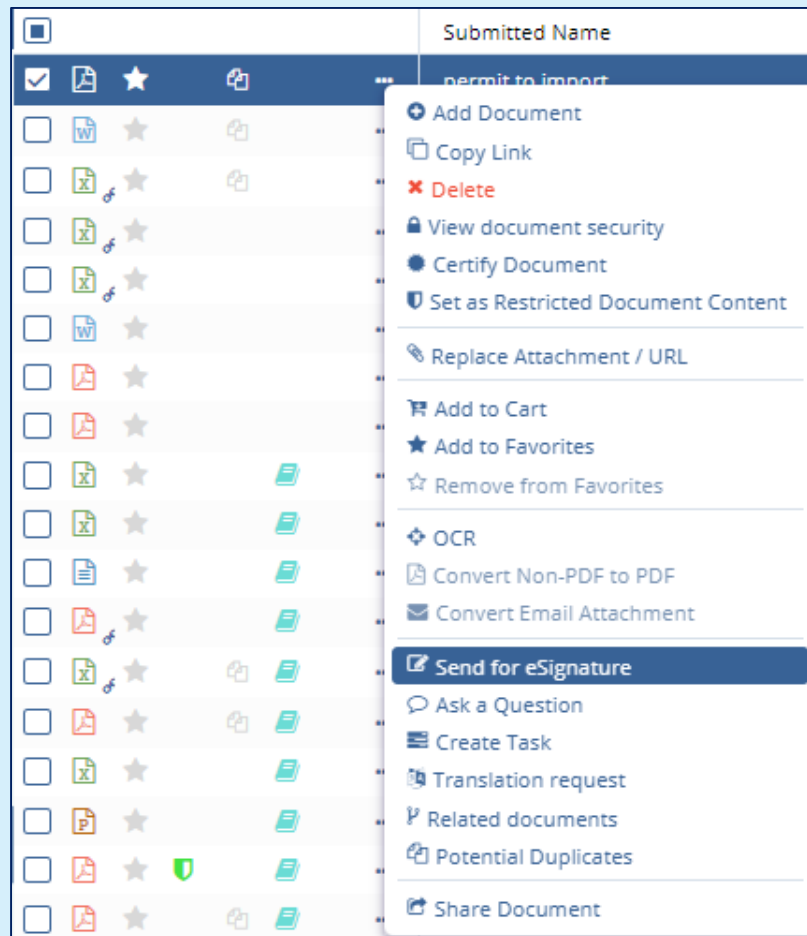**APPLICABLE TO:**

- ● Administrators
- ● Managers
- ● Editors
- ● Readers

- ● eTMF
- ● Collaborate
- ○ myTI

1. Navigate to the document to be signed.

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

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

4. Select the users who should sign the document, by moving their entries onto the right-hand column. Click **OK**.

5. Prepare the document for signature, adding fill-in fields or signature blocks (drag from list on the right).

6. If multiple signers are involved, individual fields can be assigned to a specific user. Select the chosen field and expand the name selector, then choose an assignee.
Click on **Send ePak** to conclude the preparation phase.
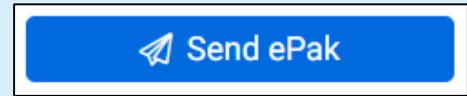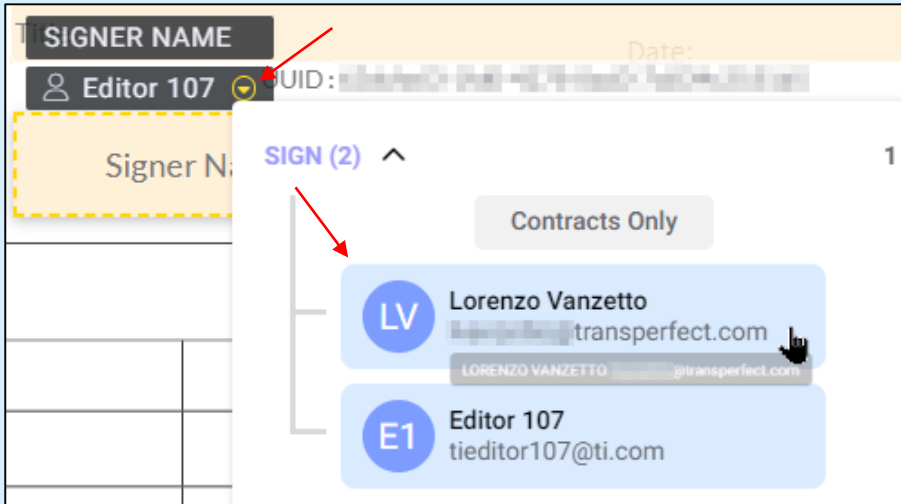
7. Users indicated as document signers will receive an email inviting them to sign the document.

8. Locate a document to sign via the email link or navigate to it within TI and open the **eSignature** tab in the metadata panel.
Click on **Sign Document**.
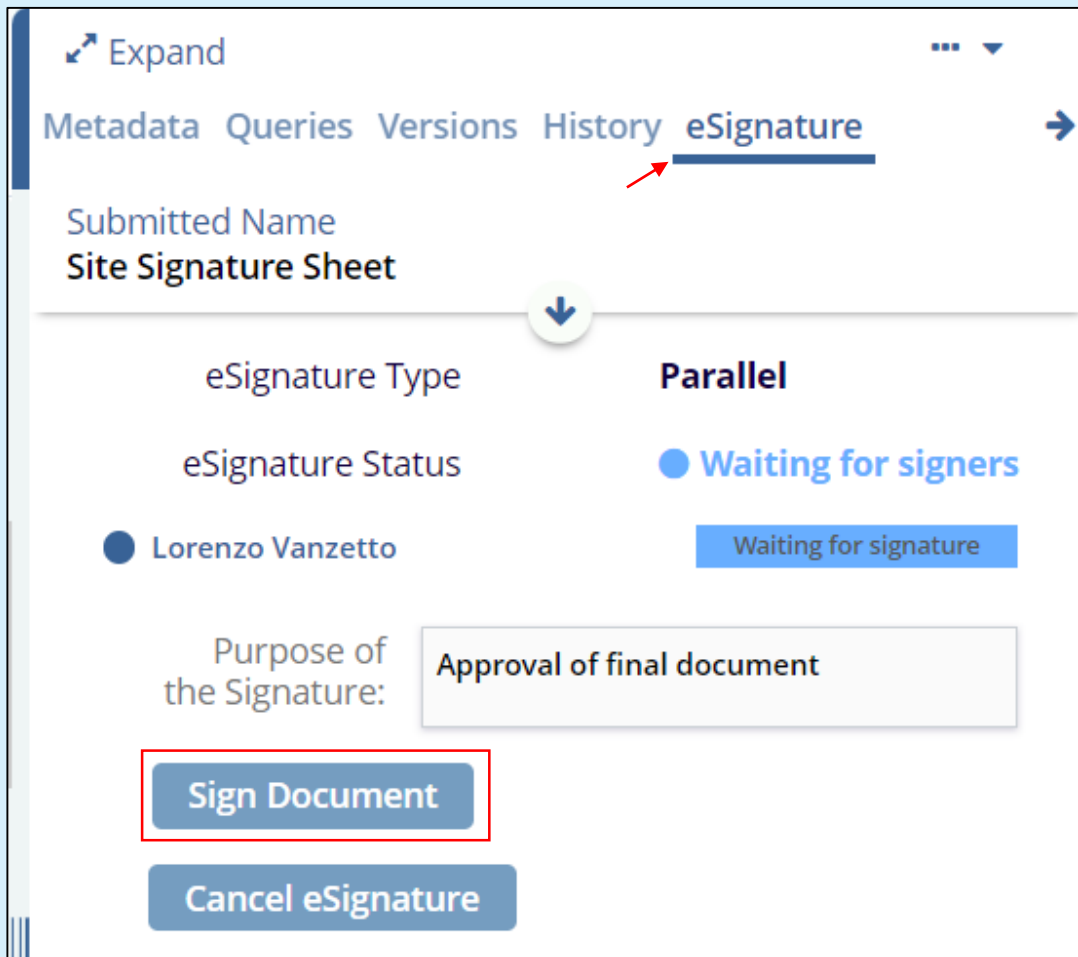
8. A pop-up window will open for the user to continue in the MSB interface.

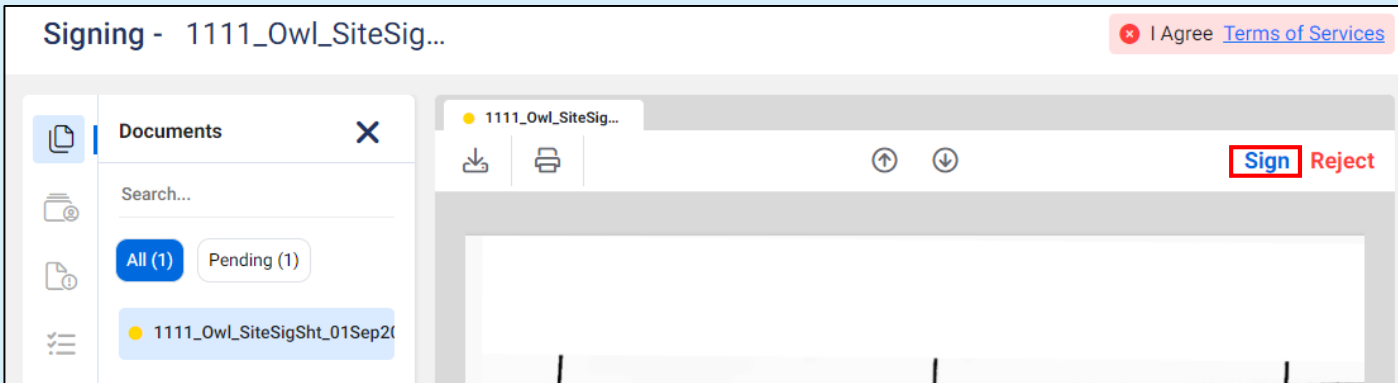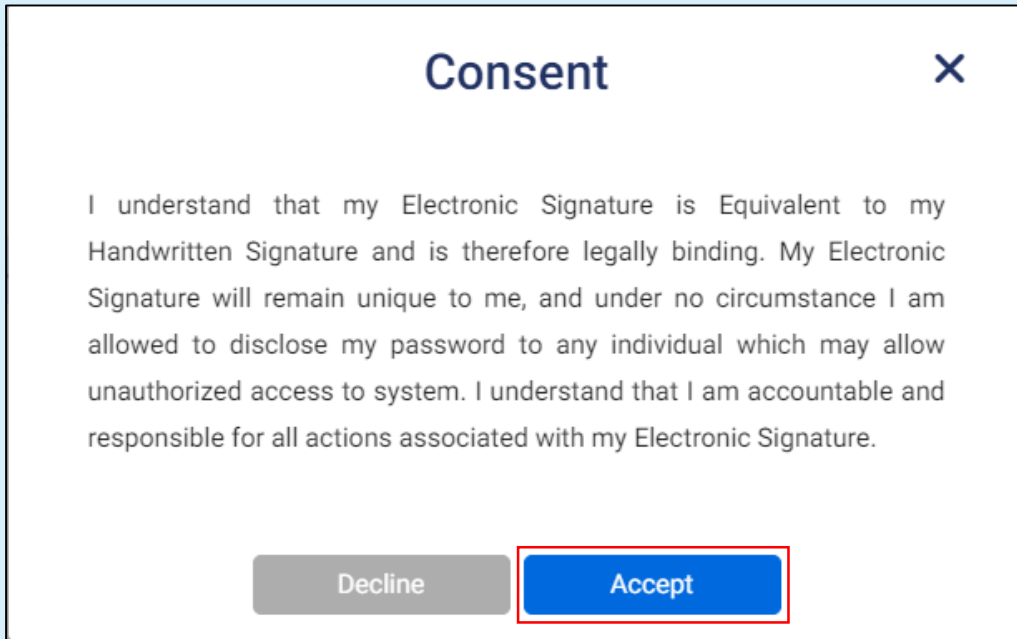⚠️ **Note:** Users must allow popups in their browser for this to function as expected.

9. Click on **Sign** near the top right..

..and **Accept** the legal consent disclaimer to proceed.

10. Click on the signature block, select a reason for signing, then click on **Sign Here**.

Sign Here	Lorenzo Vanzetto
	timeStampLbl
Select a reason ▾	
Title	Title

Lorenzo Vanzetto	Lorenzo Vanzetto
	timeStampLbl
I attest to the accuracy and integrity of th... ▾	
Title	Title

Note: Some fields will be automatically filled after signing..

11. Press **Finish.**

Finish
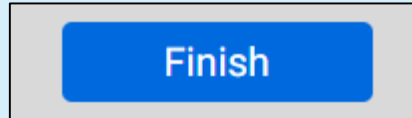
12. At this point the signature is complete or moves to the next signer in the list.

↗ Expand ··· ▾

Metadata Queries Versions History **eSignature**

Submitted Name
permit to import

↓

eSignature Type   **Parallel**

eSignature Status   ● Completed

● Steve Clark   Signed

Date   ▓▓▓▓▓:36 PM GMT-6

↗ Expand ··· ▾

Metadata Queries Versions History **eSignature**

Submitted Name
Concise-Monitoring-Plan-Template2

↓

eSignature Type   **Parallel**

eSignature Status   ● Waiting for signers

○ Lorenzo Vanzetto   Signed

○ Editor 107   Waiting for signature