

Eversign is the alternate to DocuSign and will work in a similar way to the original functionality by integrating with eversign.

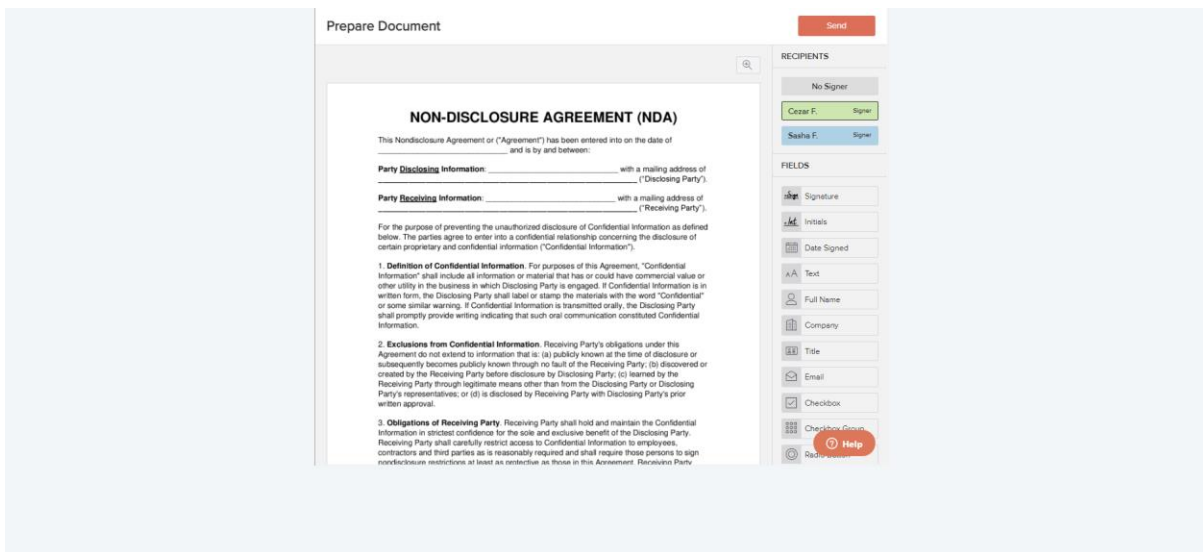
**About eversign - SEND, SIGN & SAVE MONEY**

The idea behind eversign is helping both small and large businesses make the digital leap while guiding them every step of the way. We truly understand that a great deal of companies hesitate when it comes to managing and processing sensitive data such as contracts and business agreements in the cloud — this is why we dedicated ourselves to building a highly secure and well monitored e-Signature platform that is ahead of its time in terms of functionality, while remaining affordable for both individuals and SMBs, and bringing flexible workflows and an increase in time efficiency for large companies at the same time.

Using eversign does not only mean digitalizing your signatures and documents — it's also a significant step towards preserving our environment and will save you countless man-hours and money you can spend otherwise.

**Guide for Clients sending a Document for eSignature**

1. Sign in / Sign up
  - a. Sign into your organisation’s everesign account
  - b. If you don’t have an everesign account, you can sign up here <https://eversign.com/oauth/signup?>
2. Send document for Signature
  - a. Log into Phundex portal
  - b. Navigate to the related Pathway
  - c. Go to the Data Room
  - d. Upload the relevant document (if not in the Data Room already)
  - e. View the document once uploaded
  - f. Click the ‘Request Signature’ button
    - i. You can add anyone who is not an existing Team Member part of the Phundex platform
    - ii. If you use DocuSign or HelloSign, you can use this as per your usual process. This will not be integrated with the Phundex platform.
  - g. Click ‘Send to everesign’
  - h. Navigate to everesign login
  - i. Authorise to let Phundex access your everesign account
  - j. Prepare document – here you can add any of the fields. For Signature, select the ‘Signature’ field and then drag and drop this onto the relevant place in the document.



- k. *Recipients* will be the Team Members that are part of your Pathway in Phundex – once you have added your relevant fields to the document, you can choose the appropriate Recipient.
  - i. *Note – you must add other Recipients in Phundex in order for them to display here*

**Prepare Document** Send

party a partner, joint venture or employee of the other party for any purpose.

Required **Severability.** If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of the parties.

7. **Integration.** This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in writing signed by both parties.

8. **Waiver.** The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

9. **Notice of Immunity.** Employee is provided notice that an individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual (i) files any document containing the trade secret under seal; and (ii) does not disclose the trade secret, except pursuant to court order.

This Agreement and each party's obligations shall be binding on the representatives, assigns and successors of such party. Each party has signed this Agreement through its authorized representative.

**DISCLOSING PARTY** xSign

Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**RECEIVING PARTY** xSign

Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**RECIPIENTS**

No Signer

Cezar F. Signer

Sasha F. Signer

**FIELDS**

xSign Signature

.int Initials

📅 Date Signed

^A Text

👤 Full Name

🏢 Company

📄 Title

✉️ Email

Checkbox

🗃️ Checkbox Group

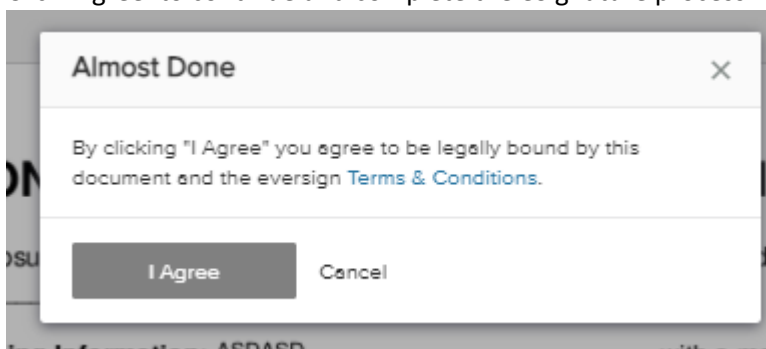
🗣️ Radio Button

? Help

- l. After you have added these Recipients and you are ready, you can click the ‘Send’ button and the Document will be sent to the relevant email addresses of the recipients.
  - i. If the email address is not valid, the admin of the ever sign account will receive a bounce back email to notify them.
- m. Once the Document has been sent, you will navigate back to the Phundex platform

**Guide for Recipient receiving a Document for eSignature**

1. The Recipient will receive an email in the inbox notifying them that they have a Document that requires their eSignature.
2. Click the 'Review and Sign' button to access the Document
3. Navigate to ever sign
4. Click on the coloured 'eSign' field
5. Choose Signature
  - a. Type in your signature (you can choose different fonts)
  - b. Draw Signature
  - c. Upload Signature
6. Click 'Sign' to complete eSignature for the Document
7. Your signature will display
8. Click the 'Finish' button in the top right corner
9. Click 'Agree' to continue and complete the eSignature process



10. View Document Signed screen in ever sign with your details

*Once the Recipient has completed their eSignature, the document in Phundex will be updated and viewed with this information.*

