LEXSign

GATEWAY TO CONTACT-LESS SIGNING

How to draft document

to eSign using Lex-Sign.

Select "DOCUMENTS" tab from the top navigation of the dashboard

CREATE NEW DOCUMENT

Pending (0) | Signed (23) | Saved Drafts (2)

Search in documents

Monthly Documents   1 Of 50

Upgrade now

No pending agreements / documents initiated
for signees to eSign.

Click on "CREATE NEW DOCUMENT" button to draft a new agreement

Enter Agreement Name. For e.g.:
1. Employment Agreement – Asst. Manager Arvind
2. NDA – Technology Solutions

Document name

Employee Agreement - Test User

Document type

Select

Drag-drop the final draft here or click to upload.
Supported format: Only Pdf file of 100 pages or 60MB.
Note: Please add annexures as a part of the final PDF.

Choose draft from approved templates.
Pre-approved templates by organization
Note: Using templates cannot add annexures to the final document if any.

NEXT

Step 1: Enter Document Name

Document name

Employee Agreement - Test User

Drag-drop the final draft here or click to upload.

Supported format: Only Pdf file of 100 pages or 60MB.
Note: Please add annexures as a part of the final PDF.

Document type

✓ Select
Commercial Agreement
Employment Agreement
Real Estate Related
Family Arrangement
Loan Agreement
Investment Agreements
Employee Stock Option Related
Confidentiality Agreement
Non-Disclosure Agreement
Others

Select Document Type to tag the document for future reference.

NEXT

Step 2: Select Document Type from the dropdown

● Document name

Employee Agreement - Test User

● Document type

Employment Agreement

11.pdf
document size 33 KB

Choose draft from approved templates.

Pre-approved templates by organization
Note: Using templates cannot add annexures to the final document if any.

Select your final approved agreement draft in PDF format only.

Note:
1. Document size below 60 MB.
1. Page count not more than 100 Pages.

NEXT

Step 3: Select Final Draft in PDF format

Case 1: Contract between 2 organizations, enter registered entity name e.g.: Lex-Sign Technologies Pvt. Ltd.

Case 2: Contract with a freelancer or individual, enter Name of the person e.g.: Zubair Jahangir

Enter Email ID of the Authorized signatory for Party 1 to receive communication and verification OTP.

Add Signee to "Employee Agreement - Test User"

Party 1

Company Name
Test Company Pvt. Ltd.

Signee Name
Test Authorized Signatory Name

Signee Email ID
test@test.com

Signee Mobile No.
9900990099

Affix Company Seal
◯ Yes ◯ No

Signature Type
◯ OTP eSign ◯ Virtual Signature ◯ Aadhar eSign ◯ DSC Token

Due Date

[+ ADD SIGNEE]   [NEXT]

Enter Authorized / Relevant Signatory Name that needs to be appear on the contract / agreement.

Enter Mobile number of the Authorized signatory for Party 1 to receive communication and verification OTP.

To add more parties to the agreement, click ADD SIGNEE.

Note: Growth plan allows only 2 Parties per agreement, Professional & Enterprise plan allows 4 Parties per agreement.

Step 4: Add SIGNEE to invite for eSigning

If the contract mandates use of your company seal, you can setup company seal from My Accounts > Company Seal. Once added, you can select YES here to add it to the document.

Add Signee to "Employee Agreement - Test User"

Party 1

Company Name
Test Company Pvt. Ltd.

Signee Name
Test Authorized Signatory Name

Signee Email ID
test@test.com

Signee Mobile No.
9900990099

Affix Company Seal
○ Yes ● No

Signature Type
○ OTP eSign ○ Virtual Signature ● Aadhar eSign ○ DSC Token

Due Date

+ ADD SIGNEE   NEXT

Incase there is a timeline for the contract to be eSigned, you may select due date for respective Party as we will send reminder communication to help meet timeline.

Choose Preferred type of eSignature as per requirement.
1. OTP & Virtual Signature are preferred options for NDA and Employment related documents or for Contracts with Foreign parties where Aadhar card is unavailable.
2. Aadhar eSign is the most preferred options for all business / loan contracts in India. Signee has to enter the Aadhar card number on secure govt. portal for eSigning. It is mandate for Party 1 to sign first, hence keep a note of the same.
3. DSC Token option is preferred option for contracts with Foreign parties. Signee needs to use Microsoft Windows device only to download and eSign using token.

Step 5: Select Signature Type and set Due Date

Add Signee to "Employee Agreement - Test User"

Party 1

Company Name
Test Company Pvt. Ltd.

Signee Name
Test Authorized Signatory Name

Signee Email ID
test@test.com

Signee Mobile No.
9900990099

Affix Company Seal
○ Yes ● No

Signature Type
○ OTP eSign ○ Virtual Signature ● Aadhar eSign ○ DSC Token

Due Date
Sat Oct 24 2020

Party 2

Company Name
Test Party2 Pvt. Ltd.

Signee Name
Test Authorized Signatory 2

Signee Email ID
test@testing,com

Signee Mobile No.
8800880088

Signature Type
● OTP eSign ○ Virtual Signature ○ Aadhar eSign ○ DSC Token

Due Date
Sat Oct 24 2020

+ ADD SIGNEE   NEXT

Step 6: Add multiple parties and click NEXT to review final draft

EDIT INVITEE   Preview final draft document   Page 1/1

TEST AGREEMENT DRAFT 11

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularized in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

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Regards,
Testing Team.

List of signees

Party 1: Test Authorized Signatory Name
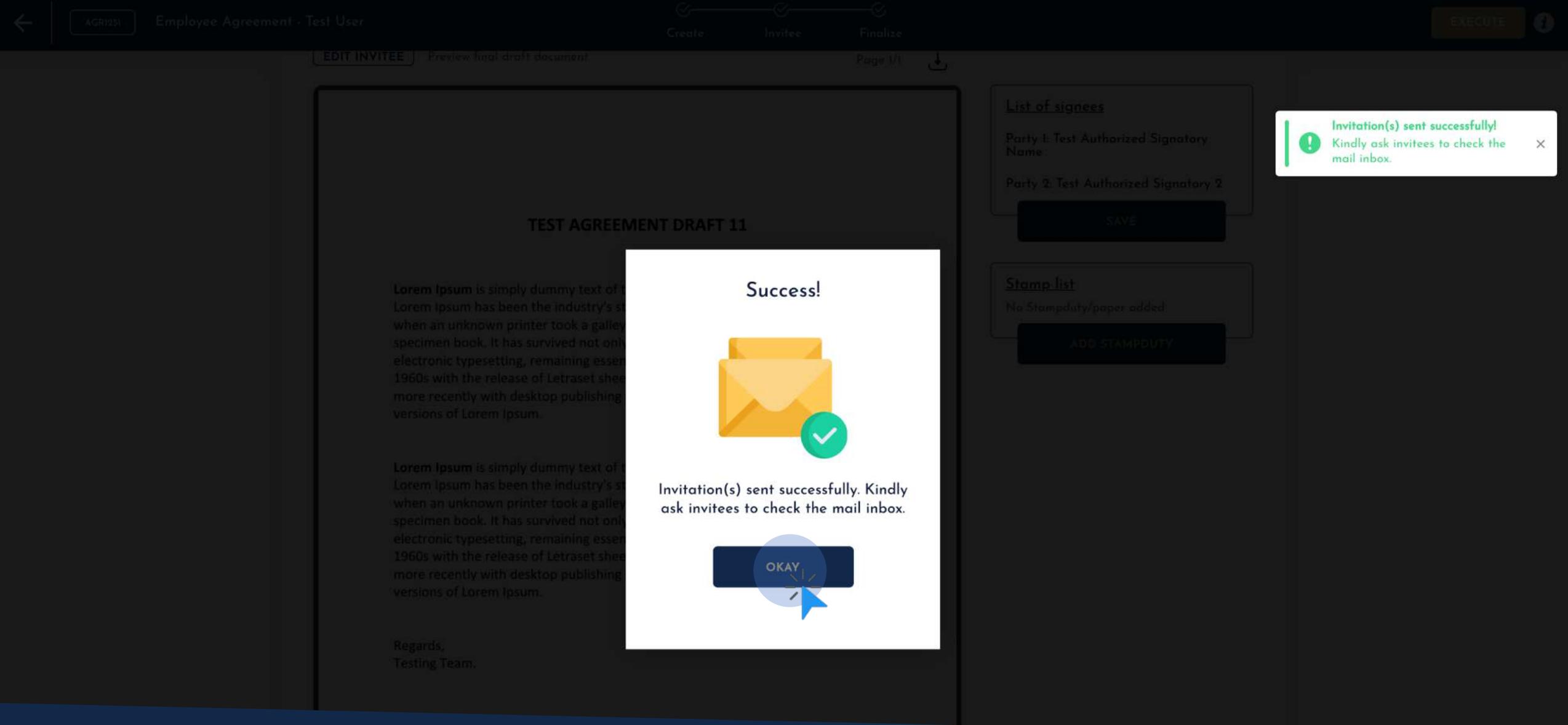
Party 2: Test Authorized Signatory 2

SAVE

Stamp list

No Stampduty/paper added

ADD STAMPDUTY

Step 7: Review Final Draft & EXECUTE to send communication to invite Signees.

EDIT INVITEE   Preview final draft document

Page 1/1

List of signees

Party 1: Test Authorized Signatory Name

Party 2: Test Authorized Signatory 2

SAVE

Stamp list

No Stampduty/paper added

ADD STAMPDUTY

Invitation(s) sent successfully!
Kindly ask invitees to check the mail inbox.

TEST AGREEMENT DRAFT 11

Lorem Ipsum is simply dummy text of t
Lorem Ipsum has been the industry's st
when an unknown printer took a galley
specimen book. It has survived not only
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more recently with desktop publishing
versions of Lorem Ipsum.

Regards,
Testing Team.

Success!

Invitation(s) sent successfully. Kindly
ask invitees to check the mail inbox.

OKAY

Congratulations! You have successfully drafted your eSign agreement.

NOTE: Incase any party haven't received invitee, kindly ask to check SPAM in their email box.
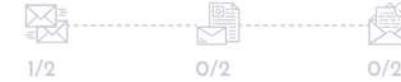
CREATE NEW DOCUMENT

Pending (1)   Signed (23)   Saved Drafts (2)

You can action the necessary from here: Download copy of draft OR resend invitation OR Edit Signee Email ID/Mobile OR to Cancel this document.

🔍 Search in documents

AGR1251   20 Oct, 2020

"Employee Agreement - Test User"

Employment Agreement

1/2   0/2   0/2   **PENDING**

Monthly Documents   2 Of 50

Upgrade now

⬇ Download

✉ Resend invite

✍ Edit Signee

🗑 Cancel

List of documents initiated and signed

THANK *You*