



DATASHEET · CREATE · SECURE EMAIL DELIVERY

Sent it, and nobody knows if it was opened? Now you see when the document was retrieved.

Secure delivery sends up to ten documents from the DMS as a protected link by email. The password arrives in the same email or separately by SMS, and every retrieval is logged. For HR, accounting and anyone who sends confidential documents.

AT A GLANCE

A separate password for each delivery, a link with an expiry date, revocation at any time and a proof PDF with events, origin and the SHA-256 of every retrieved file.

01 · WHAT IT IS ABOUT

An attachment is gone once sent. A delivery stays traceable.

A payslip sent as an attachment travels unprotected, and nobody knows whether it was ever opened. With secure delivery, the recipient gets a link, the file is password-protected, and every step up to the retrieval is logged.

DOCUMENTS

1 to 10 stored documents per delivery to one recipient

PROTECTION

Password for PDFs; images become PDFs, Word, Excel and PowerPoint get the same password

ACCESS

In the app, via REST API and as MCP tools
`po_document_delivery_*`

PROOF

Event log per delivery and a proof PDF after the first retrieval

**A link instead of an attachment**

The recipient gets an email with your message and a secure link, and downloads the files there. No PaperOffice account is required on their side.

Password by email or SMS

The PDF password is included in the same email or sent separately by SMS to the recipient's mobile number.

Every format protected

PDFs get the password directly. Images arrive as PDFs, and Word, Excel and PowerPoint keep their format, all with the same password.

Event log

Delivery created, invitation sent, link opened, file downloaded, revocation: every event with a time, retrievals also with location and network.

Proof PDF

After the first retrieval, PaperOffice creates a delivery proof with the files, the event log, the origin of each access and the SHA-256 of every file.

Revocation and notification

Revoking blocks the link immediately. You are notified as soon as the recipient opens the link and retrieves the first file.

02 · HOW IT WORKS

Select documents, send them. See the retrieval in the log.

Delivery starts right in the document list. What happens next is shown on the document and account-wide in the delivery history.

1

Select documents

Select up to ten documents in the list and choose `Actions › Share & export › Send by email`.

2

Set recipient and protection

Enter email, name, subject and message, choose `PDF password by email` or `PDF password by SMS` and click `Send now`.

3

Track the retrieval

`Show delivery status` on the document or the `Delivery history` shows status and events, with location and network for retrievals.

4

Get the proof or revoke

In the `Delivery history`, download the `Proof PDF` or use `Revoke` to withdraw access immediately.

TECHNICAL DATA

FEATURE	DETAILS
Documents per delivery	1 to 10 stored documents, one recipient
Security mode	link = password by email, secure_sms = password by SMS to a number in E.164 format
Password	10 characters, newly generated per delivery, valid for all files in the delivery
Link validity	7 days in the app, 1 to 30 days via API (expires_days)
Retrievals	Up to 5 downloads per file, after that the file stays locked
REST API	POST /document_delivery/create_and_send, detail, list_by_pofid, resend, revoke, download_proof_pdf
MCP tools	po_document_delivery_send, _get, _list, _resend, _revoke

03 · IN PRACTICE

Send confidential documents. And prove it later.

Payslips

HR sends the payslip with the password by SMS. The proof PDF with the retrieval time and the file's SHA-256 goes into the personnel file.

Contracts for partners

The contract goes out as a protected link. If something changes before it is retrieved, the team revokes the delivery and the old link is blocked immediately.

Delivery from your own processes

A program calls `create_and_send` with `pofids`, `recipient` and `security_mode`, and later uses `detail` to check whether the files were retrieved.

FREQUENTLY ASKED QUESTIONS

What does the recipient get?

An email with your message and a secure link. The PDF password is in the same email or arrives separately by SMS. The recipient downloads the files through the link.

Can I withdraw a delivery?

Yes. With `Revoke`, the link is blocked immediately and the revocation is logged. Files that were already downloaded stay with the recipient.

What is in the proof PDF?

Delivery details, files, the event log with times in UTC, the location and network of each access and the SHA-256 of every retrieved file. The password itself appears masked.

Does delivery also work by phone?

Yes. If a workspace has phone access, the phone agent can send a document it found the same way to the stored email address. The delivery appears in the `Delivery history`.

GET STARTED

Send your next confidential document the protected way.

Sign in to your PaperOffice account, select a document and choose

`Actions > Share & export > Send by email`. Billing is usage-based.

paperoffice.ai/en/ai-audit-safe-email-delivery-secure-document-send-protocol



MORE ABOUT THE MODULE

paperoffice.ai/en/ai-audit-safe-email-delivery-secure-document-send-protocol

PRICING

paperoffice.ai/en/pricing

CONTACT

paperoffice.ai/en/contact