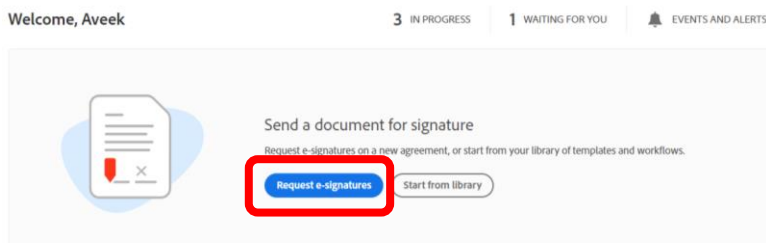


E-Signature – Sender

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



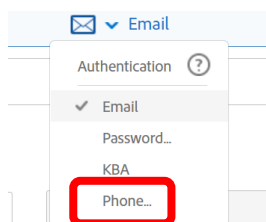
3. Enter the email IDs for the intended recipients



4. Additional Authentication (For external signatories ONLY)

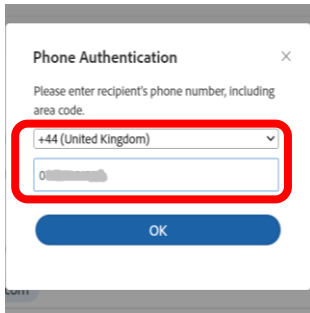
You can add an additional authentication factor for non-QM/external recipients by choosing SMS-based authentication. This will ensure that the right individual gets the document, and the risk of security compromise (like email spoofing) is reduced.

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



5. Add the phone number

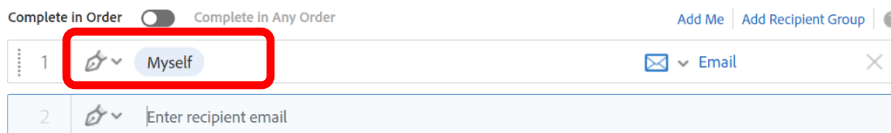
Enter a UK number which the recipient will have access to and click on OK.



A dialog box titled "Phone Authentication" with a close button (X) in the top right corner. Below the title, it says "Please enter recipient's phone number, including area code." There is a dropdown menu showing "+44 (United Kingdom)" and a text input field containing "0". A blue "OK" button is at the bottom. A red box highlights the dropdown and the input field.

6. Add yourself as a signatory if needed

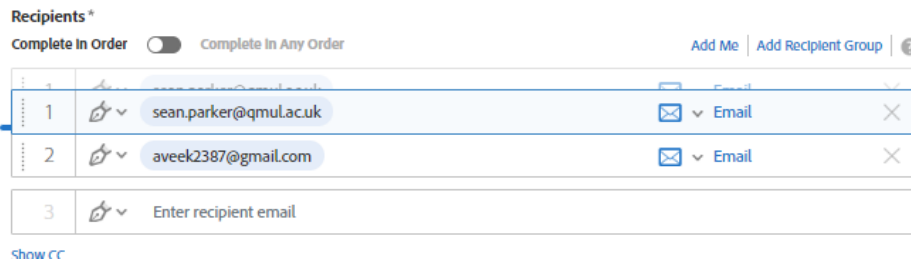
If you need to be a signatory, add yourself by typing in your email address.



A list of recipients under the heading "Recipients*". At the top, there is a toggle switch for "Complete In Order" (which is turned off) and "Complete In Any Order". To the right are links for "Add Me" and "Add Recipient Group" with a help icon. The list has two items: item 1 is "Myself" with a red box around it, and item 2 is "Enter recipient email". Each item has an envelope icon and a dropdown menu showing "Email".

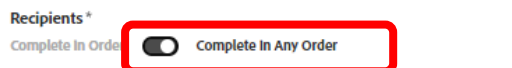
7. Signature Order

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.



A list of recipients under the heading "Recipients*". At the top, there is a toggle switch for "Complete In Order" (which is turned off) and "Complete In Any Order". To the right are links for "Add Me" and "Add Recipient Group" with a help icon. The list has three items: item 1 is "sean.parker@qmul.ac.uk", item 2 is "aveek2387@gmail.com", and item 3 is "Enter recipient email". Each item has an envelope icon and a dropdown menu showing "Email". A blue bar highlights the first two items, indicating they are selected for reordering.

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



A list of recipients under the heading "Recipients*". At the top, there is a toggle switch for "Complete In Order" (which is turned off) and "Complete In Any Order". A red box highlights the "Complete In Any Order" text and the toggle switch.

8. Agreement name and description

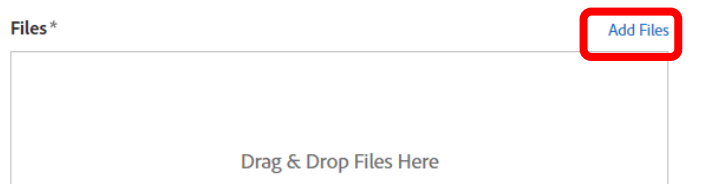
Add an Agreement Name and a corresponding description for the agreement.



A form titled "Message*" with two text input fields. The first field contains "Test Agreement" and the second field contains "Please review and complete Test Agreement|". A red box highlights both input fields.

9. Select the required documents

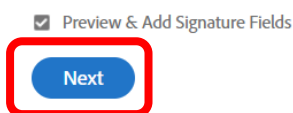
Click on Add Files and then select the files to include. You can select single or multiple files.



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.

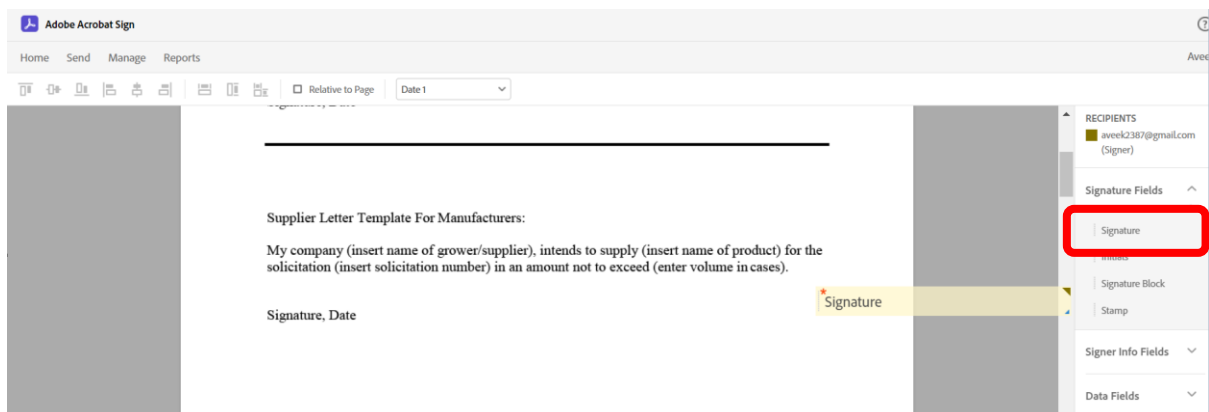
Click on Next



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.

Signature, Date



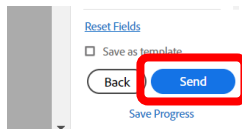
Signature 2 

Assigned To

Field Type

Required

12. Send the document

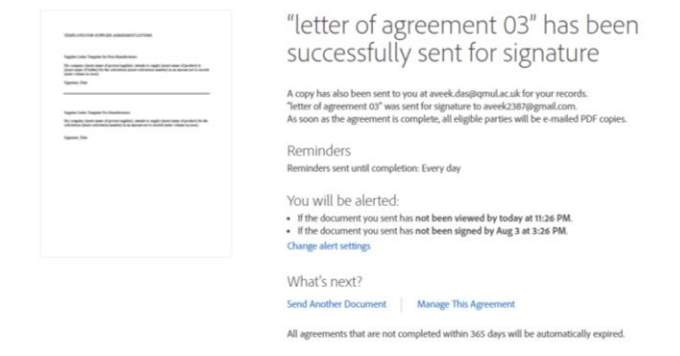


[Reset Fields](#)

Save as template

Save Progress

Once you click “Send” the system will show a confirmation:



“letter of agreement 03” has been successfully sent for signature

A copy has also been sent to you at aveek.das@gmail.co.uk for your records.
“letter of agreement 03” was sent for signature to aveek2387@gmail.com.
As soon as the agreement is complete, all eligible parties will be e-mailed PDF copies.

Reminders
Reminders sent until completion: Every day

You will be alerted:

- If the document you sent has not been viewed by today at 11:26 PM.
- If the document you sent has not been signed by Aug 3 at 3:26 PM.

[Change alert settings](#)

What's next?
[Send Another Document](#) | [Manage This Agreement](#)

All agreements that are not completed within 365 days will be automatically expired.

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