Electronic Signature Guidelines for Team Collaboration

Dear Team,

As we continue to enhance our collaboration and streamline our processes, we would like to implement electronic signatures for our document approvals and reviews. Below are the guidelines to ensure consistent and secure use of electronic signatures within our team.

1. Purpose of Electronic Signatures

Electronic signatures are legally binding and will help us expedite document handling without compromising security.

2. Approved Platforms

Only use the following platforms for electronic signatures:

- DocuSign
- Adobe Sign
- SignNow

3. Signature Process

1. Ensure the document is final and ready for signature.
2. Upload the document to the selected platform.
3. Add the necessary recipients and configure their signing order.
4. Review and send the document for signature.

4. Security Measures

Please adhere to the following security measures:

- Use strong passwords for your account.
- Do not share your login credentials.
- Regularly update your passwords.

5. Training and Support

If you need assistance or training on how to utilize electronic signatures effectively, please contact the IT department.

Thank you for your cooperation in making our processes more efficient.

Sincerely,
[Your Name]
[Your Position]