

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.



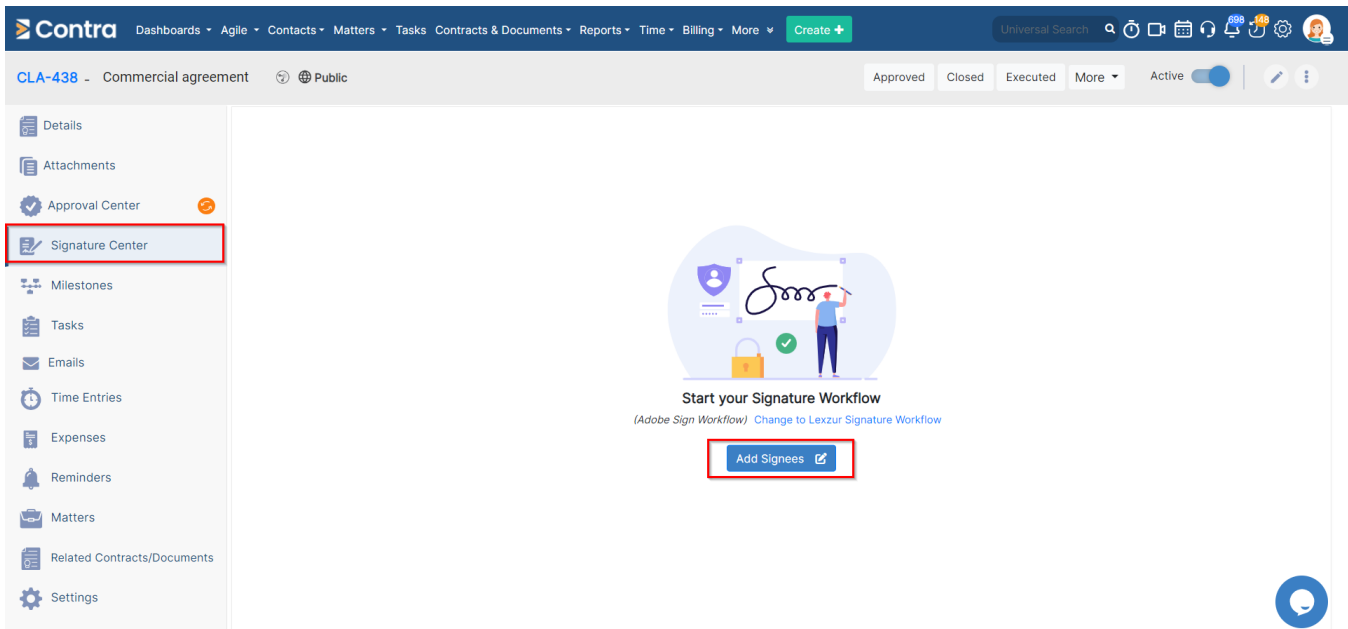
Users need a separate Adobe account and must complete the integration with Adobe to enable its use. [Learn more about Adobe integration here](#)

To add signees:

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

The screenshot displays the Lexzur web application interface. At the top, a navigation bar includes 'Contra' and various menu items like 'Dashboards', 'Agile', 'Contracts', 'Matters', 'Tasks', 'Contracts & Documents' (highlighted with a red box), 'Reports', 'Time', 'Billing', and 'More'. A 'Create +' button is also present. Below the navigation bar, the main content area is titled 'Please Specify the Signature Workflow'. It features five cards representing different signing options: 'LEXZUR Lexzur Sign' (allows signing using Lexzur or DocuSign), 'Adobe Sign' (restricts all signatures to Adobe Sign, highlighted with a red box), 'Emdha' (restricts all signatures to Emdha), 'LEXZUR Lexzur Sign Powered by Adobe Acrobat' (restricts all signatures to Lexzur Sign), and 'sirar by sīc Sayen' (restricts all signatures to Sayen). Each card has a 'Get Started' button. On the left side of the interface, a sidebar menu lists various functions: 'Details', 'Attachments', 'Approval Center', 'Signature Center' (highlighted with a red box), 'Milestones', 'Tasks', 'Emails', 'Time Entries', 'Expenses', 'Reminders', 'Matters', 'Related Contracts/Documents', and 'Settings'.

- 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.

The screenshot shows the 'Add Signees' dialog box. At the top, there is a section for 'Recipients*' with a toggle for 'Complete in Order' and a link to 'Add Me'. Below this, there is a list of recipients. The first recipient is 'JonesAAlice21@gmail.com' with a dropdown menu showing options: Users, Collaborators, User Groups, Board member, Shareholder, and Persons. The second recipient is '2' with a dropdown menu showing options: Users, Collaborators, User Groups, Board member, Shareholder, and Persons. Below the recipients, there is a 'Message*' field with the text 'Articles of association (AoA)' and a 'Files*' field with the file 'Articles of association (AoA).docx'. At the bottom, there is a red button labeled 'ADOBE SIGN LOGOUT' and two buttons: 'Save as Draft' and 'Send'.

- 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.

Add Signees

Recipients*

Complete in Order

Complete in any Order

Add Me

1

JonesAAlice21@gmail.com

Email

X

2

Email

Show CC

Message*

Articles of association (AoA)

Please review and complete Articles of association (AoA)

Files*

☒

Articles of association (AoA).docx

ADOBE SIGN LOGOUT

Save as Draft

Send



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"**

Edit Signees

Recipients*

Complete in Order

Complete in any Order

Add Me

1

JonesAAlice21@gmail.com

Email

2

albertsm052@gmail.com

Email

3

Email

Show CC

Message*

Articles of association (AoA)

Please review and complete Articles of association (AoA)

Files*

ADOBE SIGN LOGOUT

Save as Draft

Send

- Log in using your Adobe Acrobat Sign account.

secure.na3.adobesign.com/public/login

Adobe Acrobat Sign

Sign In To Your Account

Email:

Password:

Remember Me

Sign In

I forgot my password

Adobe Acrobat Sign works right inside your everyday apps.

Learn more

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

secure.na3.adobesign.com/account/requestSignatures/authoring?aid=CBJCHBCAABAAjUucJcG7BkKSUV08Fnc77O67n5EXerU&pid=CBJCHBCAABAAACslsaGlyNmM2VsKxMzDzg4GAg0ztM...

Adobe Acrobat Sign Home Send Manage Workflows Reports Account

ADD FORM FIELDS FOR ⓘ

- 1 jonesaalice21...
- 2 Albert Smith

ADD FIELDS ⓘ

- E-signature
- Initials
- Recipient name
- Recipient email
- Date of signing
- 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:

- article headings are used for convenience only and shall not affect the construction or interpretation of these Articles;
- words denoting the singular include the plural and vice versa and reference to one gender includes the other gender and neuter and vice versa;
- 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;
- 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
- 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.

Gmail Search mail

Compose

Inbox 1,626

Starred

Snoozed

Sent

Drafts 1

More

Labels +

App4Legal

Signature requested on "Articles of association (AoA)"

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

1 of 1,629

4:08 PM (2 minutes ago)

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.

Contra Dashboards Agile Contacts Matters Tasks **Contracts & Documents** Reports Time Billing More Create + Universal Search

CLA-438 - Commercial agreement Public Approved Closed Executed More Active

Details Attachments Approval Center **Signature Center** Milestones Tasks Emails Time Entries Expenses Reminders Matters Related Contracts/Documents

Signature Criteria:
Signature Status: **Awaiting Signature**
(Adobe Sign Workflow)

Edit Signees

1 Alice Jones **Awaiting Signature**
AdobeSign-890 Show Summary Open Contract/Document **Sign with Adobe Sign**

2 Albert Smith **Pending**
AdobeSign-709 Show Summary Open Contract/Document

- 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.

secure.na3.adobe.com/public/esign?sid=CBFCIBAACBCTBBDUAAABACAABAAsOK5gnSO-frVEBxbGHvgzLTF8Se1siND_DaqbsN3ohMELE7HaNgCHqOe9fdaTVTNu_7z8dk8W2Kw...

Adobe Acrobat Sign

Options Articles of association (AoA) Next required field

1. **Introduction**

1.1 The model articles for private companies limited by shares contained or incorporated in Schedule 1 to the Companies (Model Articles) Regulations 2008 (SI 2008/3229) as amended prior to the date of adoption of these articles (the "Model Articles") shall apply to the Company, save insofar as they are varied or excluded by, or are inconsistent with, the following Articles.

1.2 [Table A in the Schedule to the Companies (Tables A to F) Regulations 1985 (as amended) ("Table A") shall not apply to the Company.] [This article 1.2 is only needed if the Company was incorporated before 1 October 2009.]

1.3 In these Articles and the Model Articles any reference to any statutory provision shall 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(1), 10(2), 11(2), 12, 14, 17(2), 17(3), 18, 21, 26(5), 27, 28, 29

Start

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

CLA-438 - Commercial agreementPublic

ApprovedClosedExecutedMoreActive

Details

Attachments

Approval Center

Signature Center

Milestones

Tasks

Emails

Time Entries

Expenses

Lexzur DocumentsGoogle DriveOneDriveDropbox

New

Upload

Search CT438

CT438

	Name	Type	Status	Keywords	File Size	Added On	Added By
	CLA				-	2024-01-17 09:0...	James Marv
	Articles of association (AoA).d...		✓✓		110.2 kB	2024-01-17 09:0...	James Marv
	Articles of association (AoA)_signed.pdf				707.5 kB	2024-03-07 16:2...	Alice Jones

The same process applies to other signees.

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

Thank you!