

APPLICABLE TO:

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

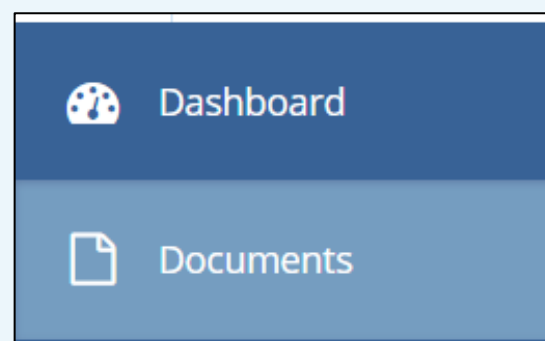
TI supports e-signatures on all its offerings, which enables users to authenticate documents that are created as digital, as well as digitalized documents as needed.

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

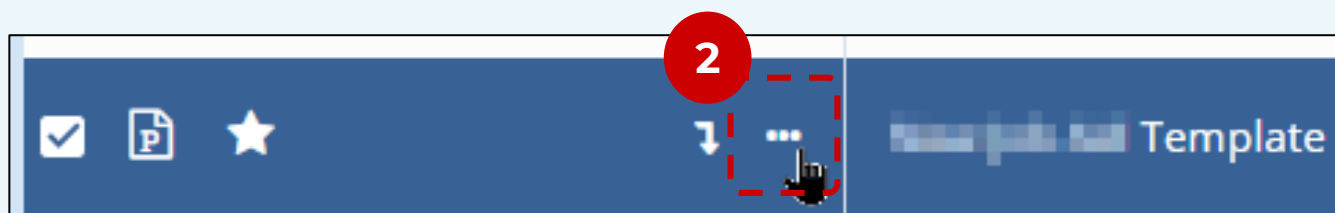
Part 1: Setup

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

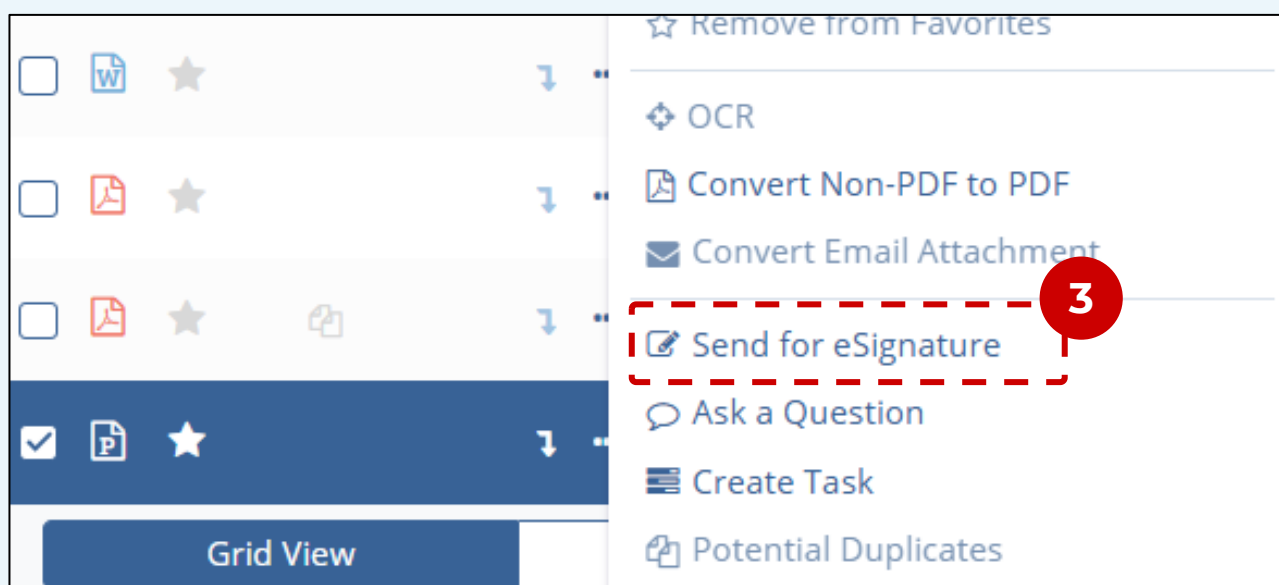
1 **Navigate** to the document to be signed in [Documents](#) or [Documents Library](#).

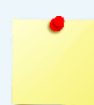


2 **Right-click** on the document line, or click on the **ellipsis**, to open the Document Actions menu.



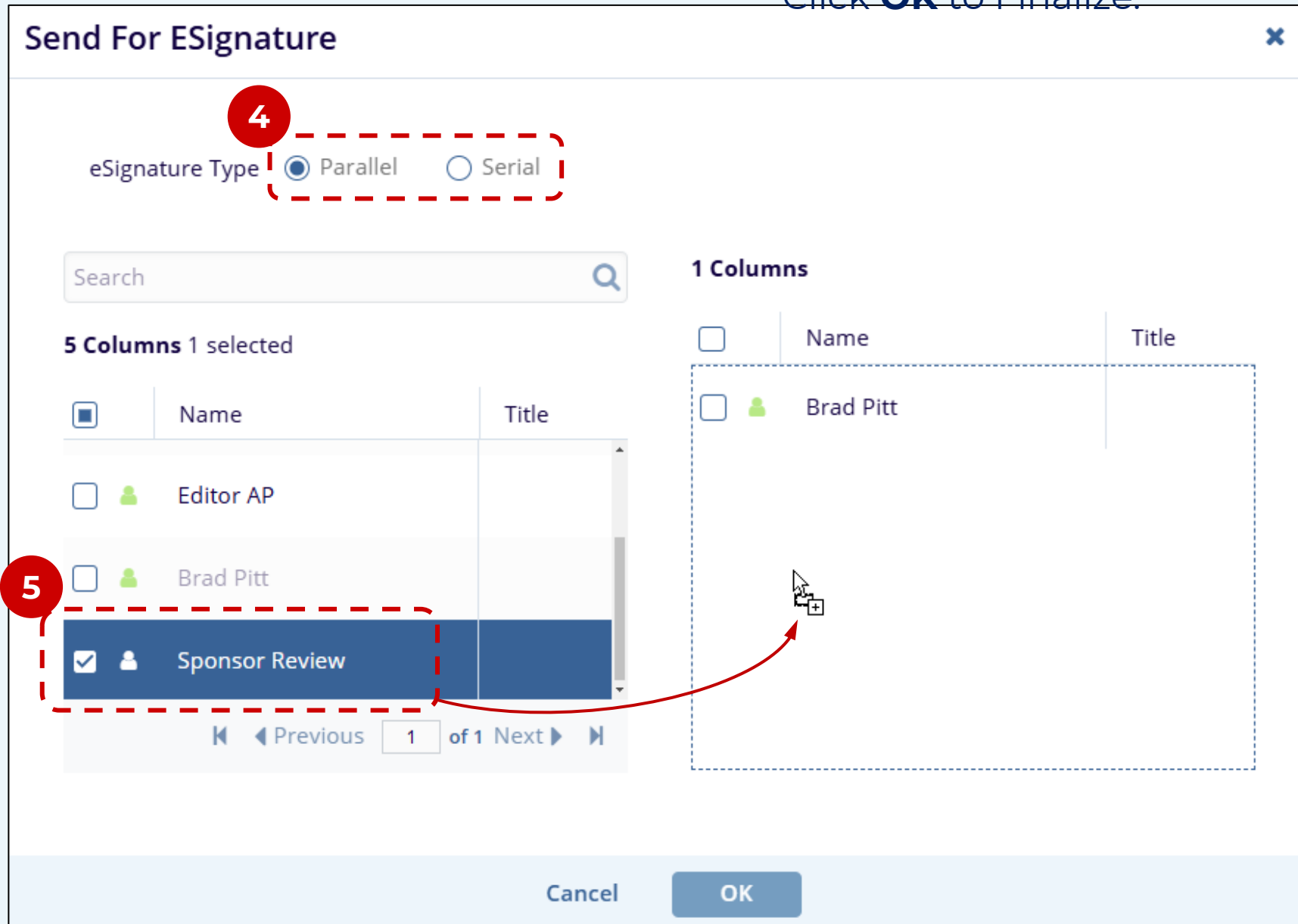
3 Select **Send for eSignature**.



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

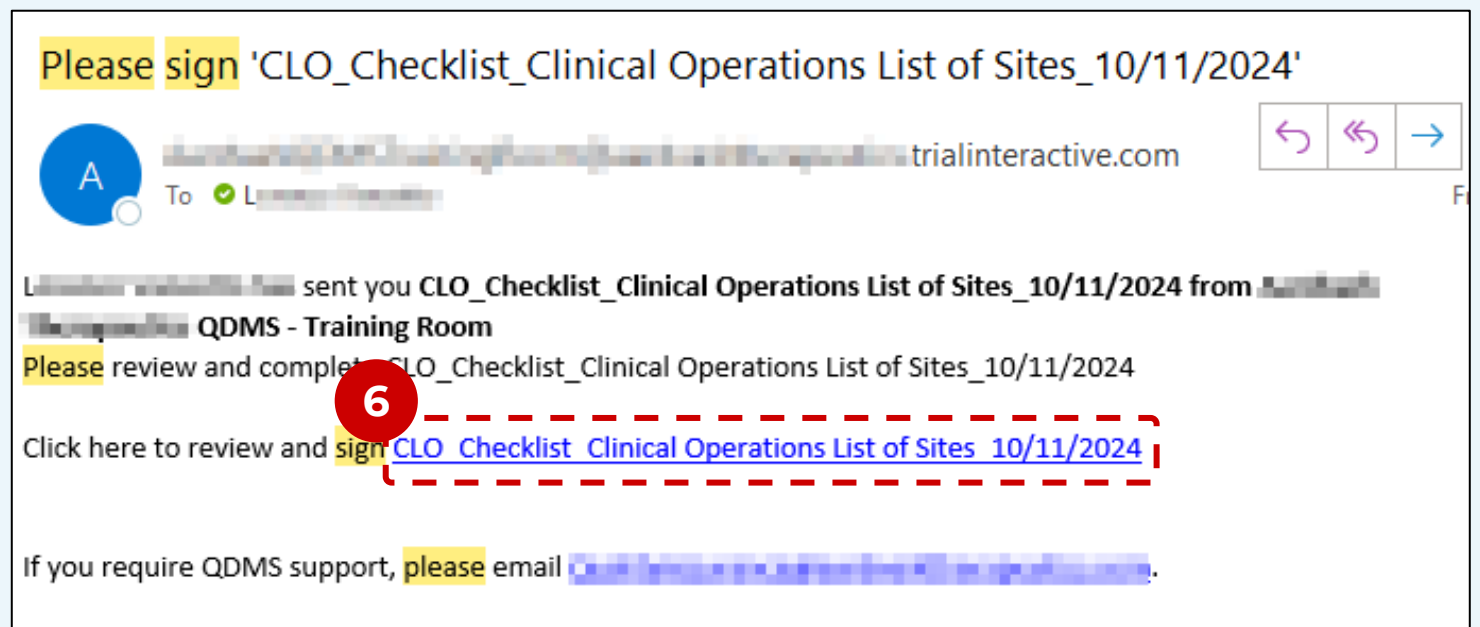
4 Set the eSignature Type to either concurrent signatures (“Parallel”) or specific order (“Serial”).

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.

