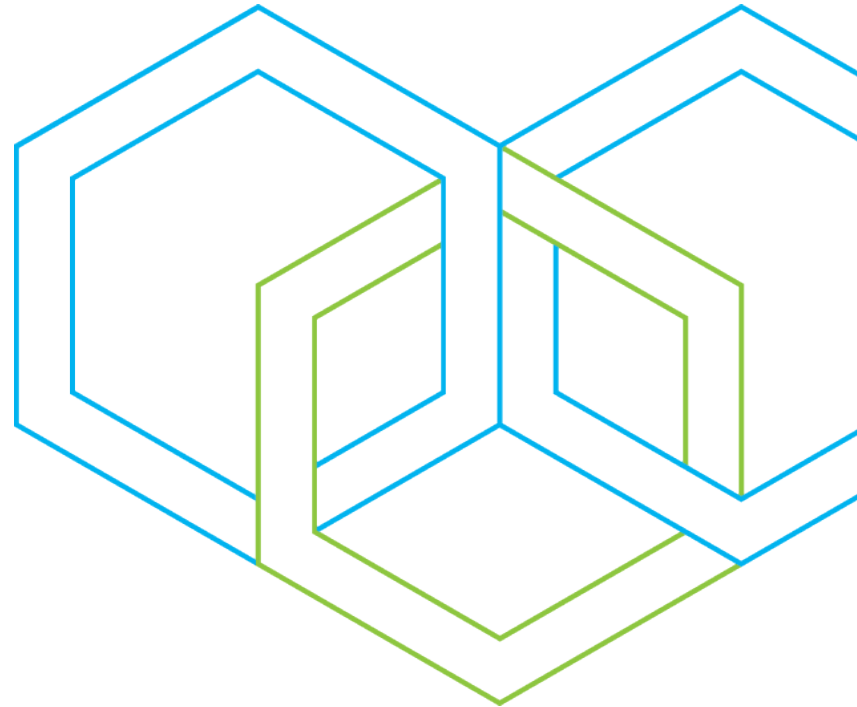


# IBM eSignature overview

Signing IBM Agreements using IBM eSignature



# Sign your IBM Agreements using IBM eSignature



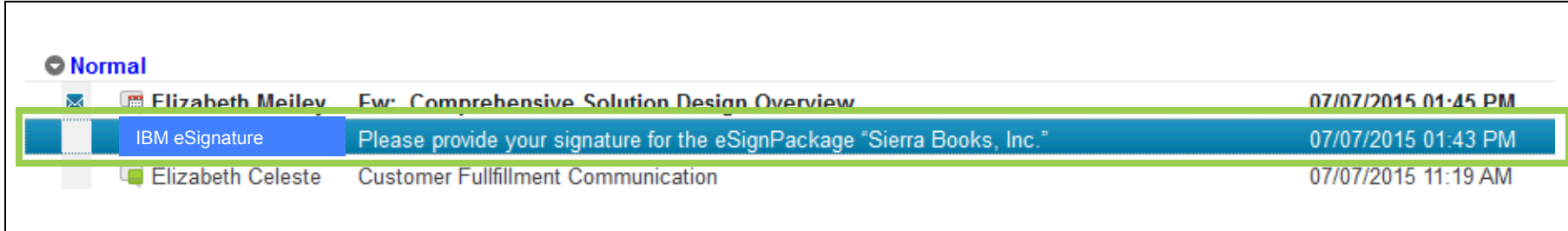
Signing contracts using electronic signatures eliminates the hassles of pen and paper and "wet ink" signatures. No more need to download the PDF file, print it, sign it, scan it, create a new PDF file and then email it to the next step in the signing process.

Signing a contract using electronic signatures is simple and intuitive, no training is required. The signer simply receives an email from IBM, inviting them to sign the document electronically. They click on the link in the email, access the agreement, consent to sign electronically and sign.

## Easy, quick, done!

## The Signer receives IBM eSignature email notification with link to access the document to e-sign.

“Invitation to Sign” Email in Signer’ Inbox




Hi Tracy Cole,

You have been added as a signer to the e-SignPackage ["Sierra Books, Inc."](#). Please click on the name of this package to open the link and view the document for signing.

If you have any comments or questions about this package, please contact your IBM representative.

Your IBM Account Team

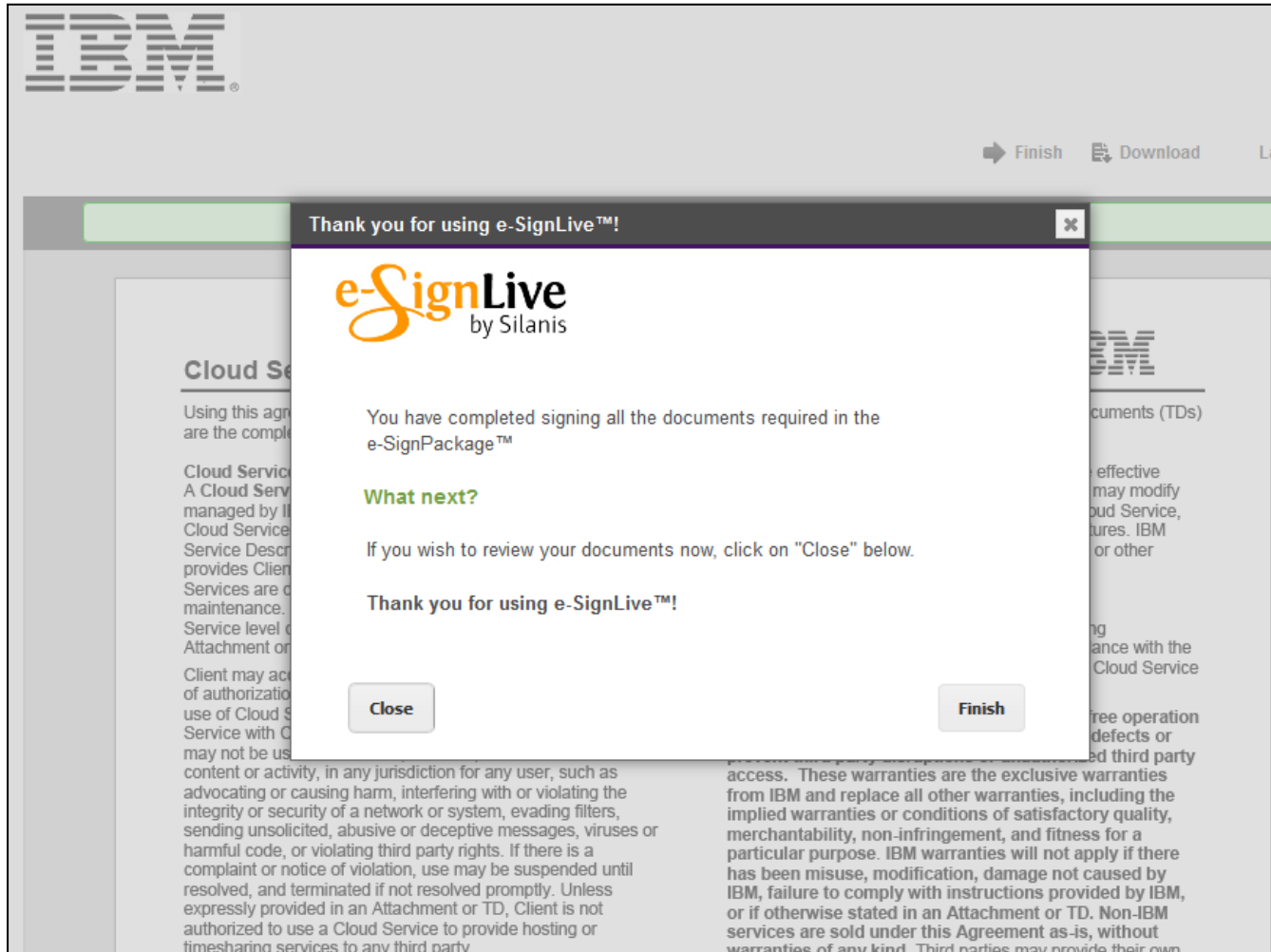
Click on the link to access the document to be e-signed. Go to the signature block and click. The Client Signer is providing an e-signature by “Signature Capture”. A dialog opens where they can provide their signature and click OK. Click Finish.

<p>Agreed to: Client Company Name:</p> <p>By _____ Authorized signature</p> <p>Title: Name (type or print):</p> <p>Date:</p> <p>Client number:</p> <p>Enterprise number:</p> <p>Client address:</p>	<p>Agreed to: <b>International Business Machines Corporation</b></p> <p>By  _____ Authorized signature</p> <p>Title: Name (type or print): Tracy Cole</p> <p>Date: 2015-07-07</p> <p>Agreement number:</p> <p>IBM address:</p>
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Signature Type:  
Click to Sign

**★ Tip:**  
Signature Type and Signing Scenario are NOT coupled. You can sign in person or remotely, using either Signature Capture, or Click to Sign.

After the Signer signs and confirms, the Signer is provided with the ability to review the document by clicking Close or going out of the transaction by clicking Finish.



# Frequently Asked Questions

## What is eSignature?

- An electronic signature, or **e-signature**, is any electronic means that provides a reliable method of identifying the signer and which binds that person to the contents of the electronic document.
- The **eSignature** tool supports both Face to Face and Remote (email) contract signing
- You have the option to e-sign your IBM contract using one of two signature types:
  - **Signature Capture:** Signer is provided with a box to use finger swipe or stylus to draw his signature
  - **Click to Sign:** The signer clicks on the signature block in the document and signer's name and date is stamped on document

## What are the advantages of signing electronically?

- **It's Fast:** Say goodbye to the hassles of wet ink and paper. eSignatures eliminate the need for "wet ink" signatures and the paper process associated with them (emailing, faxing, scanning, printing).
- **It's Simple:** The eSignature package (containing the final, negotiated contract to be signed) is created in minutes using three steps. To e-sign the contract, you simply access the document, click on the signature block and sign. At the end of the signing process, you will automatically receive an email with a link to download the signed document for your records.
- **It's Easy:** You can e-sign anytime, anywhere, on any device you like (laptop, Smartphone, or tablet). You have the option of signing your IBM contract via Signature Capture (electronic version of a "wet ink" signature) or Click to Sign.
- **Signing IBM Agreements has never been so easy!**

## Is eSignature secure?

**YES**, your information is safe and secure. The eSignature tool provides a secure environment where documents are emailed, electronically signed and stored. The tool has three levels of security that safeguard the integrity of your transaction and document:

- **User Authentication:** attributes the eSignature to a specific person
- **Document Authentication:** prevents the contents of the document from being modified, watermarks each eSignature to prevent it being copied to another document, creates signature audit trail and enables documents to be securely emailed, stored and viewed
- **Process authentication:** Captures evidence of the entire signing process so that it can be re-produced from start to finish.

## Can I still sign "wet ink"?

If you prefer to continue signing IBM contracts via "wet ink", you are welcome to do so.

## Where can eSignature be used?

eSignature can be used to sign your IBM contract if you are in a country which allows eSignatures as legally binding on contracts



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