

∞drive sign

Quick Sheet

Remote signature
with level 2 identity verification



Quick Sheet

Remote signature with level 2 identity verification

1 Go to the contract requiring signature

- 1 In your inbox, go to the email entitled **Your document for signature**.
- 2 Click **Read and sign the document** or **Fill and sign the document**.

READ AND SIGN THE DOCUMENT

- 3 Your web browser opens and you are redirected to the digital signature platform, where you can view and sign the document(s) you have received.

2 Complete the contract before signature

If the sender asks you for additional information or documents, you must supply them before you can sign the contract(s).

To do so, enter the requested information and insert the required annexes, then click **Save** to move on to the next step.

DATA FOR CONTRACT 2022 - EMPLOYMENT CONTRACT.PDF:

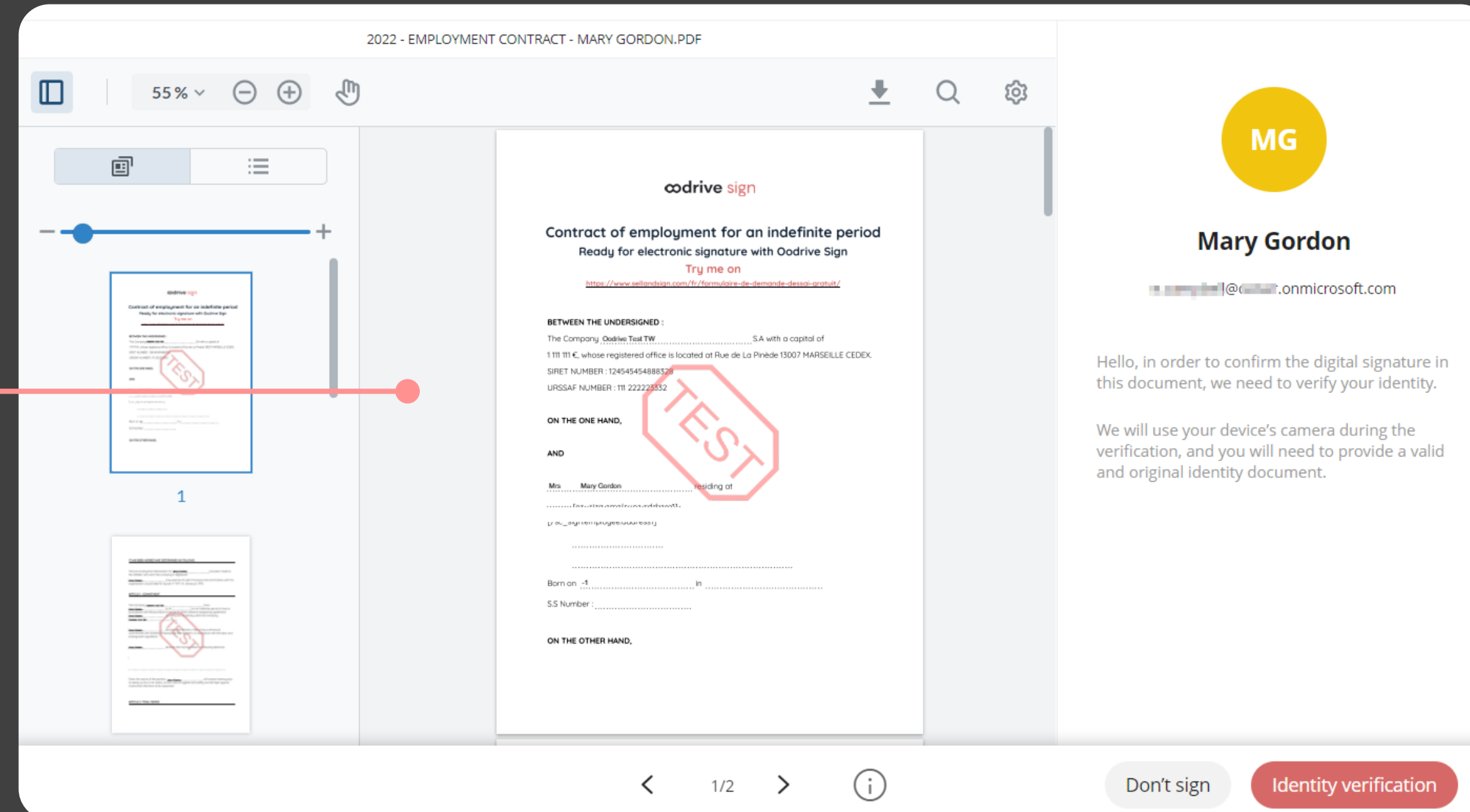
Social security number: 0 23 25 49 485 214 62 Date of hire: 2/1/2021

Duties:

ANNEXES TO CONTRACT 2022 - EMPLOYMENT CONTRACT.PDF:

BANK DETAILS*
Drag / Drop your documents here
Max size 100 MB - max 1 document
Bank-Details-Mary Gordon.png 28ko

ADDITIONAL PHOTO ID
Drag / Drop your documents here
Max size 100 MB - max 1 document
Mary_Gordon.png 28ko



3 View the contract

- 1 View the content of the document(s) awaiting signature, and the annexes.
- 2 Use your mouse wheel to scroll through the pages, or click on a page thumbnail to go directly to the page of your choice.

Please note: If several documents are available, make sure you view all of them. When you sign a bundle, you sign all of the documents it contains (apart from the annexes).

4 Confirm your identity

- 1 After you have viewed your documents, click **Identity verification** to launch the procedure.
- 2 In the window that appears, verify your identification data, then click **My identity is correct** to go to the next step.

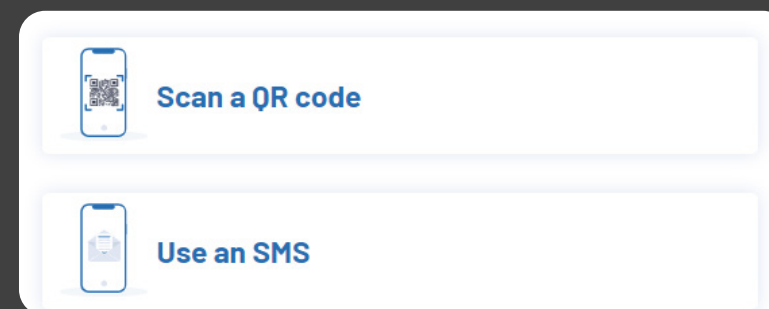
If the data is incorrect, click **My identity is incorrect** to notify the sender of the error that needs correcting and enable them to send you the updated contract.

Quick Sheet

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5 Verify your identity via cellphone

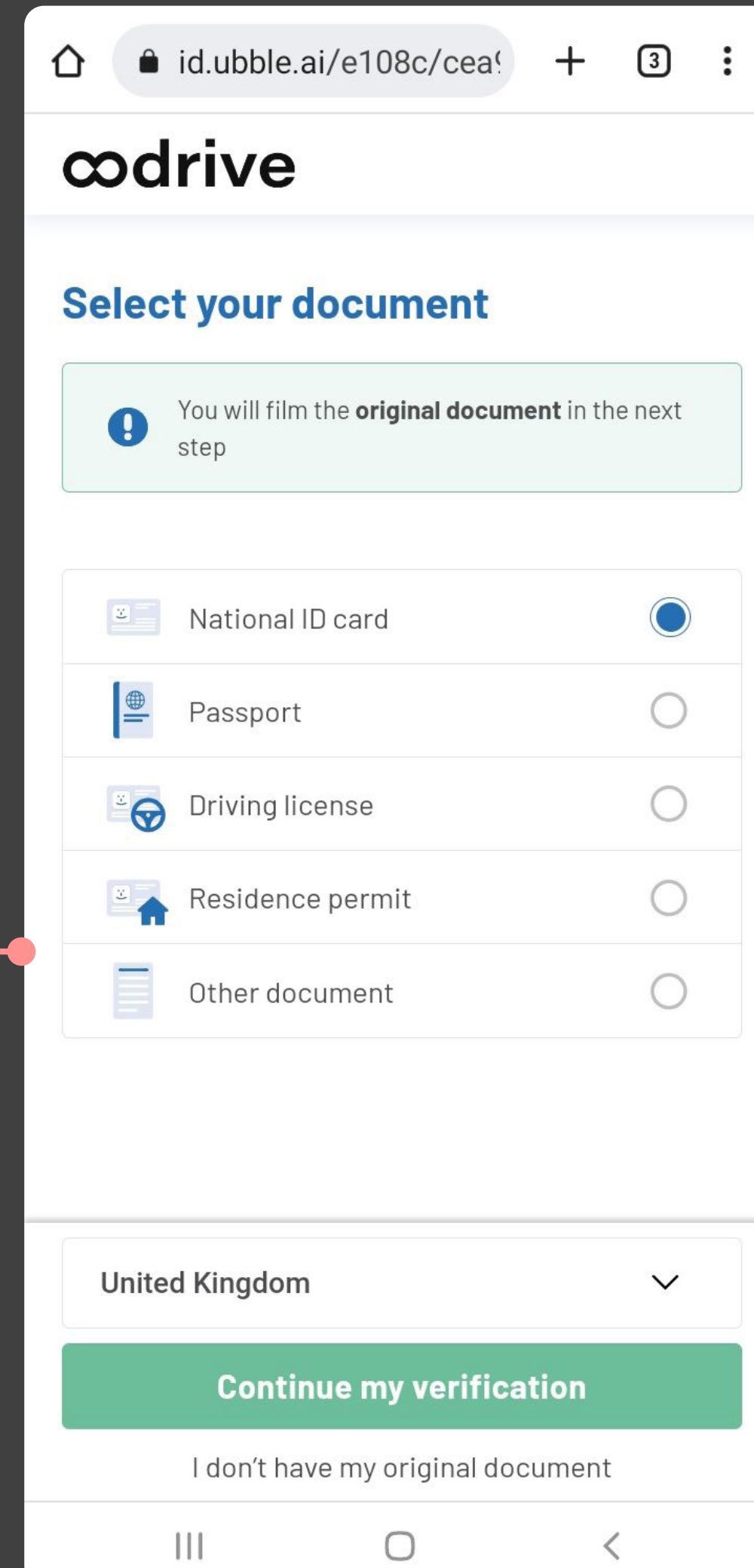
- 1 Obtain your access link to the identity verification screen by scanning a QR code or entering your telephone number to receive the link by SMS.



- 2 Using the link you have just obtained, go to the identity verification platform on your cellphone, then tap **Start my verification**.
- 3 Once you have read them, tick **I have read and accept Ubble's Privacy Policy and General Terms of Use**, then tap **Agree**.
- 4 Select the identity document you wish to use, as well as the issuer country, then tap **Continue my verification**.
- 5 Tap **I have my document in hand**, then allow access to the camera to move to the identity verification step.
- 6 Follow the steps described on screen to film your identity document using your phone camera.

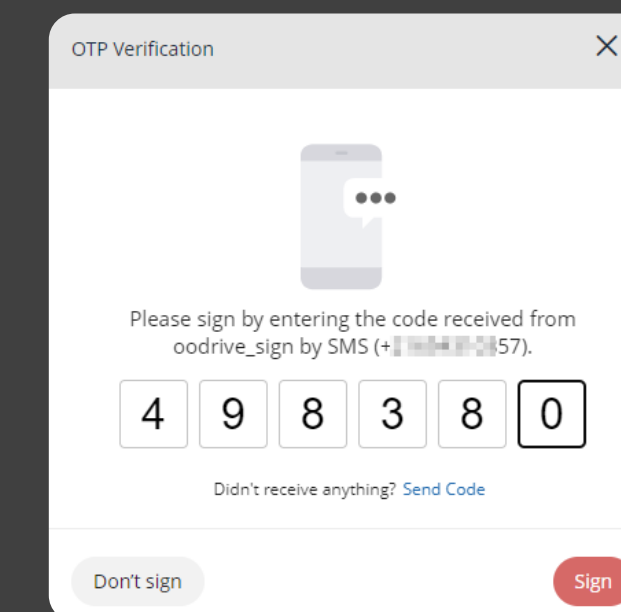
Please wait while we verify your identity. This operation may take several minutes.

If you exit the process now, you will receive a new email asking you to continue from the next step (if your identity has been validated) or restart verification (if this step fails).



6 Sign the contract

- 1 Once you have validated your identity, your web browser updates to allow you to proceed with the signature.
- 2 View the general terms and conditions for signature and for the certificate, then tick them to approve them.
- 3 Click **Sign**.
- 4 In the window that appears, enter the one-time SMS code to enable you to sign the contract(s), then click **Sign** again.



Once the contract(s) have been signed and approved by all parties, you will receive an email enabling you to download their final versions and their associated annexes.