

APPLICABLE TO:

Administrators

eTMF

Editors

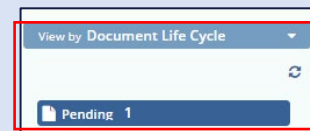
Content Management

Readers

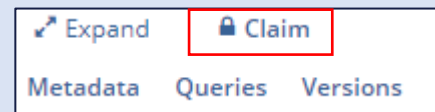
myTI

Change Control Documents can have e-Signature as a required step for workflows. A document must be claimed in order to begin the **e-Signature** process.

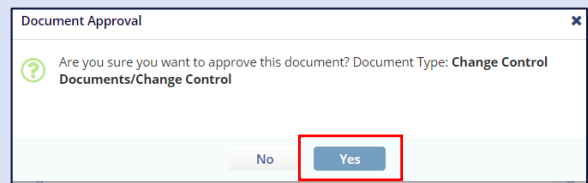
1. Go the view by **Document Life Cycle** view and select the document from the **Pending** folder.



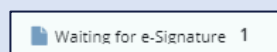
2. Click **Claim** at the top of the metadata pane.



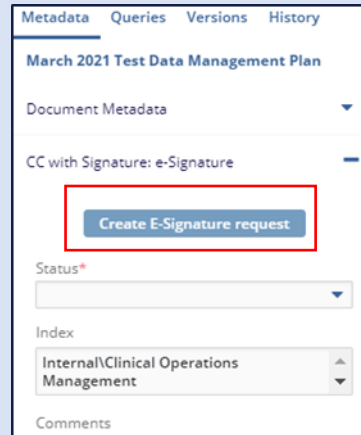
3. Choose the appropriate review status from the **Status** drop down and click **Save**, then yes.



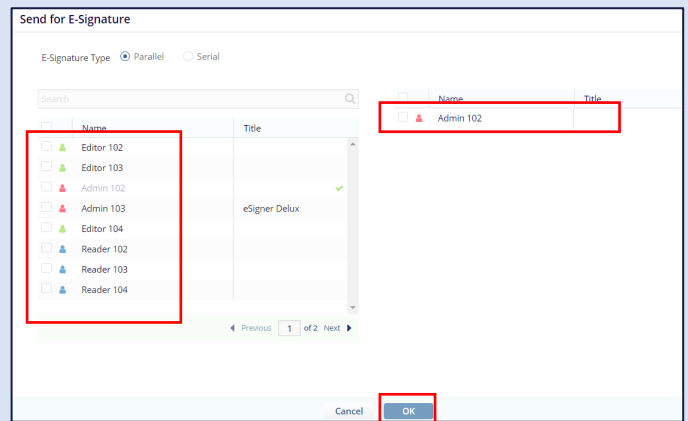
The document is now moved into the **Waiting for e-Signature** folder for the second step of the workflow review process.



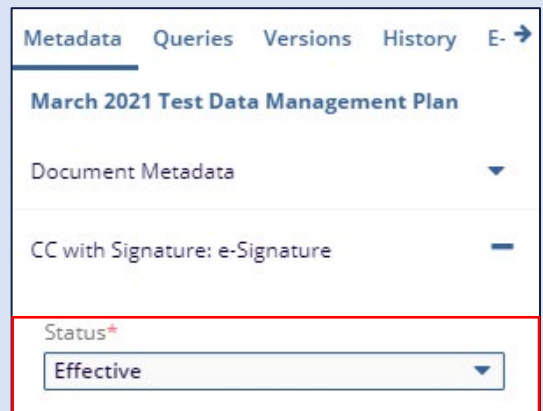
4. Select the document from the **Waiting for e-Signature** folder and click **Claim** to create the **e-Signature Request**.



5. Select the appropriate users who must e-Sign the document, then click **OK**.



The document is now routed for e-Signature and must be signed by all parties in order for the **Document Owner** to change the status to **Effective**.



Tip: For information on completing an e-Signature, see related Job Aid: [How to Find and Sign Documents for Signature](#)