

- APPLICABLE TO:
- Admin

Manager

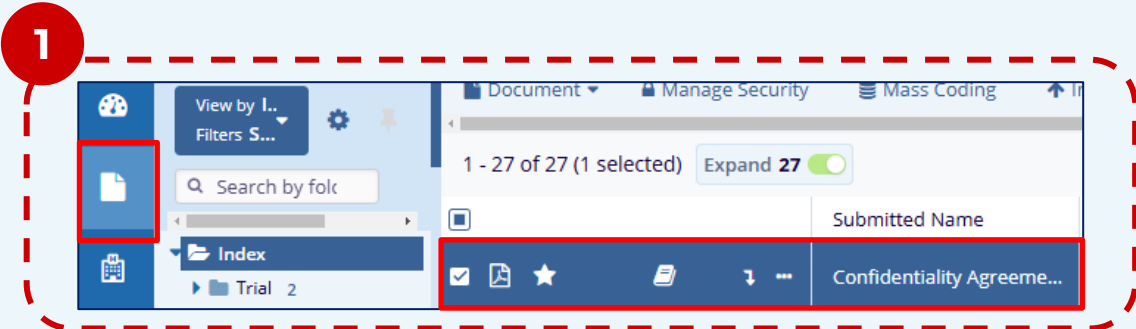
Editor

Reader

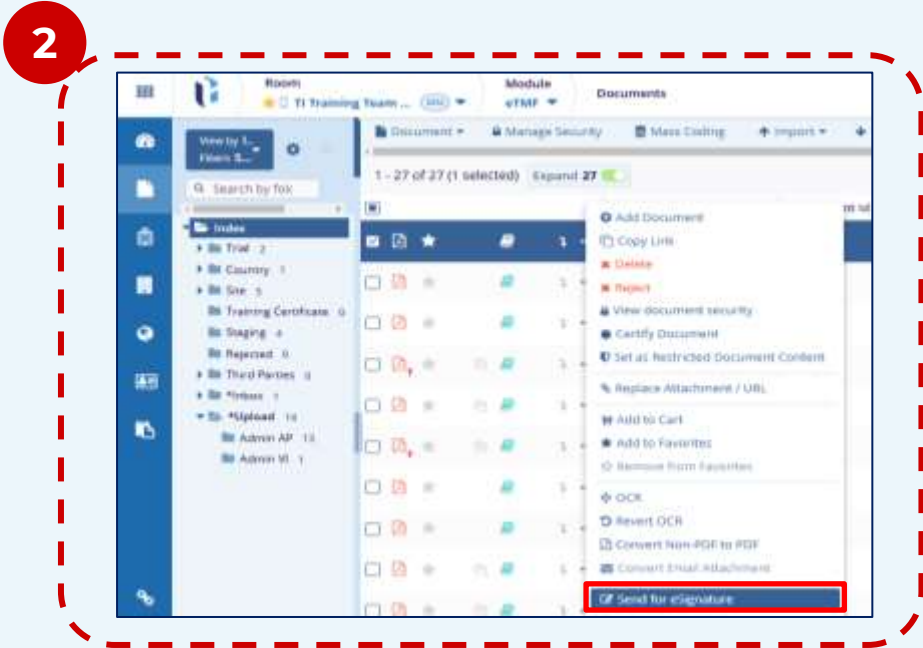
eTMF

Collaborate

1 Access the **Documents Module** to locate the document you wish to send for eSignature

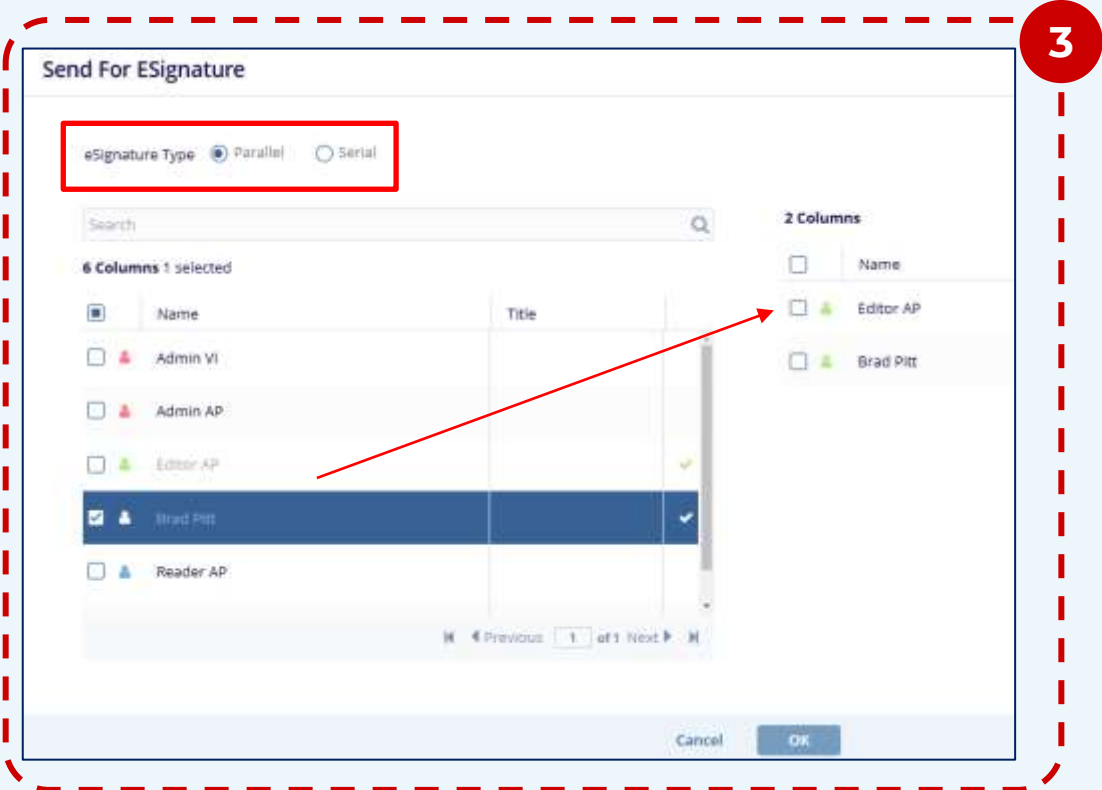


2 Open the **Document Action Menu (...)** and select **Send for eSignature**



3 In the eSignature settings popup, choose the user(s) who will need to sign the document by moving names from the left- to the right-side panel.

You can determine a specific order in which users will sign the document by selecting the Serial radio button. Parallel signatures can happen simultaneously.



4 Press OK to start the process for signature(s). How users sign will vary based on what signature vendor your study room is using.

