

∞drive sign

Quick Sheet

Remote signature:
email + SMS



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Remote signature: email + SMS

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** 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 contrat 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, complete the required information and upload the required annexes, then click **Save** to go 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* | ADDITIONAL PHOTO ID

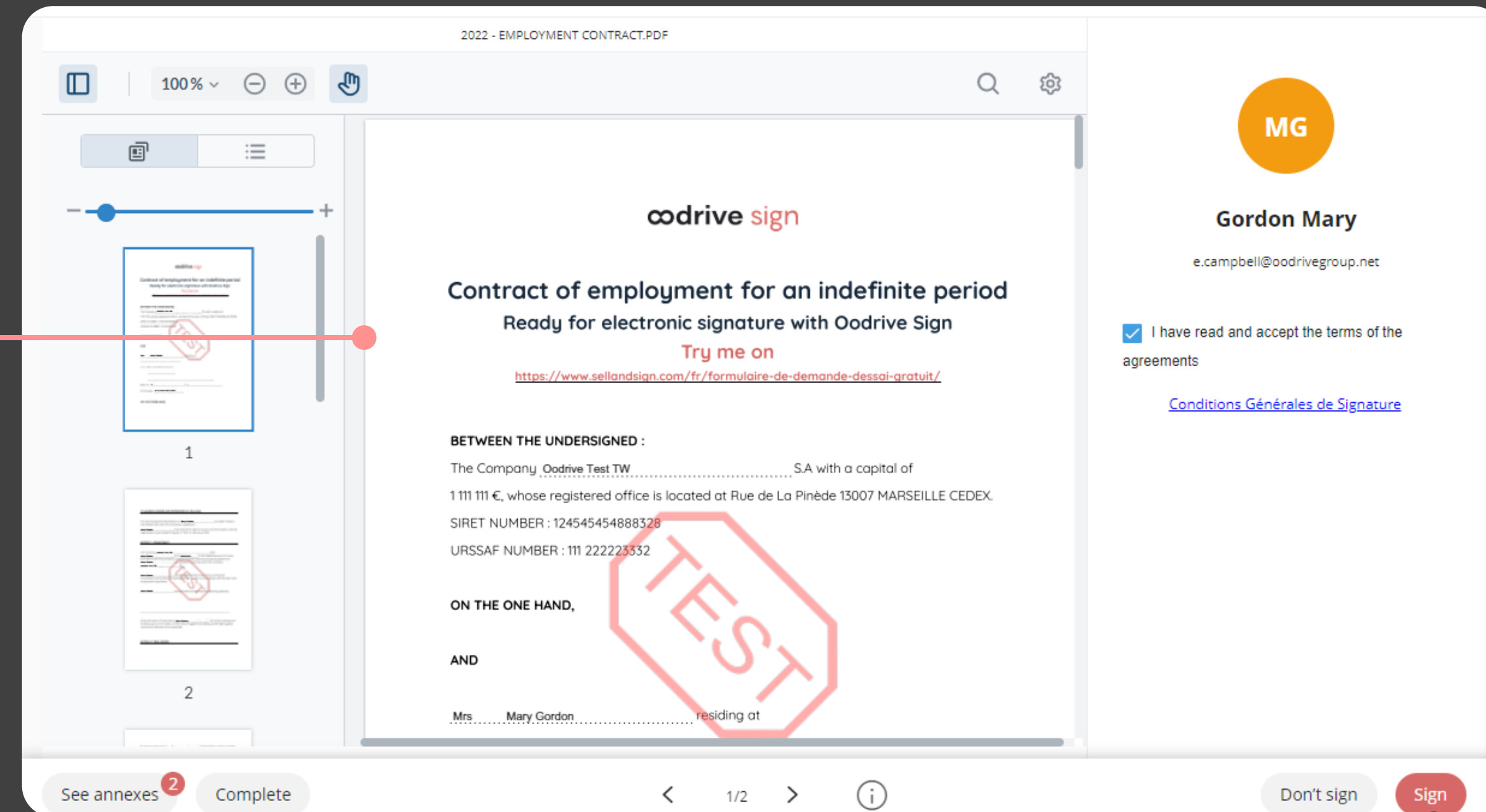
Drag / Drop your documents here | Max size 100 MB - max 1 document

Bank-Details- Mary Gordon.png | 28Ko | Mary_Gordon.png | 236Ko

3 View the contract

- 1 View the content of the document(s) awaiting signature and their annexes.
- 2 Scroll through the pages using your mouse 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 binder, you are signing all of the documents it contains (excluding annexes).



4 Sign the contract

- 1 After you have viewed the documents, check **I have read and accept the terms of the agreements**, then click **Sign**.
- 2 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.