USER GUIDANCE Signing the project contract

Version 1.0

This guidance is relevant for all **project level authorised signatories** who is about to sign the project contract. For this process to run as smooth as possible it is important that the user profile of the authorised signatory is up-to-date in terms of the email address and mobile phone number.

Note: The email sent to the authorised signatory of the project is sent by the OMS, and the sender mail address is <u>system@oms.interregnorthsea.eu</u>. The actual signing process is facilitated by a third party solution provided by SoHo Sign (<u>https://www.zoho.com/sign/</u>).

STEP 1

The signatory receives an email with a link to the project contract which needs to be signed. The signatory starts the process by clicking the button "Start Signing".

Digital Signature	Request	
The document titled Contract #1 requires review and signing as part of a process in the North Sea Online Monitoring System.		
Issuing programme	Interreg North Sea	
General Notes	÷	
Note for specific signer	5 5 7	
Expires on	Oct 18, 2022	
	Start Signing	



STEP 2

Once the signatory has clicked the link in the email an access code to the document will be sent to the mobile phone number (SMS). The signatory enters the access code and presses the button "Proceed to document".

Document name	Contract #1
Sender	Interreg North Sea <system@oms.interregnorthsea.eu></system@oms.interregnorthsea.eu>
Organization	Interreg North Sea
Sent on	Sep 18, 2022 <expires 30="" days="" in=""></expires>
Private notes	s r sign.
Recipient authentication	SMS OTP
Recipient authentication Enter access coo The sender has enabled add access code received on yo Please enter the authentica	SMS OTP de (SMS OTP) ditional access restrictions for this document. Please enter the ur phone via SMS(*******01) to access this document. ation code shared to your email address
Recipient authentication Enter access coo The sender has enabled add access code received on yo Please enter the authentica	SMS OTP de (SMS OTP) ditional access restrictions for this document. Please enter the our phone via SMS(*******01) to access this document. ation code shared to your email address # # # # # # #

STEP 3

The signatory insert the signing date by clicking on the field "Sign date". By clicking the field today's date will be inserted. The project contract is signed by clicking the field below the "date" field.



			English •
Documents	Fields remaining: 2	① 역 역 전 Finish	More actions *
202209180516		Signatures This project contract is issued electronically in the Online Monitoring System and must be signed by the Head of the joint Secretariat, the Director of the Department for Regional Development in the Central Demmark Region representing the intermediate body on behalf of the MA and the project's Authorised Signatory. The signature process takes place in that order and will be electronic only. The project contract will not be valid unless signed by all three parties. Signatures of the Joint Secretariat and the Central Demmark Region representing the Managing Authority, the member states and Norway as commissioned according to the Letter of Agreement. Date 18/09/2022 Enter the date. Fign Date NSRP Form Secretariat Wergleation coder -15/2bet/78/de/2begditus/bot/5- Wergleation coder -15/2bet/78/de/2begditus/bot/5-	
		WergCastan Code: -1578b4cf36f4436446g7a4fd8cafadc5	

STEP 4

The signatory can now enter a signature in one of three ways. Either the document can be signed by typing the signature (**4a**), by drawing the signature (**4b**), or by uploading an image files with a preexisting signature (**4c**).

4a) Signing the declaration by entering the name and initials of the signatory. The signatory can choose between various fonts.

Signature	Initial
Your signature	Your initial
Vour signeture Your signeture	Your initial Your initial
Your signature	Your initial
	<u>Cancel</u> or Ok

4b) The signatory can sign the declaration by drawing a signature. This is easiest if done on a tablet or other touchscreen device.



TYPE DRAW UPLOAD	
Signature	Clear Initial Clear Clear
k	
_	Cancel or Ok

4c) If the signatory has a pre-existing signature saved as an image file this can be uploaded and inserted onto the document.

nd drop t.
e image
Ok



STEP 5

Once the signatory has applied a digital signature (and clicked the button "OK" in the previous step) the project contract is now in preview and ready to be finalised. The signatory finalises the signing process by clicking the button "Finish".

111. ¹⁴		English	•
Documents	You've successfully filled all fields. Click Finish to complete.	More actions	•
2022209180516 > 13 Pages 10 The second	Signatures You've successfully filled all fields. Click Finish to complete. Head of the joint Secretariat, the Director of the Department for Regional Development in the Central Denmark Region representing the intermediate body on behalf of the MA and the project's Authorised Signatory. The signature process takes place in that order and will be electronic only. The project contract will not be valid unless signed by all three parties. Signatures of the Joint Secretariat and the Central Denmark Region representing the Managing Authority, the member states and Norway as commissioned according to the Letter of Agreement. Date 18/09/2022 For Denmark Region Verdication code: -157/04/21/jde/21/44/20440/204/jdl/dplut/5- Verdication code: -157/04/21/jde/21/44/20440/204/jdl/dplut/5-		

STEP 6

The signatory is now returned to the Online Monitoring System, and a messaging stating that the process is completed is prompted.

Interreg No	eg North Sea 2021-2027 Online Monitoring System	
Documentati Home > Documents	on: Signing completed	
	Thank you for completing the process. The signed document has been stored in the OMS.	





Questions or comments?

Get in touch! Feel free to contact one of our project advisors. Find contact details for our staff at **interregnorthsea.eu**.



