

# DocuSign Integration

## TIMEGATE RECRUIT

Customer Name (as appropriate) / Version



# COMMERCIAL STATEMENT

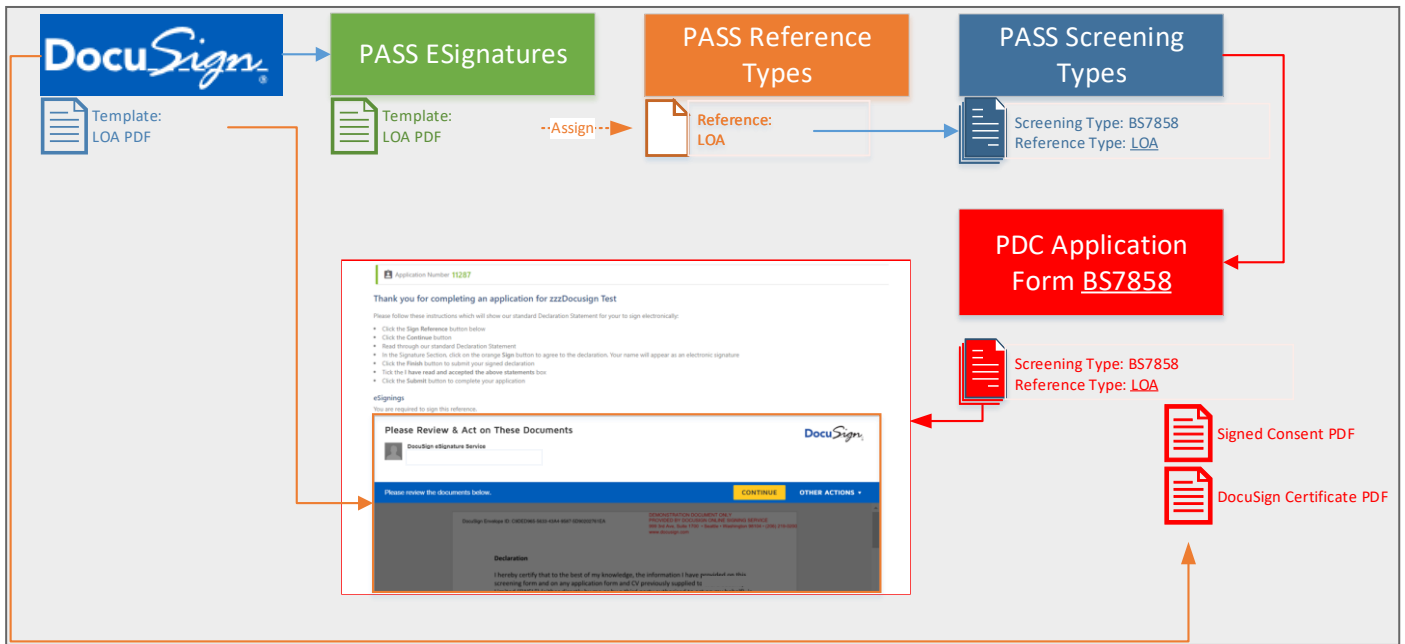
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# OVERVIEW

The Timegate Recruitment Pack has the facility to allow the electronic signing of any Reference Type configured for Completion within PDC.



# DOCUSIGN ACCOUNT SETUP

An initial Account will need to be set up with DocuSign for PASS to be integrated to it.



# DOCUSIGN TEMPLATES

Once set up, Templates are created within DocuSign which will have a PDC file with the text required within the document.

Mail Merge Objects are dropped onto the PDF which will be replaced with the Signature, Name and Date of Signing.

**GDPR REQUIREMENTS**

The Company will use the information you have given on your application form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers.

Signature: Sign  
↓ \_\_\_\_\_ Print Name: Full Name \_\_\_\_\_ Date: Date Signed \_\_\_\_\_

# ASSIGNING DOCUSIGN TEMPLATES TO PASS REFERENCES

PASS is then configured with the Username, Password and Integration Key from DocuSign where all templates will be downloaded to the PASS eSignatures Library for assignment to a Reference Type.

Configuration	ProgressPoints	eSignature Template
	1	
	1	
	1	

eSignature Configuration

Template Name	Template Description	Status	Provider
None			
LOA Template	Template Description	Active	DocuSign

# DOCUSIGNING REFERENCES IN PDC

This configuration information is then synchronised with PDC and when a DocuSign Reference is accessed, a new button will appear to allow the signing. It is recommended that the PDC Screening Text for the Authorisation is changed to give instructions on how to Sign the Document:

## Thank you for completing an application

Please follow these instructions which will show our standard Declaration Statement for your to sign electronically:

- Click the **Sign Reference** button below
- Click the **Continue** button
- Read through our standard Declaration Statement
- In the Signature Section, click on the orange **Sign** button to agree to the declaration. Your name will appear as an electronic signature
- Click the **Finish** button to submit your signed declaration
- Tick the **I have read and accepted the above statements** box
- Click the **Submit** button to complete your application

### eSignings

You are required to sign this reference.

**Sign Reference**

**I have read and accepted the above statements**

**Print** **Save** **Submit**

The Applicant will review the PDF document then select the **Sign Button** to complete the process:

**START**

...information leading to the termination of my employment. I consent to the Company's reasonable processing of any personal information obtained for the purposes of establishing my medical condition and future fitness to perform my duties. I accept that I may be required to undergo a medical examination where requested by the Company. Subject to the Access to Medical Report Act 1988. I consent to the results of such examinations to be given to the Company and authorise the Company to make consumer information search with a credit reference agency, which will keep a record of that search and may share the information with other credit reference agencies. I further declare that any documents that I provide of my identity, proof of address, proof of right to work and any other documents that I provide are genuine and give my consent for these documents to be examined under UV scanner or similar device. I acknowledge that any falsified documents may be reported to the appropriate authority.

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**Sign**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: 4/29/2019

Enter their full name then select **Adopt and Sign**:

Adopt Your Signature

Confirm your name, initials and signature.

\* Required

Full Name\* Initials\*

User: Dave Round UDR

SELECT STYLE DRAW

PREVIEW Change Style

DocuSigned by: User: Dave Round DS UDR  
A5C2823F473D4DD...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

PDC will show the signing is completed:

Click the Submit button to complete your application

eSignings

You are required to sign this reference.

eSigning Complete

I have read and accepted the above statements

Print Save Submit

NOTE: Please print a copy of this form and save it on your PC. Once you have signed and dated it, please scan the form or take a photo with your smartphone and attach it. Pl

The LOA will have the signed PDF attached to it with a certificate from DocuSign.

2	Letter of Authority - Ultimate DocuSign	29 Apr 2019 14:02:55	eSignature Document 1	197.46K	Q
3	Letter of Authority - Ultimate DocuSign	29 Apr 2019 14:02:55	eSignature Certificate	276.48K	Q

### **GDPR REQUIREMENTS**

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DocuSigned by:  
 Signature: User: Dave Round Print Name: \_\_\_\_\_ Date: 4/29/2019  
A5C2823F473D4DD...



#### **Certificate Of Completion**

Envelope Id: 7ADC06C4C3F24B6DAC15B8B0AFB301BE Status: Completed  
 Subject: Please DocuSign: ...\_LOA.pdf  
 Source Envelope:  
 Document Pages: 1 Signatures: 1 Envelope Originator:  
 Certificate Pages: 4 Initials: 0  
 AutoNav: Enabled  
 EnvelopeId Stamping: Enabled IP Address: 95.83.227.96  
 Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London

#### **Record Tracking**

Status: Original Holder: Location: DocuSign  
 29-Apr-19 | 13:58

#### **Signer Events**

User: Dave Round  
 dave.round@innovise.com  
 Security Level:  
 .Email  
 ID: a91ed4ee-2475-4882-8efb-63e61157794b  
 29-Apr-19 | 13:58

#### **Signature**

DocuSigned by:  
 User: Dave Round  
A5C2823F473D4DD...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 92.207.178.62

#### **Timestamp**

Sent: 29-Apr-19 | 13:58  
 Viewed: 29-Apr-19 | 14:00  
 Signed: 29-Apr-19 | 14:02

#### **Electronic Record and Signature Disclosure:**

Accepted: 29-Apr-19 | 13:19  
 ID: dfbe7b21-2ac8-4395-870b-65a919ce80c7





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