How to Sign Using Adobe in Lexzur

Objectives

- Add signees and prepare the signature process in Adobe
- Sign the contract

Steps

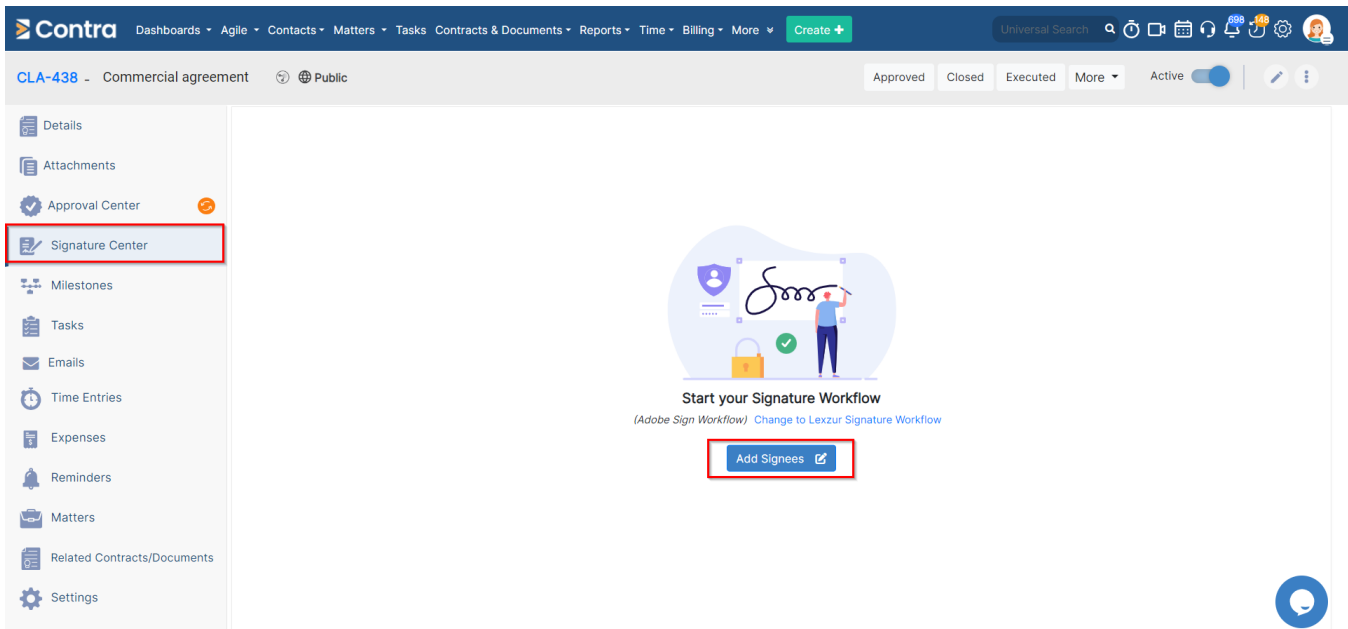In Lexzur, you can seamlessly utilize Adobe Sign for digital signatures on contracts.

> ✅ Users need a separate Adobe account and must complete the integration with Adobe to enable its use. Learn more about Adobe integration here .

To add signees:

- Open a contract and navigate to the Signature Center, where you can select the desired workflow.

- For instance, if we choose Adobe Sign, click **Get Started,** and then **Add Signees.**

- You can share the document with various types of signees, including
  - **Users:** any member from the legal or contract team in Lexzur
  - **Collaborators:** who must have a collaborator license and sign from the Client Portal
  - **Persons:** external individuals added to your database
  - You can also include user groups and other types as needed.

- Once you've chosen the type, specify the signee's name and set the signature order (By default the order is enabled unless you want to **complete in any order)**.
- A customizable **message** could be added to the signing request, which you can edit as necessary. And choose the contract document **(files)** to share.

⚠ If the approval process isn't completed yet, you can save this as a draft and proceed once approved.

⚠ The files available for sharing on the "Add Signees" page are those marked as "to be signed" from the attachments tab, so ensure they're appropriately marked.

- Once the approval process is finished, proceed with the signature process. Click **"Send"**

- Log in using your Adobe Acrobat Sign account.

- The contract will then open in Adobe Sign, allowing you to set and predefine signature locations, initials, and orders before sending the request.

Adobe Acrobat Sign   Home   Send   Manage   Workflows   Reports   Account

ADD FORM FIELDS FOR ⓘ

1 ✎ • jonesaalice21…

2 ✎ • Albert Smith

ADD FIELDS ⓘ

✎ E-signature

LM Initials

👤 Recipient name

✉ Recipient email

📅 Date of signing

T Text

📅 Date

Save   Send

be deemed to include a reference to each and every statutory amendment, modification, re-enactment and extension thereof for the time being in force.

1.4   In these Articles:

(a)   article headings are used for convenience only and shall not affect the construction or interpretation of these Articles;

(b)   words denoting the singular include the plural and vice versa and reference to one gender includes the other gender and neuter and vice versa;

(c)   Articles 8(2), 9(4), 10(3), 11(2), 13, 14, 17(2), 17(3), 19, 21, 26(5), 27, 28, 29, 30(5) to (7) (inclusive), 44(4), 51, 52 and 53 of the Model Articles shall not apply to the Company;

(d)   reference to "**issued Shares**" of any class shall exclude any Shares of that class held as Treasury Shares from time to time, unless stated otherwise; and

(e)   reference to the "**holders**" of Shares or a class of Share shall exclude the Company holding Treasury Shares from time to time, unless stated otherwise.

2.   **Definitions**
In these Articles the following words and expressions shall have the following meanings:

"**Act**" means the Companies Act 2006 (as amended from time to time);

To Sign the Contract:

- Notifications to sign will be sent to signees in the specified order chosen from the Signature Center.

≡ M Gmail

🔍 Search mail

Compose

Inbox   1,626
☆ Starred
🕐 Snoozed
▷ Sent
📄 Drafts   1
∨ More

Labels   +

App4Legal

1 of 1,829

Signature requested on "Articles of association (AoA)"   Inbox ×

Adobe Acrobat Sign on behalf of Albert Smith <adobesign@adobesign.com>
to me ▾

4:08 PM (2 minutes ago)   ☆

Adobe Acrobat Sign

Albert Smith requests your signature on
Articles of association (AoA)

Review and sign

Please review and complete Articles of association (AoA)

ALBERT SMITH
albertsm052@gmail.com

After you sign **Articles of association (AoA)**, the agreement will be sent to **Albert Smith**. Then, all parties will receive a final PDF copy by email.

Don't forward this email: If you don't want to sign, you can **delegate** to someone else.

Powered by
Adobe Acrobat Sign

By proceeding, you agree that this agreement may be signed using electronic or handwritten signatures.

To ensure that you continue receiving our emails, please add **adobesign@adobesign.com** to your address book or safe list.

- As a signee, upon receiving the notification, you can click **Review and Sign** from the received email, or **Sign with Adobe Sign** from the signature center of the contract page.

- This will open the contract in Adobe. From there, you can review the message and requirements for signing, just as you would normally using Adobe.

- Once completed, it will be marked as signed in the system, and you can retrieve the signed documents from the attachments.

The same process applies to other signees.

For more information about Lexzur, kindly reach out to us at help@lexzur.com.

Thank you!