

## General information on the electronic signature system

EPFL's electronic signature system works as follows:

### Signing Room

A signing room is a space in which it is possible to invite signatories to sign one or several documents. The signatories in a signing room can see only the documents for which the manager has appointed them as signatories until the moment of signing.

Only the signatories invited by the manager to the signing room can sign documents there.

### Manager of the signing room

The manager of the signing room can:

1. Invite the signatories into the signing room;
2. Decide which signatory signs which document;
3. Decide the order in which the signatories sign the document;
4. Add another manager to the signing room.

It is the manager of the signing room who uploads the documents to be signed to the signing room.