

# How to e-sign with TI Sign

TI version 10.7



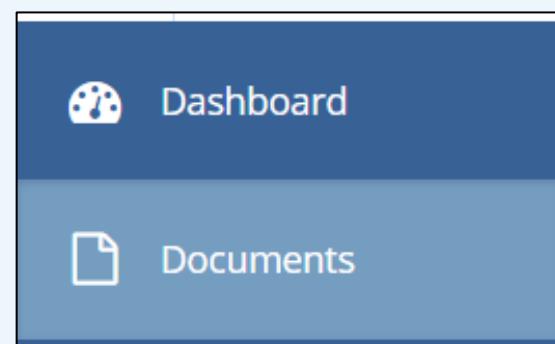
## APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- Collaborate
- eTMF

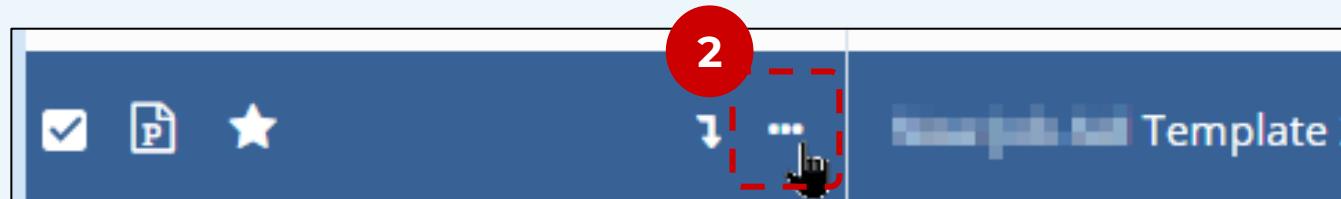
## Part 1: Setup

[ Only Editor and above users with eSignature action and Admins.  
]

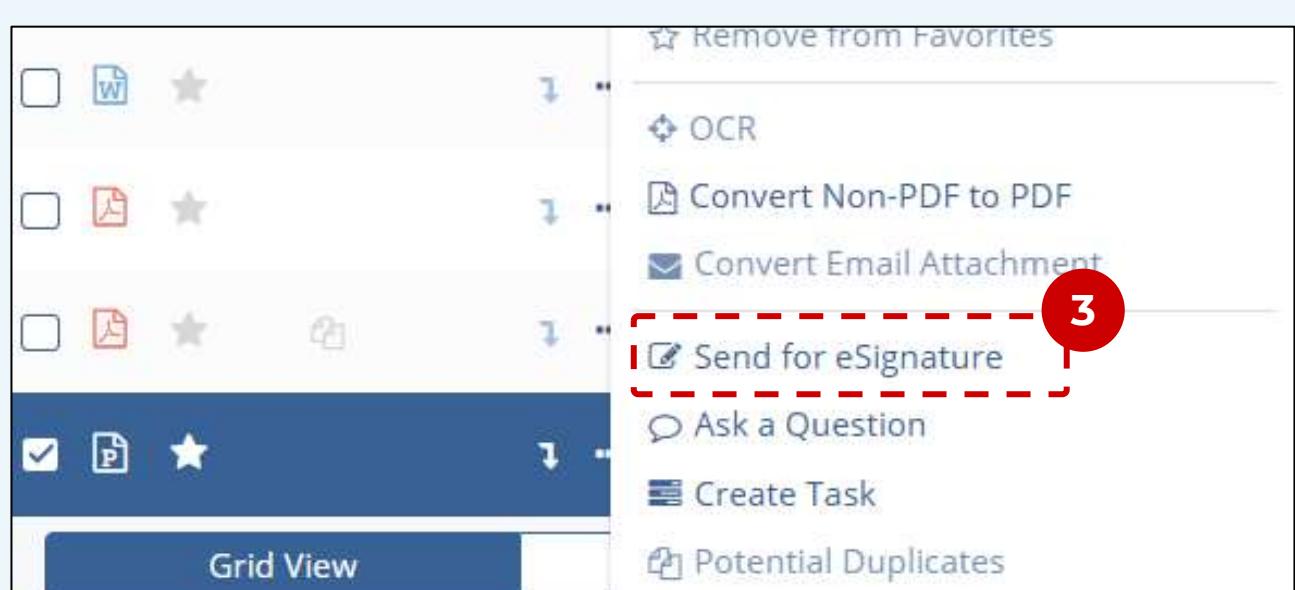
1 **Navigate** to the document to be signed in [Documents](#) or [Documents Library](#).



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 10.7



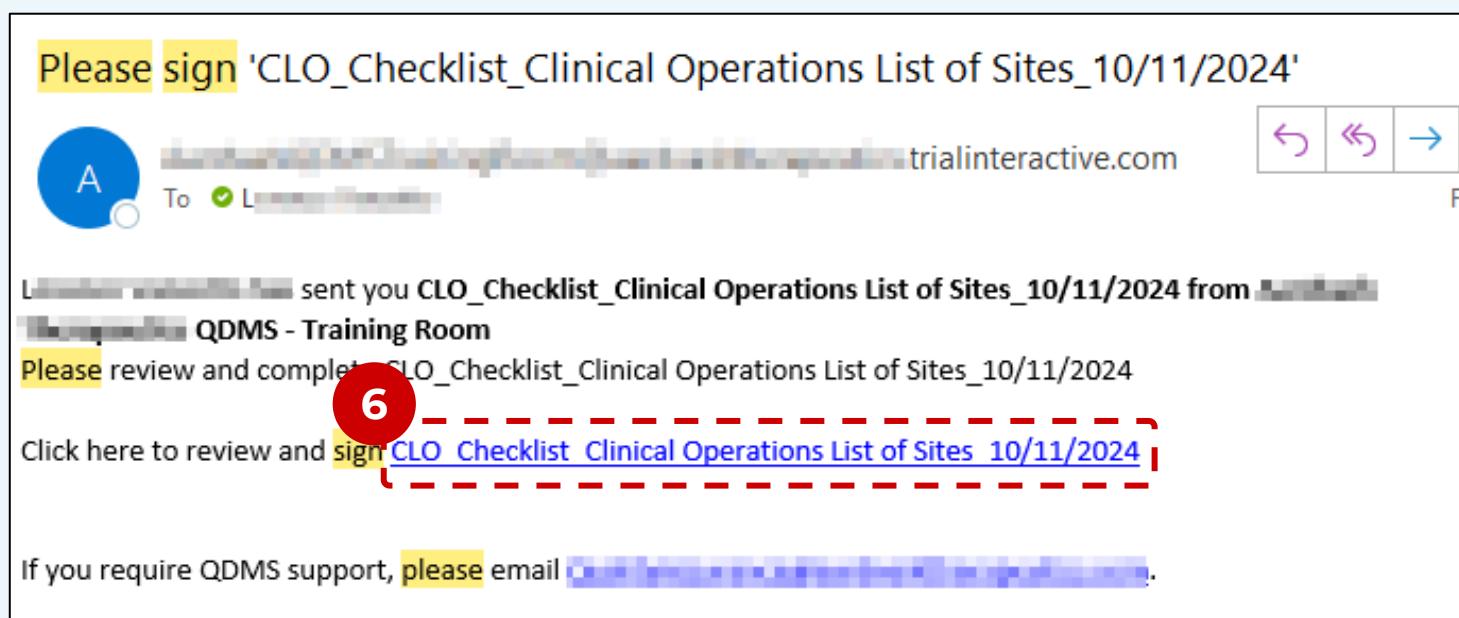
4 Set the eSignature Type to either concurrent signatures (“Parallel”) or specific order (“Serial”).

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**.



# How to e-sign with TI Sign

TI version 10.7



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.

