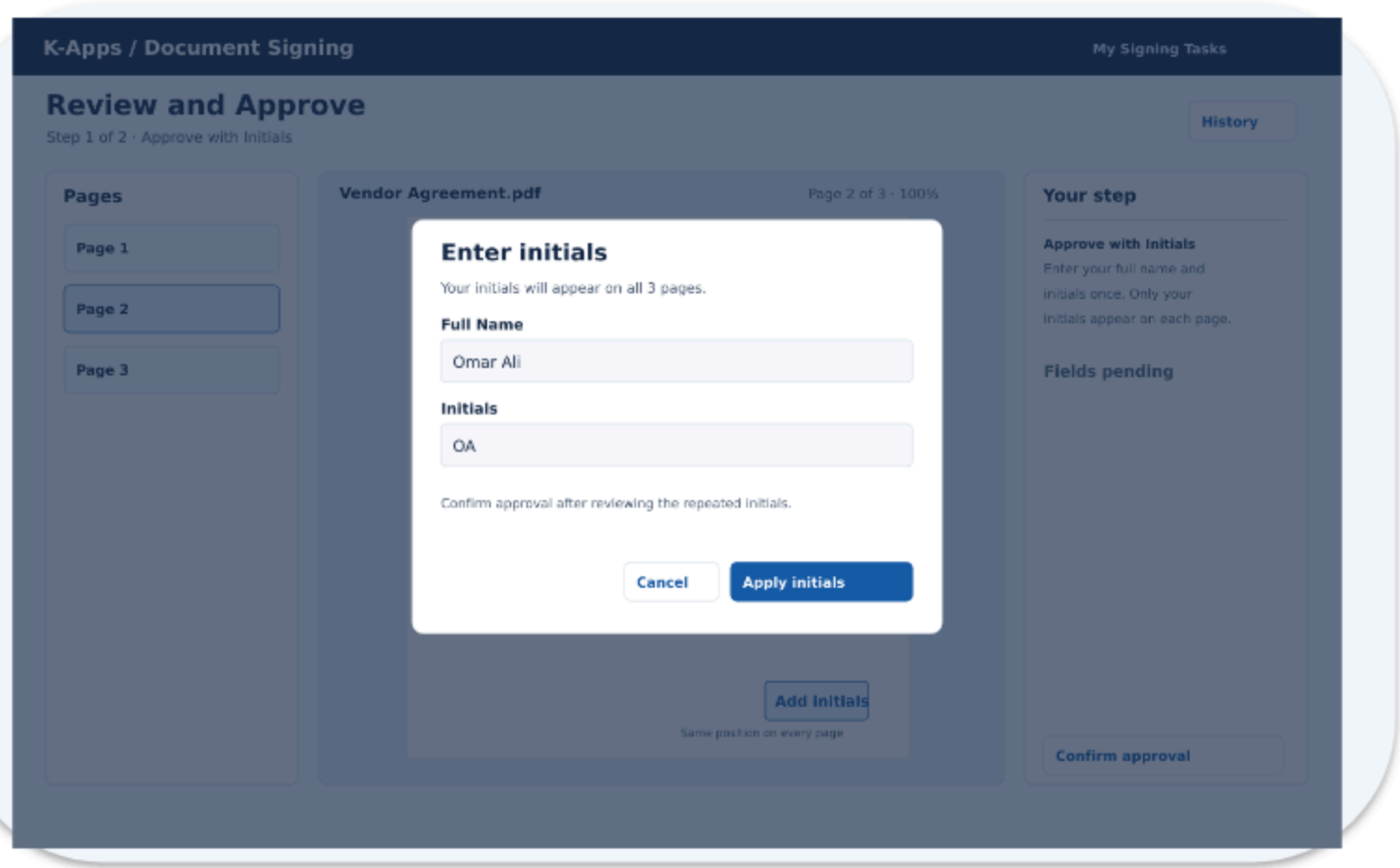
Review the document and history

Select the Initials field to open the dialog

Confirm only after reviewing the preview

Capture initials

Enter the full name and initials, then select Apply initials.



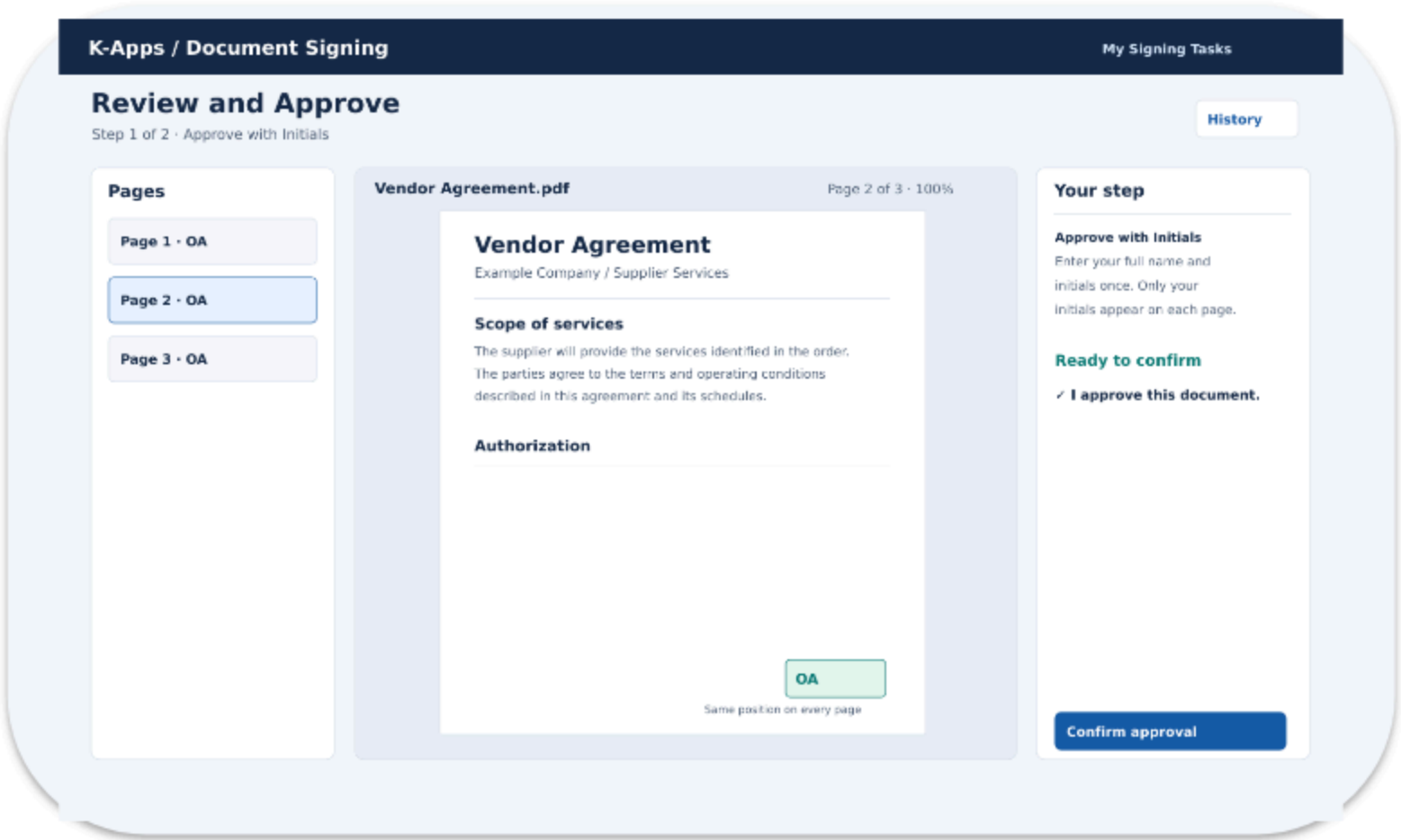
Two text fields capture the input

Only initials appear on the pages

The task stays open until confirmation

Confirm an initials approval

Illustrates the planned all-page initials review before confirmation.



Preview initials on every page

Confirm approval closes the task

The next step becomes active

External signer invitation and one-time code

External signers receive a link in one email and a verification code in a separate email.

Action required: Review and sign your document

From K-Apps Document Signing
To external.signer@example.com

K-Apps Document Signing

Mohammed invited you to review and sign a document.

Document: Supplier Agreement.pdf

Review and sign

The invitation is personal. A verification code is required.

Illustrative email

Invitation email

Your K-Apps verification code

From K-Apps Document Signing
To external.signer@example.com

K-Apps Document Signing

Enter this one-time code in the signing portal.

624 913

Verify in the signing portal

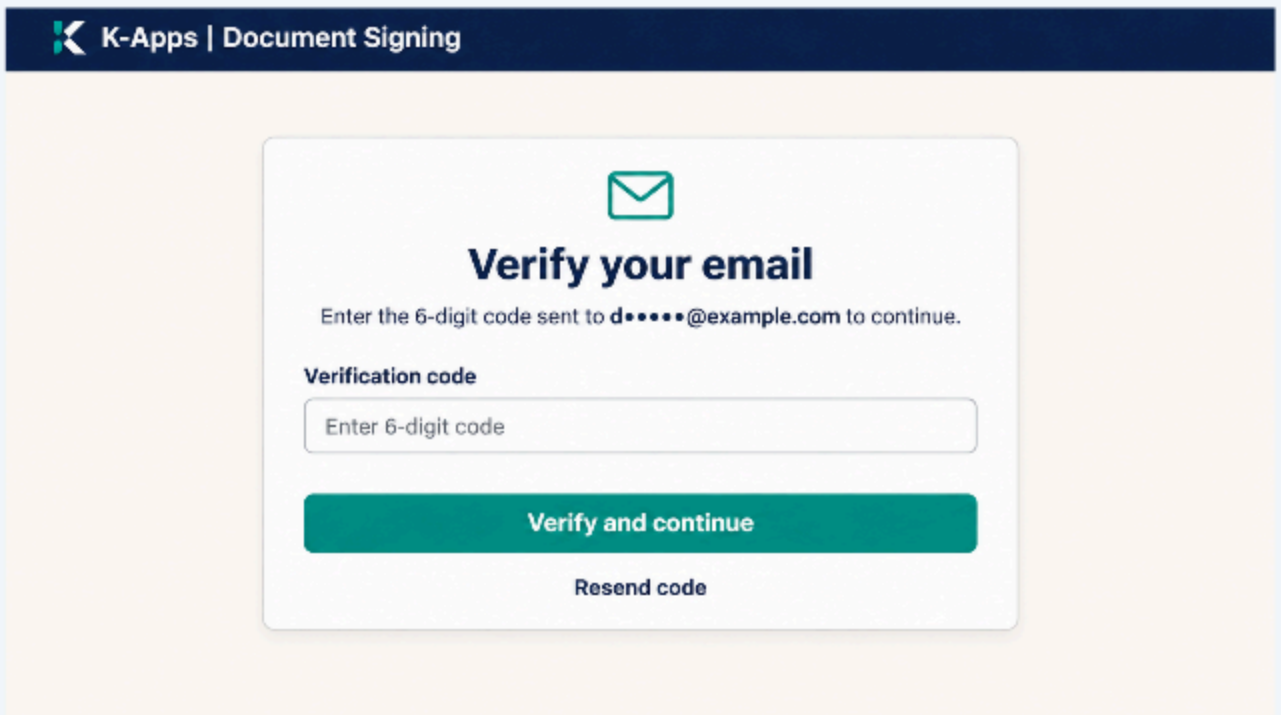
If you did not request this code, you can ignore this email.

Illustrative email

One-time code email

External email verification

Invite personal or business email addresses to the external portal.



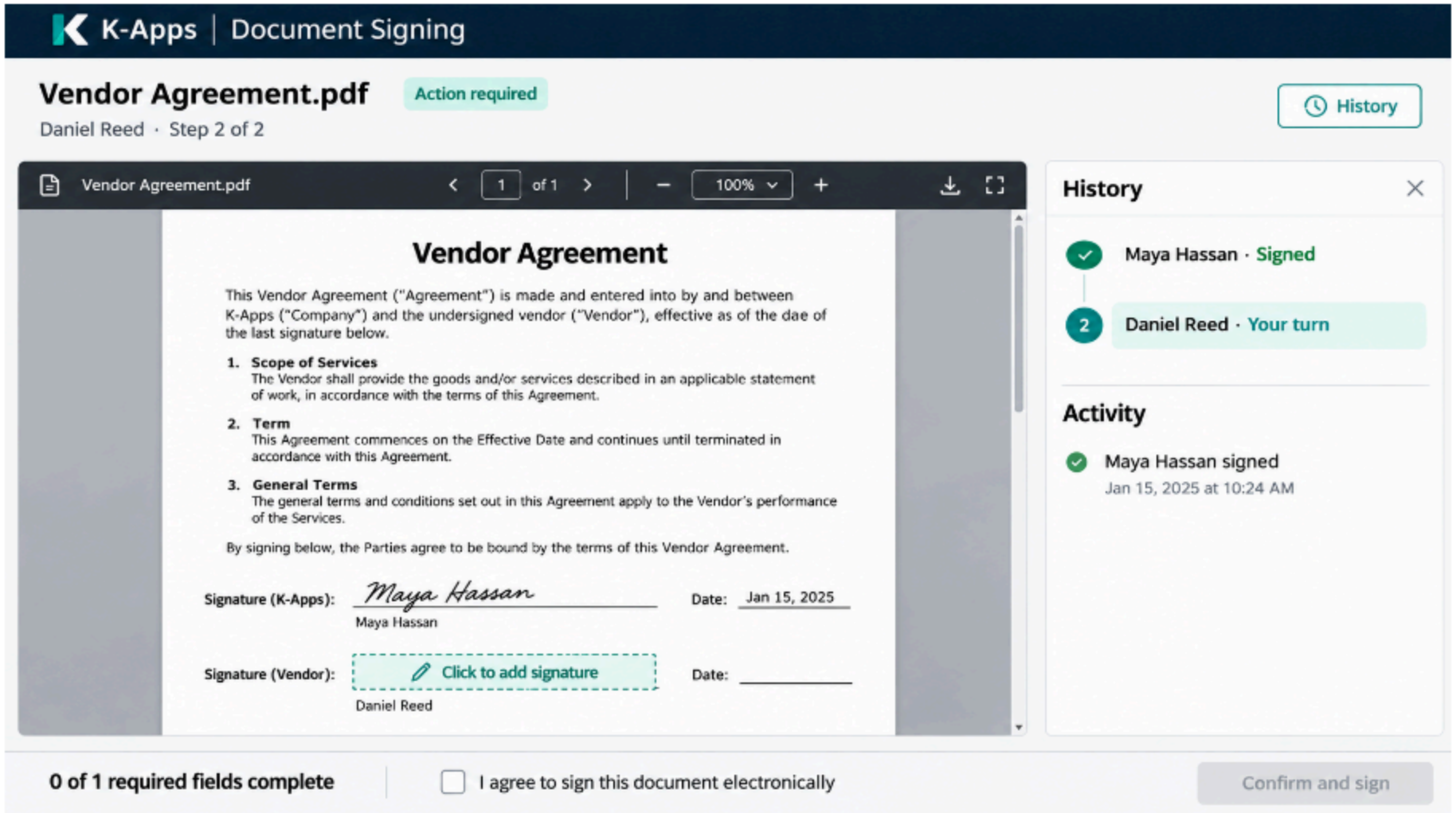
Open the invitation email

Verify with a one-time code

Access the assigned signing request

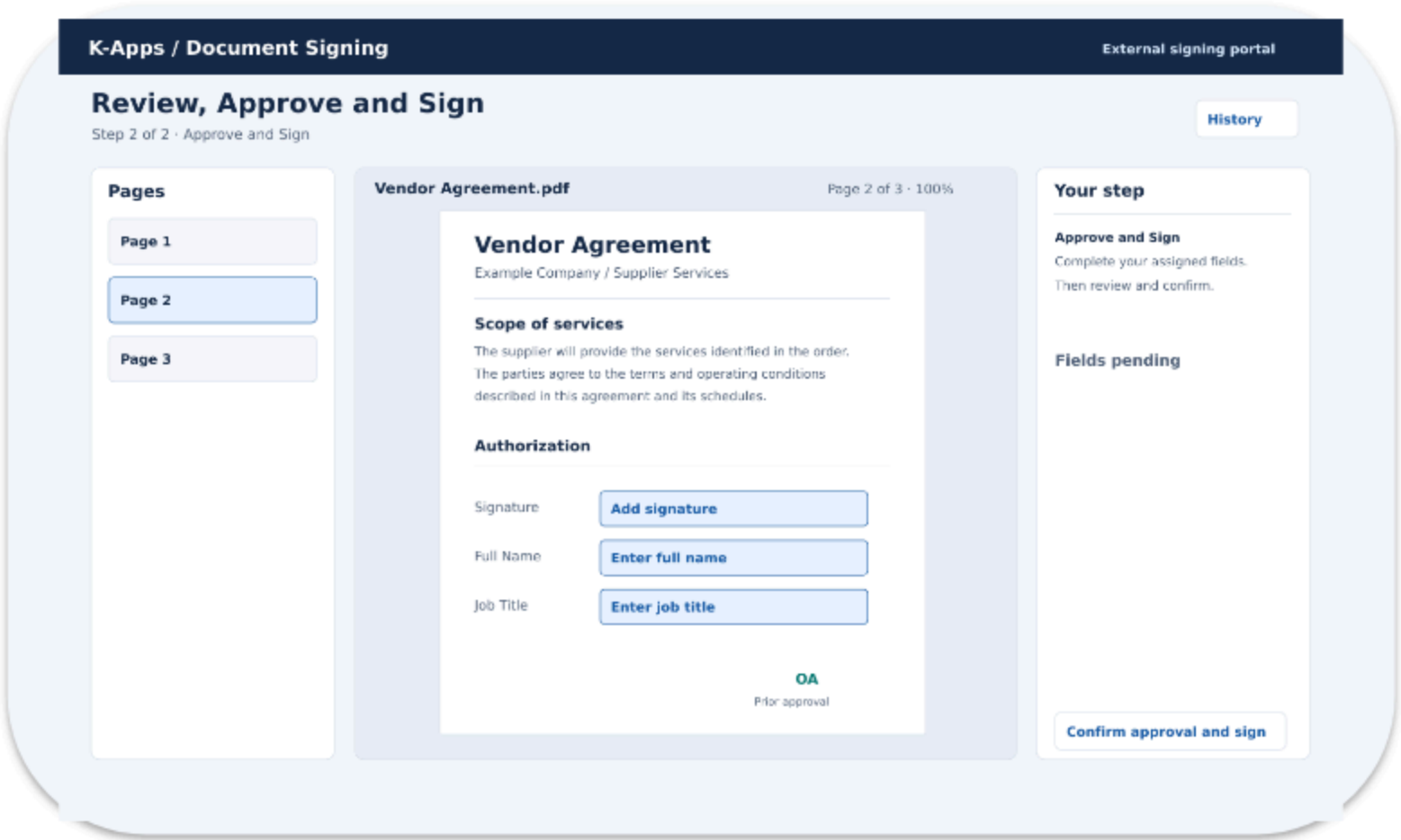
External document review and signing

After email verification, the external signer opens their assigned document in the signing portal.



Review an approval and signature

The review experience is shared by internal and verified external users.



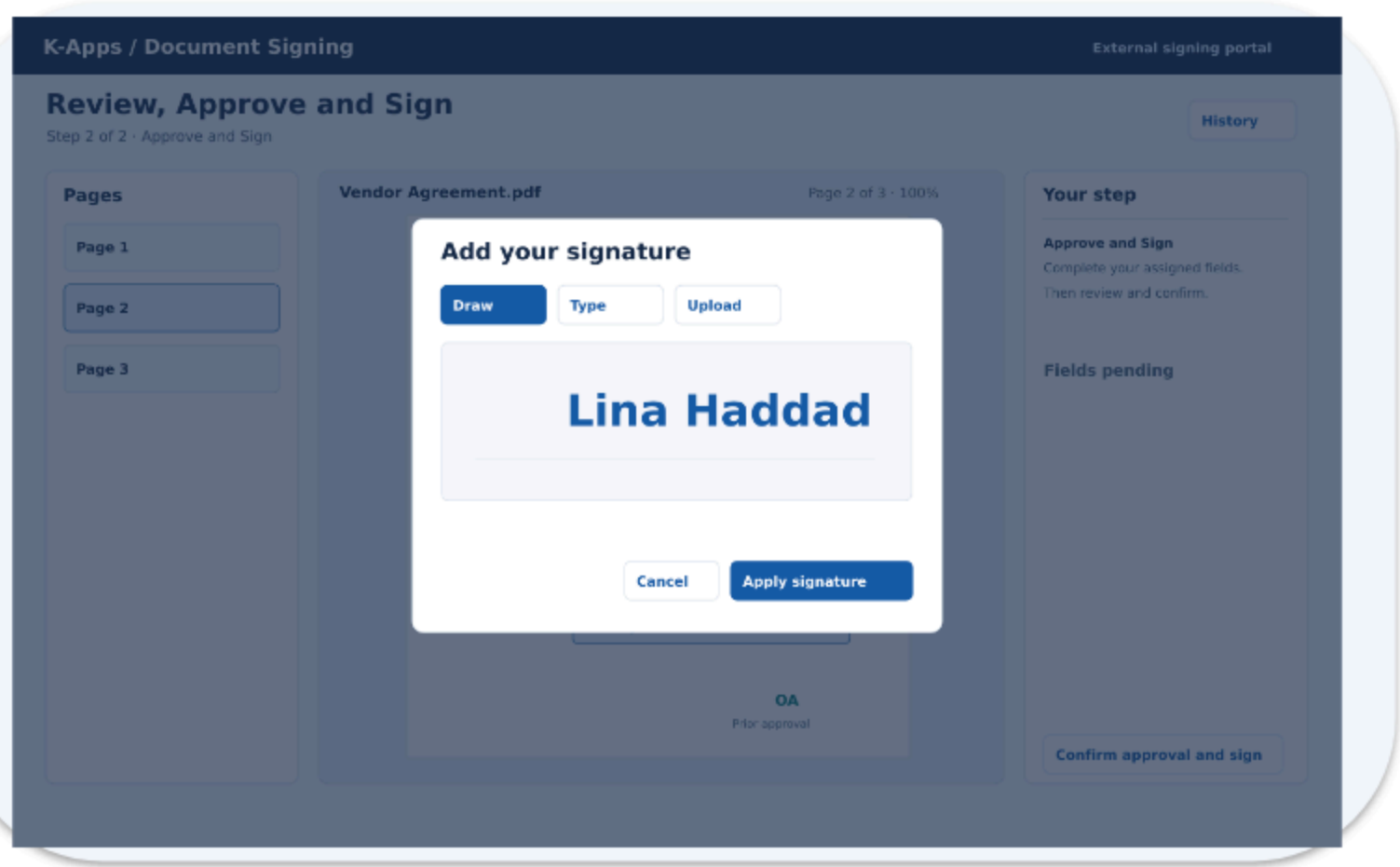
Review prior marks and history

Complete placed name and job title fields

Select the Signature field

Capture a signature

Choose Draw, Type or Upload, then apply the signature.



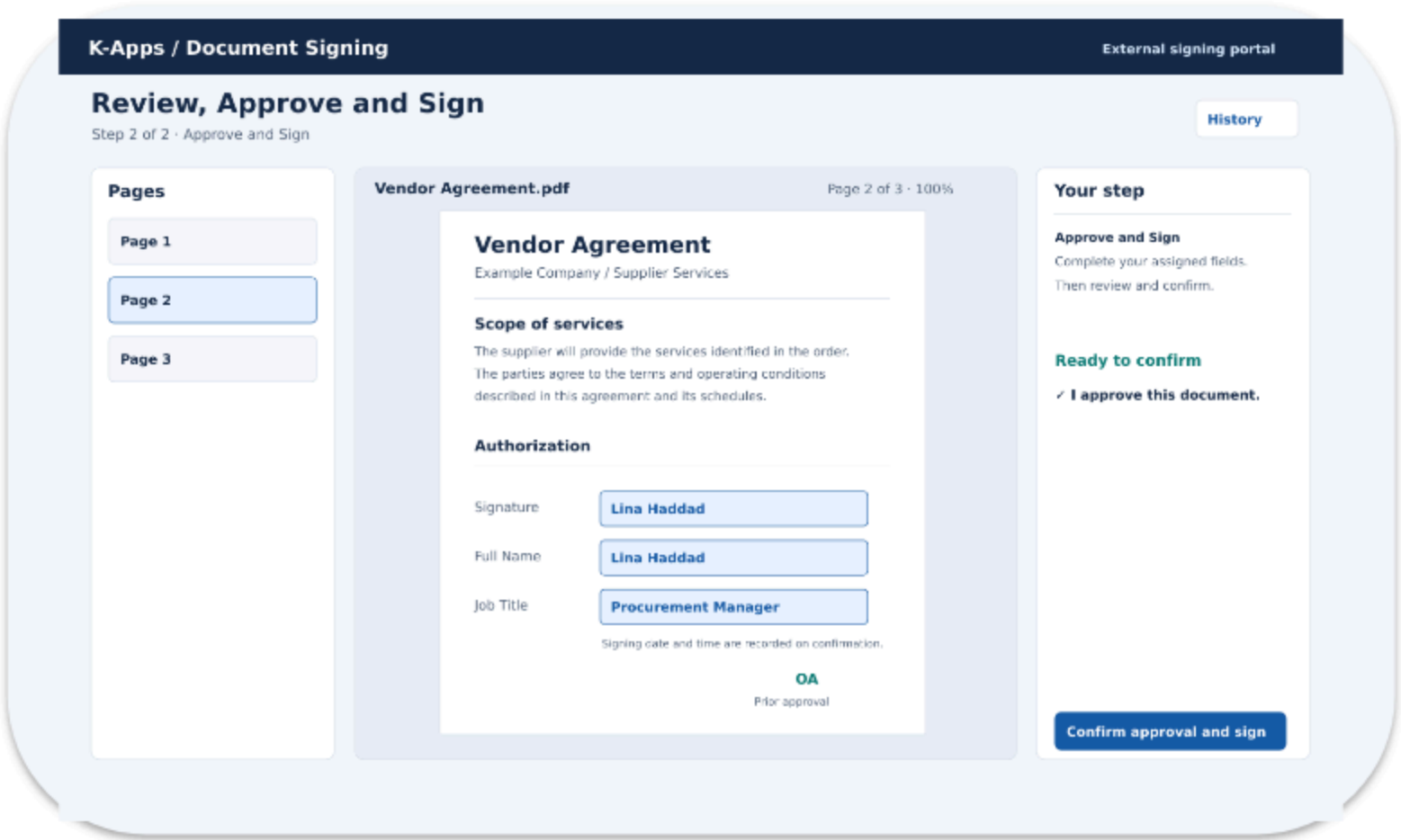
Draw or type a signature

Upload a signature image

Preview the signature before confirming

Confirm approval and signing

Confirm after reviewing the placed values and signature.



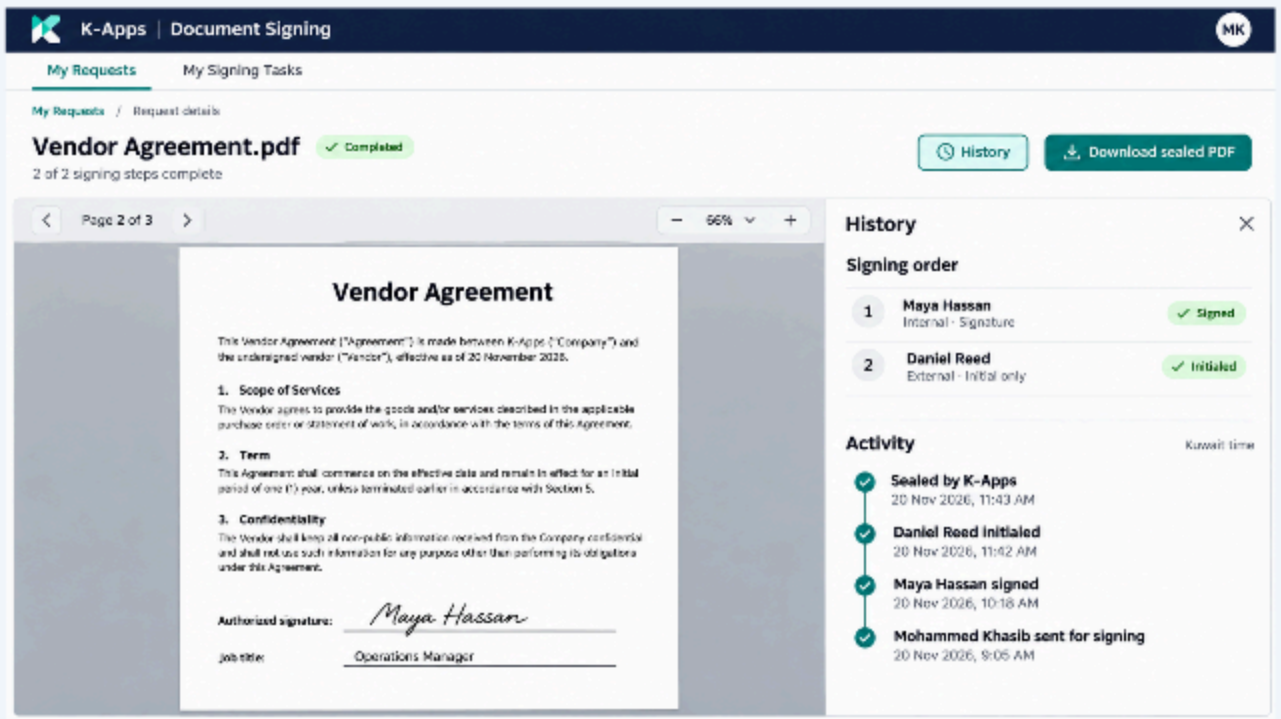
Confirm approval and sign closes the task

The system records time and audit reference

One organization seal follows the final step

Request history and sealed PDF

Follow each action from dispatch through final organization sealing.



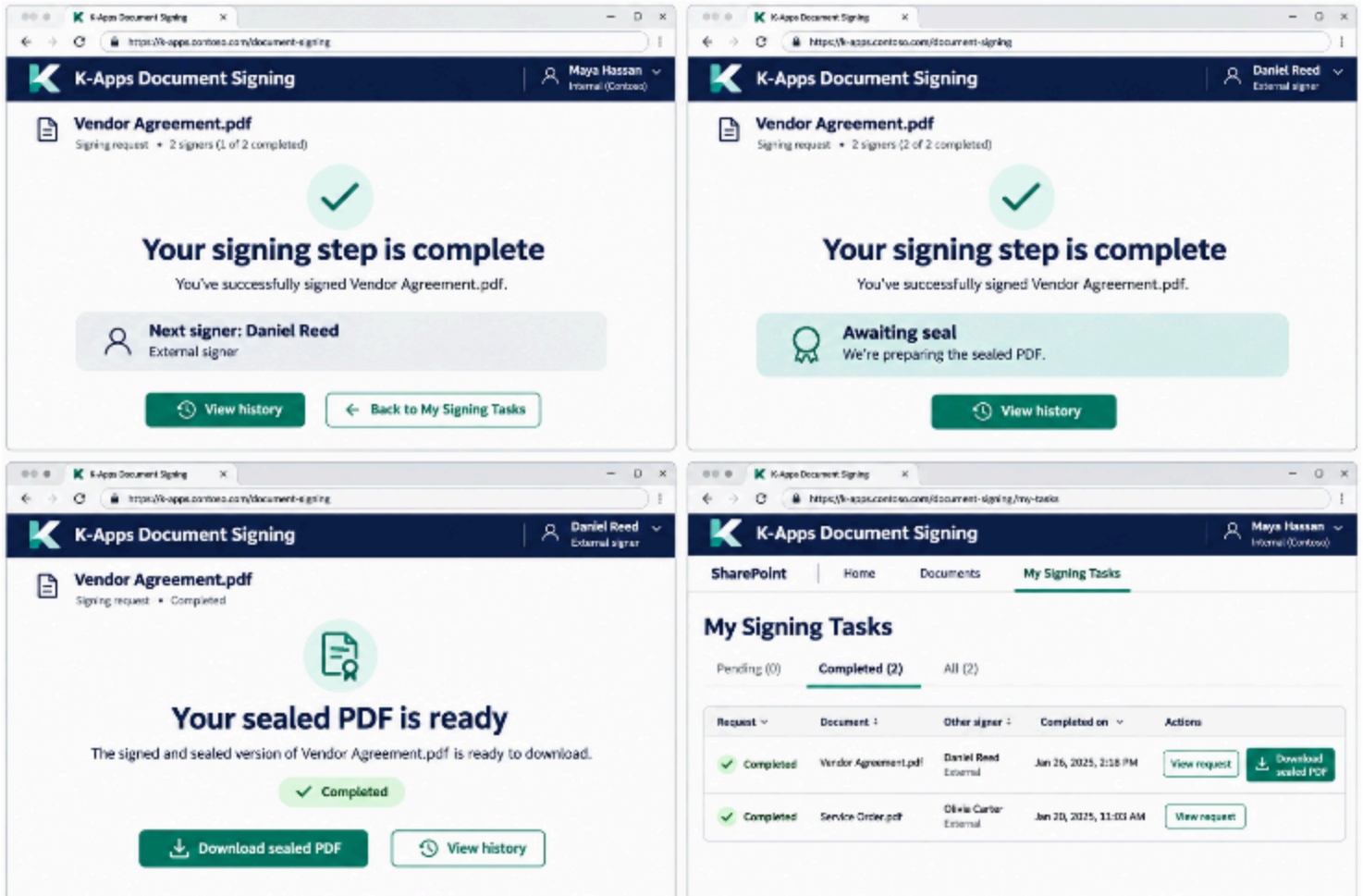
View the signer sequence and timestamps

Trace each mark to its audit reference

Download interim or final sealed copies

Interim copies and the final sealed PDF

Authorized interim downloads carry a status footer on every page.



During signing

Interim copies are marked “Organization Seal Pending.”

After completion

K-Apps seals the clean final revision once and stores it in SharePoint.

Control a request in progress

The sender can cancel before the final signer confirms.

Confirm cancellation

Open the request and confirm the action.

Stop routing

Cancel open steps and revoke external access.

Notify recipients

Notify the active signer and those who already signed.

Preserve history

Retain completed signing actions and revisions.

Prevent final sealing

A cancelled request ends without a final seal.

Microsoft 365 deployment

Deploy as a standalone module in the customer's SharePoint Online environment.

SharePoint Online

Private storage for documents, workflow and audit history.

SharePoint Framework

Request preparation and employee signing workspace.

Microsoft Entra ID

Employee identity and role-based access.

OneDrive conversion

Convert approved Word templates to PDF at intake.

External signing portal

Email verification, document review and signing.

Azure Key Vault

Key-backed organization seal on completion.

Mobile signing and preparation

Planned customer-branded app for signing on the go.

PREPARATION

Prepare on mobile

Upload documents, configure approval steps and place signature or initials fields.

SIGNING

Review and sign

Open assigned tasks, review PDFs, and confirm a signature or initials.

DISTRIBUTION

Publish for your organization

A Flutter app with a mobile-optimized SharePoint experience, packaged for customer-managed app store publishing.

Planned scope. Availability depends on mobile QA and customer app store approval.

Customer branding

Deployment can be styled to fit the customer's brand.

Identity

Customer logo and color palette

Experience

Branded styling for the signing interface

Communications

Branded invitation and verification templates as scoped for deployment

Planned admin reporting and settings

Proposed dashboard, detailed reporting and sender administration.

Usage dashboard

Request volume, unique signers and completed signed documents

Detailed activity report

Filter by date, status, sender or signer and open request history

Sender administration

Manage authorized sender access. Additional settings can be defined during rollout.

K-Apps
Document Signing

Standalone signing for SharePoint Online

Internal and external signers • One final sealed PDF

K-Apps | Enterprise Digital Solutions