

Signing a document (for external partners)

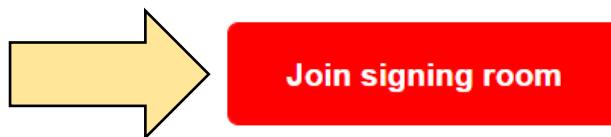
If you have already been invited to be a signatory in a signing room, you can follow this tutorial from step 4.

1. When the signing room manager invites you to join the signing room, an invitation is sent to you by email. Click on “Join signing room”:



Hello,

You've been invited to signing room "Espace de signature de" . Click the button below to accept the invitation and start signing documents.



If you have received this Email by mistake, simple delete it. You won't be registered if you don't click the link above.

2. A new window will open in your navigator, asking you to enter your surname and forename. You can complete the fields, read the “terms and conditions” and accept them if you wish, then click “Join signing room”.

EPFL

Signing Room invitation

You have been invited to the signing room Espace de signature de **Please complete your personal information and confirm the invitation request.**

mail address
@gmail.com

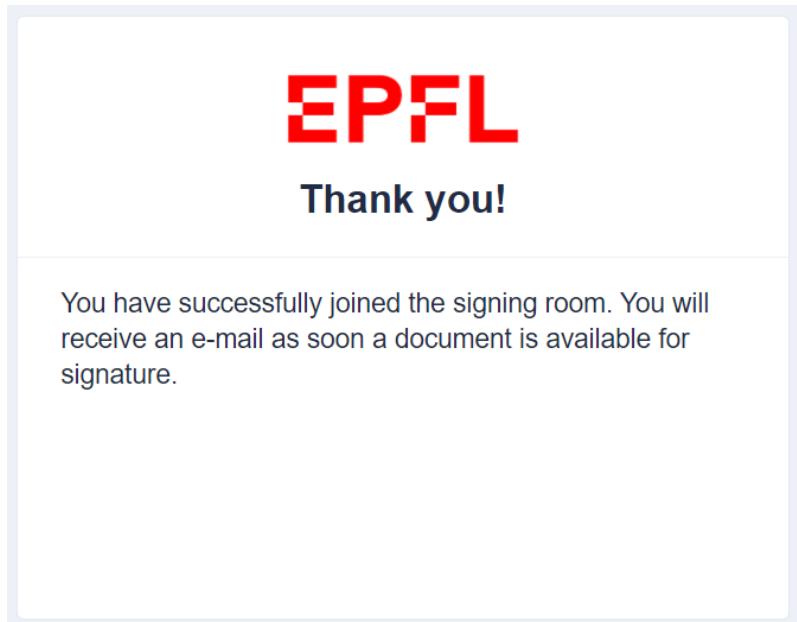
Firstname
Pierre

Lastname
Test

I confirm that I have read and agree the [terms and conditions.](#)

JOIN SIGNING ROOM

3. You are now a signatory in the signing room:



4. Once you have become a signatory in the signing room and someone has invited you to sign a document via the electronic signature system, you will receive an invitation from the system. Click on "Sign document":



Hi Pierre,

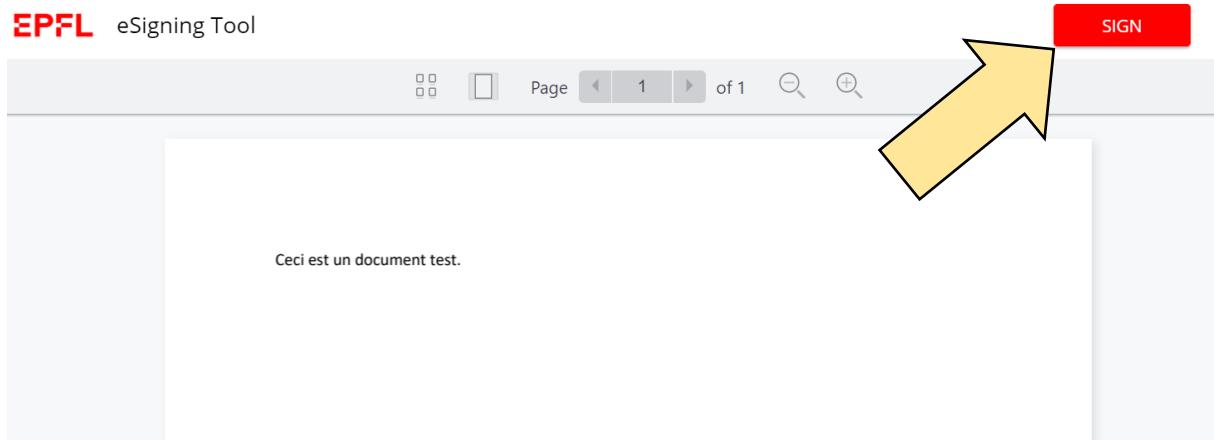
has sent you a document for signature titled "Test.pdf". Please Sign In to the mobile app or click the link below to sign the document from your browser.

Sign document

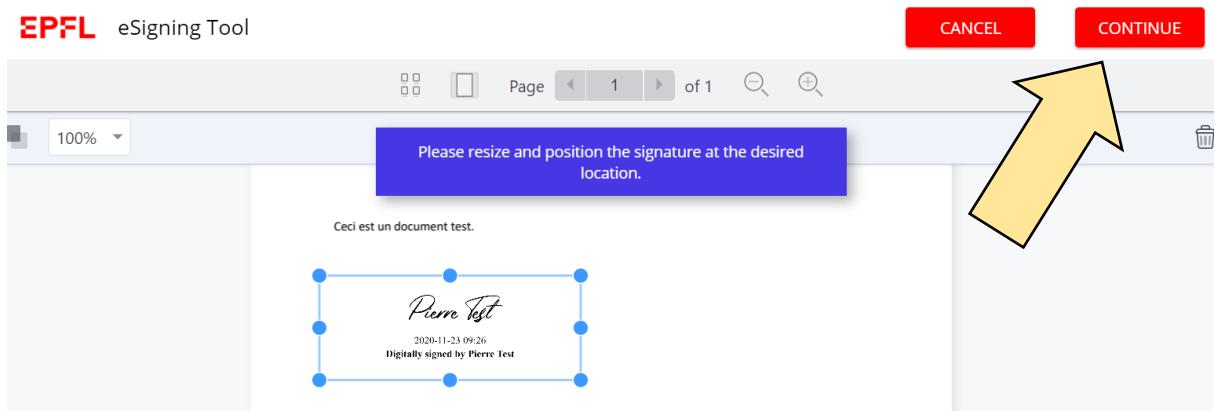
[Activate your mobile app](#)

Do not share this E-mail. It contains a secure link to your document that should not be shared with others.

5. A new window will then open, showing the document to be signed. Read the document, then click “Sign” in order to affix your electronic signature:



6. Modify the position of the signature as appropriate, then click “Continue”:



7. When the position and size of the signature are acceptable for you, click “Continue” again.

8. The document is now signed and a PDF copy will be emailed to the signatories and the manager:

