Admin need to login to access contract drafting page

Login to draft contract

Admin ID

Password

Login

After login, go to "create new" page

Logout

Create New
Load Contract

Recipient Name

Recipient Email

Contract body

Font | Size

This field must be able to support rich text

Save | Send

Admin can save the contract as template

Preview

Send

Enrollment Contract

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User Agreement
- Cras tincidunt ornare lacus, a vestibulum felis.
- Maecenas ac turpis odio.

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Lawrence Wong

Contract will email to: **lawrence@gmail.com**

Back | Send

After send, it go to preview page to view the contract

Logout

Create New
Load Contract

Contract Template

1. Turnkey Contract — Load | Delete
2. Local Contract — Load | Delete
3. Oversea Contract — Load | Delete
4. Enrollment Contract — Load | Delete
5. Instructor Contract — Load | Delete
6. Student Contract — Load | Delete

After save, it create a new template in "Load Contract" page

Logout

Create New
Load Contract

Recipient Name

Save contract as:

Save

Save | Send
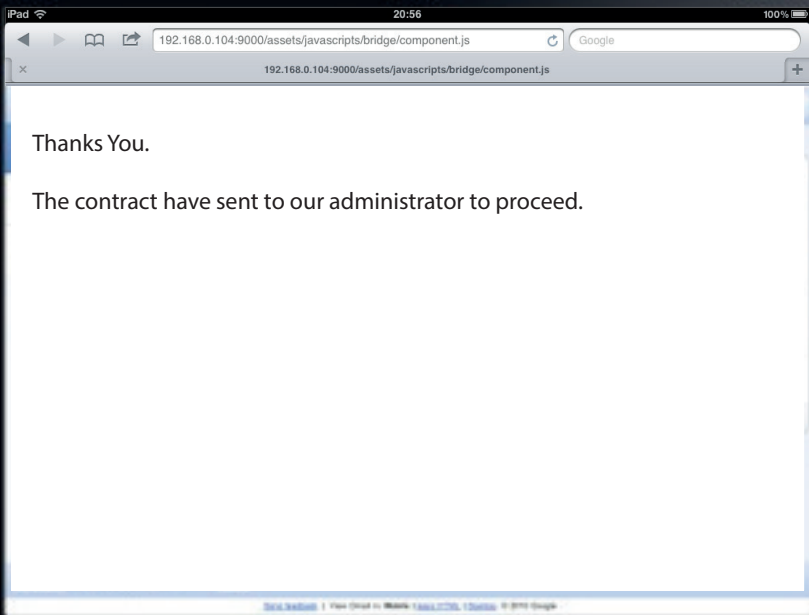
After send, it will generate an email and send to recipient a link to open the contract

The signed contract send to admin as an attachment (PDF format)

Admin Email

Dear Admin,

You have received the sign contract from Lawrence. Please refer to the attachement.

Open the contract, it was the signed contract by recipient in PDF file with header and footer design

Company Logo

Header (logo)

Enrollment Contract

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Lawrence Wong

Company letter head footer

Footer (company address)

User Email

Dear Lawrence,

You have received the e-contract, to view and sign your contract, click the link below:

http://www.eil.com/contract/XsD41566T

Regards,
eil admin

recipient received the email, and click on the link, the contract open in browser with the signature field for them to sign

Enrollment Contract

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User Agreement
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Lawrence Wong

Submit

After sign and submit, it go to thank you page

Thanks You.

The contract have sent to our administrator to proceed.