

Guide to read and sign contracts in DocuSign

Version 1.0 12-07-2023

DocuSign is EG's Contract Lifecycle Management System. We use DocuSign because it makes it easy to read, sign and store contracts.

When you enter into a contract with EG, you can expect to receive your contract electronically via DocuSign.

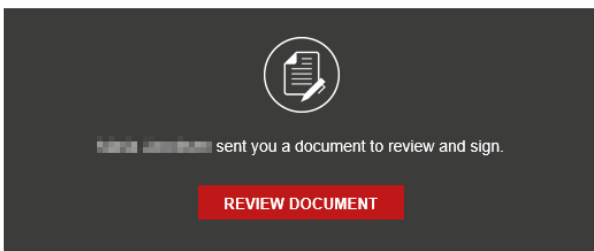
You do not need to have a DocuSign account or to log into DocuSign to read and sign a document.

User guide

1. You receive an email from DocuSign

The process starts with you receiving an email from DocuSign. The email will always contain an EG logo and will be sent from the domain: no-reply@docusign.eg.dk.

To access the document, click on the red button '**REVIEW DOCUMENT**' in the email, and you will be redirected to a DocuSign webpage.



Hi [\[Name\]](#),
[no-reply@docusign.eg.dk](#)

Hi [\[Name\]](#),

The agreement regarding EG Omega is hereby sent for your signature.

To read and sign the agreement, click the button above. You will then enter DocuSign, where you also have the option to download the document or forward it to someone else for signature.

If you experience challenges with DocuSign, you can find help on our website here:
<https://global.eg.dk/about-eg/compliance/>

Terms of delivery and data processing agreement
The agreement may contain links to EG's terms of delivery, data processing agreement etc., which you can access by downloading the document as a PDF from DocuSign or by clicking on this link: <https://global.eg.dk/about-eg/legal-information/>

Feel free to reach out to [\[Name\]](#) if you have any questions.

Best regards,
EG Danmark A/S

Powered by **DocuSign**

2. Review the contract

On the DocuSign webpage you can read and sign the received contract – even without a DocuSign account.

To initiate the review, click on the red button '**CONTINUE**'.

Under the menu item '**OTHER ACTIONS**', you can choose between the following different options:

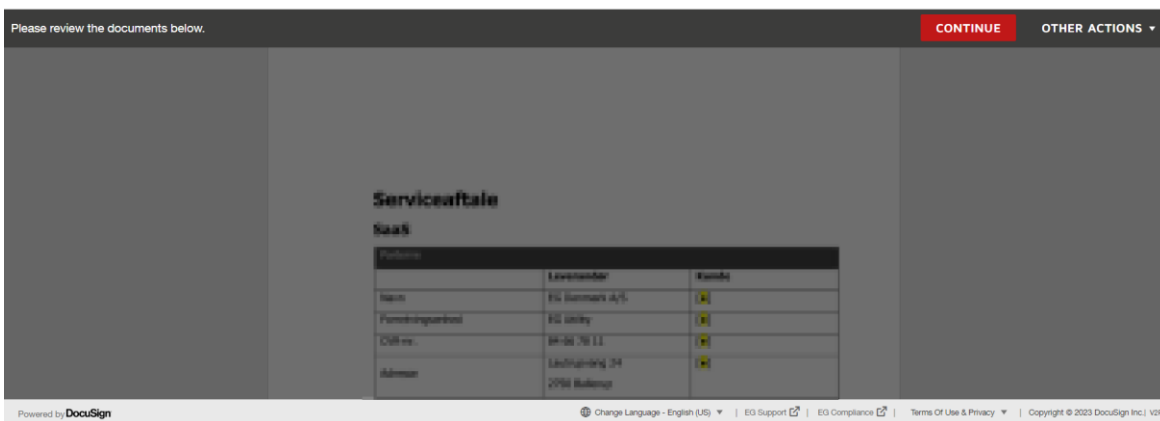
- Finish later
- Print & Sign
- Assign to someone else
- Decline to sign
- EG Support
- About DocuSign
- View history
- View certificate
- Session information

Please Review & Act on These Documents



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Hi Marie Jacobson,
The document contains EG Cases to handle and for your attention.
[View More](#)




Please review the documents below.

CONTINUE **OTHER ACTIONS** ▾

Serviceaftale

Table:

Part	Levelnummer	Kategori
Beach	EG Summer 2015	EG
Forsikringsbrev	EG Lottery	EG
Offere	EG-10 76 11	EG
Adresser	Leidingsvej 34	EG
	2750 Ballerup	

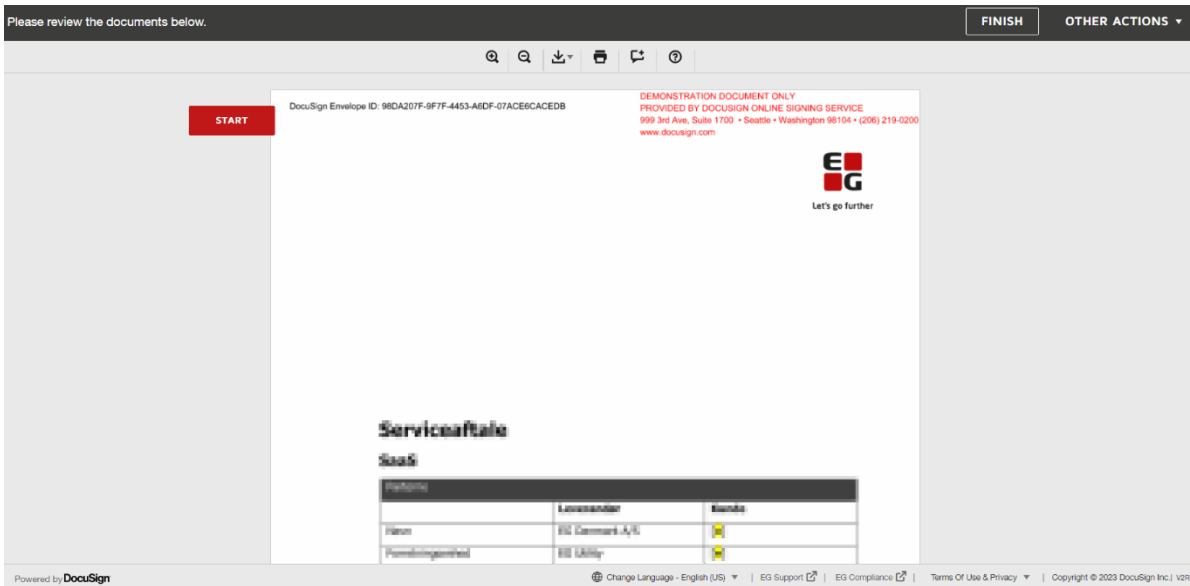
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Change Language - English (US) | EG Support | EG Compliance | Terms Of Use & Privacy | Copyright © 2023 DocuSign Inc. | V28

3. Read and sign the contract

When you click on the red button '**CONTINUE**', you will be able to read the contract.

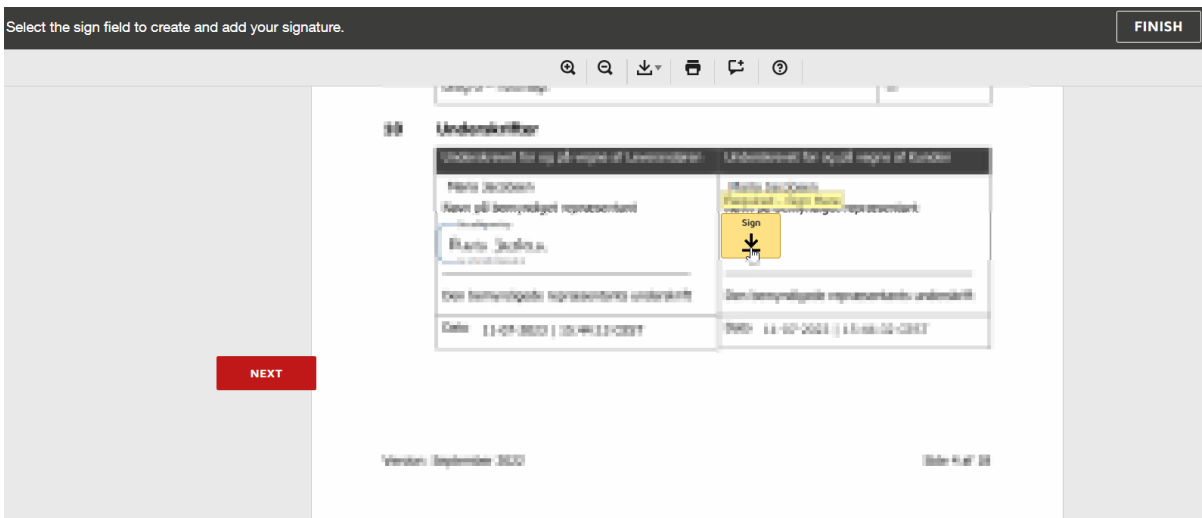
On the left you will see a red '**START**' button. If you click this button, you are sent directly to the fields where you must set your signature.



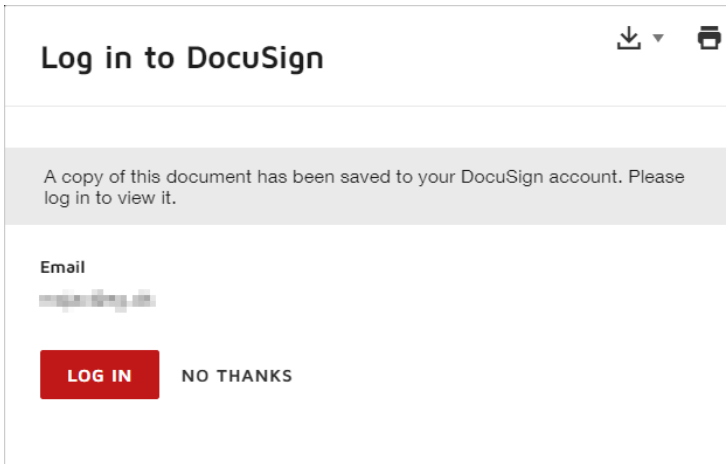
4. Read and sign the contract

Depending on which type of contract you have received, you must either sign or approve the document by checking a box.

To sign a contract, you must click on the signature field in the document and then afterwards click on **'FINISH'**.

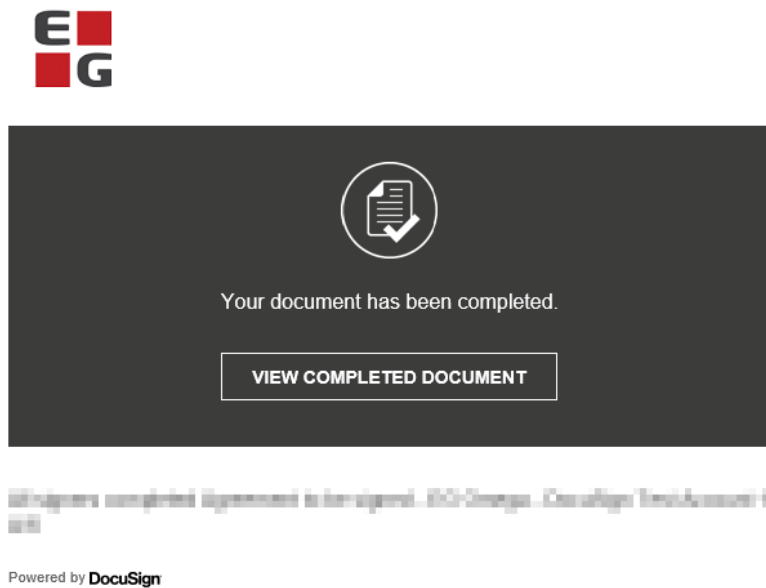


When you have clicked on **'FINISH'**, you are asked to log in to DocuSign. This is not necessary, so you can click **'NO THANKS'**.



5. You receive a copy of the completed contract

When all parties have signed the contract, you will receive an email from DocuSign. The email contains a copy of the signed contract.



Issues with accessing the contract?

If you have trouble accessing the link in your email, the link may have expired. For security reasons, the email link expires after five clicks or 48 hours.

When you first click on the expired link, a new email is automatically sent, and a new page appears informing you that the link has expired.

For Your Security, We've Sent You a New Link




Protecting your data is our top priority. This link has expired. To keep your document secure, we've emailed you a new link. Learn more about security at DocuSign [on our support site](#).

[Didn't receive a new email?](#)

If you subsequently click on the expired link again, a new email will not be sent automatically. You must click on the button **'SEND A NEW LINK'**, to get a new link sent or log in to DocuSign.

This link from your email has expired.

To continue, request a new link or log in to your DocuSign Account

Two circular screenshots of the DocuSign interface. The left one shows a document with a yellow bar and a blue button, with a blue arrow pointing to the button. The right one shows a login form with a yellow bar and a blue button, with a blue arrow pointing to the button.

SEND NEW LINK **LOG IN**

DocuSign will send a fresh link to your email address

Have any other questions?

If you have questions about your contract or DocuSign, you are always welcome to write to us at agreement@eg.dk.

Best regards,
EG