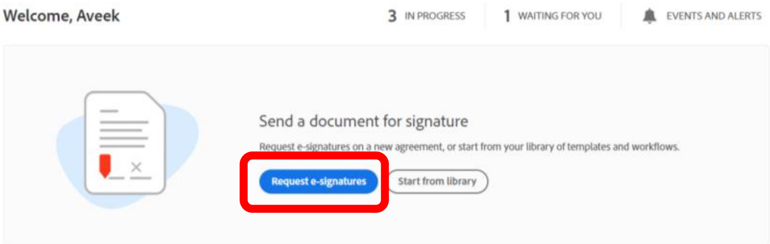
E-Signature – Sender Quick Reference

1. Navigate to Adobe Sign and sign in using your QMUL credentials

https://secure.eu2.adobesign.com/public/login?locale=en_US

2. Click on Request e-signature

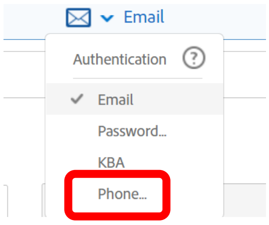


3. Enter the email Ids for the intended recipients

4. Additional Authentication (For external signatories ONLY)

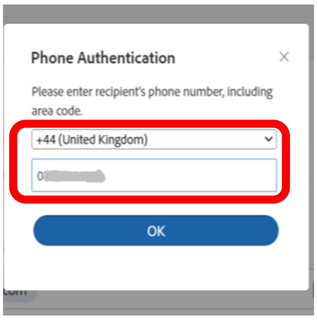
You can add an additional authentication factor for non-QM/external recipients by choosing SMS-based authentication. This will ensure that the right individual gets the document, and the risk of security compromise (like email spoofing) is reduced.

Note – SMS authentication incurs an additional cost of £1.44 inc. VAT per signatory.



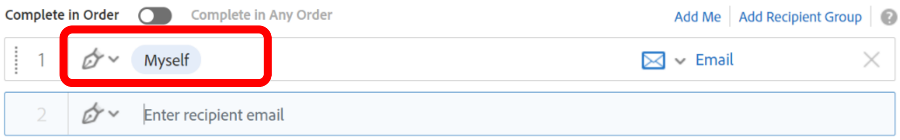
5. Add the phone number

Enter a UK number which the recipient will have access to and click on OK.



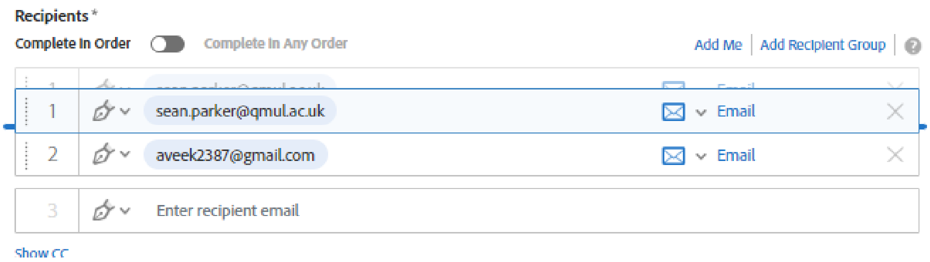
6. Add yourself as a signatory if needed

If you need to be a signatory, add yourself by typing in your email address.



7. Signature Order

If you have multiple signatories, you can have a sequential or a parallel signing process. To define a signing order just drag and drop the recipients' emails.



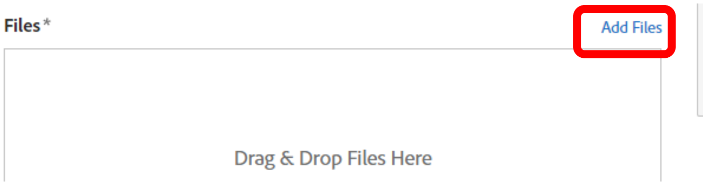
If there is no defined order needed for the signatories, toggle the switch "Complete in Any Order".

8. Agreement name and description

Add an Agreement Name and a corresponding description for the agreement.

9. Select the required documents

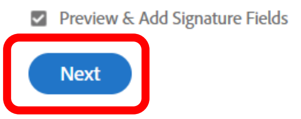
Click on Add Files and then select the files to include. You can select single or multiple files.



You can add any standard document type as a part of the files within an agreement. The most common types will be DOC/DOCX/JPEG/PDF etc.

Please note that if you try to add a spreadsheet (.xls or .xlsx) the system will still accept it but the final output doesn't preserve the original format. Please try to convert any spreadsheet to a PDF or JPEG before uploading.

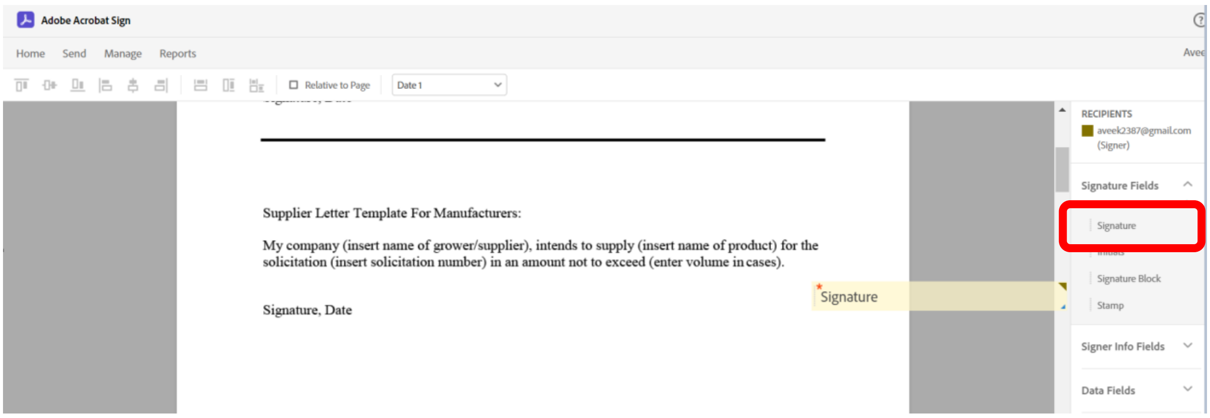
Click on Next



10. Add the required Signature fields for the document

You can add a variety of signature and data input fields. If there are multiple signers, each field can be assigned explicitly to a specific signer. To add any field, simply drag and drop the required field onto the document.

Below, we see a signature field being dragged and dropped into the document.

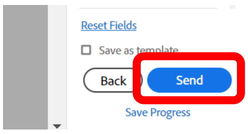


11. Configure the signature fields

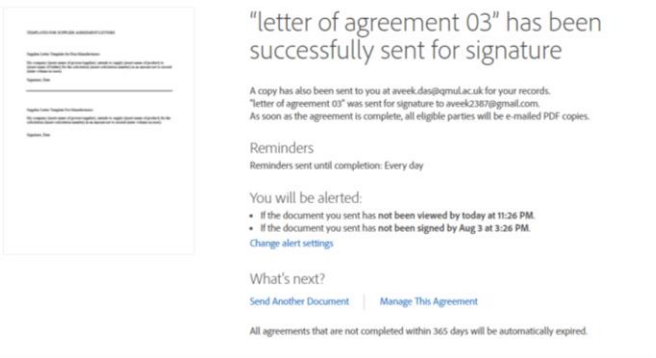
A signature field must be assigned to a signer (essential for documents with multiple signatories).

Double-click on the field to edit its configuration.

12. Send the document



Once you click "Send" the system will show a confirmation:



An email will be sent to you (the requestor) and the recipient(s).