

# **USER GUIDE**

## **ADOBE Electronic Signature Platform**

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The Standards People

## Introduction

Adobe Platform allows the recipient to sign an Agreement such as service contracts, amendments, accession forms.

However, different actions can be performed by the recipient once the Agreements have been sent out by ETSI.

## 1. Signing an Agreement

The recipient receives an email from [echosign@echosign.com](mailto:echosign@echosign.com)



You should check your electronic messaging policy to avoid having message placed into your junk/spam box...

ETSI TEST | POWERED BY Adobe Sign

Instructions for filling and signing the present xSG MEMBER Agreement

Click here to review and sign xSG TEST. 1)


After you sign xSG TEST, all parties will receive a final PDF copy by email.

If you need to delegate this document to an authorised party for signature, please do not forward this email. Instead, click here to delegate. 2)

To ensure that you continue receiving our emails, please add [echosign@echosign.com](mailto:echosign@echosign.com) to your address book or safe list.

Click on the link to the online Agreement (It corresponds to **item 1**)

TEST\_01\_0\_ETSL\_TEST



**STF TEST**  
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11 June 2018

**Service Contract**

Specialist Task Force (STF) 553 on Urban Rail systems: Allowing CBTC application in the EC harmonised safety-related ITS band – pre-standardization studies.

Between

**The European Telecommunications Standards Institute** a non-profit association under the French Act of 1901, whose registered office is:

Located at:  
650, Route des Lucioles  
06921 Sophia Antipolis Cedex  
France

Hereinafter referred to as "ETSI" or the "INSTRUCTING PARTY"

represented by Mr. Luis Jorge ROMERO SARO, in his capacity as DIRECTOR GENERAL

On the one part

And

**ETSI - STFLINK**  
Attn: Ms. Lea Belloulou  
650, route des Lucioles  
F-06921 Sophia Antipolis Cedex  
France

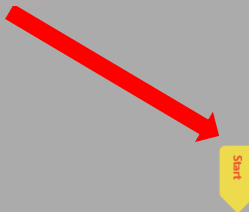
Hereinafter referred to as the "SERVICE PROVIDER"

represented by Mr. Youssouf Sakho

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(1)



Start

The Agreement is directly opened in your internet browser.

To start the signatory process, click on "Start" yellow button (1) and you are automatically directed to the signatory part.

Adobe Sign, an Adobe | +

https://etsisign.eu1.echosign.com/public/esign?tsid=CBFC1BAA3AAABLbqZhcVUEisSgmtD8\_nwutNPjgGhUci2Uhk3J03HKlp2AmNdeAcvHybmWLDxtheGV\_CXnAupxi7BY1DwIFyDknfWA&

POWERED BY Adobe Sign

TEST\_01\_0\_ETSL\_TEST

STF 55304  
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**Article 12 Applicable law and dispute settlement**

This agreement is governed by French law, with the exception of the conflict of laws rules. In case of difficulty regarding the interpretation, application or performance of any of the above-mentioned clauses, either during the term or after the expiry of this agreement, disputes which could not be resolved amicably between the parties shall be submitted to the exclusive jurisdiction of the Tribunal de Grande Instance of Grasse, even in the event of multiple defendants, third party proceedings or emergency proceedings.

In two copies, one for each of the parties.

Date	[ ]	Date	[ Sep 7, 2018 ]
Signature	[ ]	Signature	Click here to
Name	Luis-Jorge Romero	Name	[ ]
Title	Director-General	Title	[ ]
email	luis.romero@etsi.org	email	lea.belloulou@etsi.org

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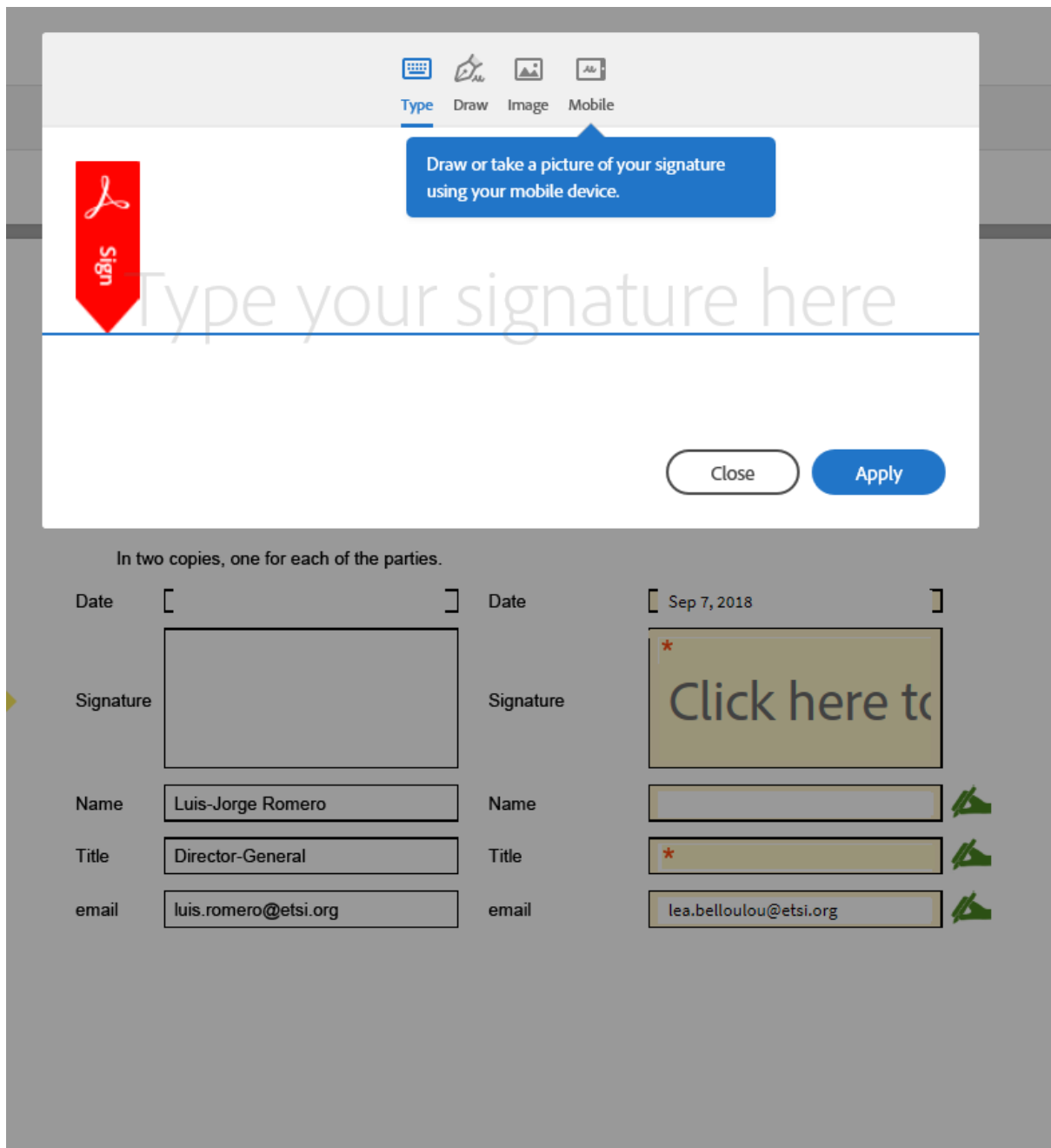
Next

(2)

Click into the field "Click here to sign" (2)

A windows open, allowing you to choose between:

1. Type
2. Draw
3. Image
4. Mobile (not used)


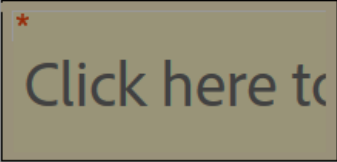





Draw or take a picture of your signature using your mobile device.

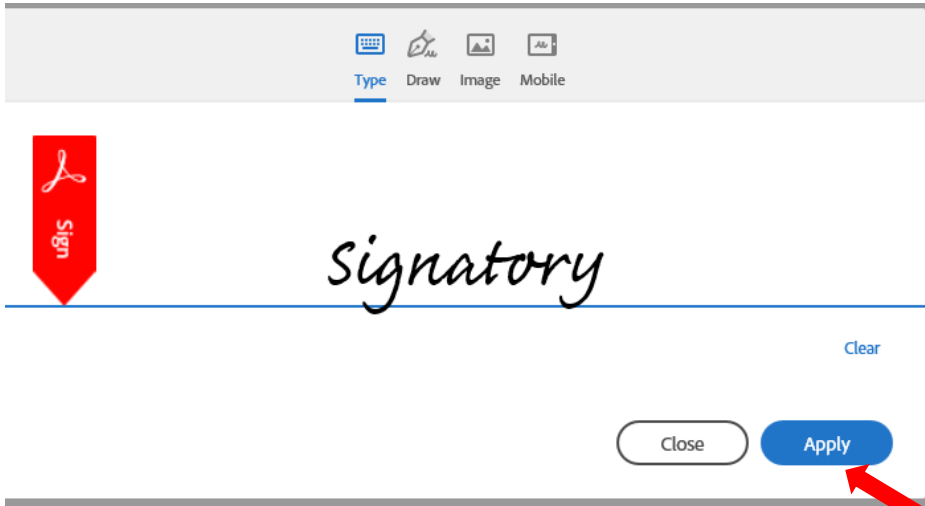
Type your signature here

Close Apply

In two copies, one for each of the parties.

Date	[ ]	Date	[ Sep 7, 2018 ]
Signature		Signature	
Name	<input type="text" value="Luis-Jorge Romero"/>	Name	<input type="text"/> 
Title	<input type="text" value="Director-General"/>	Title	<input type="text"/> 
email	<input type="text" value="luis.romero@etsi.org"/>	email	<input type="text" value="lea.belloulou@etsi.org"/> 

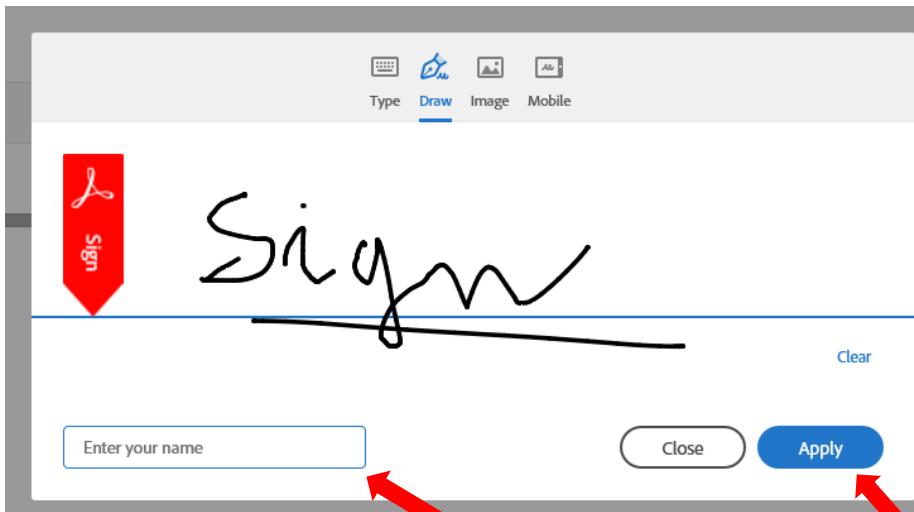
1. Type (see example below)



Click on **“Apply”** button (1)

(1)

2. Draw (see example below)



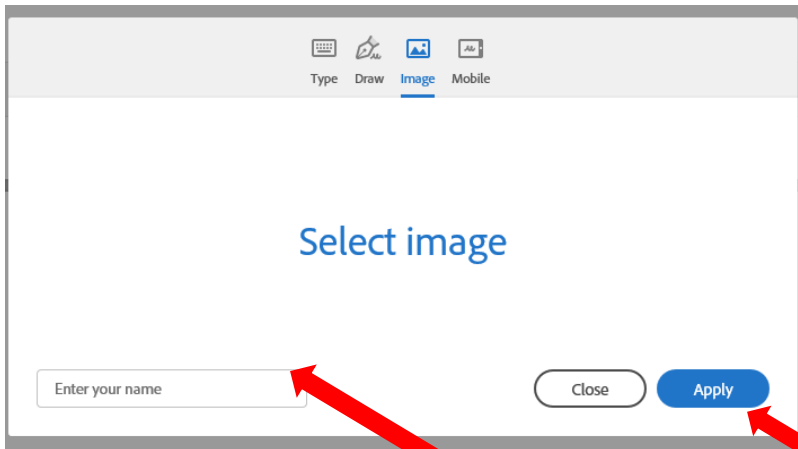
Do not forget to enter your name (1)

(1)

Click on **“Apply”** button (2)

(2)

3. Image (see below)



Do not forget to enter your name (1)

(1)

Click on “**Apply**” button (2)

(2)

You are back to the signature page.





TEST\_01\_0\_ETSI\_TEST

STF 553/04  
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### Article 12 Applicable law and dispute settlement

This agreement is governed by French law, with the exception of the conflict of laws rules. In case of difficulty regarding the interpretation, application or performance of any of the above-mentioned clauses, either during the term or after the expiry of this agreement, disputes which could not be resolved amicably between the parties shall be submitted to the exclusive jurisdiction of the Tribunal de Grande Instance of Grasse, even in the event of multiple defendants, third party proceedings or emergency proceedings.

In two copies, one for each of the parties.

Date	[ ]	Date	[ Sep 7, 2018 ]
Signature	<input type="text"/>	Signature	
Name	<input type="text" value="Luis-Jorge Romero"/>	Name	<input type="text" value="Signatory"/> 
Title	<input type="text" value="Director-General"/>	Title	<input type="text" value="CEO"/> 
email	<input type="text" value="luis.romero@etsi.org"/>	email	<input type="text" value="lea.belloulou@etsi.org"/> 

(1) (2)

I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document

[Click to Sign](#)

- Fill in the field “Name” (1)
- Add your title (2)

Your email address is automatically filled-in.

- Finally, click on “**click to Sign**” button (3)

A new window opens indicating you have successfully signed the Agreement.

POWERED BY  
Adobe Sign



You have successfully signed the agreement "TEST\_01\_0\_ETSI\_TEST".

It has now been sent to STF Link to sign.

[Download a copy](#)

[Sign up for a free trial](#)



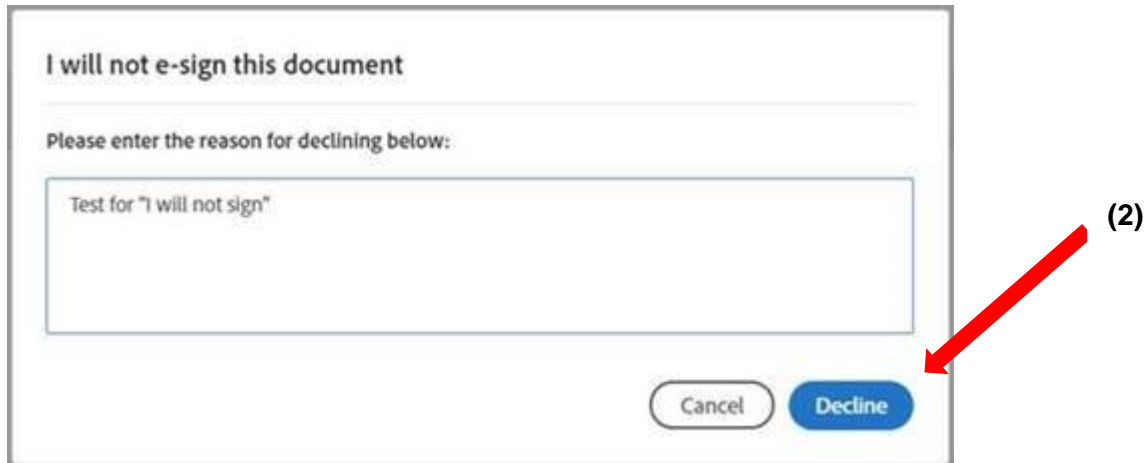
## 2. Cancelling an Agreement

If the recipient wants to decline the Agreement and does not want to e-sign:

In the online Agreement, the recipient of the email can access 'Alternative actions' from the top left hand-side and select: **I will not e-sign (1)**.



A new window opens, click on the **“Decline” (2)**



The transaction will end and it will be shown in the Adobe Sign platform.

### 3. Particular case 1: the recipient is not the signatory

If the recipient of the Agreement is not the signatory, the recipient can transfer to another person.

There are two ways to proceed:

1. From the email received
  2. When the Agreement is opened
1. **From the email received** by a recipient through an STF contract workflow, the recipient can invite another person by clicking the link. (It corresponds to item 2).

ETSI TEST | POWERED BY Adobe Sign

Instructions for filling and signing the present xSG MEMBER Agreement

The present xSG MEMBER AGREEMENT must be read and signed by the signatory representative of all of the signatories. It is the signatory representative of the signatory who is responsible for the signing of the Agreement.

Signatories will see their name and sign on the PDF document.

Filling and signing Page 2

Fill in the table below with your name and signature.

Name	Signature
ETSI TEST	

Adobe Sign Test Document

Click here to review and sign xSG TEST. 1)

After you sign xSG TEST, all parties will receive a final PDF copy by email.

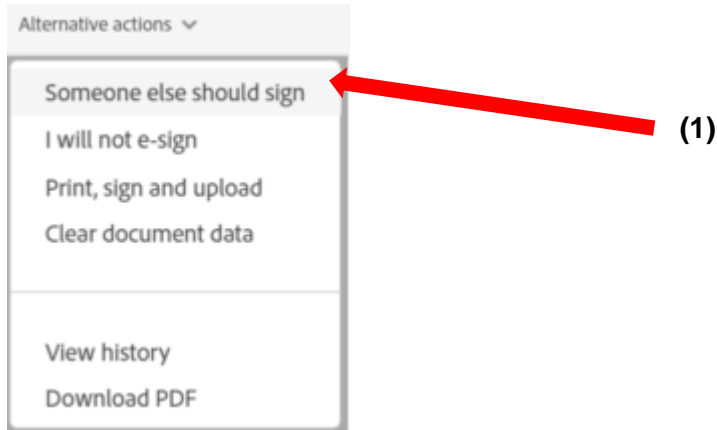
If you need to delegate this document to an authorised party for signature, please do not forward this email. Instead, [click here](#) to delegate. 2)

To ensure that you continue receiving our emails, please add [echostg@techsign.com](mailto:echostg@techsign.com) to your address book or safe list.



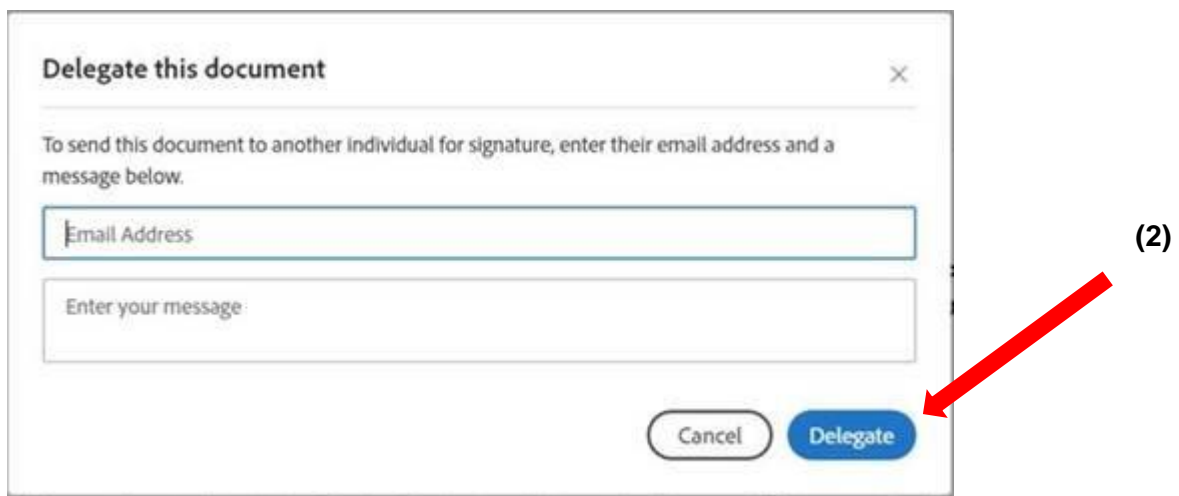
Do not forward the e-mail.

2. **When the online Agreement is opened**, the recipient of the email can access 'Alternative actions' from the top left hand-side, as described below.



Select: **“Someone else should sign”** (1)

A window titled Delegate this document will pop-up asking for "email address" and "message"



Enter the field and click on **“Delegate”** (2)

## 4. Particular case 2: the Agreement needs to be signed by handwriting / Agreement needs to be signed by multiple signatories

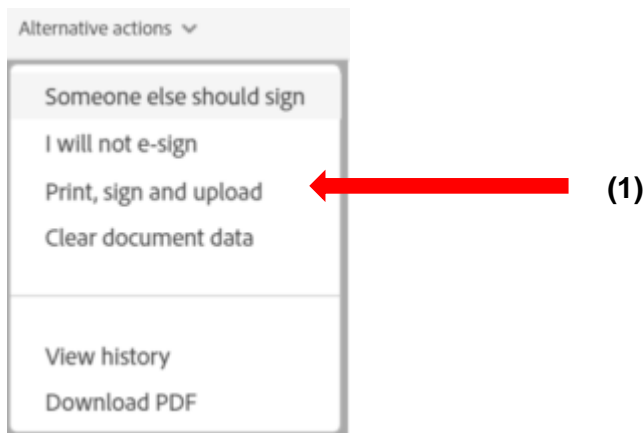
It is possible to sign the Agreement by handwriting by printing, signing and uploading it.

The Adobe platform does not allow to add more than one signatory.

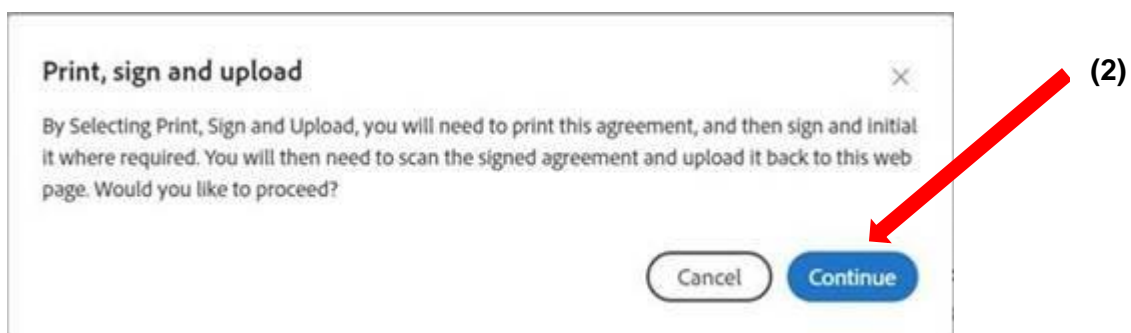
In case there is multiple signatories in the signature process, the Agreement should be signed by handwriting.

The procedure is described here below.

In the online Agreement, the recipient of the email can access 'Alternative actions' from the top left hand-side and select: **Print, sign and upload (1)**.



A windows opens, click on **“Continue” (2)**



A windows opens, informing the 3 steps to follow:



### 1. Step 1: Review & Fill



ETSI TEST | Adobe Sign | Step 1: Review & Fill | [DEMO USE ONLY] Amendment 2018 | Page 2 of 4

**Agreed:**

Date	<input type="text"/>	Date	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Name	<input type="text" value="Luis Jorge Romero"/>	Name	<input type="text" value="Myname@TEST ID"/>
Title	<input type="text" value="Director General"/>	Title	<input type="text" value="JH"/>
email	<input type="text" value="luis.romero@etsi.org"/>	email	<input type="text" value="&lt;email address&gt;"/>

Save | Next

### 2. Step 2: Download, Print and Sign:



**Download, Print and Sign**

Step 2: Download to sign

Download, print and grab a pen to sign this agreement. Come back to this web page when you are ready to upload the signed agreement. Note: if any form field data was entered electronically, you will not be able to edit it after downloading this agreement. If you'd like to make any changes to the information you provided click "Cancel".

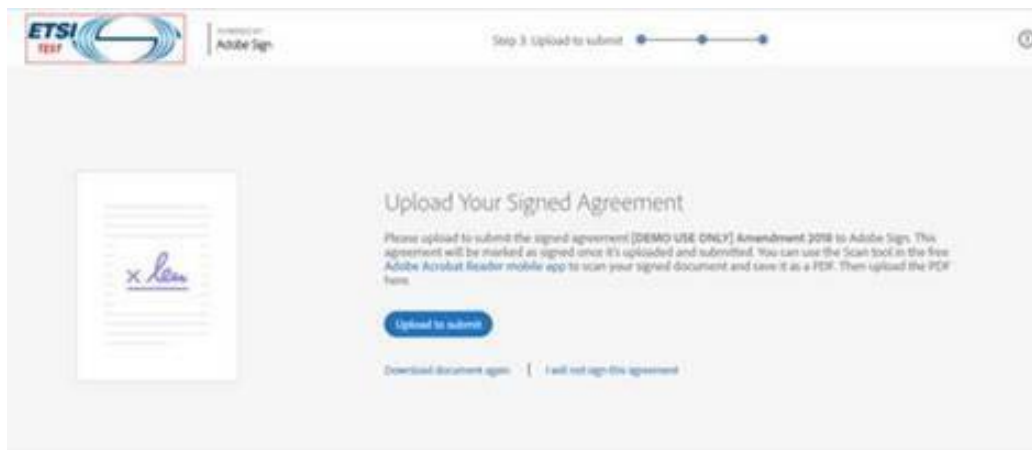
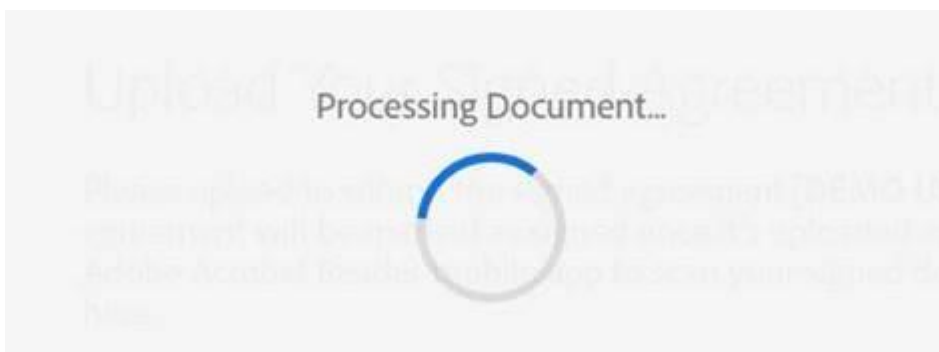
Cancel Download

The Agreement must be filled-in, printed and signed by handwriting (see below)

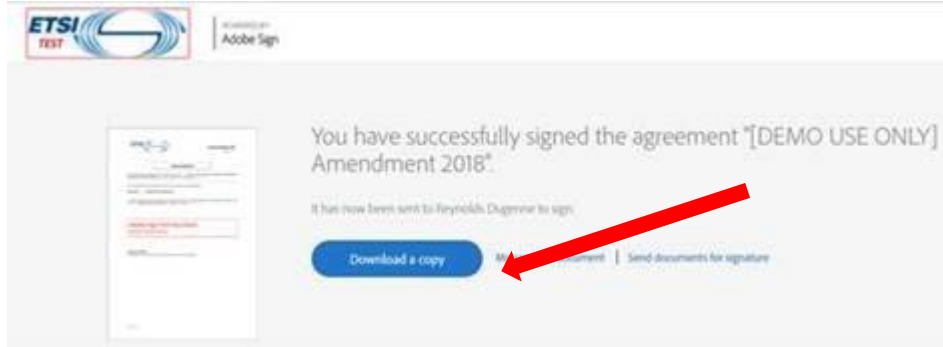


Scan the document

### 3. Step 3 :Upload the document back to the system

Transaction continues to the next action (e.g. countersignature) or ends with the reception of a confirmation email



The recipient can download a copy by clicking on “**Download a copy**”