

Description of the Client's E-signing Experience

06/13/2024 11:10 am CDT

Once the items have been published for review or e-signature, the portal user will receive a link to the Electronic Signature screen. This is similar to the e-sign process of the Form 5500/SF/EZ. The portal user must first print a copy of the Document. Then, the fields will un-gray so that the portal user may enter his/her name in the signature field and click on 'Electronically Sign Document'.

Documents to Sign

Date	Description	Filename
02/21/2022	Documents to Sign and Review	Important document to sign.pdf

Document Electronic Signature

Step 1: Print Paper Copy of Your Document
You must print a copy of your document before you will be allowed to e-sign. Print a hard copy of your document by clicking "Print Document" below.

Plan Forms Document:
Important document to sign.pdf

Step 2: Review Paper Copy before Signing
Read through and verify the contents of the document before signing.

Step 3: Enter your signature
Verify your name and DO NOT SIGN the document if the name indicated is not your name and contact your plan administrator immediately. After verifying your name please type your name in the box next to 'Signature'. The name typed in the box next to the 'Signature' box will appear on the signature page of the document.

Name: John Doe
Signature:

Step 4: Sign and File Electronically
I hereby consent to sign the document by electronic signature. I understand that by typing my name in the 'Signature' box and by clicking on the 'Electronically Sign Document' button I am signing a legal document and further understand that my electronic signature has the same legal effect as if the document were manually signed.

When the last signer to log into the portal to e-sign, signs, a pop-up will display for the signer letting him/her know the signing process has been completed. If the user has view access, then they can click on the 'Click Here' to go directly to the document. Otherwise, it will appear in the user's ToDo list, if applicable, or beneath the New Document list. The portal user will see a drop-down for the Signing Information, that once clicked on will summarize the signed status. The portal user will also be able to download a copy of the signed .pdf to view the e-signed signature blocks.

Signing Completed

Description: Documents to Sign and Review
File Name: Important document to sign.pdf

Signer Information
Name: John Doe
Signing As: Plan Administrator/Trustee
Sign Date: 2/21/2022 1:20 PM CST

The signed document is now in your documents list.
[Click here](#) to view the signed document.

Document Information

Uploaded By:

Allison Bailey

Classification:

Plan Forms

Description:

Documents to Sign and Review

File Name:

Important document to sign.pdf (Download)

Important Plan Document to Review.pdf (Download)

Upload Date: 2022-02-21 11:48:32

Signing Information

Filename	Name	Signing As	Email Date	Print Date	Sign Date
Important doc...	John Doe	Plan Administrator / Trustee	2/21/2022	2/21/2022	2/21/2022

As the TPA viewing the Document List for the specific plan, you will be able to see the e-sign status, by hovering over the pencil on the far right of the dashboard. Items awaiting signature are denoted with a pencil icon with '...', if the items have been completed there will be a green check mark above the pencil. Hovering over the pencil will show the file name, signers name, signers Designation, and the date of signature:

Home > Edit Company > Edit Plan > Portal Manager

123 Demo 401(k) Plan

Company ID: | Plan ID: | PYE: 12-31 | EIN: 86-7530932 | Plan Number: 001

Portal Doc Admin: Kitty Foreman

Update

Module Options

PORTAL

COMPLIANCE

DISTRIBUTIONS

Portal Users

Communications

All

New

To / From	Status	Folder	Filename(s)	Subject / Description	Posted	Documents	
John Doe			+2	Sample with Prepare			<div> <div>Filename</div> <div>Important document to sign.pdf</div> </div> <div> <div>Signer</div> <div>John Doe</div> </div> <div> <div>Signing As</div> <div>PLANADMIN:TRUST</div> </div> <div> <div>Sign Date</div> <div>2/21/2022</div> </div>
John Doe			+2	Documents to Sign and Review	02/21/2022	2	
John Doe		2021 Documents	+1	2021 Year End Documents	02/09/2022	1	

To obtain a copy of the signed documentation, you may either click on the menu icon (tricolon) of that communication and select 'Download Attachments' which will provide all of the attachments in the communication as well as their signature pages:

To / From	Status	Folder
John Doe		
John Doe		
John Doe		
John Doe		

Open Communication

Re-send

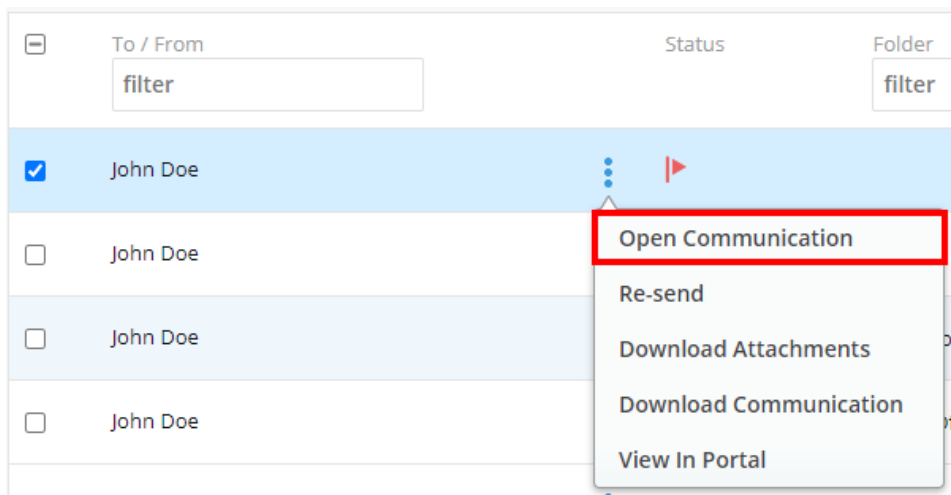
Download Attachments

Download Communication

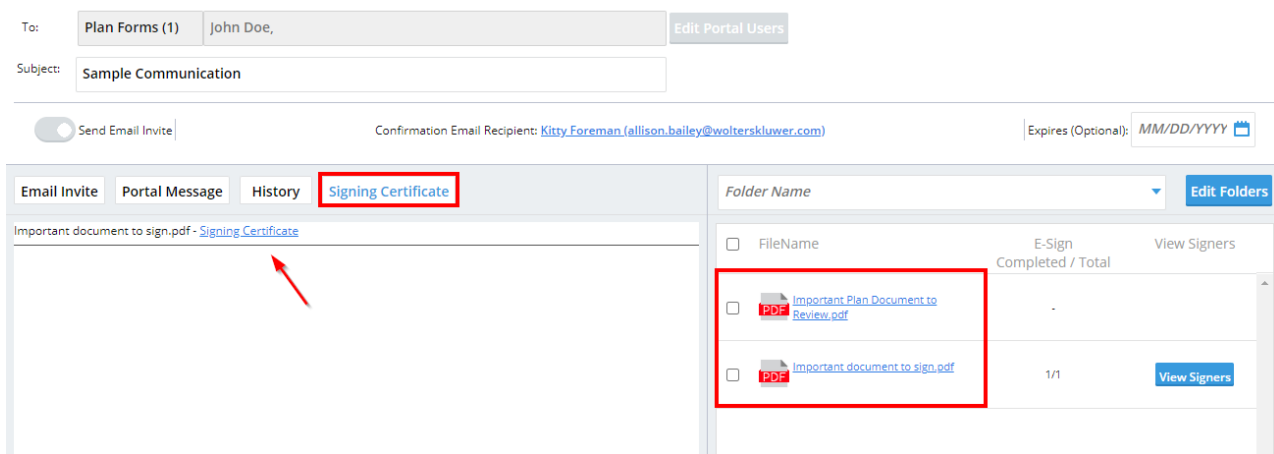
View In Portal

If the items originated from the software, the signature block will populate on each document signed. (**Note:** if documents were created outside of the software and were uploaded through the portal the signature block will be appended to the end of the document).

Alternatively, you may select the menu button (tricolon) on the communication and select 'Open Communication':



Here you can download the individual documents with signature, as well as view the signing certificate:



SIGNING CERTIFICATE

The undersigned Software Vendor hereby certifies that the Designated Person(s) below electronically signed the document 'G2RKHGR36FNJ' through a system that reliably authenticates and verifies the adoption of the document.

123 Demo 401(k) Plan
 Signature: /s/ John Doe
 Print Name: John Doe
 Signing As: Plan Administrator
 Title/Position:
 Sign Date and Time: 2/21/2022 12:52 PM CST
 CertificationID: G2RKHGR36FNJ-1

Signature: /s/ John Doe
 Print Name: John Doe
 Signing As: Trustee
 Title/Position:
 Sign Date and Time: 2/21/2022 12:52 PM CST
 CertificationID: G2RKHGR36FNJ-1