



FIND YOUR GAPS + FIX THEM

THE DOCUMENT SECURITY CAPABILITIES CHECKLIST



Where is your document security falling short?

Your guide for finding gaps in your business document protection

Most teams run document security across separate tools: one for access, another for identity checks, approvals in email, and notarization somewhere else. You know the pain this causes, the constant tool-switching, juggling too many "final" versions, and records all over the place.

This checklist shows where you're doing well and what to fix next. Get all five checkpoints in one system, and deals move faster, version control issues disappear, and complete records are always ready when Legal asks.



How to use this pack

STEP 1

Complete the scorecard to take stock of your current setup.

STEP 2

Work through the Capability Checklist to define what you actually need.

STEP 3

Share results with stakeholders and/or use this as your requirements brief.

Document security chain scorecard

Scoring per line:

0

SILOED/MANUAL

1

PARTIAL/HYBRID

2

CENTRALIZED/POLICY-DRIVEN

Max: 28 points

A. Workflow

IN-FLOW APPROVALS

- ☐ 0 Approvals happen in email/Slack
No SLAs
Approvals not tied to a specific version
- ☐ 1 Approvals are in-app, but SLAs/escalations aren't consistent
Version tracking is loose
- ☐ 2 Time-bound approvals with auto-notifications
Approvals are version-locked with timestamps

ID CHECKS

- ☐ 0 No ID checks
Or ID checks for document access run in a separate app
- ☐ 1 ID checks exist, but a person must start them manually and then upload/link the proof to the document afterward
- ☐ 2 ID checks trigger before access/signing, auto-saving details to audit trails
Templates ensure consistency

ONLINE NOTARIZATION (WHEN NEEDED)

- ☐ 0 Not supported, or you have to use a separate app
- ☐ 1 Supported, but you leave the document to do it
- ☐ 2 Starts inside the document, then the notary certificate auto-attaches to the final file

ONE AUDIT TRAIL

- ☐ 0 Separate logs (approvals vs. signing) you have to stitch together
- ☐ 1 Mostly unified, but not locked/tamper-evident or hard to export
- ☐ 2 One continuous, locked trail from draft → approval → signature easy, full export

A

Your workflow total:

B. Access and control

SSO/MFA COVERAGE

- ☐ 0 Local accounts, MFA optional
External people bypass controls
- ☐ 1 SSO/MFA for employees only
Customers/partners use email links
- ☐ 2 SSO/MFA enforced for employees
Plus step-up authentication for external participants
(passcode/SMS/ID check)

ROLE-BASED PERMISSIONS

- ☐ 0 Broad roles, people have more access than they need
- ☐ 1 Basic roles with gaps
Not truly “only what you need”
- ☐ 2 Granular roles with clear create/read/update/delete permissions

CLAUSE/CONTENT LOCKING

- ☐ 0 No locking, anyone with access can edit sensitive text
- ☐ 1 Manual locks or informal “don’t touch this” agreements
- ☐ 2 Role-based locking with tracked change history

B

Your workflow total:

C. Audit and governance

CENTRALIZED AUDIT TRAIL IN ONE PLACE

- ☐ 0 Pieces live across different tools/folders
- ☐ 1 Partly consolidated, still some hunting required
- ☐ 2 One view/export shows everything together

ONE-CLICK AUDIT EXPORT & AUTO-ARCHIVE

- ☐ 0 Pieces saved by hand in different places (cloud storage, email, CRM)
- ☐ 1 Some export/attach steps, but inconsistent across reps or docs

- ☐ 2 One-click export of document, audit trail, and certificates, with auto-archive to your CRM/Drive (version ID preserved, changes logged)

AUTO-SYNC KEY FIELDS TO YOUR CRM/ERP

- ☐ 0 Manual copy/paste or CSV uploads
- ☐ 1 Some automation, but unreliable or one-way
- ☐ 2 Automatic, logged updates to the right CRM/ERP fields

CENTRALIZED AUREPORTING (TIME-TO-APPROVAL, FIRST-PASS RATE, AUDIT-READY RATE)DIT TRAIL IN ONE PLACE

- ☐ 0 No operational reporting
- ☐ 1 Limited reports without clear definitions
- ☐ 2 Dashboards track status and time metrics



Your workflow total:

D. Extensibility without new silos

DIRECTORY/SSO & CRM CONNECTIONS

- ☐ 0 Custom scripts or third-party stopgaps only
- ☐ 1 Native connectors but limited field mapping
- ☐ 2 Native integrations with field-level mapping and health monitoring

ADMIN GUARDRAILS (CHANGE LOGS, RIGHT-SIZED ROLES)

- ☐ 0 Minimal admin logging, hard to see what changed
- ☐ 1 Some logs, but not complete or reliable
- ☐ 2 Uneditable change log
Reusable role templates
Easy to review



Your workflow total:

Your total document security chain score

You've assessed your current setup across all four areas. Now add up your section scores to see your overall document security maturity and identify what to prioritize next.

ADD UP YOUR SCORES FROM ALL FOUR SECTIONS:

- A. Workflow total:
- B. Access and control total:
- C. Audit and governance total:
- D. Extensibility total:

YOUR TOTAL SCORE: / 28



0-11
BUILDING
FOUNDATIONS

Big wins ahead. Connect approvals, identity checks, and notarization in one system so your approval history lives with the document instead of being scattered across tools.

12-20
SOLID
FOUNDATION

You're close — standardize approval reminders, set default templates for identity checks and roles, and automatically sync key deal data back to your CRM.

21-28
LEADING

You're in great shape. Fine-tune what's working. Automatically require identity verification on bigger deals, lock key clauses so they can't be changed, and schedule regular exports so your audit records stay current.

Centralized capability checklist

This checklist shows you what a solid setup looks like — one system where approval records live with the document, key deal info syncs back to your CRM automatically, and you can export complete audit packages anytime.

Use this checklist to evaluate vendors and define your requirements. As you review potential solutions, check the box for each capability the platform offers.

This becomes your scorecard for comparing vendors and your requirements brief when building your business case with Legal, Procurement, or IT.

1. ACCESS CONTROL (SSO/MFA)

- ☐ SSO for employees
External authentication via passcode/SMS/ID checks
- ☐ Roles map to view/edit/approve/sign so access follows the document
- ☐ Access updates automatically when roles change

2. ID CHECKS (BEFORE OPEN/SIGN)

- ☐ Rules enforce ID checks inside the document (no separate app)
- ☐ Methods available: passcode, SMS, security questions, ID scan + selfie

- Verification details save with the signed file and appear in the audit trail/certificate

3. APPROVALS WITH SLAS (AND NUDGES)

- Approvals run inside the document with SLAs and auto-notifications
- Named approvers, version-locked stamps with timestamps
- Optional conditional steps (tiered approvals by amount/risk)

4. ONLINE NOTARIZATION (WHEN REQUIRED)

- Launches in-flow, the signer stays in the document
- Notary certificate auto-attaches to the final signed file
- Triggered by template/policy for the right docs

5. AUDIT TRAIL (LOCKED ACTIVITY HISTORY)

- One continuous trail from draft to approval to signature
- Tamper-evident and exportable in one click
- Included in a single place with the doc and certificates



CAPABILITIES MET: / 15



0-5
INCOMPLETE
SOLUTION

This platform covers basics but lacks critical capabilities for centralized document security. You'll still need workarounds or additional tools to close gaps — particularly around workflow automation and audit readiness.

6-10
PARTIAL
SOLUTION

Core capabilities are present, but expect some manual work or integrations to fill gaps. Confirm how the platform handles missing capabilities before committing, especially around CRM syncs and audit trail completeness.

11-14
COMPLETE
SOLUTION

This platform meets or exceeds your requirements. You can centralize all five checkpoints without workarounds. Use this checklist as your final validation with stakeholders before moving forward.

NOW THAT YOU KNOW YOUR SCORE, YOU MAY BE WONDERING: WHAT'S IT LOOK LIKE WHEN ALL FIVE CHECKPOINTS WORK TOGETHER?

For a lot of businesses like yours, it looks like PandaDoc.

Schedule a demo to learn more about PandaDoc's security features and see how access control, identity verification, approvals, online notarization, and approval history work together in one system to give your team peace of mind.

SCHEDULE A DEMO →



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