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RMail— Sending from an Application

Mailsoft offers a wide variety of methods and applications for transporting an email from the sender or company to RMail for processing. Submitting data into the RMail Cloud platform for processing can be done in a variety of ways:

1. **(This Document) SMTP Email Schema:** One can route email to the RMail Cloud with the special formatting of the messages, forwarding to an RMail server, or adding an extension to recipient email addresses such that the message enters the RMail Cloud platform and is processed with the appropriate characteristics
   a. Subject line with recipient extension
   b. Message headers with recipient extension
   c. Mail redirect to RMail Cloud platform gates

2. W**eb services API:** Mailsoft offers a Simple Object Access Protocol (SOAP) web services interface to securely transmit via HTTPS data, email, and messages to the RMail Cloud platform specially tagged to be processed with the appropriate characteristics.

3. **Open Apps™:** Mailsoft offers programmatic access to baseline software that RMail has developed for popular platforms such as Outlook, Lotus, Zimbra, iPad, iPhone, Browser (Explorer, Safari, Mozilla), salesforce.com, among others. These can be adapted by developers, building on RPost base software applications. We call these "Open Apps".

RMail services include the Registered Email, SecuRmail and eSignOff products, with numerous additional features and add-ons for proof, privacy, convenience and productivity. This document outlines the steps for sending emails through RMail services from an application, or batch send-ing without any software requirement.

Step 1: Setup Checklist

1. Address for authorisation in the Registered Email system:
2. Registered Receipt email routing address (if different than the sender address)
3. Address to send the usage reports (if different than the sender address):
4. Usage report frequency:

Step 2: Sending Instructions – Registered Email Service

1. Compose the email.
2. Route the email to RMail with an address modification.
   a. Append the suffix, **".rpost.org"** to the end of the recipient address.
   b. Example: jane@company.com send to jane@company.com.rpost.org.
   c. Note: The ".rpost.org" suffix is removed by RMail in transit and not visible to the recipient.

Example recipient address for email designated to RMail as a Registered Email message:

3. Send email

Step 3: Additional Services and Features

Mailsoft provides many additional services and features built on the Registered Email platform. These services are available by adding subject line triggers or x-header instructions to the message to initiate the function within the RMail platform. The next two sections outline these settings in detail.

1. Additional Service - Subject Line Trigger

RMail uses subject line tagging to indicate which service(s) the message has been submitted.

- o The format is: <tag><client code data><added feature>
- o The string must be inserted at the beginning of the subject line.
- o The address suffix (.rpost.org) and subject-line string will be removed during processing en-route.
- o SecuRmail requires messages be transferred from the sending application to via TLS or other.

Sample Subject Tags (additional features available upon request)

Service	Subject Line Tag	Example Subject: Important Email
Registered (default)	None	Important Email
Unmarked (no banner)	(C), (c) or (©)	(C) Important Email
eSignOff by Hand (or Email)	(RPX)	(RPX) Important Email
SecuRmail Encryption Note: No password inside the () will automatically system-generate a 10 alpha/num. decryption password.	RPSX(password) RPSX()	RPSX(blackfin) Important Email RPSX() Important Email
Register Receiver's Reply	(R+) or (r+)	(R+) Important Email
Client/Reference Code	(Rclientcode)	(R123-1234) Important Email
PDF Conversion	2PDF or 2pdf Note: no ( )	2PDF Important Email

Service	Subject Line Tag	Example Subject: Important Email
Metadata Removal	(RPMD) or (rpmd)	(RPMD) Important Email

Example subject line tag:

Service: Unmarked Registered Email (without banner) • .rpost.org: Routes the message to RMail • (C) in the subject designates the message as Unmarked	From ▾ Alex Khan To... jane@company.com.rpost.org Cc... Bcc... Subject: (C) Important Email
Service: Registered Email with Encryption (SecuRmail) • .rpost.org: Routes the message to RMail • RPSX(abc-123): Indicates the message will be sent encrypted with the decryption password "abc-123". • RPSX(): Indicates the message will be sent encrypted with the decryption password automatically generated by the RMail system with a 10 alpha-numeric random decryption password.	From ▾ Alex Khan To... jane@company.com.rpost.org Cc... Bcc... Subject: RPSX(abc-123) Important Email From ▾ Alex Khan To... jane@company.com.rpost.org Cc... Bcc... Subject: RPSX() Important Email

2. Additional Service – X-Headers

Header	Type	Meaning
XRPost-Type	Integer	1: With Registered E-Mail® banner 2: Without banner
XRPost-SignOff	Integer	1: Hand-sign 2: Email-sign
XRPost-SecurMail	Boolean	Message to be sent as SecuRmail Must be locally encrypted or sent with TLS/SSL
XRPost-SecurMailPassword	String	User generated password for SecuRmail PDF
XRPost-AutoPassSecure	Boolean	Use system generate password for SecuRmail
XRPost-ReplyRegistered	Boolean	Replies to this message will be Registered Email messages
XRPost-ClientCode	String	User generated tag to be included in receipt
XRPost-PDF-DOC	Boolean	Convert attached DOC files to PDF
XRPost-PDF-XLS	Boolean	Convert attached XLS files to PDF
XRPost-PDF-PPT	Boolean	Convert attached PPT files to PPT
XRPost-CleanMetaData	Boolean	Clean Meta-Data from attached MS Office files

Mailsoft professional services specialists are available for integration assistance: info@mailsoftsolutions.co.uk

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RSign — Sending from an Application (Appendix)

RSign is a custom ESignature feature that has been developed with flexibility, control, automation and ease of integration for high volume applications.

Overview

RSign is an email based electronic signature service that is based on the patented Registered Email technology. RSign allows documents to be delivered via Registered Email directly to the signers in-box for review and completion. Data and signatures can be easily added and information is placed conveniently on the documents in predetermined positions.

Completed and signed documents are distributed to all parties including the originator complete with a Registered Receipt proving events together with event tracking notifications for progress updates and reporting.

Step 1: Document Preparation

Contracts can be created in most common formats including; Word, PDF, XML and PowerPoint

1. Add and position Tag fields to documents where you require the data to be added
    a. Tags can include; Name, Title, Date & Signature
    b. Separate Tag fields can be added for multiple recipients
    c. Multiple uses of he same tag field is possible

2. Tag fields (**Single** signatures)
    a. Name: <<Name1>>
    b. Title: <<Title1>>
    c. Date: <<Date1>>
    d. Signature: <<Signature1>>

3. Tag fields (**Additional / multiple** signatures)
    a. Name: <<Name2>>, <<Name3>>
    b. Title: <<Title2>>, <<Title3>>
    c. Date: <<Date2>>, <<Date3>>
    d. Signature: <<Signature2>>, <<Signature3>>

The sequence the email addresses are added to the 'To' field will determine the tag number their details and signature are added to.

E.g. The recipient who's email address is first in the 'To' field, their data and signature will be added in the Position 1 tags, the second email address is added to position 2 tags and so on.

Multiple additions of the same information can be added to the document by simply duplicating and positioning the tags. The signature is only required to sign once.

Signature <<Signature1>>	Signature <<Signature2>>
Name <<Name1>>	Name <<Name2>>
Title <<Title1>>	Title <<Title2>>
Date <<Date1>>	Date <<Date2>>

Step 2: Sending Instructions – RSign Electronic Signature

1. Compose the email, adding the email addresses in the 'To' field in the order corresponding to the signature fields and attach the contract.

2. Client specific information ID can be added to the subject line for Identification of returned contract and event data package

3. Route the email via RMail with an address modification.
   a. Append the suffix, **".rpost.biz"** to the end of the recipient(s) address.
   b. Example: jane@company.com send to jane@company.com.rpost.biz
   c. Note: The ".rpost.biz" suffix is removed by RMail in transit and not visible to the recipient.

4. Service selection - The service code is added as a Prefix to the subject line. The subject-line string is removed during processing on route.

Two service options are available;
   a. (RPX) - all recipient receive contract simultaneously for signature.
   b. (RPXS) - sequence control, Contracts are delivered for signature in sequence. The first email address will receive it first, when signed it passes to 2nd recipient and so on.

To:	sandra@mailsoftsolutions.co.uk.rpost.biz ⌄ jacob.budd@mailsoftsolutions.co.uk.rpost.biz ⌄
Cc:	
Subject:	(RPX) New Contract Ref: 123ABC
From:	Jacob Budd – jacob.budd@mailsoftsolutions.co.uk
Message Size:	27 KB

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Sending Acknowledgment

Acknowledgment - A sending Acknowledgment containing message Subject, To, Cc fields, Timing, Message ID, Network ID and Client Code is provided immediately following a the sending of a new message/contract signature request

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Acknowledgement: Your message has been sent

RPost will send a Registered Receipt™ record within two hours as your proof of delivery, content, and official time.

This message certifies that:

Your message (subject):	New Contract Ref: 123ABC
To:	<sandra@mailsoftsolutions.co.uk> <jacob.budd@mailsoftsolutions.co.uk>
Cc:	
Was received by the registration service at:	11/5/2014 5:21:42 PM (UTC)* 11/5/2014 5:21:42 PM (Local)
Message ID:	179910BF75114AA822F45EADB7BA8462B5948F20
Network ID:	<9B83D9E4-8100-488B-A74F-C42AF7A533A5@mailsoftsolutions.co.uk>
Client Code:	

* UTC represents Coordinated Universal Time.

Note: Bcc addresses will be included in your Registered Receipt email. Messages will have been only transmitted to recipient addresses indicated in the Registered Receipt email.

Step 3: Recipients view

The recipient(s) receive a registered email requesting they review and sign the agreement. The agreement is displayed lower down the email message and is available as a PDF attachment.

Registered: New Contract Ref: 123ABC

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RPost: Electronic Signature Request

This message was sent for you to electronically sign. Click here to view and sign the document in your web browser. Please follow the instructions at the bottom of this email for more details.
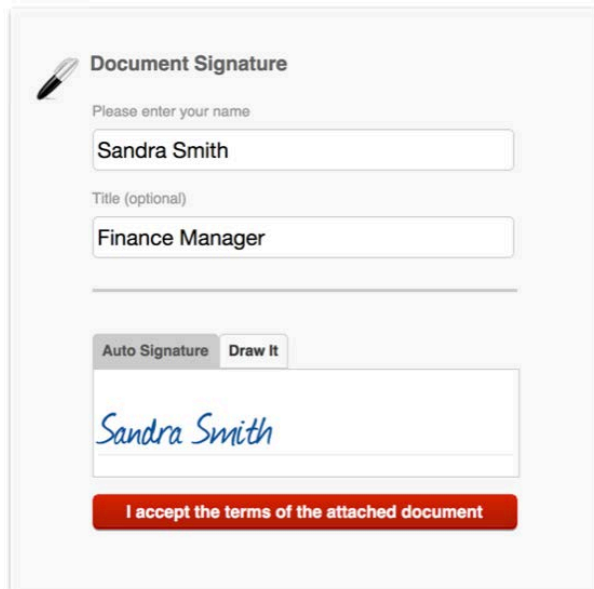
How to electronically sign the agreement:
1. Click here to view and sign the document in your web browser.
2. Follow the step-by-step instructions to sign the document.
3. After you sign, you will receive an email that contains an electronic copy for your records.

Click here to watch a video of the signing process.

Step 4: Signing process

After selecting Click Here in the messages the signing panel is presented. The signing panel can remain as shown below or can be edited to reflect originators brand.

1. Signer enters required information and adds signatures using either the **Auto Signature** (Keyed) or **Draw It** options. Draw It allows signatures to be entered using mouse, touch pad or finger in the case of tablet or smart phone.
2. When complete they click "I Accept the terms of the attached document" button.

Step 5: Signing Progress Report

As each signatory signed a progress report is provided to the originator, should a copy of a partially signed contract be required a copy is available by clicking the link.

RPost: Signing Certificate

jacob.budd@mailsoftsolutions.co.uk has signed your document: **New Contract Ref: 123ABC**

Signers:

sandra@mailsoftsolutions.co.uk	Not signed	179910BF75114AA822F45EADB7BA8462B5948F20
jacob.budd@mailsoftsolutions.co.uk	05:26:41 PM (UTC)	179910BF75114AA822F45EADB7BA8462B5948F20

Click here if you want to be sent the currently signed agreement immediately.

Thank you,

Step 6: Signed contract distribution

When all parties have signed the contract the originator receives the confirmation message below.

Signed Contract

The signatures and requested information is added to the Tag place holders on the contract together with the digital signature and time stamp which is placed at the footer of each page of the signed contract.

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Step 7: Registered Receipt and Event notifications

The Registered Receipt containing all the event notifications is provided via either email with .XML file attachment (Standard) or, contained within an API call (Customer specific).

Sample Registered Receipt

REGISTERED RECEIPT™
EVIDENCE OF REGISTERED E-MAIL® TRANSACTION

This receipt contains verifiable proof of your RPost transaction.
The holder of this receipt has proof of delivery, message and attachment content, and official time of sendi
Depending on services selected, the holder also may have proof of encrypted transmission and/or electron

To authenticate this receipt, forward this email with its attachment to 'verify@usw.rp

Delivery Status

Address	Status	Details	Delivered (UTC*)	Delivered (local)	
jacob.budd@mailsoftsolutions.co.uk	Delivered to Mailserver	250 OK id=1Xm4a6-0005B7-lh mail.mailsoftsolutions.co.uk (79.170.44.48)	11/5/2014 5:41:20 PM (UTC)	11/5/2014 5:41:20 PM (UTC)	
sandra@mailsoftsolutions.co.uk	Delivered to Mailserver	250 OK id=1Xm4a6-0005B8-J7 mail.mailsoftsolutions.co.uk (79.170.44.48)	11/5/2014 5:41:20 PM (UTC)	11/5/2014 5:41:20 PM (UTC)	

*UTC represents Coordinated Universal Time.

Message Envelope

From:	RPost eSignOff Service< contracts@usw.rpost.net >
Subject:	Re: New Contract Ref: 123ABC
To:	<jacob.budd@mailsoftsolutions.co.uk> <sandra@mailsoftsolutions.co.uk>
Cc:	
Bcc:	
Network ID:	<D59D11562E48F9E195175D169B2B1FB6DDAA0983@SM21>
Received by RPost:	11/5/2014 5:38:01 PM (UTC) 0
Client Code:	

Message Statistics

Message ID:	45EEA2402D53CCC546FD5FEC95077C2DB9FF8864
Esign Sender Message ID:	179910BF75114AA822F45EADB7BA8462B5948F20
Message Size:	201242

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Registered Receipt Notes

The core value of the RMail™ service is the Registered Receipt™ you receive after sending. The receipt is in a tamper-detectable format that provides the sender with a court admissible, legally verifiable snapshot of the entire transaction.

It provides:

Proof of email delivery
Proof of email content delivered (including attachments)
Proof of official time stamp sent, received and opened
Registered Receipts are automatically delivered to your inbox for easy retrieval, a further copy can be diverted to a secondary storage facility of your choosing as back up.

It is important to know that we do not store any emails or attachments and there is no input required from the recipient.

All data needed to verify the authenticity of the Registered Receipt™ or have the original, authenticated email, transmission information, and attachments regenerated, is packaged into the Registered Receipt™ itself.

In the event of dispute, you can regenerate the original content and attachments of an RMail™ message and independently verify the message by forwarding the receipt to verify@rpost.com at no charge.

Open Receipt™

If the recipient opens the email when it is delivered the Registered Receipt™ will indicate the status "Delivered & Opened". If however the message is not opened until after the Registered Receipt™ has been delivered a subsequent Open Receipt™ is delivered when the message is eventually opened.