

## 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 [system@oms.interregnorthsea.eu](mailto:system@oms.interregnorthsea.eu). The actual signing process is facilitated by a third party solution provided by SoHo Sign (<https://www.zoho.com/sign/>).

### 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 [redacted] Contract #1 requires review and signing as part of a process in the North Sea Online Monitoring System.

<b>Issuing programme</b>	Interreg North Sea
<b>General Notes</b>	-
<b>Note for specific signer</b>	[redacted]
<b>Expires on</b>	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 info

Document name	Contract #1
Sender	Interreg North Sea <system@oms.interregnorthsea.eu>
Organization	Interreg North Sea
Sent on	Sep 18, 2022 <Expires in 30 days>
Private notes	<div style="background-color: #ccc; padding: 5px;">[Redacted]</div>
Recipient authentication	SMS OTP

### Enter access code (SMS OTP)

The sender has enabled additional access restrictions for this document. Please enter the access code received on your phone via SMS(\*\*\*\*\*01) to access this document.

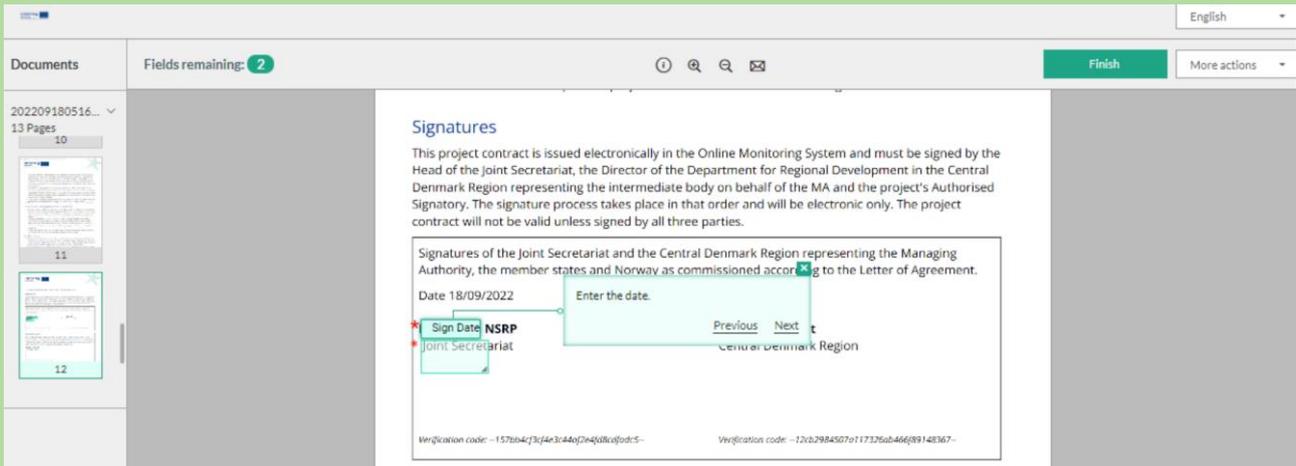
Please enter the authentication code shared to your email address

# # # # # #

Proceed to document

## STEP 3

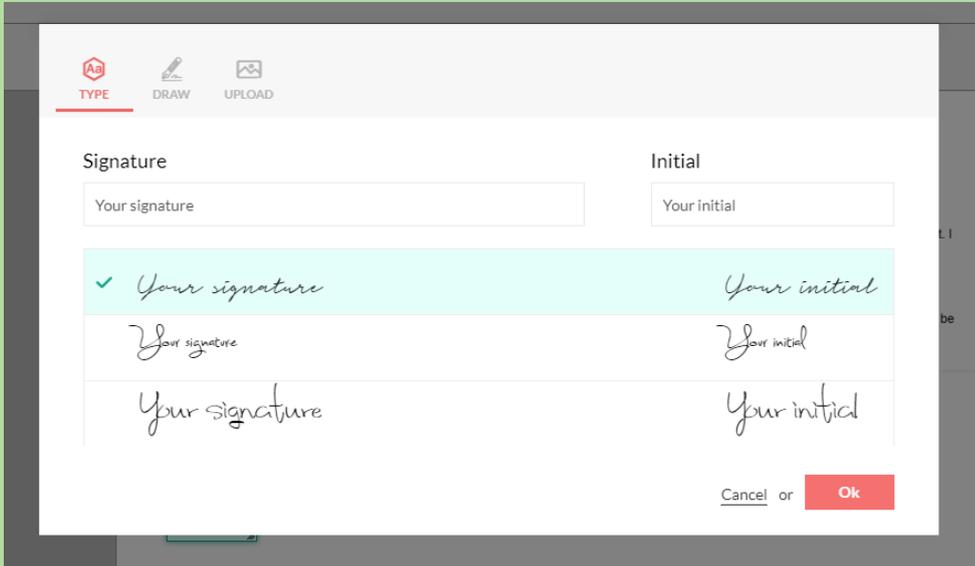
The signatory insert the signing date by clicking on the field "Sign date". By clicking the field today's date will be inserted. The project contract is signed by clicking the field below the "date" field.



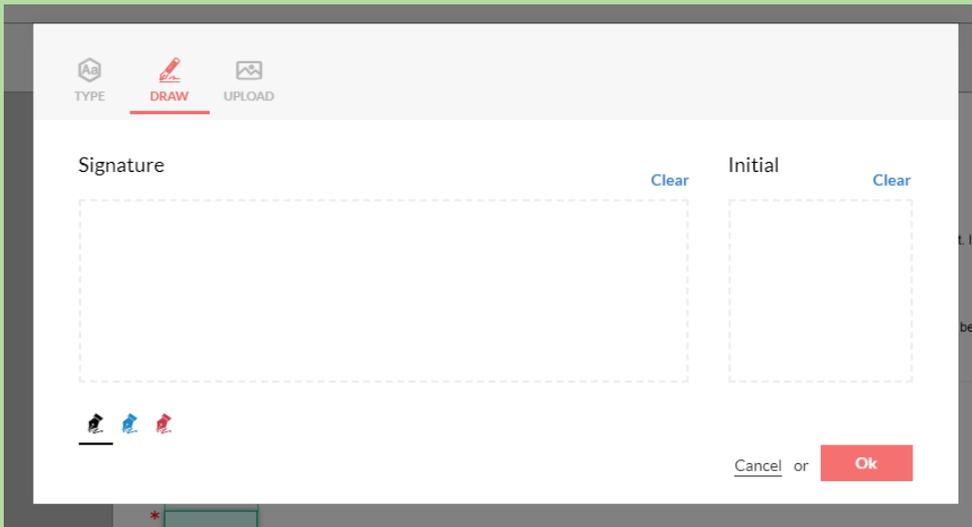
## STEP 4

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 pre-existing signature (**4c**).

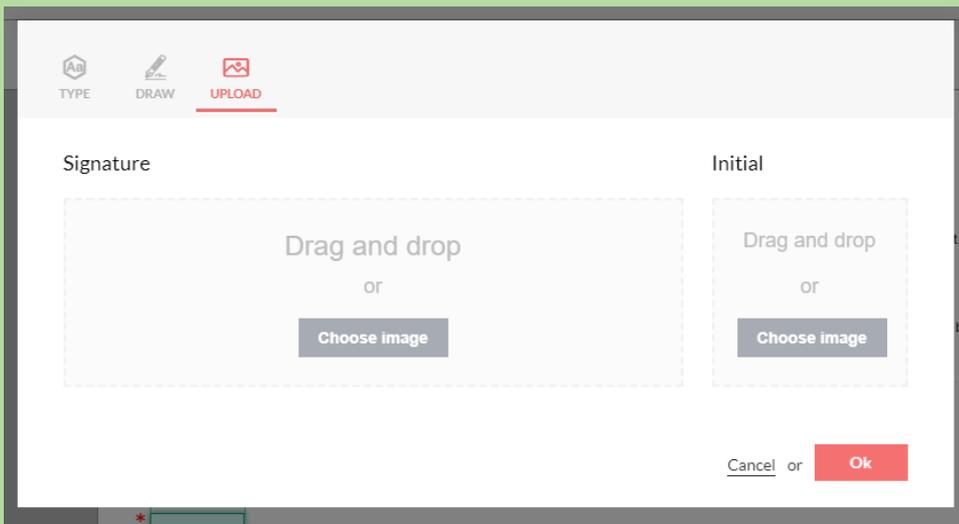
**4a)** Signing the declaration by entering the name and initials of the signatory. The signatory can choose between various fonts.



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

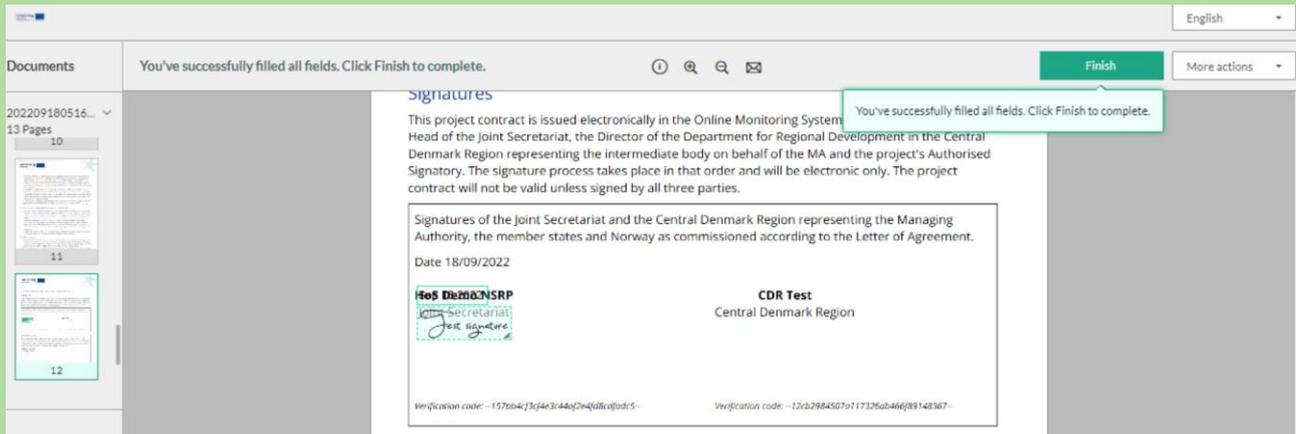


4c) If the signatory has a pre-existing signature saved as an image file this can be uploaded and inserted onto the document.



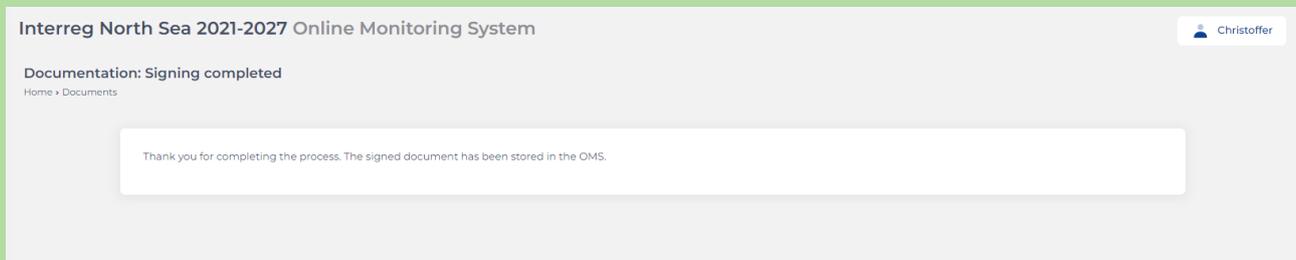
## STEP 5

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".



## STEP 6

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



## Questions or comments?

Get in touch! Feel free to contact one of our project advisors. Find contact details for our staff at [interregnorthsea.eu](http://interregnorthsea.eu).

