

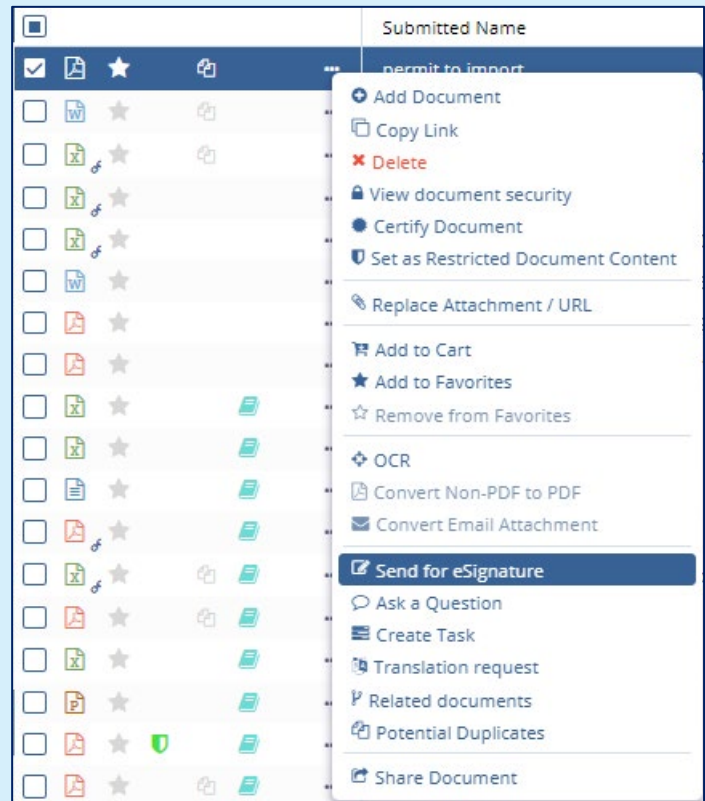
APPLICABLE TO:

- Administrators
- eTMF
- Managers
- Collaborate
- Editors
- myTI
- Readers

1. Navigate to the document to be signed.

2. Open the Document Action menu via right-clicking via the three-dot icon.

3. Select 'Send for eSignature' from the menu.



4. Select the users who should sign the document.

The screenshot shows a 'Send for eSignature' window. At the top, there are radio buttons for 'Parallel' (selected) and 'Serial'. Below is a search bar. A table lists users with checkboxes in the first column, names in the second, and titles in the third. The 'Steve Clark' entry is highlighted in blue. At the bottom, there are 'Cancel' and 'OK' buttons.

<input type="checkbox"/>	Name	Title
<input type="checkbox"/>	edingane@transperfect.com	
<input type="checkbox"/>	kpladmin1@ti.com	
<input type="checkbox"/>	kpladmin1@ti.com;	
<input type="checkbox"/>	kpladmin2@ti.com	
<input type="checkbox"/>	kpladmin3@ti.com	
<input type="checkbox"/>	kpladmin30@ti.com	
<input type="checkbox"/>	kpladmin31@ti.com	
<input type="checkbox"/>	kpireader1@ti.com	
<input type="checkbox"/>	kpireader1@ti.com;	
<input type="checkbox"/>	kpireader2@ti.com	Senior Project Manager
<input type="checkbox"/>	kpireader2@ti.com;	
<input type="checkbox"/>	kpireader3@ti.com	
<input type="checkbox"/>	kpireader3@ti.com;	
<input type="checkbox"/>	mkanthare@transperfect.com	
<input type="checkbox"/>	qmtesteitor1@ti.com	
<input type="checkbox"/>	qmtesteitor2@ti.com	
<input type="checkbox"/>	qmtesteitor3@ti.com	
<input type="checkbox"/>	qmtesteitor4@ti.com	
<input type="checkbox"/>	swapnilhegade3195@gmail.com	
<input type="checkbox"/>	ustad@ti.com	

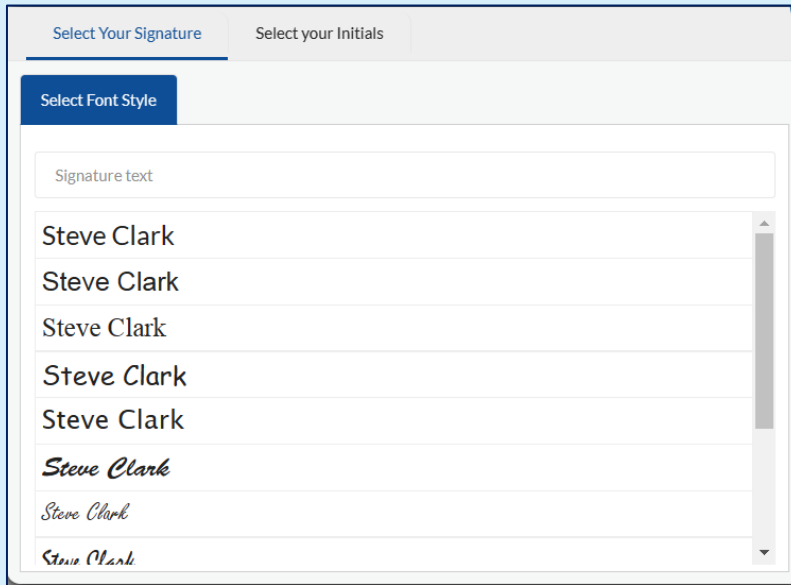
5. Users indicated as document signers who do not already have an MSB account will be sent an email inviting them to create an account.

The screenshot shows the MSB user interface. The top navigation bar includes 'Dashboard', 'ePaks', 'Compose', 'Templates', and 'Reports'. The main content area is titled 'ePaks' and contains a table with the following data:

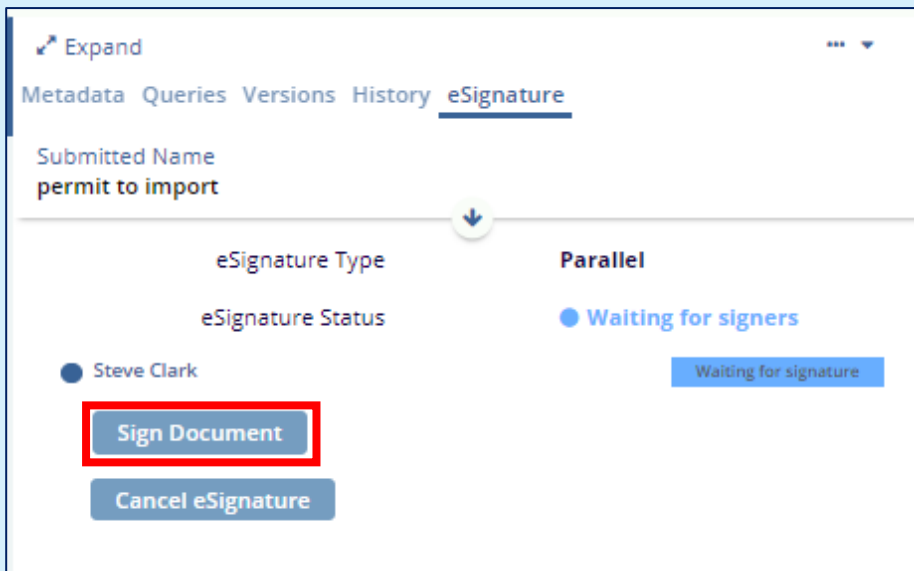
Created On	Modified On	Subject	Workflow	Custodian	Expires On	Certificate	Prog
06:36 AM	06:36 AM	Sign document	Quick Workflow	Y P	12 Mar 2023	Contracts Only	

On the right, the 'Profile' sidebar shows the user 'Steve Clark' (stclark@transperfect.com) with buttons for 'Configure Signature' and 'Configure Initials'.

6. When setting up an MSB account, configure your signature and initials.



7. Once your MSB account is set up, return to the document and press **Sign Document** in the metadata panel.



8. A popup window will open for the user to continue in the MSB interface.

Note: Users must allow popups in their browser for this to function as expected.

MSB - Google Chrome
 demo.msbdocs.com/mysignaturebook/app/emailsign?link=Aoyrx4K464u7xP&tenantId=eb078fa9-b24b-4af0-aad3-5a68f1914fcbAoyrx4K464u7xP8redir...

Subject Sign document
 Documents permit to import_2e46a6a5b4d94ad1b7712122cb76b16e.pdf

I understand that my Electronic Signature is Equivalent to my Handwritten Signature and is therefore legally binding. My Electronic Sign... Read More Terms of Services

Start Reject

U.S. Department of Justice / Drug Enforcement Administration
APPLICATION FOR PERMIT TO IMPORT CONTROLLED SUBSTANCES FOR DOMESTIC AND/OR SCIENTIFIC PURPOSES
 PURSUANT TO SECTION 1002, TITLE III, PL 91-619
 (Read instructions on reverse before completing)

TO: DRUG ENFORCEMENT ADMINISTRATION
 IMPORT / EXPORT UNIT (ODGI)
 8701 MORRISSETTE DR., SPRINGFIELD, VA 22152

DATE
 IMPORTER'S APPLICATION NUMBER

Application is hereby made pursuant to the provisions of the Controlled Substances Import and Export Act and the regulations prescribed thereunder for a permit to import as follows:

1. NAME OF FOREIGN EXPORTER
 2. ADDRESS OF FOREIGN EXPORTER

3. FOREIGN PORT OF EXPORTATION
 4. PORT OF ENTRY (U.S. Customs port where shipment will clear)
 5. LATEST DATE SHIPMENT WILL LEAVE FOREIGN PORT

6a. NAME AND QUANTITY OF DRUG PREPARATION TO BE IMPORTED (Enter names as shown on labels; numbers and sizes of packages; strength, CSA Drug Code, and NDC Number)
 6b. CONTROLLED SUBSTANCE CONTENT OF DRUG OR PREPARATION TO BE IMPORTED expressed as acid, base or alkaloid (Enter name of controlled substance contained in the drug, compound, or preparation)
 6c. DATE IMPORTED AND ACTUAL QUANTITY (Completed by registrant at time of import)
 DEA PERMIT No.:

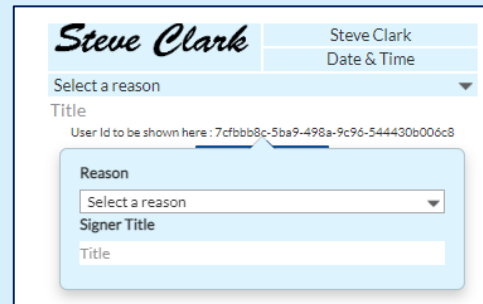
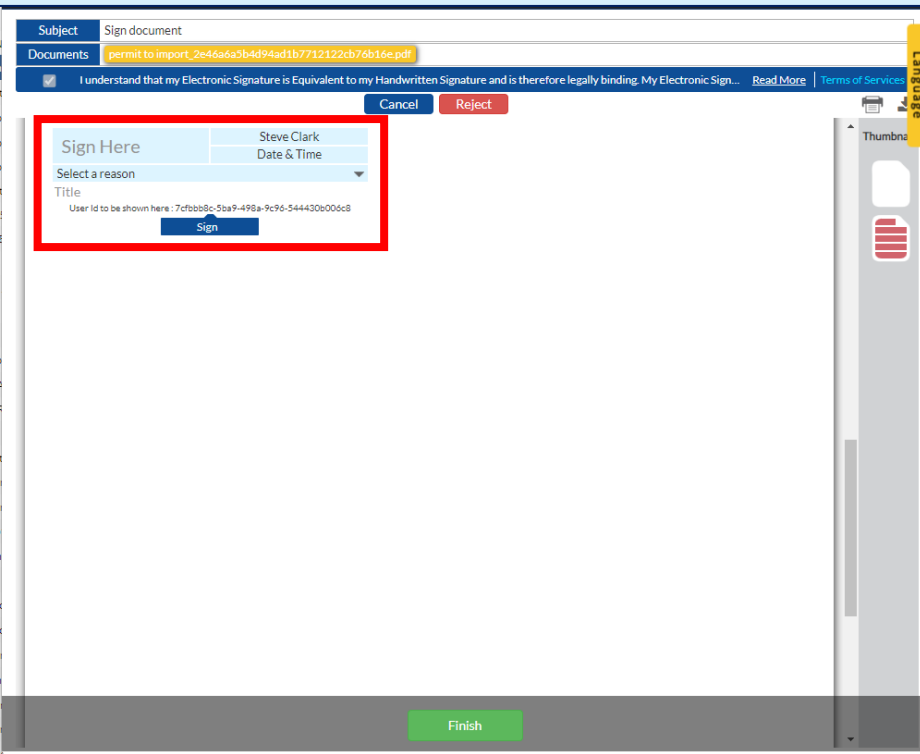
9. Check the box at the top of the screen and press **Start**.

Subject Sign document
 Documents permit to import_2e46a6a5b4d94ad1b7712122cb76b16e.pdf

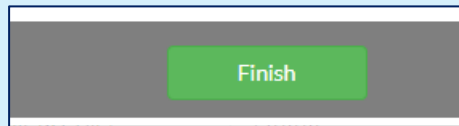
I understand that my Electronic Signature is Equivalent to my Handwritten Signature and is th

Start Reject

10. Click on the blue signature area, fill in a Title applicable, and select a reason for signing.



11. Press **Finish**



12. At this point the signature is complete.

