

HubSync Portal – Document Signing

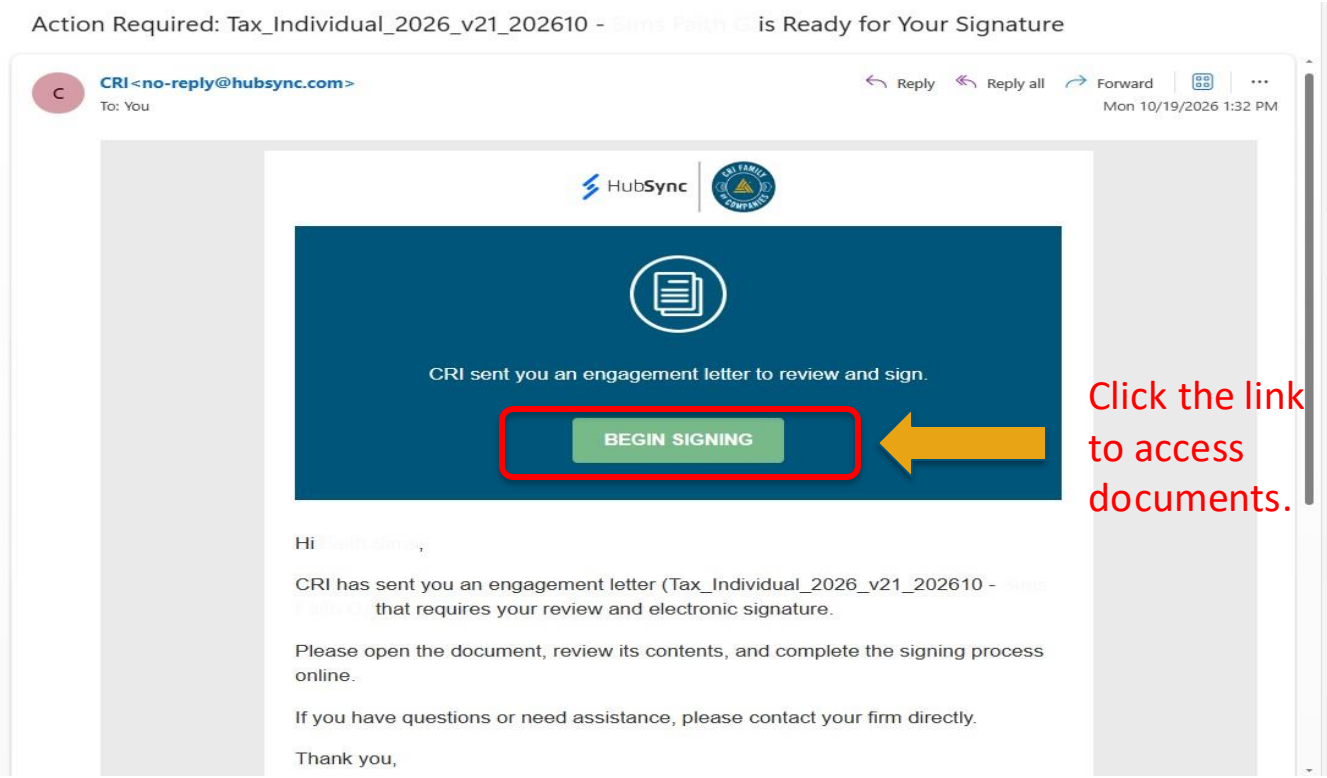
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Invitation email – documents to sign

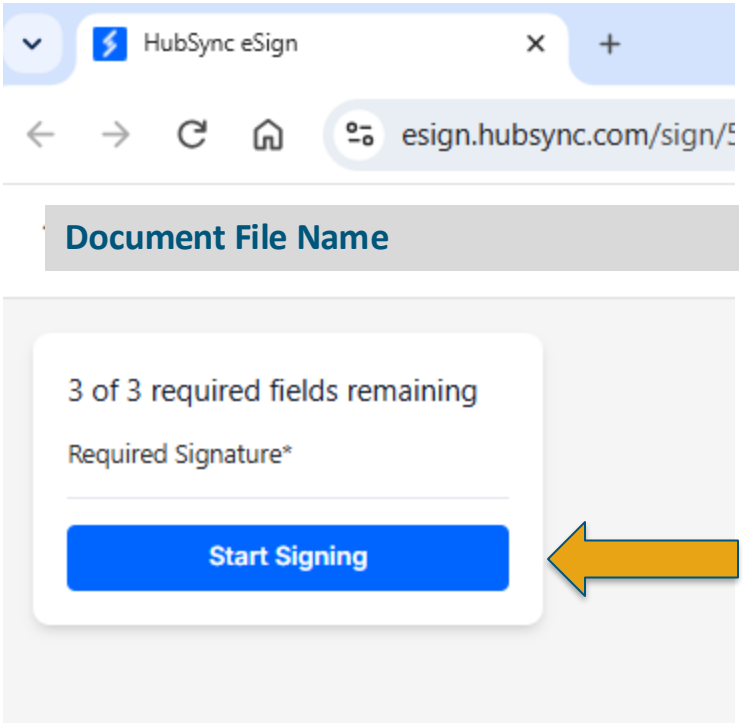
Example of the invitation email to sign documents is displayed below. Please follow on screen prompts to electronically sign documents.

NOTE: users do not need to create a HubSync portal account to be able to electronically sign the documents.



Document Signing – link to external page

Link from your email will direct you to the HubSync website to digitally sign your documents. Click on "Start Signing" to begin this process.



Additional options are available at the bottom of the page.



Document Signing

Step 1: Click on "Adopt Signature"

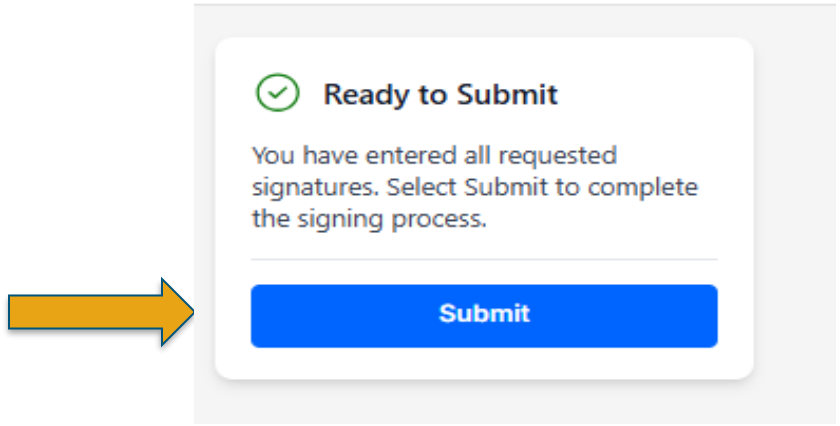
Step 2: Select either Typed or Drawn signature style and click "Adopt Signature" to begin signing.

Step 3: Click on “Apply & Sign” to place signature in applicable signature blocks.

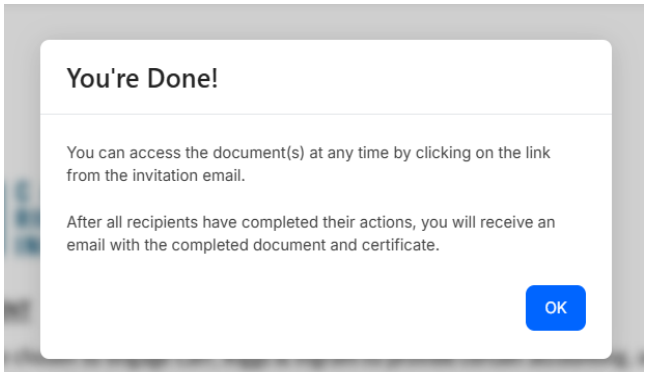


Signing Complete

Once all documents have been electronically signed, the final step will display to “Submit".

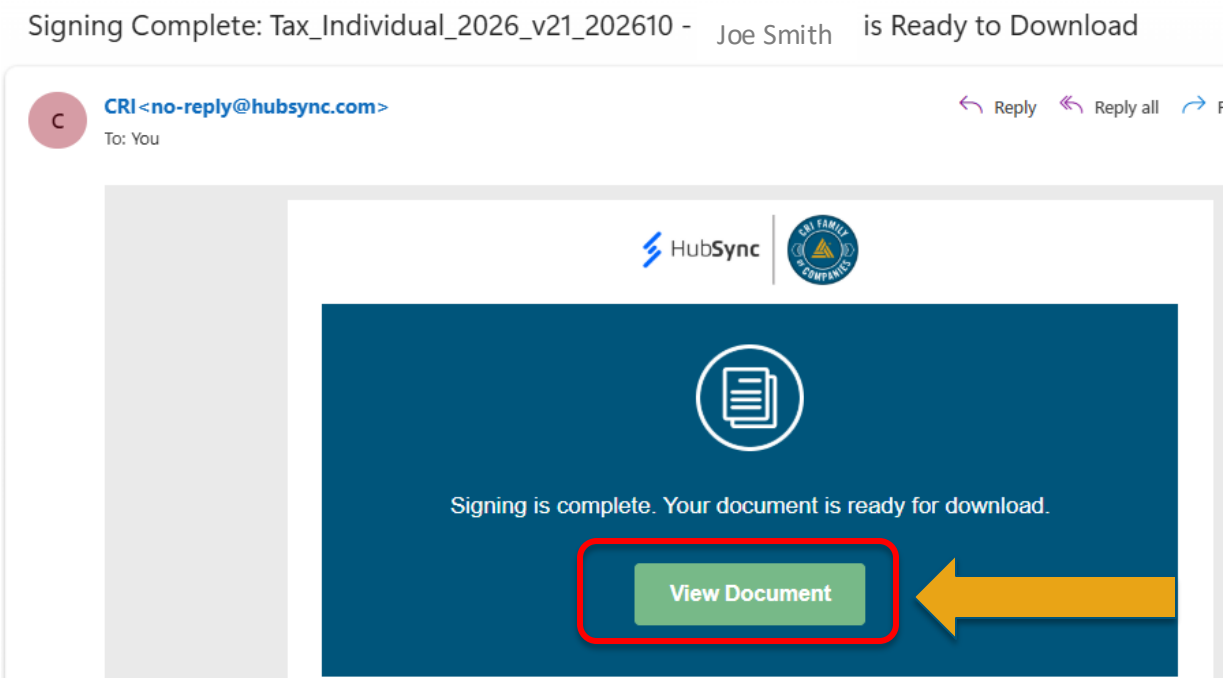


Once you’ve finished signing, you’ll see a confirmation message. You can access the document at any time from the original invitation email. After all recipients have completed their actions, you’ll receive an email with the completed document and certificate.



Signing Complete – email confirmation

- Confirmation email will be sent upon completion of all signatures.
- You'll have an opportunity to access documents envelope and download signed copies for your records.



Click **View Document(s)** to download signed documents.



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