1.1.Signature Creation

1. Login to Galaxkey Manager

   Type https://manager.galaxkey.com / on your browser
   Login with your email address and password

2. Click 'Digital Document Sign' tab from the left-hand pane. This will open the solution dashboard.

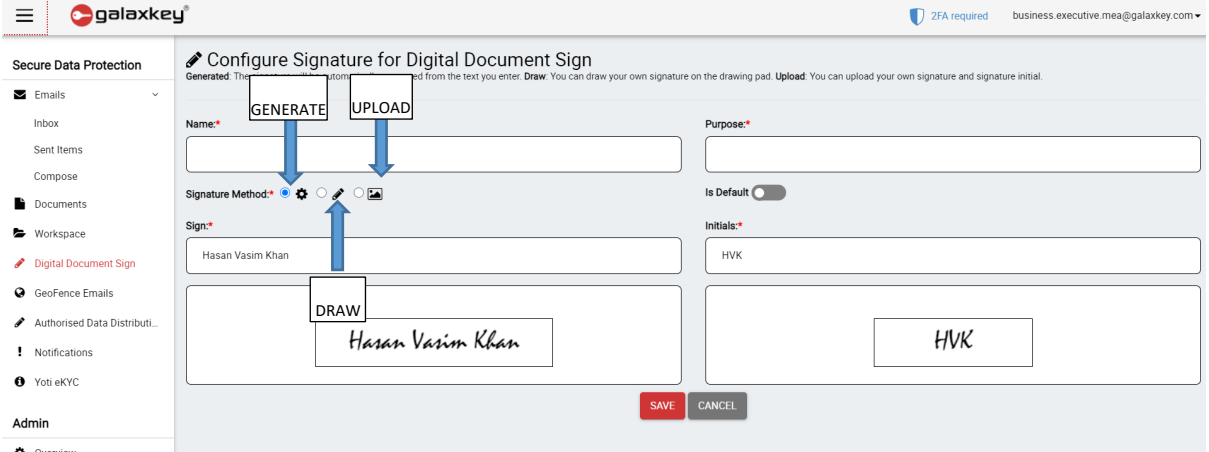3. Then, click 'Configure Signature' tab on top right.

Digital Document Signing

4. The solution provides three options to create a signature:

    a. Generate : This option is default and allows you to type the required name and initials in the relevant text boxes and converts them into "handwriting" using a suitable font

    b. Draw : You can draw the signature using a writable pad or browser

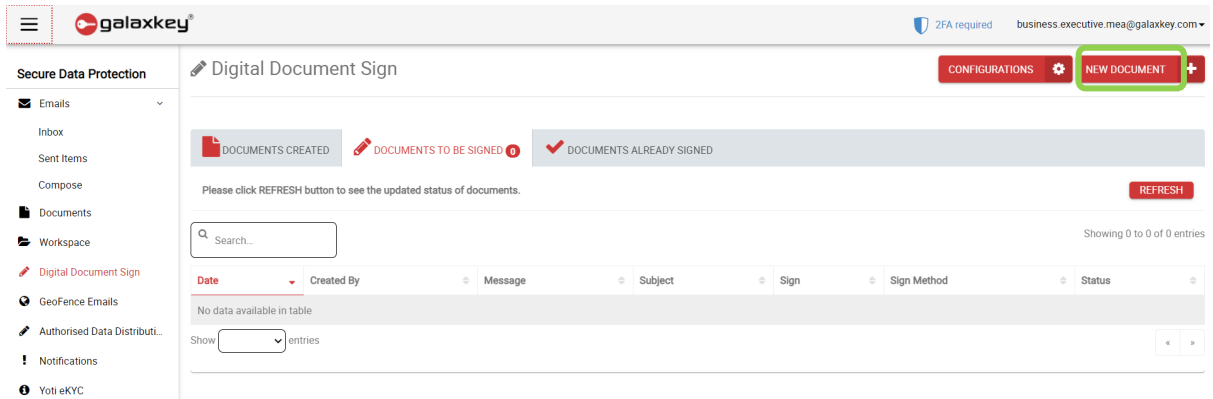   c. Upload : You can upload the signature from a file

5. Click 'Save' once your signature and initials are completed, to save these as a part of your profile.

1.2.Initiation of Document Signing

1.2.1.Select document for signing

1. Login to Galaxkey Manager (https://manager.slcsfc.com/) with your email address and password, and click the 'Digital Document Signing' tab as described in previous section.

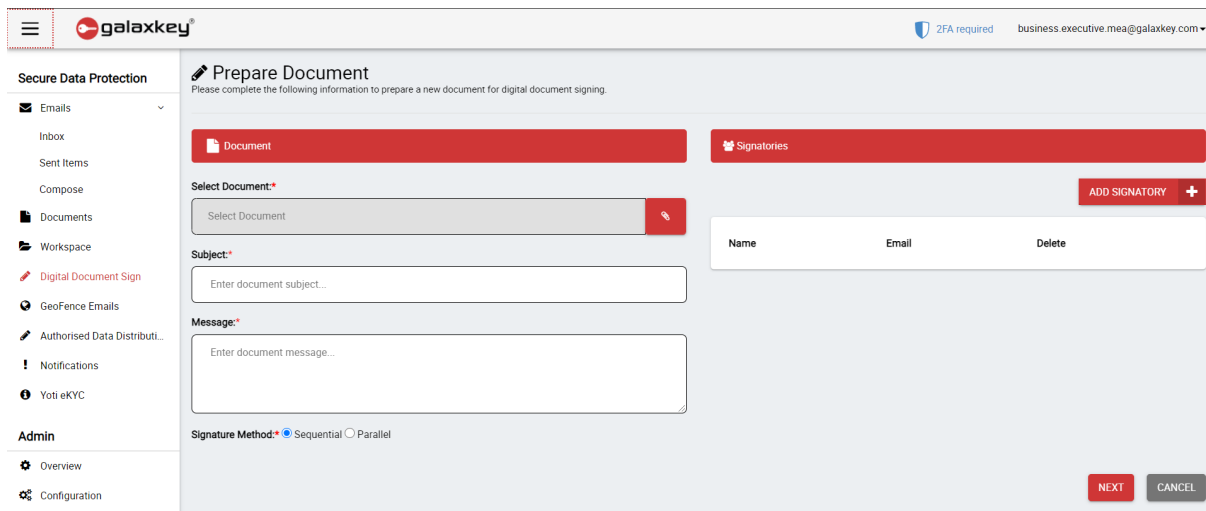2. **Click on 'New Document' tab on the top right corner.**

This will start the process of preparing the document for signing.
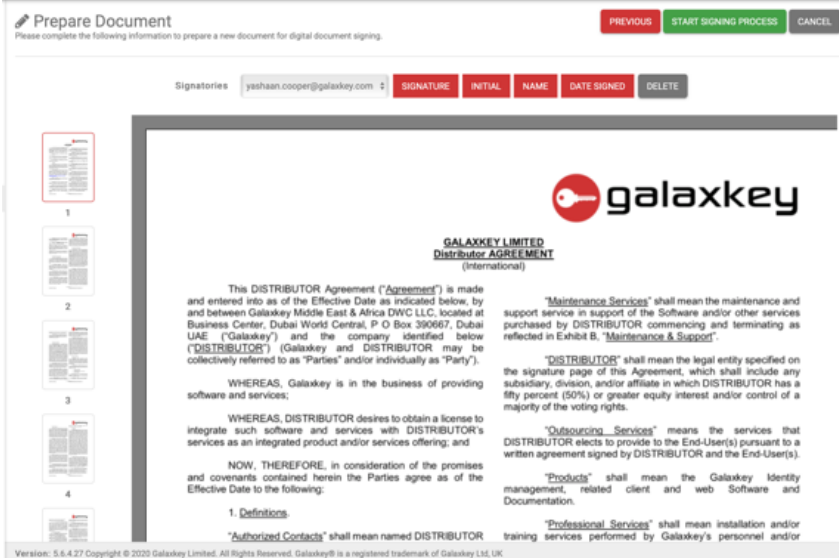
3. On the '**Document'** tab

- Browse to an existing document to sign.
- Enter appropriate Subject and Message for you and other signatories to identify the context of signing.
- Select the flow of signing:
  - o Parallel: All signatories can sign the document simultaneously
  - o Sequential: The document will be made available to the signatories based on the sequence you select. The document will have to be signed by one signatory, before being sent to the subsequent signatory.
- Add the signatories.
  - o If you chose the "Sequential" routing, the signatories must be added in required sequence. Use the Up and Down arrow buttons to reset the sequence.

1.2.2. Set signature placement on document

1. The document will now be displayed with a series of buttons you can use to mark where the document is to be signed and what other information can be recorded at the time of signature.

2. Navigate to the area in the document where the signature is required.

-   Click any of the buttons (Signature, Initials, Name, Date Signed) and then click the place in the document where that information is to be placed.

- Other information and action buttons available on the document header are as follows:
  - The current page number with left and right arrow buttons to step forward or back through the document
  - A dropdown list of the email addresses of all the required signatories

3. Click 'Add Document' when you have specified all the places where signatures are required.

1.2.3. Share with signatories and track

1. Signatories will be advised by email that a new document has been created and requires their signature.
2. The new document will now be saved and will be listed in your 'Documents Created' tab. Note: All documents are saved in encrypted form in the Galaxkey storage area defined for your organisation.
3. You can conduct the following **actions** for the documents

- Information   : Details of the signature process configured for this document
- Download   : Download the document
- Recall   : Stop the signature process for this document
- Delete   : Cancel the signature process and delete this document

1.3.Sign Document Received

1.3.1. Initial notification

The signatories will be advised by email that a new document has been created and requires their signature.
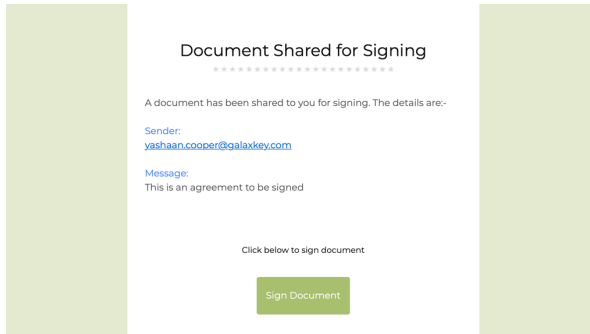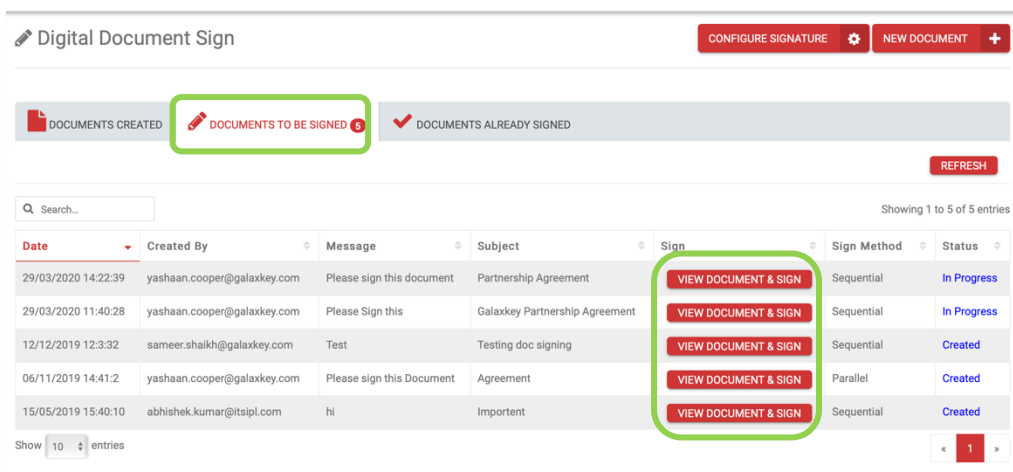
1.3.2. Sign Document

1. The process for signing can be initiated by clicking the 'Sign Document' link on the email.
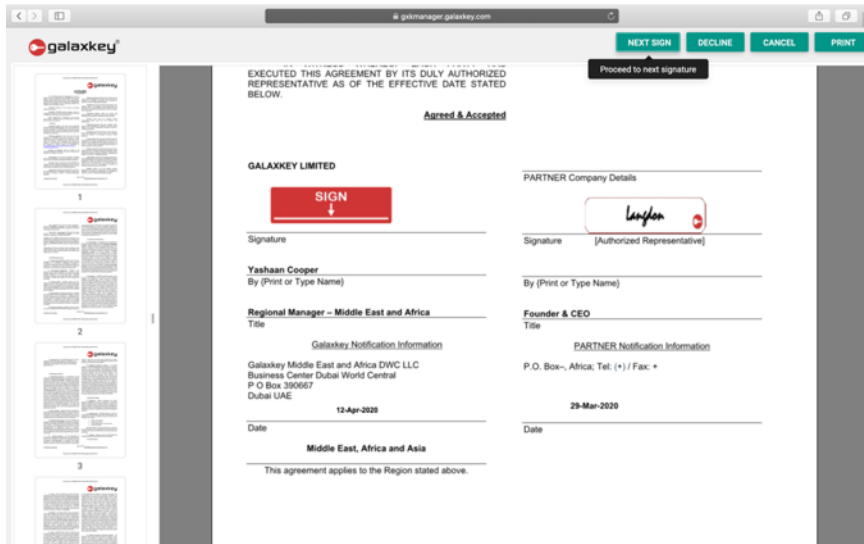
    This will open the Galaxkey Manager portal (https://manager.slcsfc.com/). Login with your email address and password, and click the 'Digital Document Signing' tab described in previous sections.

2. The documents listed be listed under 'Documents To Be Signed' tab. Click 'View Document and Sign' tab to initiate the signing process.

3. On opening the document, each signatory will see the signature placeholder(s) designated for them.

4. Click the placeholder to insert your Signature or Initials as appropriate. The Name and Date fields will be pre-populated in the document when each Signatory opens it.

Use the Page navigation buttons to move to the next location for signature. Repeat the process until you have signed at all the required places in the document. Finally click Done to complete the process.

You will receive a confirmation by email that you have successfully signed the document as well as an email containing the signed document as an attachment. The document will now be listed in your 'Documents Already Signed' tab.

5. You can also refuse to sign a document.

Once you have opened it for signature, click the Decline button. The dialogue box opposite is then displayed, allowing you to record the reason for declining. Click OK to confirm your refusal.

6. The originator will be notified by email that you have completed the signature process (both for signed or declined).