

- APPLICABLE TO:
- Admin

● Manager

● Editor

● Reader

● Collaborate

● eTMF

● eISF

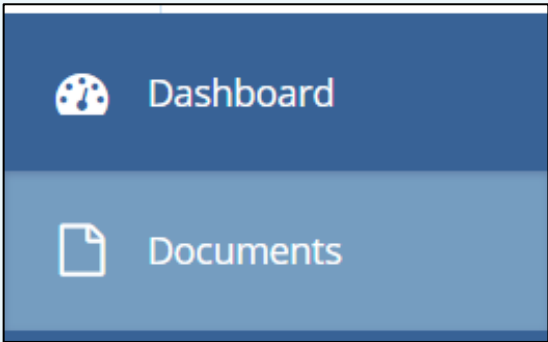
TI supports e-signatures on all its offerings, which enables users to authenticate documents that are created as digital, as well as digitalized documents as needed.

This document addresses setting up and completing a signature process using the proprietary TI solution for e-signature: **TI Sign**.

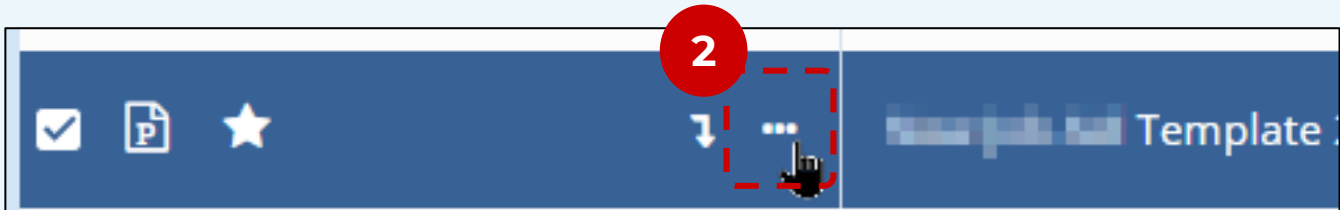
Part 1: Setup

[Only Editor and Manager users with eSignature action. Admins are natively authorized to perform this]

1 **Navigate** to the document to be signed in Documents or Documents Library.

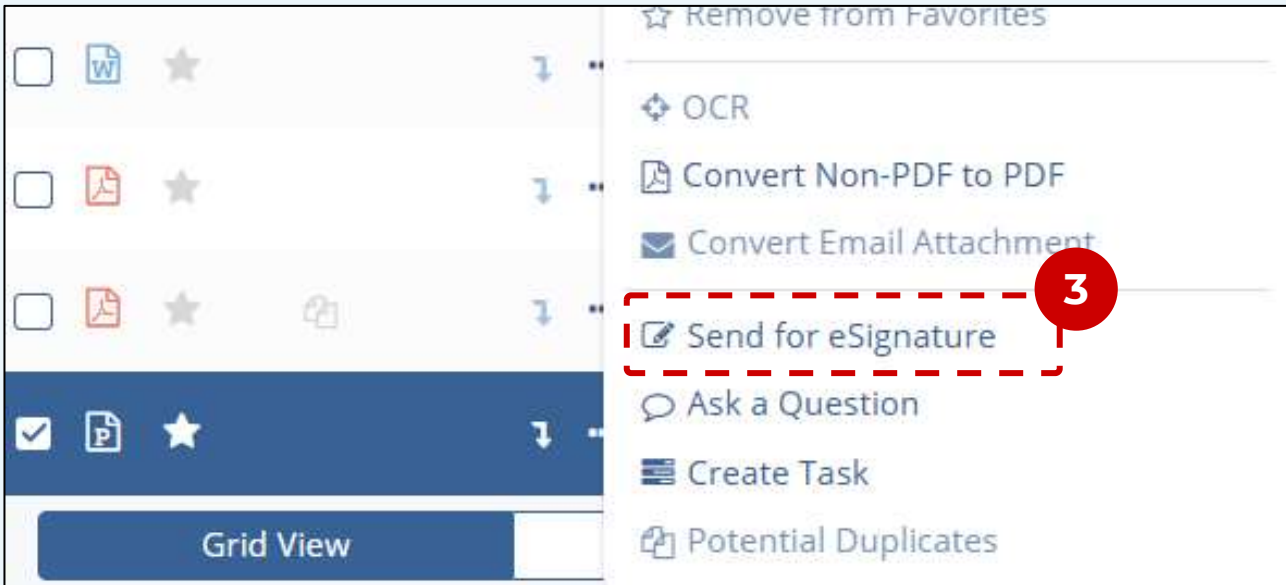


2 **Right-click** on the document line, or click on the **ellipsis**, to open the Document Actions menu.



3 Select **Send for eSignature**.

Documents in intermediate processing stages may not be eligible for eSign.



How to e-sign with TI Sign

TI version 10.8



4 Set the eSignature Type to either concurrent signatures (“Parallel”) or specific order (“Serial”).

5 Add **signatories** by drag-and-drop from the left to the right column.
Click **OK** to Finalize.

Part 2: Signing

6 Each signatory will receive an email inviting them to sign the document, including a **quick access link**.

7 Users will find a Signature section in the metadata panel.
Selecting a **Reason** is required.

8 Clicking **Sign Document** will open an authentication window.

9 Insert your username and password and click **OK**.
This will sign the document.

10 Signature progress is shown in the document's metadata panel.

