

How to Sign Contracts

Objectives

- Choose Digital Signature
- Add Signees (specify the list of signees, type, order, etc...)
- Sign the contract
- Use Lexzur internal signature

Steps

After the Approval is done, your contract is now ready to be signed.



Make sure to change the "to be signed" status of the contract document from the Attachments tab to "yes".

CT115 - Non-Disclosure Agreement Amanda Julin

Cancelled Executed Filing & Drafting more Active

Details Attachments Approval Center Signature Center Milestones Tasks Time Entries Expenses Now Emails Now Reminders Matters

App4Legal Documents Google Drive SharePoint OneDrive Dropbox

Download Rename Open in Move Copy Link Share with List versions Show in Client Portal

Delete

CT115

Name	Type	Status	Keywords	File Size	Added On	Added By
Related Agreements				-	2022-10-13 10:52...	James Marven
20220630101142.docx	Agreement	2-Awaiting approval	2022	22.2 kB	2022-06-30 10:12...	AJulin@gmail.com
Basic-Non-Disclosure-Agreement.docx			2022	9.6 kB	2023-01-16 09:43...	Alice Jones
Basic-Non-Disclosure-Agreement.p...				36.4 kB		

To be Signed: Yes



The Signature Center can be configured based on your business criteria and contract types. [Learn more here.](#)

However, admins can add signees manually from the Signature Center of each contract.

You can use DocuSign, Adobe Sign, Emdha, Sirar, or any other digital signature workflow available in Lexzur.

Click **Get Started** on the workflow you selected.

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

Please Specify the Signature Workflow

LEXZUR
Lexzur Sign
Allows signing using Lexzur or DocuSign
[Get Started](#)

Adobe Sign
Adobe Sign
Restricts all signatures to Adobe Sign
[Get Started](#)

emdha
Emdha
Restricts all signatures to Emdha
[Get Started](#)

LEXZUR
Lexzur Sign
Powered by Adobe Acrobat
Restricts all signatures to Lexzur Sign
[Get Started](#)

sirar by syc
Sayen
Restricts all signatures to Sayen
[Get Started](#)

Click on Add/Edit Signees to add a new one or edit the existing signees.

Signature Criteria: Awaiting Signature

Signature Status: Awaiting Signature

(Lexzur Signature Workflow) Change to Adobe Sign Workflow Change to Endha Workflow Change to Lexzur Sign Workflow Change to Sayen Workflow

Edit Signees

1	Carolina Robinson	Awaiting Signature	Head of Legal Department	Show Summary	Open Contract/Document
1	Administrator	Awaiting Signature	Head of Legal Department	Show Summary	Open Contract/Document

Sign Lexzur DocuSign

When adding a new signee, you can:

- Set the Signature Order by just clicking on the checkbox
- Choose the Signee Type, defining the category of individuals authorized to sign the contract. This can include Users, Collaborators, User Groups, Roles, Requesters etc...
- Specify the Label/Summary of each signee.
- Add Multiple Signees.

Add Signees

☒ Set Signature Order

1	Users	Alice Jones	Label / Summary
2	User Groups	Administrator	Label / Summary

+ Add Signee

Save **Cancel**

Signees can belong to various categories:

1. **Users:** Licensed users actively using Contra can directly sign within Lexzur.
2. **User Groups:** This encompasses groups where any member has permission to sign.
3. **Collaborators:** Stakeholders associated with the contract, having access to it through the client portal for signature.
4. **Roles:** Roles can be defined based on client portal users, managers, and job titles. Learn how to configure roles [here](#).
5. **Person:** Any external person saved in the Persons Module.
7. **Board Members and Shareholders:** This identifies individuals related to board members and shareholders of the parties involved. However, this requires a collaborator license, and signature will be conducted from the client portal.

To use the LEXZUR internal signature, you have to:

- Select the document to be signed
- Choose the signature variable from the document
- Choose your signature

⚠ The Document should contain a signature variable like `%%signature_label%%` to be replaced with your signature

⚠ Each user can add his/her signature to the system. Learn more [here](#)

Once signed, the contract is saved and can be retrieved easily.

⚠ To use DocuSign and Adobe Signature, or any Digital Signatures you have to set up their integration with LEXZUR Contra. Learn more [here](#)

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

Thank you!