

User manual



CLICK & Sign ®

The logo for "CLICK & Sign" consists of the text "CLICK & Sign" in a sans-serif font, followed by a stylized red pen nib icon with a white dot at the tip, and a registered trademark symbol.

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Access

Login to Click & Sign back office using your user name and password.



Home

Learn more

How it works?

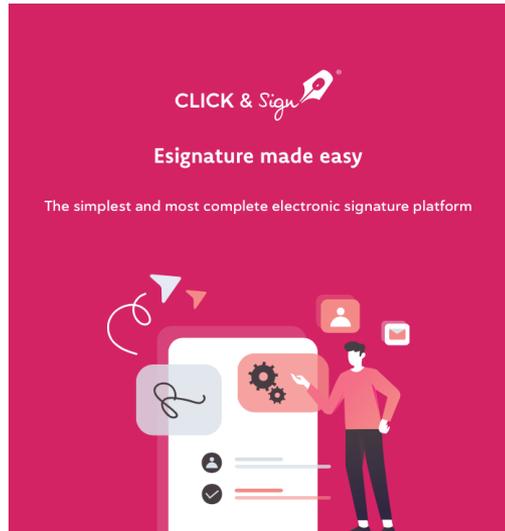
API

Blog

Pricing

Test it!

Buy



Welcome to Click & Sign

First time around here? [Sign up for an account](#)

User

Password

[Forgot your password?](#)

Access



Initial data collection

When entering for the first time to the Back Office, please provide the following:

Basic data

Company or contact name
 Company tax ID
 Languages

Language of the documentary evidence (the language of the PDF document that records the technical details and communications of the Click & Sign process)

Senders Name or mobile number of the SMS sender· Email sender

Brand image

Upload or drag your company logo
 Text colour
 Background colour
 "Sign" button text colour
 Button background colour
 Preview email
 Preview signature page

Initial set-up

Basic data

Hi! To start with, we need a few pieces of information to create your first templates

Company or contact name <input type="text"/>	Company VAT number <input type="text"/>
Language of the sending English <input type="button" value="v"/>	Language of the documentary evidence English <input type="button" value="v"/>
Name or mobile number of the SMS sender <input type="text"/>	Sender of the mails <input type="text"/>

Brand image

Add a logo, select corporate colours and check the final look and feel of the emails to be sent and the page from which the documents will be signed. If none is selected, the Click & Sign colours and logo will be used



Company logo
 Drag the image or click here to upload it.

Text colour #4B4F54 <input type="button" value="c"/> <input type="button" value="r"/> <input type="button" value="c"/> <input type="button" value="r"/>	Background colour #FFFFFF <input type="button" value="c"/> <input type="button" value="r"/> <input type="button" value="c"/> <input type="button" value="r"/>	Button text #FFFFFF <input type="button" value="c"/> <input type="button" value="r"/> <input type="button" value="c"/> <input type="button" value="r"/>	Button background #D32365 <input type="button" value="c"/> <input type="button" value="r"/> <input type="button" value="c"/> <input type="button" value="r"/>
--	--	--	--

>> **Preview email**

>> **Preview signature page**

Save

Dashboard

Once the initial data collection is set up, the next screen you'll see is the "control panel".

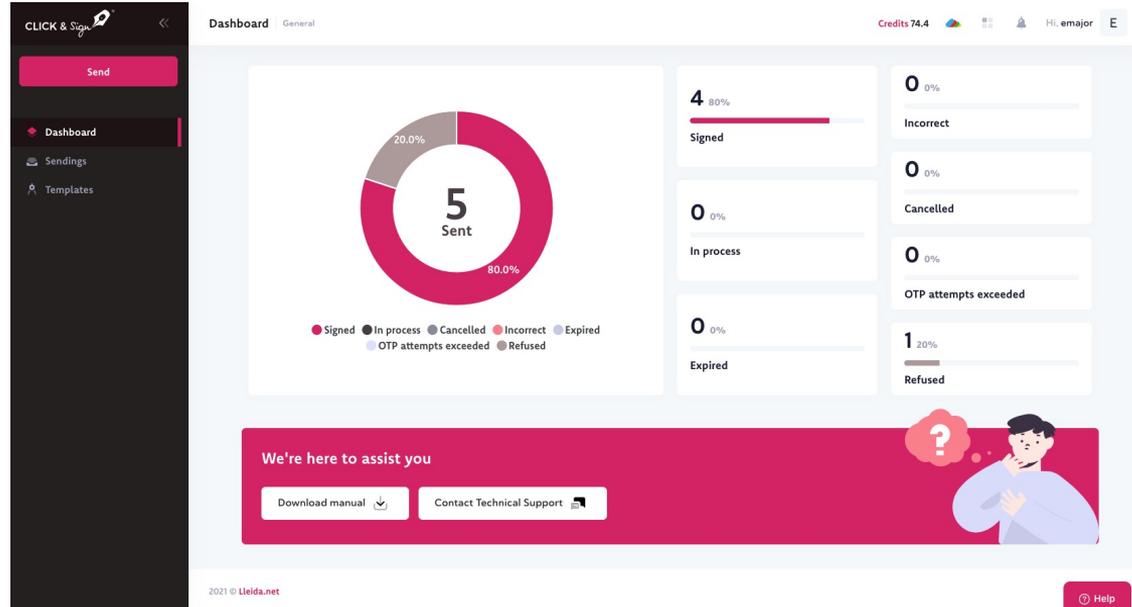
Side menu:

Sending documents

- Dashboard
- Sendings
- Templates

Delivery Status:

- Signed
- In process
- Cancelled
- Wrong
- Expired
- Exceeded OTP attempts
- Declined
- Exceeded signing page attempts



Top menu

Available credits

Lleida.net Cloud

Short cuts

- Send
- New template
- Manual
- Get it now

NOTIFICATIONS

User:

- Technical support
- Purchase credits
- Language
- Log out

Access to technical support

Sending documents

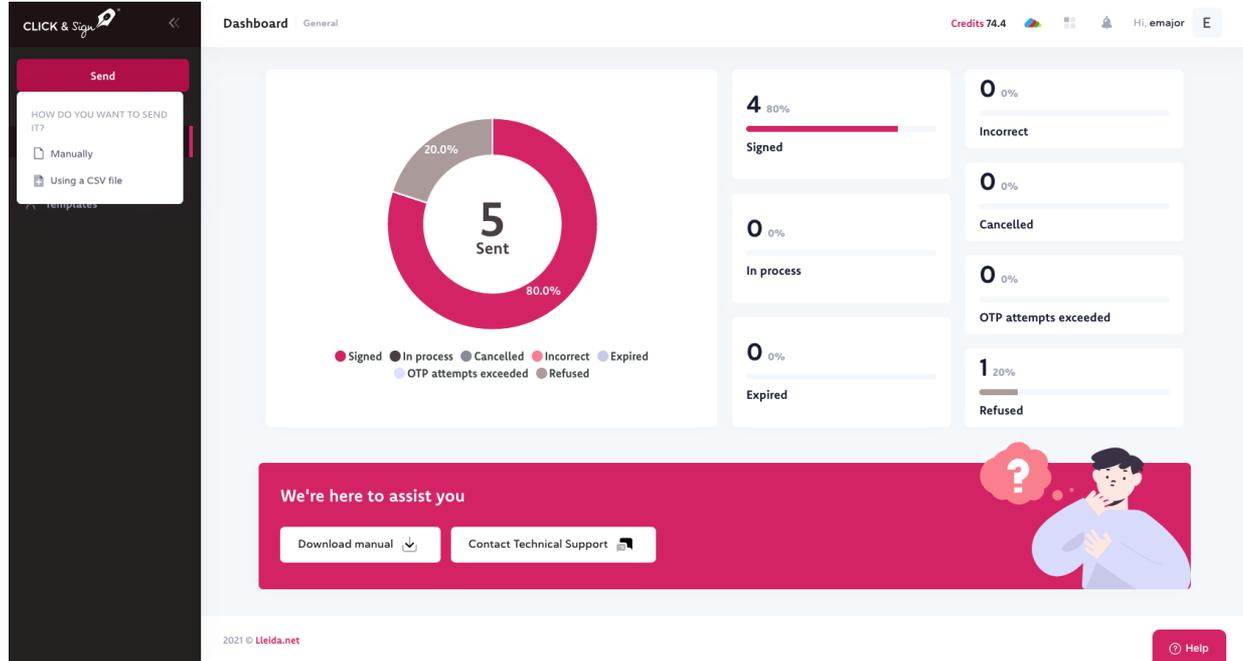
Sending documents

Manually:

Enter the recipient's names, mobile numbers, and email addresses manually.

Using a CSV File:

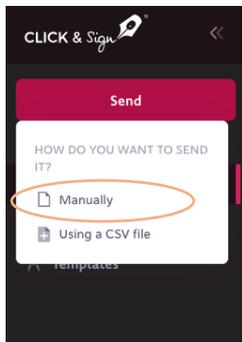
Bulk sending by uploading a CSV file with recipient data.



The screenshot displays the CLICK & Sign dashboard with the following components:

- Mobile App Interface (Left):** A dark-themed screen with a 'Send' button and options: 'Manually' and 'Using a CSV file'.
- Dashboard Header:** 'Dashboard General', 'Credits 74.4', and user info 'Hi, emajor'.
- Central Donut Chart:** Shows '5 Sent' documents. The chart is divided into 'Signed' (80.0%) and 'Refused' (20.0%).
- Summary Cards (Right):**
 - Signed:** 4 (80%)
 - In process:** 0 (0%)
 - Expired:** 0 (0%)
 - Incorrect:** 0 (0%)
 - Cancelled:** 0 (0%)
 - OTP attempts exceeded:** 0 (0%)
 - Refused:** 1 (20%)
- Support Banner (Bottom):** 'We're here to assist you' with buttons for 'Download manual' and 'Contact Technical Support', and a 'Help' button.

How to send Manually



Select a template from the predefined options that best meets your needs.

ID of the sending
439872176354

- 1 Select template**
Select the template you want to use
- 2 Upload documents**
Upload the PDFs to be signed
- 3 Signatories' documentation**
Request payslips, receipts, etc.
- 4 Signatories' data**
Email, mobile, etc.
- 5 Document editing**
Signature positioning and assignment of editable fields
- 6 Finish**
Review and send

Select the template
Sending is carried out with the parameters already configured

Biometric handwritten signature demo

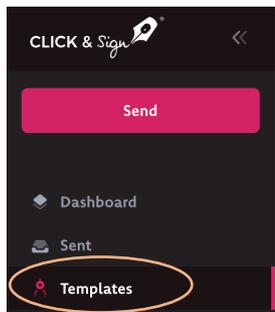
Signature with Digital Certificate demo

Signature with SMS Code demo

Signed by: EVA
Date: 06/06/2024 14:22:11 CEST



Alternatively, you can create and customise a new template with the available features (details on this option will be provided later).



Search ... Show disabled templates 0 - 3 de 3

ID	NAME	TYPE OF SIGNATURE	COMPANY NAME	EXPIRATION TIME	LANGUAGE	ACTIONS	ACTIVATED
70686	Signature with SMS Code	One time password (OTP)	demo	30 days	English	<input type="button" value="Q"/> <input type="button" value="X"/> <input type="button" value="←"/> <input type="button" value="→"/>	<input checked="" type="checkbox"/>
70685	Signature with Digital Certificate	Digital certificate	demo	30 days	English	<input type="button" value="Q"/> <input type="button" value="X"/> <input type="button" value="←"/> <input type="button" value="→"/>	<input checked="" type="checkbox"/>
70684	Biometric handwritten signature	Biometric One time password (OTP)	demo	30 days	English	<input type="button" value="Q"/> <input type="button" value="X"/> <input type="button" value="←"/> <input type="button" value="→"/>	<input checked="" type="checkbox"/>

How to send Manually with a Digital Certificate

Step 1 Select the template.

For this example, we'll use a "Digital Certificate Signature."

ID of the sending

439872176354

- 1 Select template**
Select the template you want to use
- 2 Upload documents**
Upload the PDFs to be signed
- 3 Signatories' documentation**
Request payslips, receipts, etc.
- 4 Signatories' data**
Email, mobile, etc.
- 5 Document editing**
Signature positioning and assignment of editable fields
- 6 Finish**
Review and send

Select the template

Sending is carried out with the parameters already configured

Biometric handwritten signature demo	Signature with Digital Certificate demo	Signature with SMS Code demo
--	---	--

How to send Manually with a Digital Certificate

Step 2 Add the document that your recipient needs to sign. Once uploaded, it will appear at the bottom.

Upload documents

Upload the PDFs to be signed

Add here the documents to be signed



Click or drag documents here
Only PDF documents allowed

You can also upload them directly from the cloud:



Invoice.pdf

Step 3 Documentation from the signatories (optional) Request your signatory to upload documents such as pay slips, receipts, or any necessary documents.

You can request up to 10 documents from your recipient before signing Specify if you want to certify them. You can now add a document.

Signatories' documentation

If you want signatories to upload specific documents, such as payslips or receipts, you can request up to a maximum of 10. Give an easy-to-remember name.

Name of document	<input checked="" type="checkbox"/> I need to certify these documents
ID card	<input checked="" type="checkbox"/> Mandatory 

+ Add document

How to send Manually with a Digital Certificate

Step 4 Configure the signatory's data.

If a recipient is not already in your **contact book** the system will display an icon to add them.

Single signatory: requires only one person's signature.

Parallel signing: documents are sent simultaneously and can be signed in any order.

Hierarchical signing: documents must be signed in a predetermined order, so the second level cannot sign until the first has done so. You can set the desired number of signatories at each level.

Note: Please note that the maximum number of signatures allowed on the same document is 20.

Contact details of the signatories

Enter all the necessary data to send the documents to the signatories

Optional for additional signatories:

The signature placement is now in the following stage

1

Signatures required for the next level: All

Activate passcode for all signers

Name and surname	Email	Identity document number
John Doe	john.doe@email.com	

+ Add signatories from the address book

+ Add a new signatory

Activate passcode for all signers

Add a new signing level for Hierarchical signing

You can save the contact to your contact book for future use.

or add a new signatory for Parallel signing.

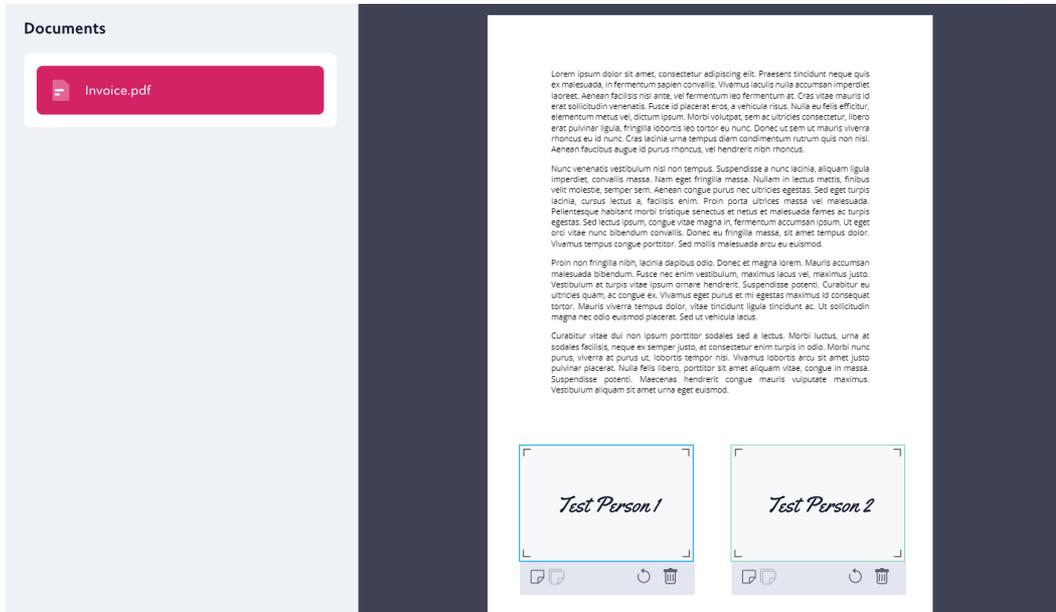
Available only for custom templates.

How to send: Manually with a Digital Certificate

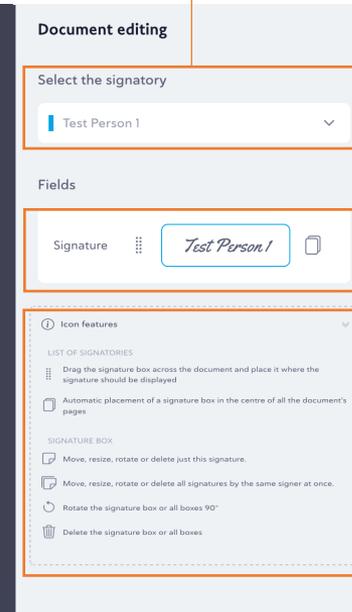
Step 5 Document Editing

Position signatures and assign editable fields.

If you uploaded a document with editable fields, you could edit them at this stage.



If you added more than one signatory in the previous step, you would now need to position them on the document.



Drag the box to the location where it needs to be signed.

You can use the following configuration options.

How to send Manually with a Digital Certificate

Step 5 Document Editing

- Prepare your document for signature with these customisation options:
- Within the document, select which fields should be editable.
- The properties of each field you select will be displayed on the right-hand side for easy access.
- Designate which fields the recipient can edit, ensuring controlled flexibility.
- Editable fields are restricted to completion by the assigned signatory only.

What do you want to do?

Assign all fields manually

Ignore all fields

Assign all fields to a signer

Test Person 1

Mark fields as required

Save and continue

Field selected and editable by the recipient

Impuesto sobre la Renta de las Personas Físicas Retenciones sobre rendimientos del trabajo Modelo **145**
Comunicación de datos al pagador (artículo 88 del Reglamento del IRPF)

1. Datos del perceptor que efectúa la comunicación

Nombre y apellidos: [Editable field]

Situación familiar: [Editable field]

Discapacidad (grado de discapacidad reconocido): [Editable field]

Mediudad ganadora: [Editable field]

2. Hijos y otros descendientes menores de 25 años, o mayores de dicha edad si son discapacitados, que conviven con el perceptor

Hijos e hijos e hijas menores de 25 años o mayores de dicha edad si son discapacitados que conviven con el perceptor		Compañeros por antes de hijos e hijas e hijas e hijas menores de 25 años o mayores de dicha edad si son discapacitados que conviven con el perceptor	
Nombre y apellidos	Grado de discapacidad	Nombre y apellidos	Grado de discapacidad
[Editable field]	[Editable field]	[Editable field]	[Editable field]
[Editable field]	[Editable field]	[Editable field]	[Editable field]

3. Accidentados mayores de 65 años, o menores de dicha edad si son discapacitados, que conviven con el perceptor

Accidentados mayores de 65 años, o menores de dicha edad si son discapacitados, que conviven con el perceptor		Compañeros por antes de hijos e hijas e hijas e hijas menores de 25 años o mayores de dicha edad si son discapacitados que conviven con el perceptor	
Nombre y apellidos	Grado de discapacidad	Nombre y apellidos	Grado de discapacidad
[Editable field]	[Editable field]	[Editable field]	[Editable field]
[Editable field]	[Editable field]	[Editable field]	[Editable field]

4. Pensiones compensatorias en favor del cónyuge y anualidades por alimentos en favor de los hijos, hijas ambas por decisión judicial

Pensión compensatoria en favor del cónyuge: [Editable field]

Anualidades por alimentos en favor de los hijos: [Editable field]

5. Pagos por la adquisición o rehabilitación de la vivienda habitual utilizando financiación ajena, con derecho a deducción en el IRPF

6. Fecha y firma de la comunicación

7. Acuse de recibo

Document editing

Field properties

Assigned to

Test Person 1

Mandatory

Field enabled

Done

Toggle the editability of the fields to suit your document's requirements.

Specify the editor for each field to streamline the signing process.

< Previous

Next step >

How to send Manually with a Digital Certificate

Step 6 Review and Send

From this point, you can make the following modifications:

1. - The selected template

2. The documents to be signed: If you wish to replace the current PDF document with another, you can do so now.

3. Signatory documentation: request documents from the signatory before they sign.

4. Signatory's data: Update the signatory's details.

5. Signature placement:

Finally, click on Send

Check details and send
Before sending, please check that all data is correct

1. Selected template: Signature with Digital Certificate

2. Documents to send

Documents to be signed

- Invoice.pdf
- Modelo_H5_releable.pdf

3. Documentation requested to the signatories

Documentary evidence: 

- ID card **Mandatory**

4. Signatories

Parallel signature

Signatures required: 2

1

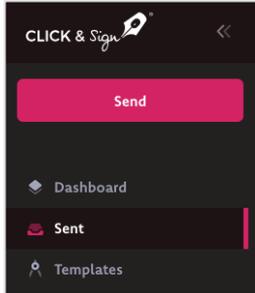
Test Person 1 emajor@leida.net	Digital certificate
Test Person 2 john.doe@email.com	Digital certificate

5. Document editing

Editable fields of the document have been assigned to the signatories

[Previous](#) [Send](#)

Sent



In the left panel under 'Deliveries,' you'll find detailed information about each shipment:

- Status (In Progress, Signed, Cancelled, Error, Expired, Exceeded One-Time Code Entry Attempts, Declined, Exceeded Authentication Attempts at the Signing Page)
- Delivery ID
- Signatories
- Timeline
- Day of sending
- Expiry date
- Type of signature
- Documents: The original attached PDF documents. Once signed, the documentary evidence and signed documents will be annexed.
- Actions: Send reminders or cancel sending

You can also export these in a CSV file and apply a quick filter to search for a specific delivery.

STATUS	DELIVERY ID	SIGNATORIES	DATE OF DELIVERY	EXPIRY DATE	TYPE OF SIGNATURE	DOCUMENTS	ACTIONS
In process	1719924544308	emajor@lleida.net Y5205563X john.doe@email.com 12345678A	02/07/2024 14:49:06	01/08/2024 14:49:06	Digital certificate		

Information about the current status of the delivery

Timeline and technical details

View the signed document

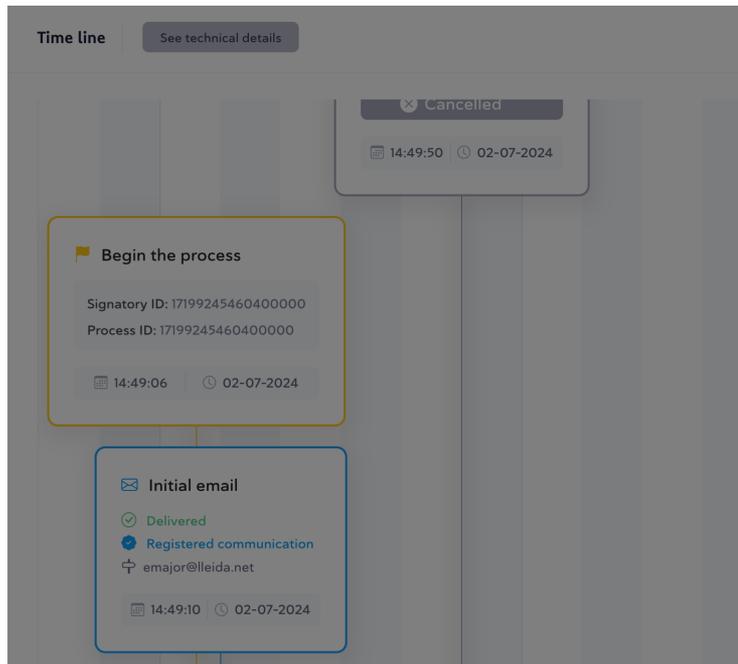
Send reminder

Cancel sending

Sendings

Timeline

Signatory`s details



Signatory`s details

General

Signatory ID

(signatory_id)

17199245460400000

Available signature methods

(signature_methods)

pki_lleidanet

Date created

(signature_start_date)

07/02/2024 14:49:06

Signature ID

(signature_id)

17199245460400000

Failed attempts with one-time password

(otp_tries)

0

1st visit the signature page

(signatory_landing_date)

01/01/1970 01:00:00

Failed access attempts

(access_tries)

0

Deployed signature methods

(signature_method)

Last status change date

(signatory_status_date)

07/02/2024 14:49:50

Utilized landing access methods

(landing_access_method)

Level

(level)

0

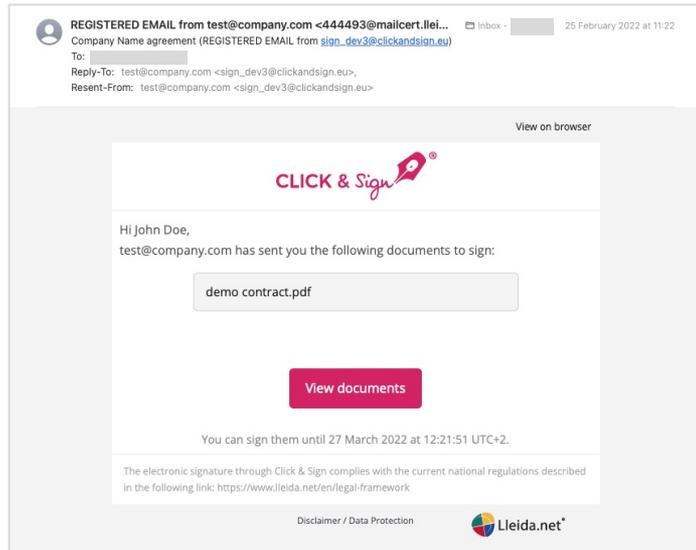
Surname

(signatory_surname)

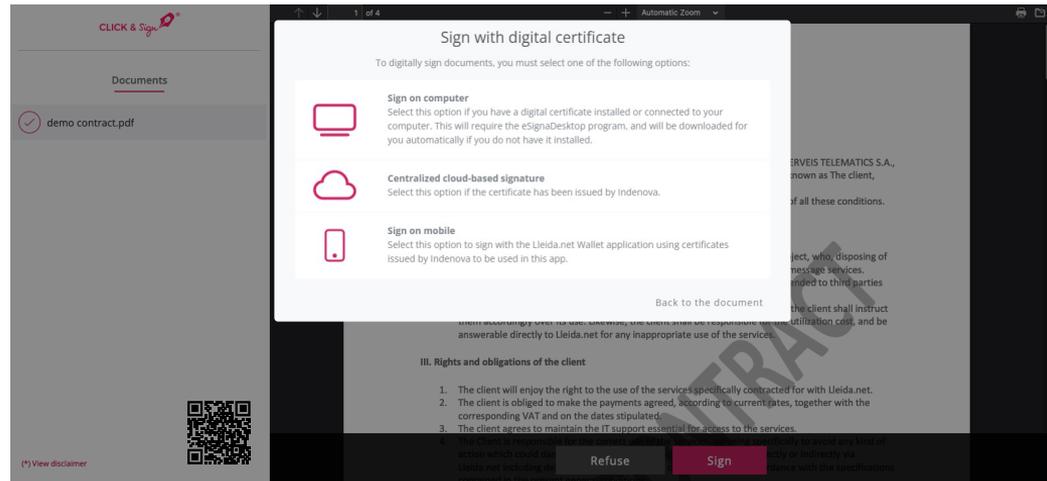
What does the recipient receive

The recipient will receive a registered email at the address provided during the set-up of the delivery.

The email will include a tab which the recipient must use to access the document for signing.

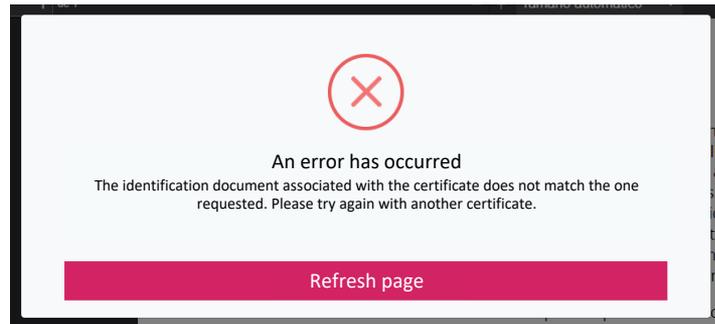


After accessing the 'View Documents' tab, the recipient must follow the steps to sign with the digital certificate, completing the signing process.

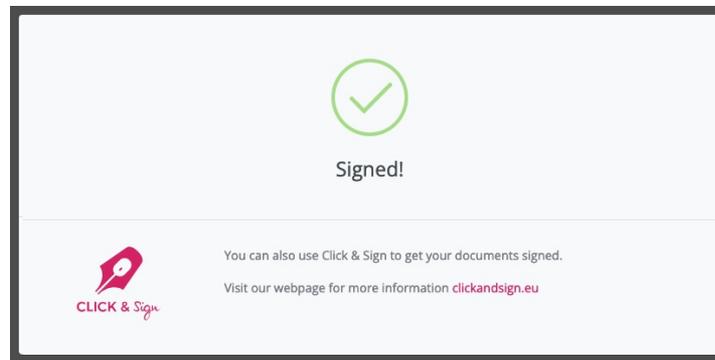


Send > What the Recipient Receives

If you have incorrectly entered your recipient's personal identification during the delivery set-up, they will not be able to complete the process correctly.



Signed! The process has been successfully completed. You will soon receive documentary evidence and the signed document in your email and user area.



Sending documents

Via CSV

Via CSV file

[? How to set up the CSV](#)

1. Template Selection

Choose one of the available templates. If you want to create a new template, refer to the Templates section of this manual.

The fields needed in the CSV will depend on your specific requirements, so be sure to review the "CSV Guidelines" for detailed instructions.

- 1 Select template**
Select the template you want to use
- 2 Upload documents**
Upload the PDFs to be signed
- 3 CSV file upload**
Upload the CSV file with the signatories
- 4 Signatories' list**
Add your list of signatories in CSV
- 5 Document editing**
Signature positioning and assignment of editable fields
- 6 Finish**
Review and send

Select the template

Sending is carried out with the parameters already configured

**Biometric
handwritten
signature**
demo



**Signature with
Digital Certificate**
demo



**Signature with SMS
Code**
demo



Sending documents

Via CSV

2. Upload the document to be signed

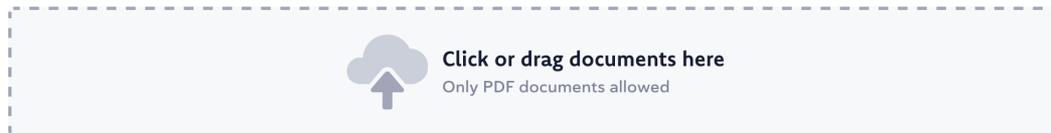
You can upload one or multiple documents.

- ✓ **Select template**
Select the template you want to use
- 2 Upload documents**
Upload the PDFs to be signed
- 3 CSV file upload**
Upload the CSV file with the signatories
- 4 Signatories' list**
Add your list of signatories in CSV
- 5 Document editing**
Signature positioning and assignment of editable fields
- 6 Finish**
Review and send

Upload documents

Upload the PDFs to be signed

Add here the documents to be signed



You can also upload them directly from the cloud:



[← Previous](#)

[Next step →](#)

Sending documents

Via CSV

3. Upload the CSV file

Via CSV file

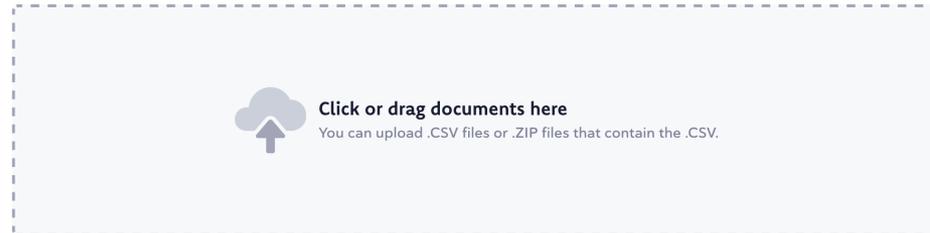
[? How to set up the CSV](#)



- ✓ Select template
Select the template you want to use
- ✓ Upload documents
Upload the PDFs to be signed
- 3** CSV file upload
Upload the CSV file with the signatories
- 4 Signatories' list
Add your list of signatories in CSV
- 5 Document editing
Signature positioning and assignment of editable fields
- 6 Finish
Review and send

Add signatories from a CSV file

Upload your list of signatories



Alternatively, upload directly from the cloud:



[← Previous](#)

[Next step →](#)

Sending documents

Via CSV

4. Signatories' list

Select the type of field for each column in the CSV (such as name, email, etc.). Click on each column and choose the appropriate field from the drop down menu.

Mandatory fields are marked with an asterisk (*).

Keep in mind that the required fields will vary depending on your needs. Refer to the "CSV Guidelines" if you have any questions.

Via CSV file

[? How to set up the CSV](#)

✓ **Select template**
Select the template you want to use

✓ **Upload documents**
Upload the PDFs to be signed

✓ **CSV file upload**
Upload the CSV file with the signatories

4 **Signatories' list**
Add your list of signatories in CSV

5 **Document editing**
Signature positioning and assignment of editable fields

6 **Finish**
Review and send

Signatories' list

Add your list of signatories in CSV

Character field separator : Do not import the first row

	A	B	C
	Name <input type="text"/>	Email * <input type="text"/>	Select type <input type="text"/>
1	Name	email@email.com	Identifiers
2	Name2	email2@email.com	ID of the sending *
3	Name3	email3@email.com	Signatory's personal identification number *
4	Name4	email4@email.com	External Identifier
5	Name5	email5@email.com	Signatory's data

Displaying 5 rows of 7

Sending documents

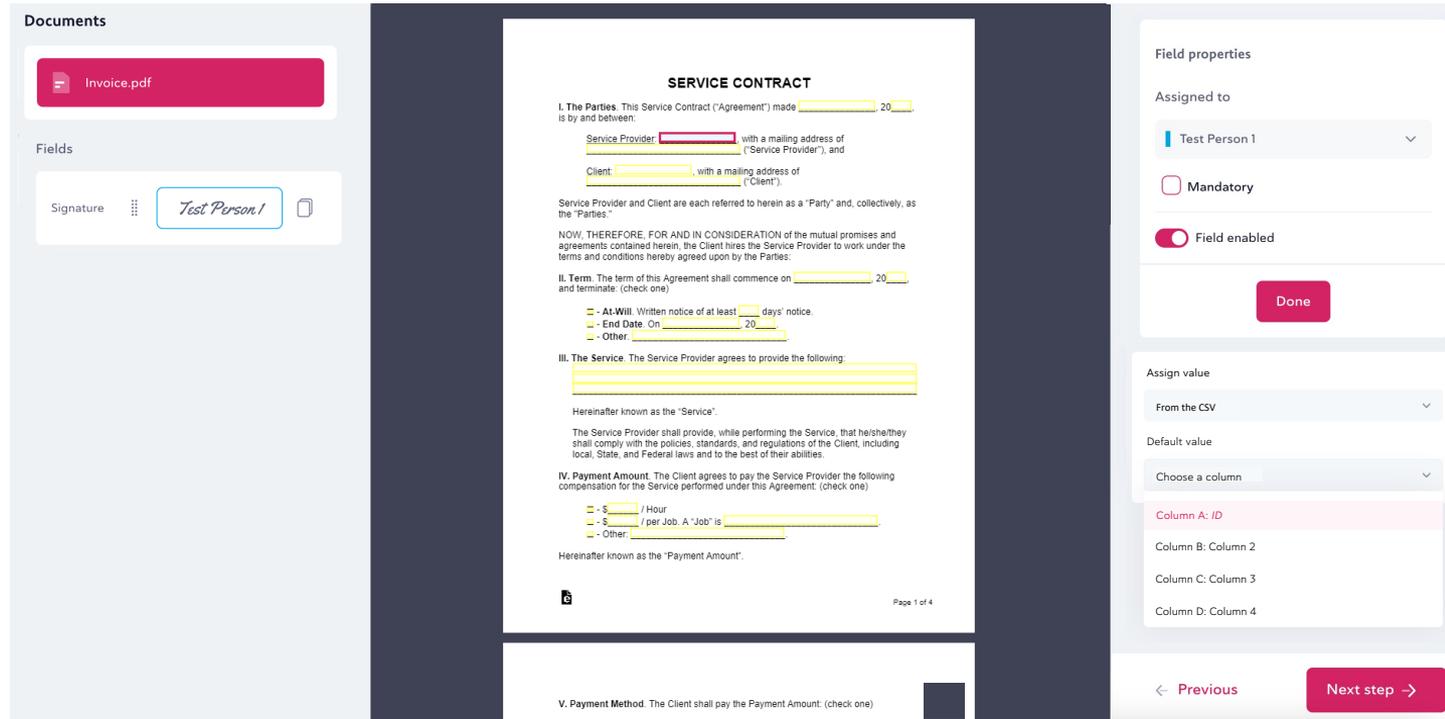
Via CSV

5. Document Editing

Manage the placement of signatures and configure editable fields.

In this step, you can assign each form field to a specific signatory. You can also decide whether the fields will be auto-filled with CSV data or manually completed by the signatory.

Additionally, you can place each signatory's signature in the document.



The screenshot displays the document editing interface. On the left, a 'Documents' panel shows 'Invoice.pdf'. Below it, a 'Fields' panel shows a signature field assigned to 'Test Person 1'. The main area shows a 'SERVICE CONTRACT' document with various form fields. On the right, a 'Field properties' panel is open, showing the field is assigned to 'Test Person 1', is not mandatory, and is field enabled. The 'Assign value' dropdown is set to 'From the CSV'. The 'Default value' dropdown is set to 'Choose a column'. Below these, a list of columns is shown: 'Column A: ID', 'Column B: Column 2', 'Column C: Column 3', and 'Column D: Column 4'. A 'Done' button is visible in the field properties panel. At the bottom, there are 'Previous' and 'Next step' navigation buttons.

Sending documents

Via CSV

5. Finish Review and send

Via CSV file [How to set up the CSV](#) ×

- ✓ Select template
Select the template you want to use
- ✓ Upload documents
Upload the PDFs to be signed
- ✓ CSV file upload
Upload the CSV file with the signatories
- ✓ Signatories' list
Add your list of signatories in CSV
- ✓ Document editing
Signature positioning and assignment of editable fields
- 6** Finish
Review and send

Check details and send

Before sending, please check that all data is correct

1. Selected template : Signature with Digital Certificate ✎

2. Upload documents ✎

Documents to be signed



3. CSV file upload ✎

CSV Document



4. Signatories' list ✎

Right rows : 7 Rows with errors : 0

Email

email@email.com
email2@email.com
email@email.com
email2@email.com
email3@email.com
email4@email.com
email5@email.com
email6@email.com
email6@email.com

5. Document editing ✎

The document does not contain editable fields

[← Previous](#) [Send](#)

Sent

Access and review the status and detailed breakdown of all processed deliveries.

Search filters

- Status: New / Signed / In progress / Maximum attempts single-use code / Error / Cancelled / Expired / Signed jointly / Declined
- Type of signature: Options include Biometric, Single-Use Code, Simple, Typed, or Digital Certificate.
- Date

Technical details of the sending

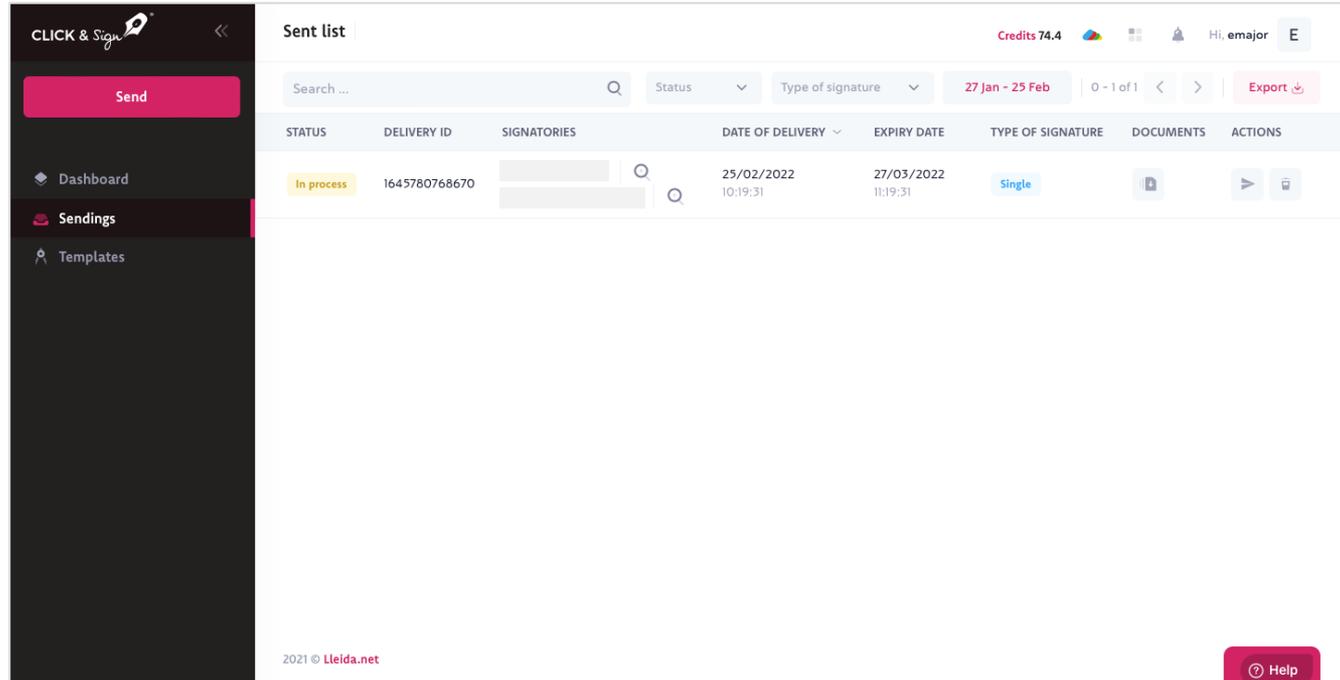
- Status
- ID sending
- Signatories
- Time line
- Day of sending
- Expiry date
- Type of signature
- Documents: The original attached PDF documents. Upon signing, documentary evidence and the signed documents will be added.
- Actions: Send reminders or cancel sending as needed.

Delivery status

- Signed / In progress / Cancelled / Failed / Expired / Single-use code attempts exceeded / Declined

Export

Export the sent list in CSV format



Sent list Credits 74.4 Hi, emajor E

Search ... Status Type of signature 27 Jan - 25 Feb 0 - 1 of 1 Export

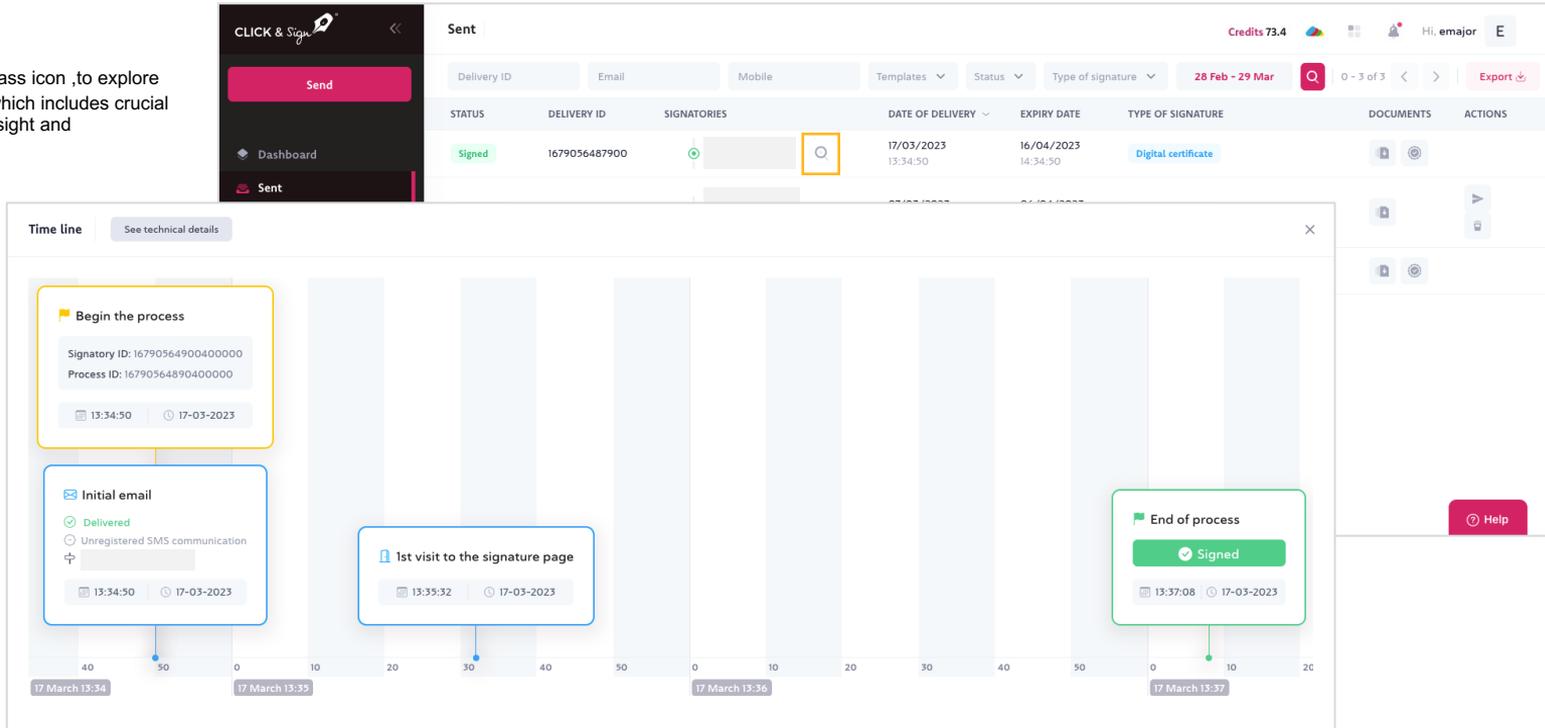
STATUS	DELIVERY ID	SIGNATORIES	DATE OF DELIVERY	EXPIRY DATE	TYPE OF SIGNATURE	DOCUMENTS	ACTIONS
In process	1645780768670		25/02/2022 10:19:31	27/03/2022 11:19:31	Single		

2021 © Lleida.net Help

Sendings

Time line

Clicking on in the magnifying glass icon ,to explore the time line of each delivery, which includes crucial technical details for better oversight and management.



The screenshot displays the 'Sent' section of the CLICK & Sign interface. A table lists delivery details, with a magnifying glass icon highlighted in the 'SIGNATORIES' column. Clicking this icon opens a 'Time line' window showing a sequence of events for the delivery.

STATUS	DELIVERY ID	SIGNATORIES	DATE OF DELIVERY	EXPIRY DATE	TYPE OF SIGNATURE	DOCUMENTS	ACTIONS
Signed	1679056487900		17/03/2023 13:34:50	16/04/2023 14:34:50	Digital certificate	 	 

Time line See technical details

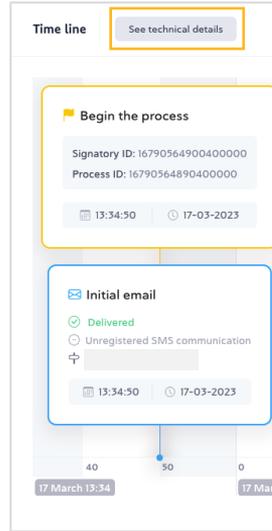
- Begin the process**
 - Signatory ID: 16790564900400000
 - Process ID: 16790564890400000
 - 13:34:50 | 17-03-2023
- Initial email**
 - Delivered
 - Unregistered SMS communication
 - 13:34:50 | 17-03-2023
- 1st visit to the signature page**
 - 13:35:32 | 17-03-2023
- End of process**
 - Signed
 - 13:37:08 | 17-03-2023

The time line is visualized on a horizontal axis from 17 March 13:34 to 17 March 13:37. A 'Help' button is visible in the bottom right corner of the interface.

Sendings

Time line

Signatory`s details



Signatory`s details

General	
Level <i>(level)</i>	IP address <i>(ip)</i>
0	95.17146.132
Date created <i>(signature_start_date)</i>	Signature ID <i>(signature_id)</i>
03/17/2023 13:34:50	16790564890400000
list_signatory_details_signatory_id_number <i>(signatory_id_number)</i>	Final redirection <i>(signatory_url_redirct)</i>
OTP attempts <i>(otp_tries)</i>	list_signatory_details_signatory_surname <i>(signatory_surname)</i>
0	
list_signatory_details_signatory_name <i>(signatory_name)</i>	Status <i>(signatory_status)</i>
Test%20Eva%20Test%20Major	signed
Documentary evidence <i>(signatory_evidence_generated)</i>	Email <i>(signatory_email)</i>
Y	
list_visit_the_signature_page <i>(signatory_landing_date)</i>	Phone <i>(signatory_phone)</i>
1679056532	
Signatory ID <i>(signatory_id)</i>	Last status change date <i>(signatory_status_date)</i>
16790564900400000	03/17/2023 13:37:08
Emails	
Message 1	CC <i>(cc)</i>
It is a Registered message <i>(registered)</i>	
N	
Date of delivery <i>(sending_date)</i>	For <i>(to)</i>
03/17/2023 13:34:50	
BCC <i>(bcc)</i>	Last status change date <i>(status_date)</i>
	03/17/2023 13:34:50
Status <i>(status)</i>	Type <i>(type)</i>
delivered	start
<i>(recipient)</i>	
+34	



Templates

Manage existing templates or create a "New Template"

Template Directory

Search

ID

Name

Signature type

Options include Biometric, Single-Use Code, Simple, Typed, or Digital Certificate.

Company:

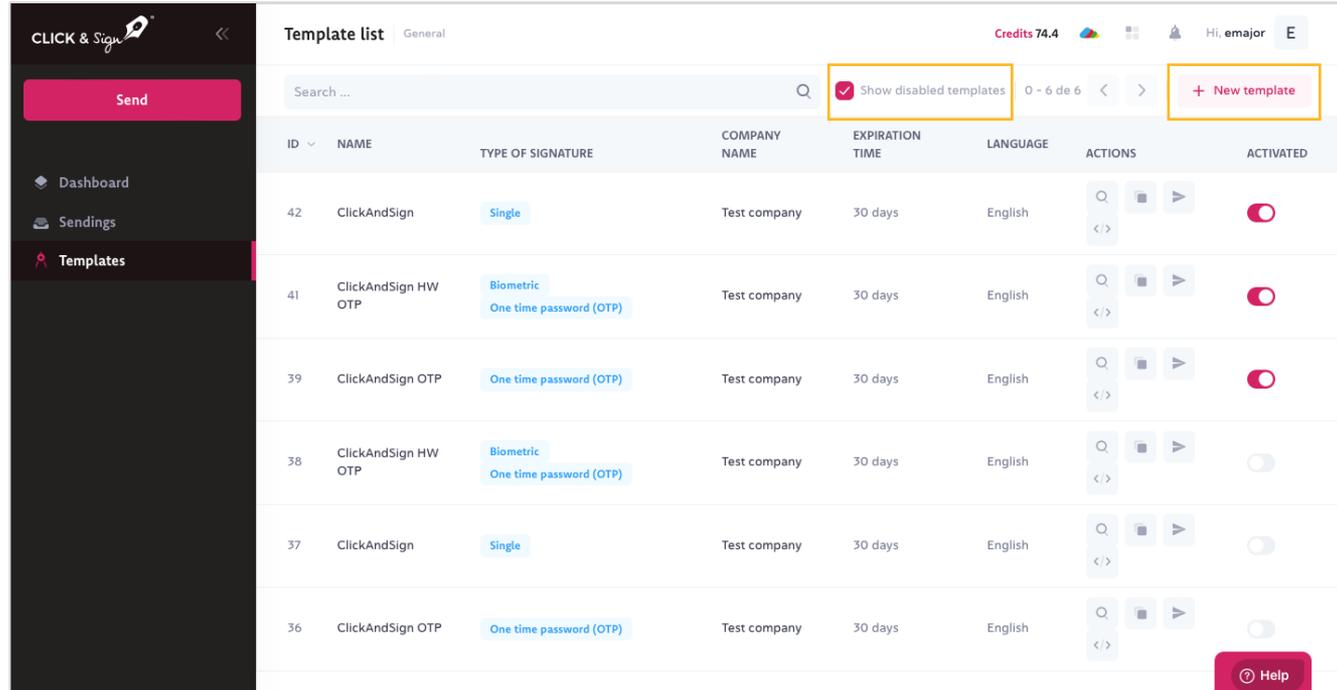
Name of the sending company

Expiration time Duration available for the recipient to sign the document

Language: Language of the template

Actions: View Details, Duplicate Template, New Dispatch, Download Source Code, Deactivate

Activated Activated templates (can be reactivated after deactivation by selecting "Show Deactivated Templates")



Template list General Credits 74.4 Hi, emajor E

Search ... Show disabled templates 0 - 6 de 6 + New template

ID	NAME	TYPE OF SIGNATURE	COMPANY NAME	EXPIRATION TIME	LANGUAGE	ACTIONS	ACTIVATED
42	ClickAndSign	Single	Test company	30 days	English	[Search] [Details] [Dispatch]	<input checked="" type="checkbox"/>
41	ClickAndSign HW OTP	Biometric One time password (OTP)	Test company	30 days	English	[Search] [Details] [Dispatch]	<input checked="" type="checkbox"/>
39	ClickAndSign OTP	One time password (OTP)	Test company	30 days	English	[Search] [Details] [Dispatch]	<input checked="" type="checkbox"/>
38	ClickAndSign HW OTP	Biometric One time password (OTP)	Test company	30 days	English	[Search] [Details] [Dispatch]	<input type="checkbox"/>
37	ClickAndSign	Single	Test company	30 days	English	[Search] [Details] [Dispatch]	<input type="checkbox"/>
36	ClickAndSign OTP	One time password (OTP)	Test company	30 days	English	[Search] [Details] [Dispatch]	<input type="checkbox"/>

[Help](#)

Templates

+ New template

1. Basic Data and Branding

Template name

Company Data:

Name of the company or contact

Company tax ID

Language

Languages for communications sent out

Senders:

Name or mobile of the SMS sender

Email sender

Expiration remaining time

Days / Hours / Minutes

Branding:

· Company Logo: drag and drop or upload it

Text colour.

Background colour

"Sign" button text colour

Background colour of the button

Preview email

Preview signature page

CLICK & Sign

Send

Dashboard

Sendings

Templates

New template General Credits 74.4 HI, emajor E

- 1 Information and brand image
Name, email address, logo, etc.
- 2 Contact the signatories
By email or SMS
- 3 Signature status
Biometric or single signature, OTP
- 4 Signatories' documentation
Upload paystips, receipts, etc.
- 5 Reminders
Outstanding document notifications
- 6 Notifications
Communications on changes of status
- 7 Advanced settings
URLs for advanced users
- 8 Finish
Check it and save it.

Basic data of the new template
Enter the following data. Select the language of the communications. Note that documentary evidence can be bilingual.

Template name

Company or contact name Company VAT number

Language of the sending Language of the documentary evidence
English English

Name or mobile number of the SMS sender Sender of the emails

Expiration remaining time
30 days 0 hours 0 minutes

Brand image
Add a logo, select corporate colours and check the final look and feel of the emails to be sent and the page from which the documents will be signed. If none is selected, the Click & Sign colours and logo will be used.

Lleida.net Cloud

Text colour #232F2D Background colour #FFFFFF Button text #FFFFFF Button background #009EE7

Preview email

Lleida.net Cloud

Hi **name**,

<sender> has sent you the following documents to sign:

<list of documents to sign>

<Customised text>

Sign

You can sign them until <expiration date>.

The electronic signature with Click & Sign has legal value and complies with the current regulations of the European Union (eIDAS Regulation No. 910/2014, United States (E-SIGN Act) and OECD - UNCITRAL - ECC).

Preview signature page

Next step →

Templates

+ New template

2. Contacting Signatories

Via email or SMS

How would you like to notify the signatories that they need to sign?

Via SMS: Add the sender's number and craft the message using available tags.

Via Email: Add the sender's email and compose the message using available tags.

Both methods can be registered.

Note If you wish to direct the signatory to your website, do not select any notification method. When you call the API, you will receive the URL to which you need to direct the signatory.

CLICK & Sign

New template

Send

- Information and brand image
Name, email address, logo, etc.
- Contact the signatories**
By email or SMS
- Signature status
Business or single signatory, OTP
- Signatories' documentation
Signed pages/receipts, etc.
- Reminders
Outstanding document notifications
- Notifications
Communications on changes of status
- Advanced settings
URLs for advanced users
- Finish
Check it and save it

Contact the signatories
You then go on to notify the users that they have documents to review and sign

Sending an SMS

By Registered SMS

Sender
Default value
If left empty, the default value is used

Message text

Available tags:
#contact_id #url #name

Preview

Sending an email

By Registered Email

Sender
Default value
If left empty, the default value is used

Email subject

Customised email text

Available tags:
#contact_id #url #name

I want to add email attachments not requiring signature

Preview

Note to developers
If you want to redirect the signatories from your web page, do not send any notification. When calling the API you will receive the URL where you must redirect the signatory.

Previous Next step

Templates

+ New template

3. Signature Settings

Choose one or several types of signatures:

Single signature

Biometric signature: Handwritten signature.

Typed signature: Signature typed using the keyboard.

OTP Signature: Set the number of characters for the code, the number of attempts, and the method of OTP delivery (SMS or email). Write your text message with the provided tags.

Signature with digital certificate: When selecting this type of signature, the signatory's identification number must be entered at the time of sending the email or SMS.

Note:

To utilize this option, the signatory must possess a digital certificate issued by Lleida.net.PKI Indenova)

Biometric signature, typed signature, and one-time code can be combined within the same signature process.

Activation of the Signature Button

- Always
- Active when all documents have been opened.
- Active when all documents have been fully read.

Options to Decline Signing

- No
- Yes, without requiring a reason for rejection.
- Yes, making the provision of a reason optional.
- Yes, mandatorily requiring a reason for rejection.

CLICK & Sign

New template General Credits 74.4 Hi, emajor E

Send

Dashboard

Settings

Templates

1 Information and brand image
Name, email address, logo, etc.

2 Contact the signatories
By email or SMS

3 Signature status
Select signature type

4 Signatories' documentation
Upload paystips, receipts, etc.

5 Reminders
Outstanding document notifications

6 Notifications
Communications on changes of status

7 Advanced settings
Only for advanced users

8 Finish
Check it and save it

Signature status
Choose one or more signature types

Single signature

Typed signature

Biometric signature

Sign with OTP

Number of characters in the OTP:

Maximum attempts allowed?:

When will the OTP be sent?

When accessing the signature page

When the signature button is clicked

Would you like to send it by Registered SMS?

Would you like to send it by Registered Email?

When is the signature button activated?

Always

When all documents are opened

When all the documents have been read up to the end

Display a button to decline signing the documents

No

Yes, not requiring any reason to decline

Yes, with optional entry of the reason

Yes, with a mandatory request for the reason for refusal

< Previous

Next step: >

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Templates

+ New template

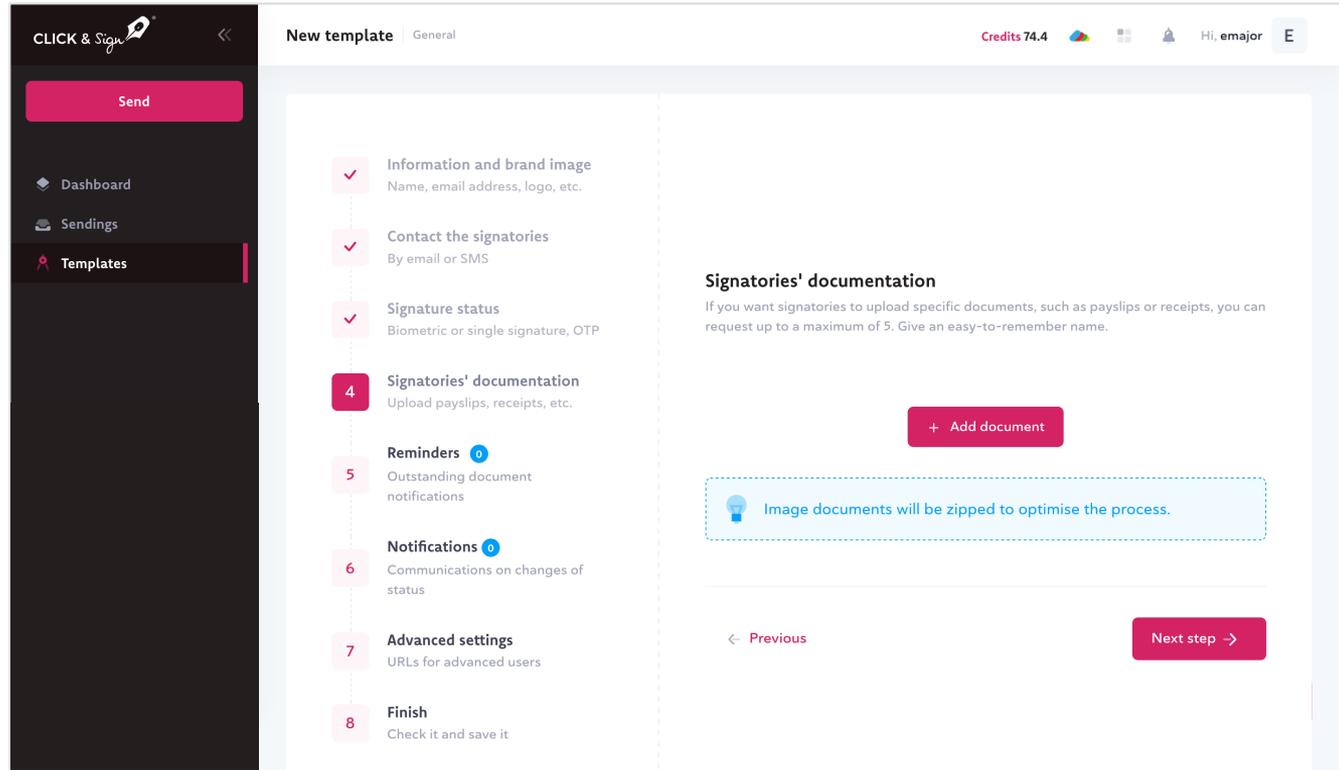
4. Documentation of Signatories

Request documents such as payslips, receipts, etc.

You may ask the signatory to upload documentation before signing. This step is optional

Simply click "Add Document."

It is possible to request up to 5 documents, whether mandatory or optional, and all can be registered



CLICK & Sign <<

New template | General Credits 74.4 🌈 🗄️ 🔔 Hi, emajor E

Send

- Dashboard
- Sendings
- Templates**

Information and brand image
Name, email address, logo, etc.

Contact the signatories
By email or SMS

Signature status
Biometric or single signature, OTP

4 Signatories' documentation
Upload payslips, receipts, etc.

Reminders ⓘ
Outstanding document notifications

Notifications ⓘ
Communications on changes of status

7 Advanced settings
URLs for advanced users

8 Finish
Check it and save it

Signatories' documentation
If you want signatories to upload specific documents, such as payslips or receipts, you can request up to a maximum of 5. Give an easy-to-remember name.

+ Add document

💡 Image documents will be ziped to optimise the process.

< Previous **Next step** >

Templates

+ New template

5. Reminders Remind signatories via SMS or email that they have documents to sign

Choose when you want to send the reminder.

Review before saving.

Click "Save."

The screenshot shows the 'New template' configuration interface. On the left is a dark sidebar with navigation options: 'Send', 'Dashboard', 'Sendings', and 'Templates'. The main area is titled 'New template' and includes a 'Credits 14.4' indicator. A vertical progress bar on the left lists steps: 1. Information and brand image, 2. Contact the signatories, 3. Signature status, 4. Signatories' documentation, 5. Reminders (highlighted), 6. Notifications, 7. Advanced settings, and 8. Finish. The 'Reminders' step is active, showing a configuration panel for 'My reminders'. This panel includes a '7 days' timer set to 7 days, 0 hours, and 0 minutes. Under 'How to send the reminder', 'SMS' is selected with a radio button. The 'Sender' field is set to 'Default value'. The 'Message text' field contains a template: 'Dear #name#, we kindly remind you that your document #contract_id# signature is still pending. Please visit this URL #url# to sign it. Thank you.' Below the message text, 'Available tags' are listed as #contract_id#, #url#, and #name#. An 'SMS preview' button is visible. At the bottom of the configuration panel, there are 'Previous' and 'Next step' navigation buttons.

Templates

+ New template

6. Notifications Automatically send SMS or emails to notify about the status changes of a signature process.

Notify the signatory or signatories by SMS or email with the following updates (you can add as many types of notifications as you want):

- When a user has signed.
- When a signature has been cancelled.
- When a signature has expired
- When a signature has generated an error
- When the maximum allowed OTP attempts have been reached
- When a signing order has been completed successfully
- When the signature process has concluded successfully
- When the signature process has NOT concluded successfully

Review before saving.

Click "Save."

The screenshot displays the 'New template' configuration page in the CLICK & Sign application. The interface is divided into a left sidebar and a main content area. The sidebar contains navigation options: 'Send', 'Dashboard', 'Sendings', and 'Templates'. The main content area is titled 'New template - General' and shows a list of notification categories on the left and a detailed configuration for 'Management of notifications' on the right. The notification categories include: 'Information and brand image', 'Contact the signatories', 'Signature status', 'Signatories' documentation', 'Reminders', 'Notifications', 'Advanced settings', and 'Finish'. The 'Management of notifications' section is currently selected and shows settings for a notification triggered 'When a user has signed'. The notification type is set to 'SMS'. The sender is set to 'Default value'. The message text field is empty. At the bottom of the configuration area, there are 'Previous' and 'Next step' navigation buttons, and a 'Save' button.

Templates

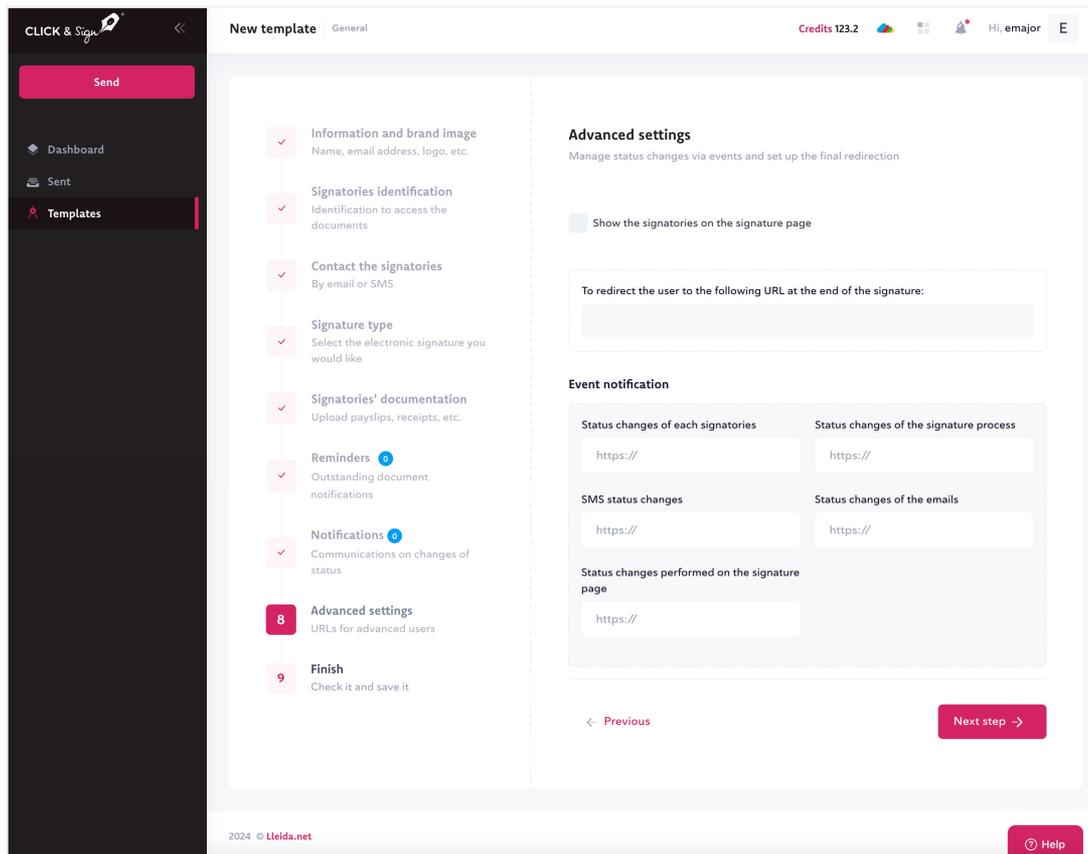
+ New template

7. Advanced settings URLs for Advanced Users

Choose to display signatories on the signature page and/or select a URL to redirect signatories after the signing process is completed.

Add URLs for event notification in the process:

- Status changes of each signatories
- Status changes of the signature process
- SMS status changes
- Status changes of the emails
- Status changes performed on the signature page



CLICK & Sign 

New template General Credits 123.2 Hi, emajor E

Send

Dashboard

Sent

Templates

Information and brand image
Name, email address, logo, etc.

Signatories identification
Identification to access the documents

Contact the signatories
By email or SMS

Signature type
Select the electronic signature you would like

Signatories' documentation
Upload payslips, receipts, etc.

Reminders 0
Outstanding document notifications

Notifications 0
Communications on changes of status

8 Advanced settings
URLs for advanced users

9 Finish
Check it and save it

Advanced settings
Manage status changes via events and set up the final redirection

Show the signatories on the signature page

To redirect the user to the following URL at the end of the signature:

Event notification

Status changes of each signatories	Status changes of the signature process
https://	https://

SMS status changes	Status changes of the emails
https://	https://

Status changes performed on the signature page

https://

← Previous Next step →

2024 © Lleida.net Help

Templates

+ New template

8. Finish Review and save your changes.

Check and modify as necessary

- Information and branding
- Contacting signatories
- Signature settings
- Documentation requested to the signatories
- Reminders
- NOTIFICATIONS
- Advanced settings

The screenshot shows the 'New template' configuration interface. On the left, a sidebar contains a checklist of settings to be reviewed: Information and brand image, Contact the signatories, Signatures status, Signatories' documentation, Reminders, Notifications, Advanced settings, and Finish. The main area displays the configuration for each of these settings, including fields for company name, contact details, signature settings, and message templates. The 'Finish' button is highlighted in red at the bottom right.

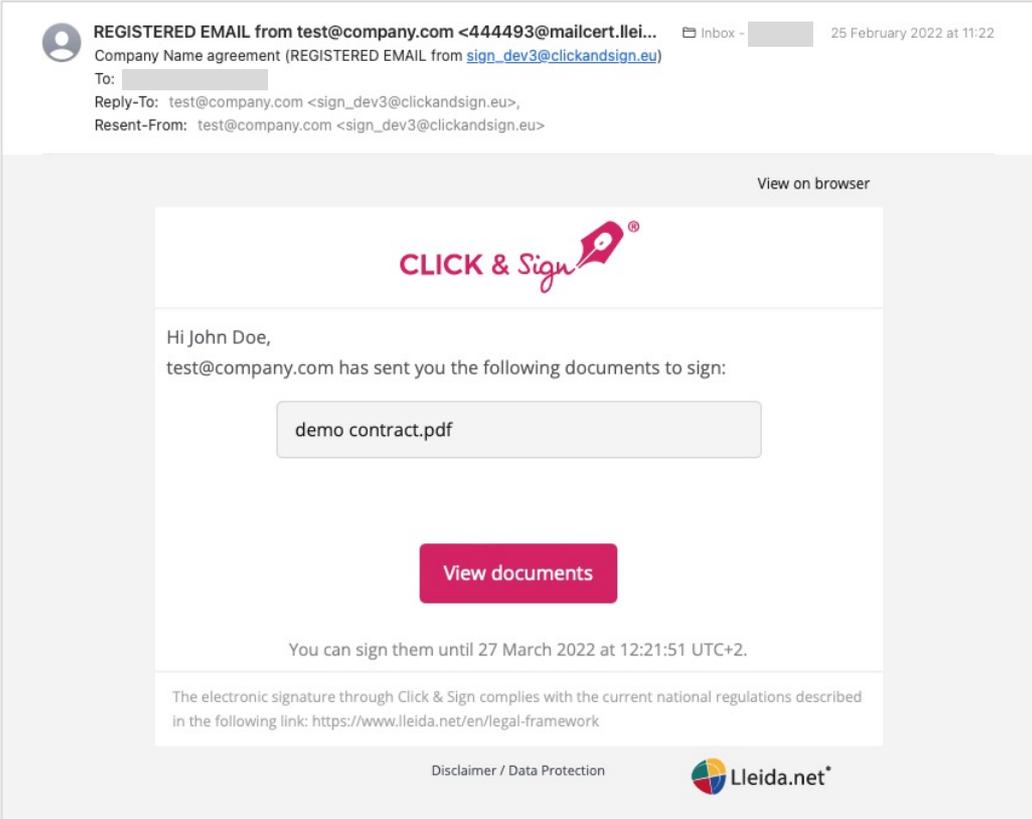
What does the signatory receive?

1. Email notification

The signatory receives a Registered email. Clicks on the **"View Documents"** button, which directs them to a web page where they can review and sign the documents.

Both the email and the signature web page are customised with the logo and colours chosen by the company using the Click & Sign platform.

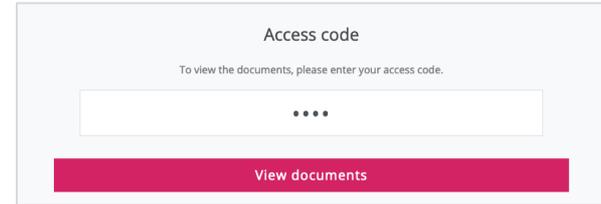
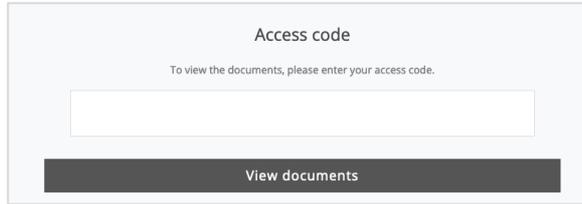
How the recipient signs depends on the choices made in the template set-up (Point 3. Signature Settings).

A screenshot of an email notification. The header shows the sender as "REGISTERED EMAIL from test@company.com <444493@mailcert.llei...>" and the recipient as "Inbox - [redacted]". The subject is "Company Name agreement (REGISTERED EMAIL from sign_dev3@clickandsign.eu)". The email body contains the Click & Sign logo, a greeting "Hi John Doe," and a message stating "test@company.com has sent you the following documents to sign:". Below this is a box containing the filename "demo contract.pdf". A prominent pink button labeled "View documents" is centered below the filename. At the bottom of the email body, it says "You can sign them until 27 March 2022 at 12:21:51 UTC+2." A footer section contains a disclaimer: "The electronic signature through Click & Sign complies with the current national regulations described in the following link: https://www.lleida.net/en/legal-framework". The footer also includes "Disclaimer / Data Protection" and the Lleida.net logo.

What does the signatory receive?

2. Signature web page

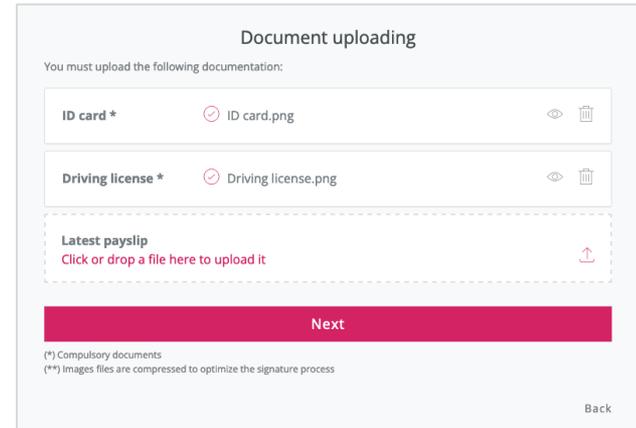
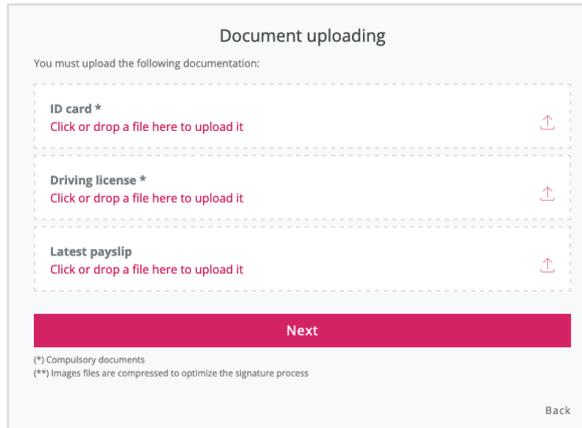
If an access code was added in Step 4 of Signatory Data, the first screen the signatory sees after clicking "View Documents" is the access code screen.



If document upload was requested before signing in Step 3 of Signatory Documentation, the signatory will now be asked for these documents, which may be mandatory or optional depending on the settings specified at that step.

Once all documents are uploaded, the signature process continues. There are 5 types of signatures:

- A. Simple signature
- B. With OTP
- C. With handwritten signature and OTP
- D. Typed signature
- E. Digital Certificate Signature



What does the signatory receive?

2. Signature web page

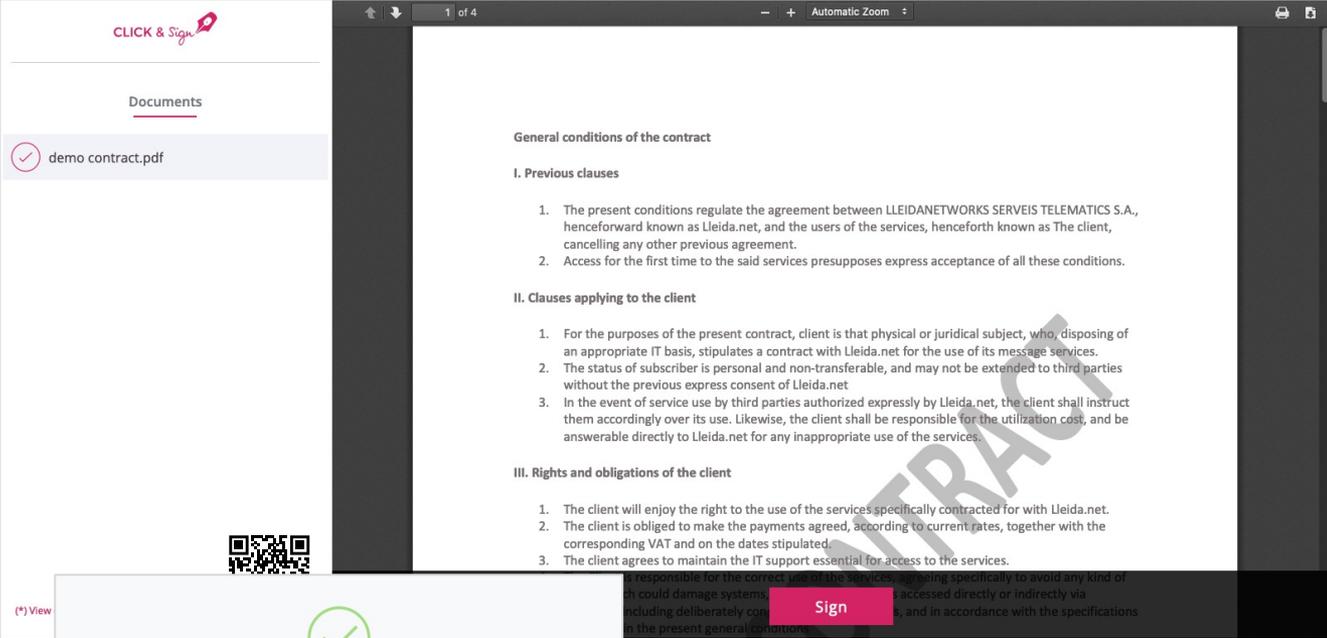
a) Simple signature

From the signature web page customised with the logo of the company the document is displayed.

A QR code appears in all cases, facilitating viewing and signing on mobile.

After reviewing the document, the signatory clicks on Sign.

The message "Signed" is displayed



The screenshot shows the CLICK & Sign web interface. On the left, a sidebar displays the company logo and a list of documents, with 'demo contract.pdf' selected. A QR code is visible below the document list. The main content area shows the document text, which includes sections for 'General conditions of the contract', 'I. Previous clauses', 'II. Clauses applying to the client', and 'III. Rights and obligations of the client'. A large 'SIGN' button is positioned at the bottom right of the document content.



Signed!



You can also use Click & Sign to get your documents signed.
Visit our webpage for more information clickandsign.eu

What does the signatory receive?

2. Signature web page

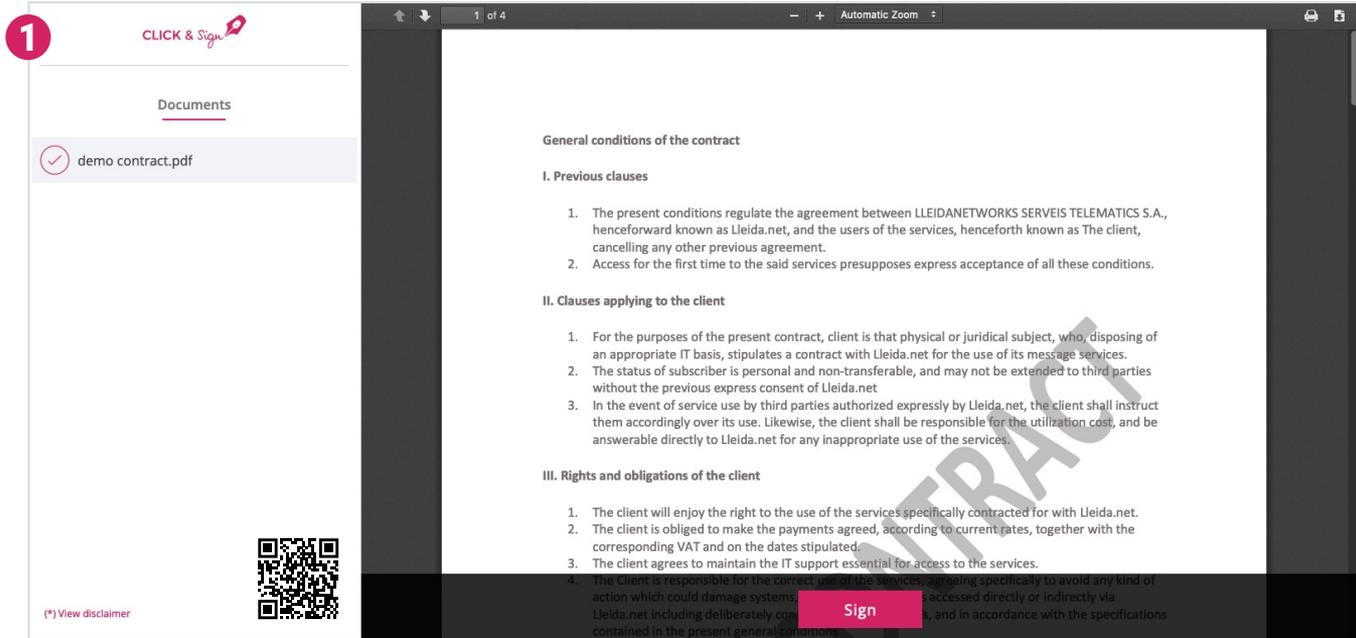
b) Using an OTP

The signing platform displays the document, with the company's logo.

After reviewing the document, the signatory clicks 'Sign'.

They receive a OTP via SMS or email,

enter it into the designated field on the platform, and upon correct entry a confirmation message "Signature Completed" is displayed.



1

CLICK & Sign

Documents

demo contract.pdf

General conditions of the contract

I. Previous clauses

1. The present conditions regulate the agreement between LLEIDANETWORKS SERVEIS TELEMATICOS S.A., henceforward known as Lleida.net, and the users of the services, henceforth known as The client, cancelling any other previous agreement.
2. Access for the first time to the said services presupposes express acceptance of all these conditions.

II. Clauses applying to the client

1. For the purposes of the present contract, client is that physical or juridical subject, who, disposing of an appropriate IT basis, stipulates a contract with Lleida.net for the use of its message services.
2. The status of subscriber is personal and non-transferable, and may not be extended to third parties without the previous express consent of Lleida.net
3. In the event of service use by third parties authorized expressly by Lleida.net, the client shall instruct them accordingly over its use. Likewise, the client shall be responsible for the utilization cost, and be answerable directly to Lleida.net for any inappropriate use of the services.

III. Rights and obligations of the client

1. The client will enjoy the right to the use of the services specifically contracted for with Lleida.net.
2. The client is obliged to make the payments agreed, according to current rates, together with the corresponding VAT and on the dates stipulated.
3. The client agrees to maintain the IT support essential for access to the services.
4. The client is responsible for the correct use of the services, signing specifically to avoid any kind of action which could damage systems, accessed directly or indirectly via Lleida.net including deliberately copying, and in accordance with the specifications contained in the present general conditions.

Sign



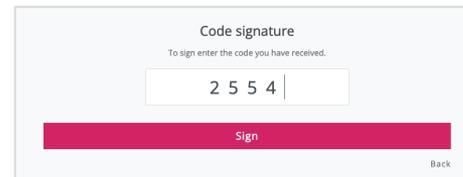
2

Code signature

To sign enter the code you have received.

Sign

Back



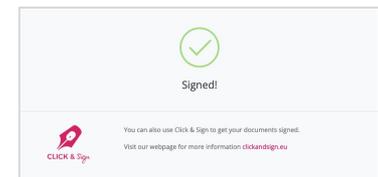
Code signature

To sign enter the code you have received.

2 5 5 4

Sign

Back



Signed!

You can also use Click & Sign to get your documents signed.
Visit our webpage for more information clickandsign.eu

CLICK & Sign

What does the signatory receive?

2. Signature web page

c) Using Handwritten Signature and OTP

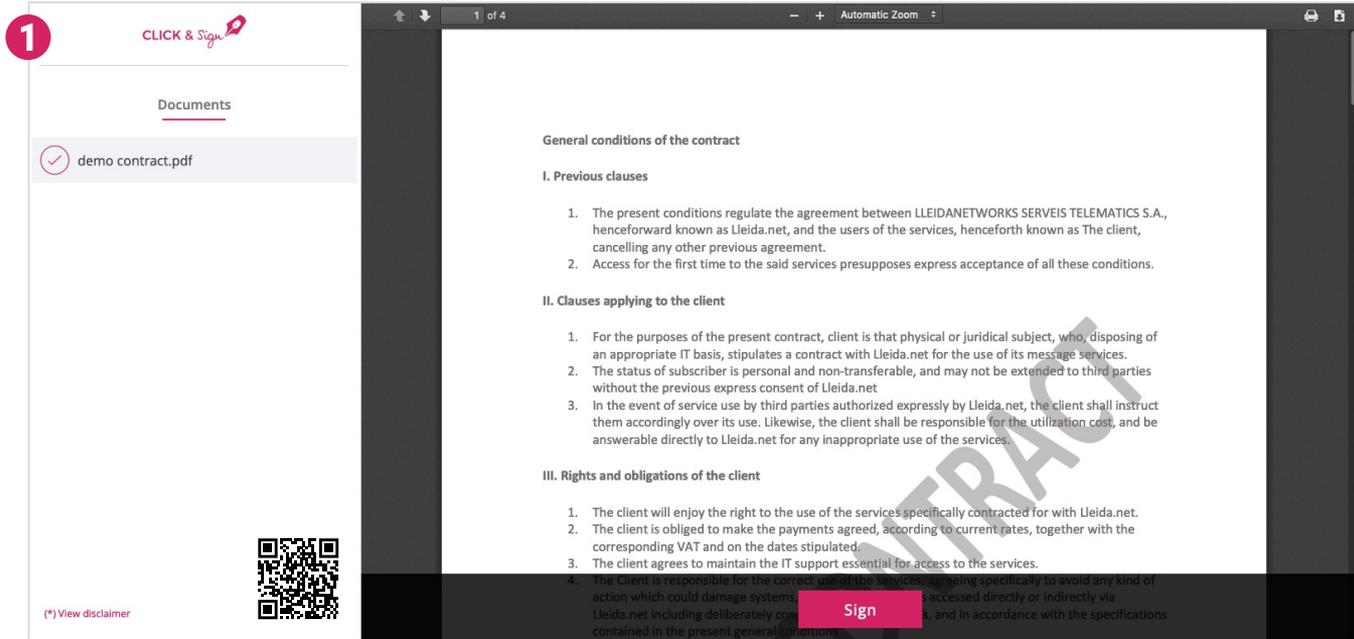
The signing platform displays the document, with the company's logo.

After reviewing the document, the signatory clicks 'Sign'.

The signatory signs in the designated area and receives the OTP via SMS or email.

Enter the OTP in the space provided

If correctly entered, "Signature Completed" is displayed.



1

CLICK & Sign

Documents

demo contract.pdf

General conditions of the contract

I. Previous clauses

1. The present conditions regulate the agreement between LLEIDANETWORKS SERVEIS TELEMATICOS S.A., henceforward known as Lleida.net, and the users of the services, henceforth known as The client, cancelling any other previous agreement.
2. Access for the first time to the said services presupposes express acceptance of all these conditions.

II. Clauses applying to the client

1. For the purposes of the present contract, client is that physical or juridical subject, who, disposing of an appropriate IT basis, stipulates a contract with Lleida.net for the use of its message services.
2. The status of subscriber is personal and non-transferable, and may not be extended to third parties without the previous express consent of Lleida.net
3. In the event of service use by third parties authorized expressly by Lleida.net, the client shall instruct them accordingly over its use. Likewise, the client shall be responsible for the utilization cost, and be answerable directly to Lleida.net for any inappropriate use of the services.

III. Rights and obligations of the client

1. The client will enjoy the right to the use of the services specifically contracted for with Lleida.net.
2. The client is obliged to make the payments agreed, according to current rates, together with the corresponding VAT and on the dates stipulated.
3. The client agrees to maintain the IT support essential for access to the services.
4. The client is responsible for the correct use of the services, agreeing specifically to avoid any kind of action which could damage systems, accessed directly or indirectly via Lleida.net including deliberately copying, distributing, or in accordance with the specifications contained in the present general conditions.

Sign

(*) View disclaimer

2

Handwritten signature

Show your signature here.

Sign

Back

Handwritten signature

Show your signature here.

Sign

Back

3

Code signature

To sign enter the code you have received.

Sign

Back

Code signature

To sign enter the code you have received.

2 5 5 4 |

Sign

Back

✓

Signed!

CLICK & Sign

You can also use Click & Sign to get your documents signed. Visit our webpage for more information: clickandsign.eu

What does the signatory receive?

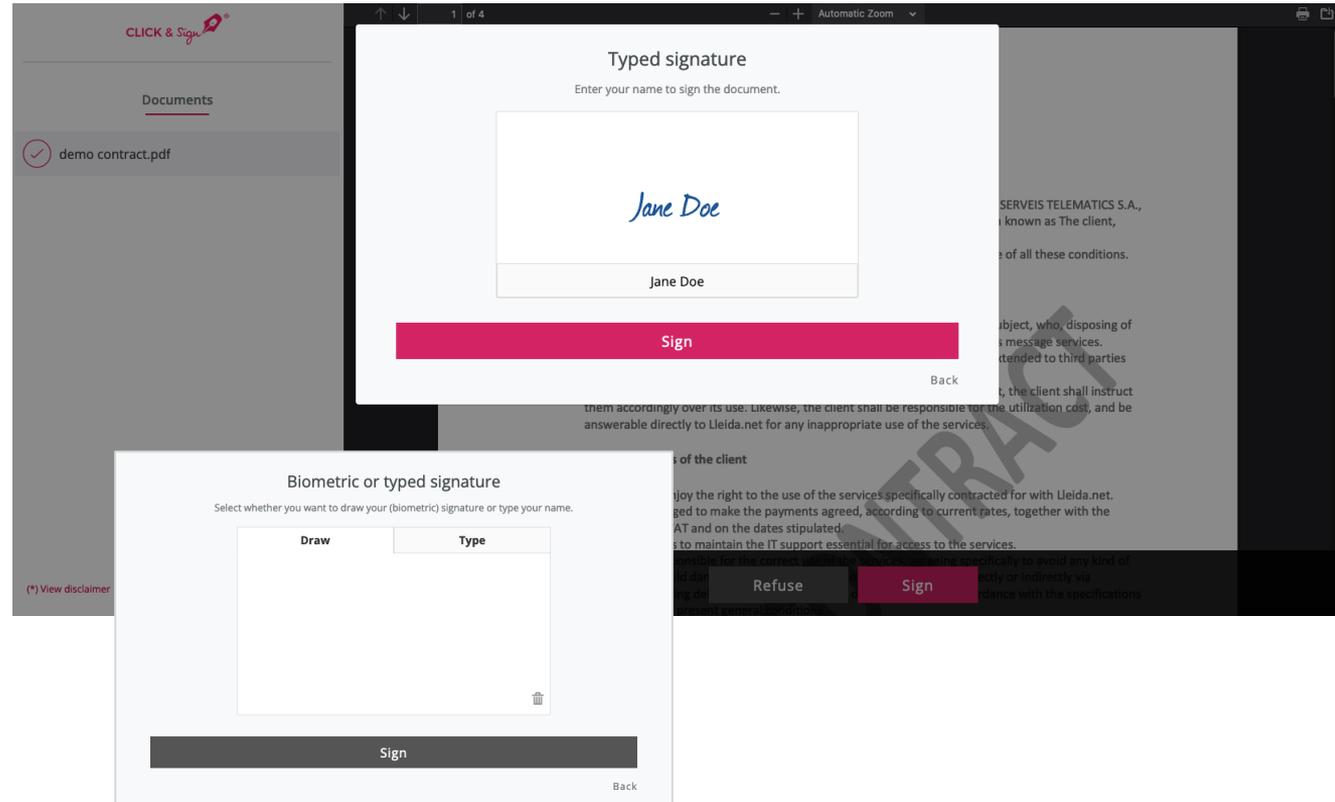
2. Signature web page

d) Using Typed Signature

From the signature web page customised with the logo of the company the document is displayed.

After document review, the signatory types their signature

into the enabled field.



The screenshot displays the 'CLICK & Sign' web interface. On the left, a sidebar shows a document titled 'demo contract.pdf' with a checkmark icon. The main content area shows a document with a large 'DRAFT' watermark. A modal window titled 'Typed signature' is open, prompting the user to 'Enter your name to sign the document.' The user has typed 'Jane Doe' in a blue cursive font. Below the input field is a pink 'Sign' button and a 'Back' link. Below this, another modal window titled 'Biometric or typed signature' is shown, asking the user to 'Select whether you want to draw your (biometric) signature or type your name.' It has two tabs: 'Draw' and 'Type'. The 'Type' tab is selected. Below the input field is a grey 'Sign' button and a 'Back' link. The background document text includes 'SERVEIS TELEMATICAS S.A.', 'known as The client,', 'of all these conditions.', 'subject, who, disposing of', 'message services.', 'tended to third parties', 'the client shall instruct', 'the utilization cost, and be', 'answerable directly to Lleida.net for any inappropriate use of the services.', 'of the client', 'enjoy the right to the use of the services specifically contracted for with Lleida.net.', 'ged to make the payments agreed, according to current rates, together with the', 'AT and on the dates stipulated.', 's to maintain the IT support essential for access to the services.', 'to avoid any kind of', 'ity or indirectly via', 'ance with the specifications'.

If both handwritten and typed options were provided, the signatory can choose either method.

What does the signatory receive?

2. Signature web page

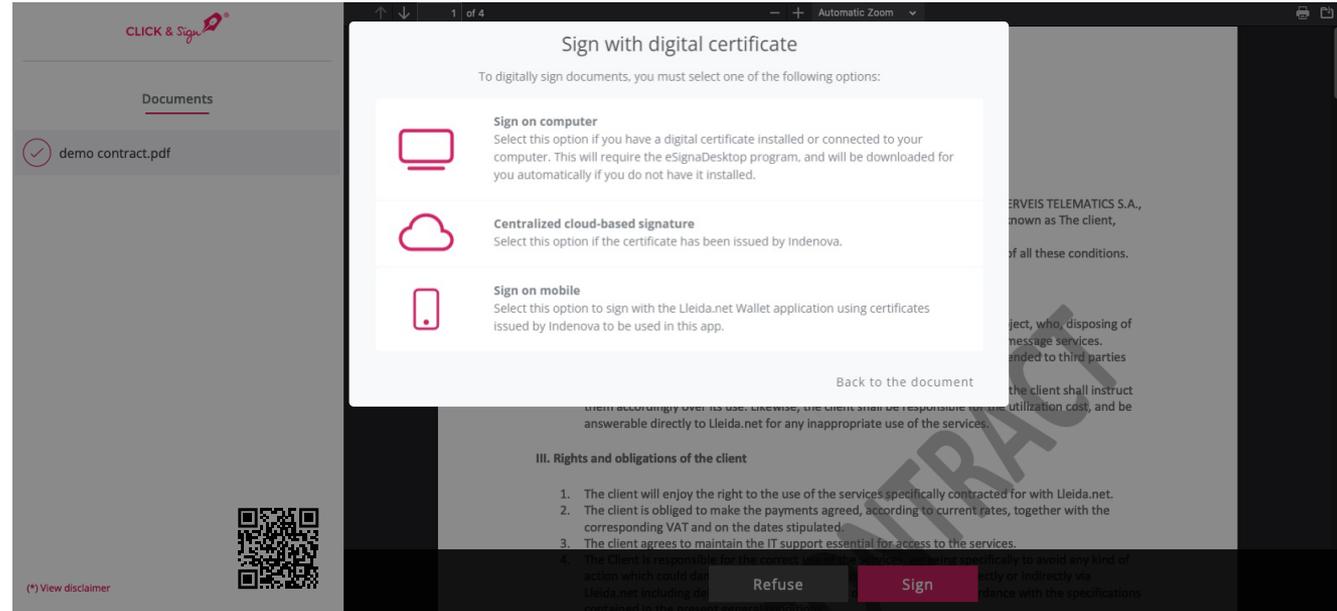
e) Signature with digital certificate

From the signature web page customised with the logo of the company the document is displayed.

The Signatory after reviewing the document clicks on Sign

The signatory chooses whether to sign

- 1) **On a computer (Windows only)**
- 2) **Via Cloud-Based Centralised Signature:**
- 3) **On mobile**



The screenshot shows the CLICK & Sign web interface. On the left, a document titled "demo contract.pdf" is listed under the "Documents" section. A QR code and a link to "View disclaimer" are visible at the bottom left. A modal dialog titled "Sign with digital certificate" is open in the center, providing three options for signing:

- Sign on computer:** Select this option if you have a digital certificate installed or connected to your computer. This will require the eSignDesktop program, and will be downloaded for you automatically if you do not have it installed.
- Centralized cloud-based signature:** Select this option if the certificate has been issued by Indenova.
- Sign on mobile:** Select this option to sign with the Lleida.net Wallet application using certificates issued by Indenova to be used in this app.

A "Back to the document" link is located at the bottom right of the modal. The background document text is partially visible, including sections like "III. Rights and obligations of the client" and "1. The client will enjoy the right to the use of the services specifically contracted for with Lleida.net."

What does the signatory receive?

2. Signature web page

e) Signature with digital certificate

1) On a computer (Windows only)

The signatory can sign using a digital certificate installed or connected to their computer.

You need the eSignaDesktop program (JavaScript), which will be downloaded automatically if you don't have it installed.

1

eSignaDesktop®

In order to sign, you need to have the eSignaDesktop programme installed on your computer.

Click on the button below to download the programme, and run the file to install it through a guided process.



Download eSignaDesktop

If you already have it downloaded but still see this screen, or have problems during installation, please visit our help page.

The download may take 5-10 minutes, depending on your connection speed.

2

Open eSignaDesktop.exe?

<https://www.esignabox.com> wants to open this application.

Always allow www.esignabox.com to open these types of links in the associated application

Open eSignaDesktop.exe

Cancel

What does the signatory receive?

2. Signature web page

e) Signature with digital certificate

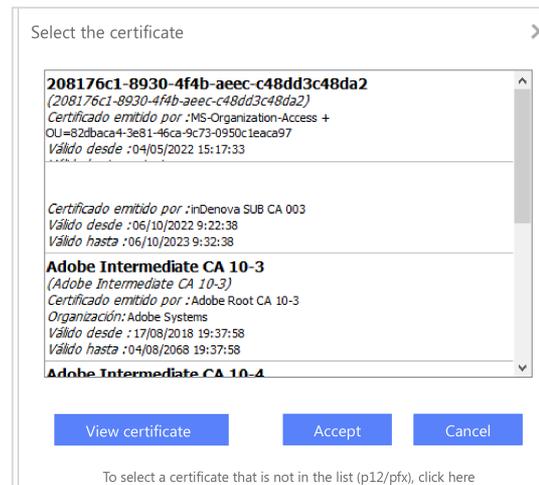
1) On a computer (Windows only)

Select the certificate to sign

3

Sign with eSignaDesktop

Follow the steps indicated by the application to complete the signature.



What does the signatory receive?

2. Signature web page

e) Signature with digital certificate

2) Via Cloud-Based Centralised Signature:

Signing is possible if the signatory has a digital certificate issued by Lleida.net PKI (formerly Indenova)

1



Connecting to the signature service

Wait a few seconds while we access the signature service of Lleida.net.

2

DIGITAL SIGNATURE



What does the signatory receive?

2. Signature web page

Signature with digital certificate

3) Sign with mobile phone

Signing can be executed using the Lleida.net Wallet app with certificates issued by Lleida.net PKI (formerly Indenova) to be used on this app.



1



CLICK & Sign

Documents

- demo document.pdf

(*) View disclaimer

1 of 4

Automatic Zoom

Your Lleida.net Wallet account

Enter the email address linked to your Lleida.net Wallet account

Continue

Back

II. Clauses applying to the client

1. For the purposes of the present contract, client is that physical or juridical subject, who, disposing of an appropriate IT basis, stipulates a contract with Lleida.net for the use of its message services.
2. The status of subscriber is personal and non-transferable, and may not be extended to third parties without the previous express consent of Lleida.net
3. In the event of service use by third parties authorized expressly by Lleida.net, the client shall instruct them accordingly over its use. Likewise, the client shall be responsible for the utilization cost, and be answerable directly to Lleida.net for any inappropriate use of the services.

III. Rights and obligations of the client

1. The client will enjoy the right to the use of the services specifically contracted for with Lleida.net.
2. The client is obliged to make the payments agreed, according to current rates, together with the corresponding VAT and on the dates stipulated.
3. The client agrees to maintain the IT support essential for access to the services.

2



Sign with Lleida.net Wallet

Access Lleida.net Wallet on your device to complete the signature.

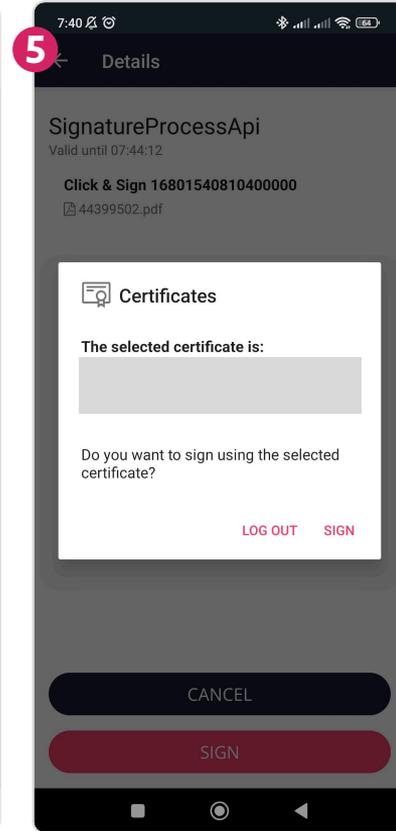
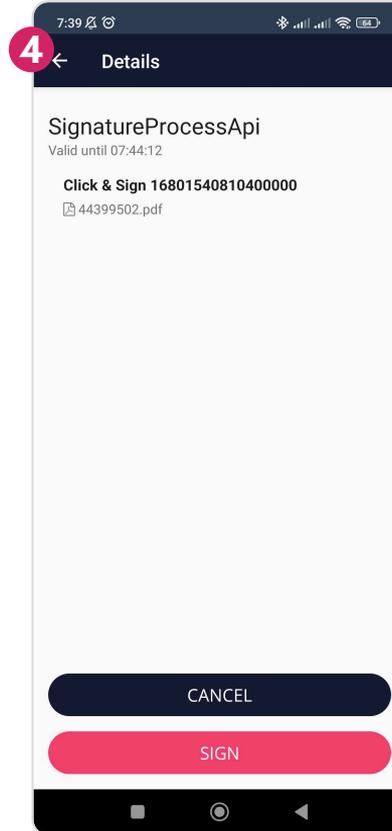
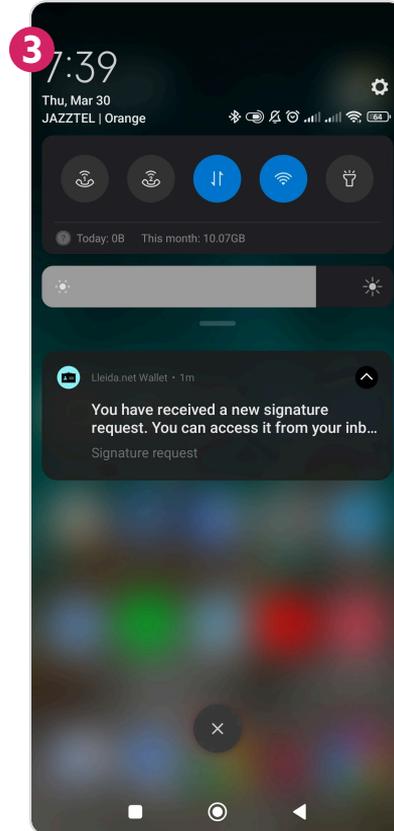
What does the signatory receive?

2. Signature web page

Signature with digital certificate

3) Sign with mobile phone

Follow the app's instructions and select the certificate for signing.
Select the certificate to sign.



What does the signatory receive?

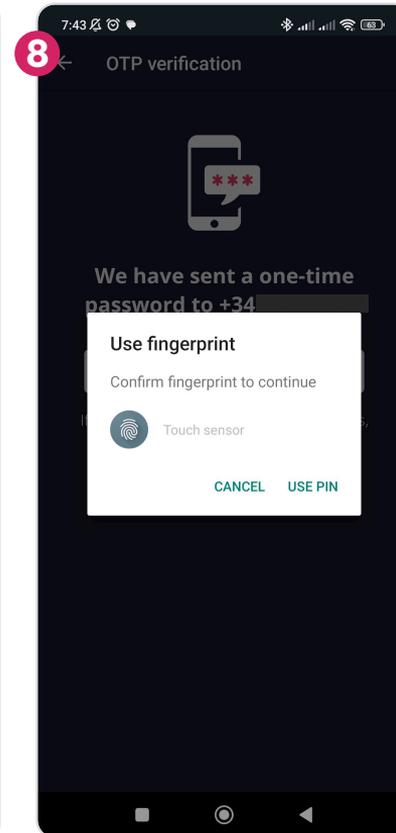
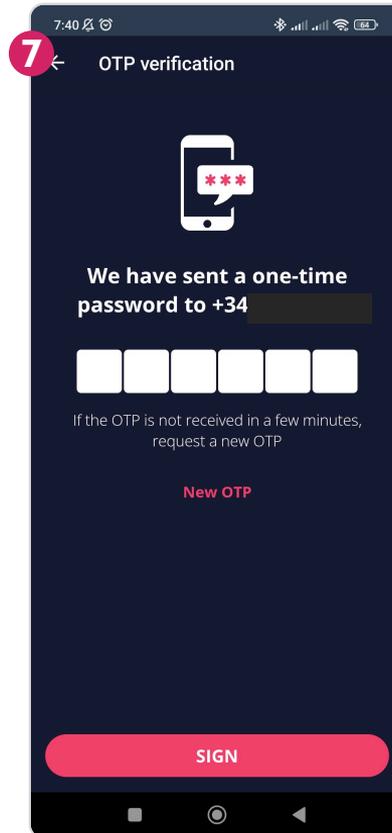
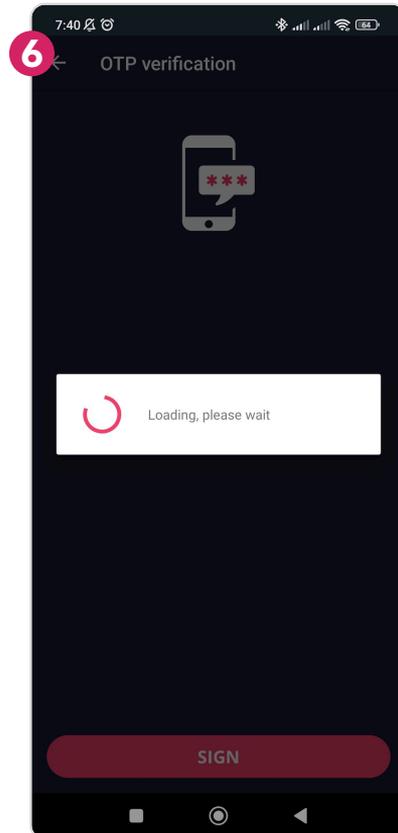
2. Signature web page

Signature with digital certificate

3) Sign with mobile phone

After selecting the certificate, the signatory will receive an SMS and an email with a one-time password (OTP) to verify the signing process.

To continue, the signatory signs with their fingerprint or PIN.



What does the signatory receive?

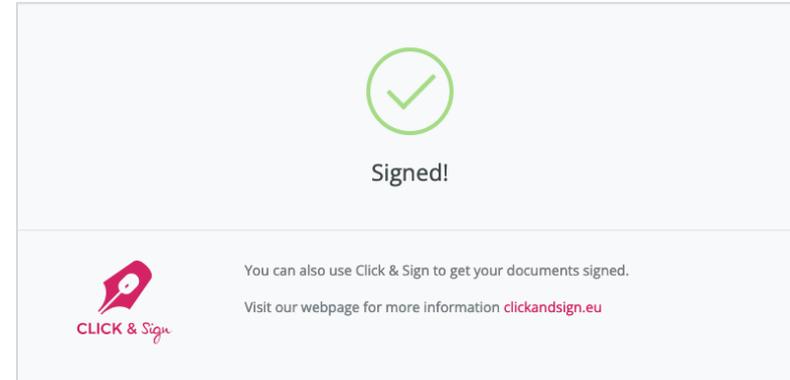
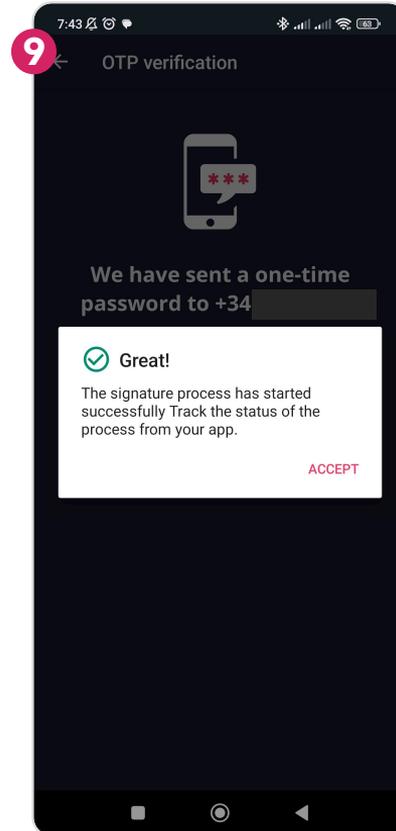
2. Signature web page

Signature with digital certificate

3) Sign with mobile phone

The signature process has started successfully. Track the status of the process from the browser.

The browser displays the message Signed!

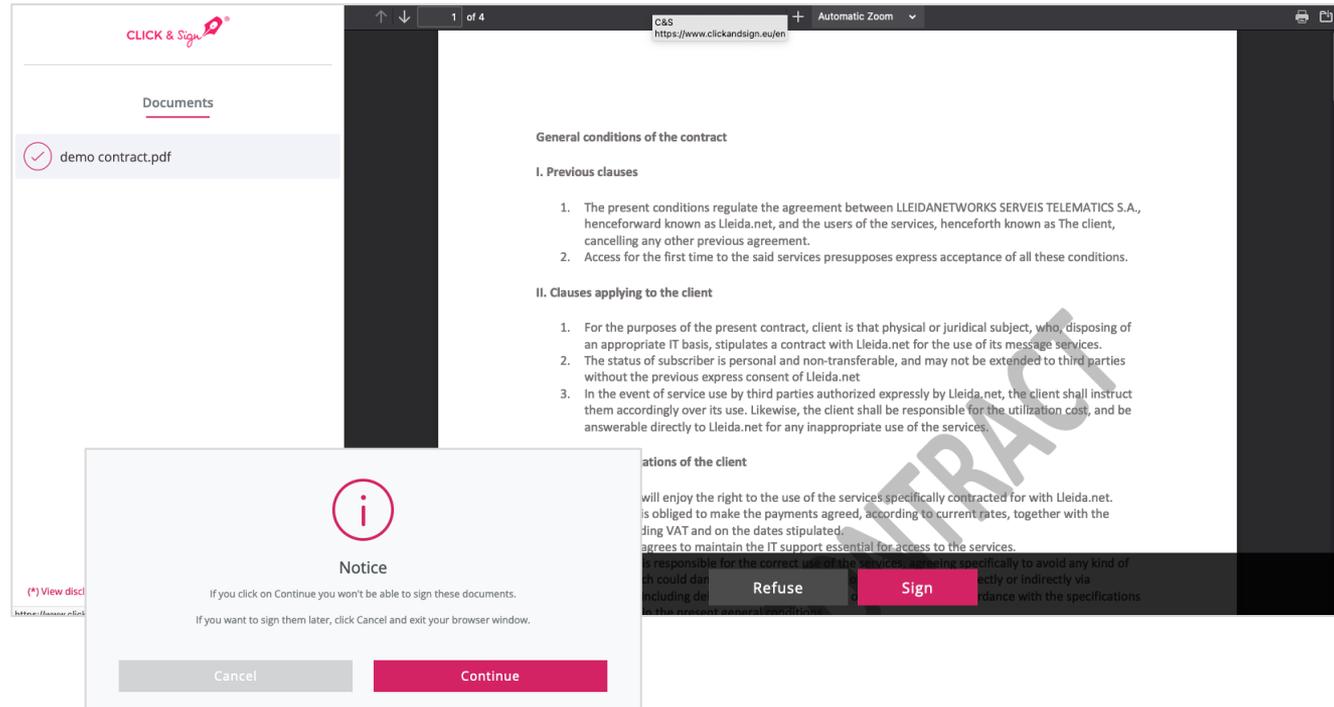


What does the signatory receive?

3. Declining to sign

If enabled, signatories have the option to decline to sign, with an option to state a reason for the refusal,

which is either optional or mandatory based on prior settings.



The screenshot displays the CLICK & Sign web interface. On the left, a sidebar shows a 'Documents' section with a list containing 'demo contract.pdf'. The main content area displays the 'General conditions of the contract' document, which includes sections for 'I. Previous clauses' and 'II. Clauses applying to the client'. A 'Notice' dialog box is overlaid on the screen, containing the following text:

Notice

If you click on Continue you won't be able to sign these documents.
If you want to sign them later, click Cancel and exit your browser window.

The dialog box has two buttons: 'Cancel' and 'Continue'. At the bottom of the document viewer, there are 'Refuse' and 'Sign' buttons.

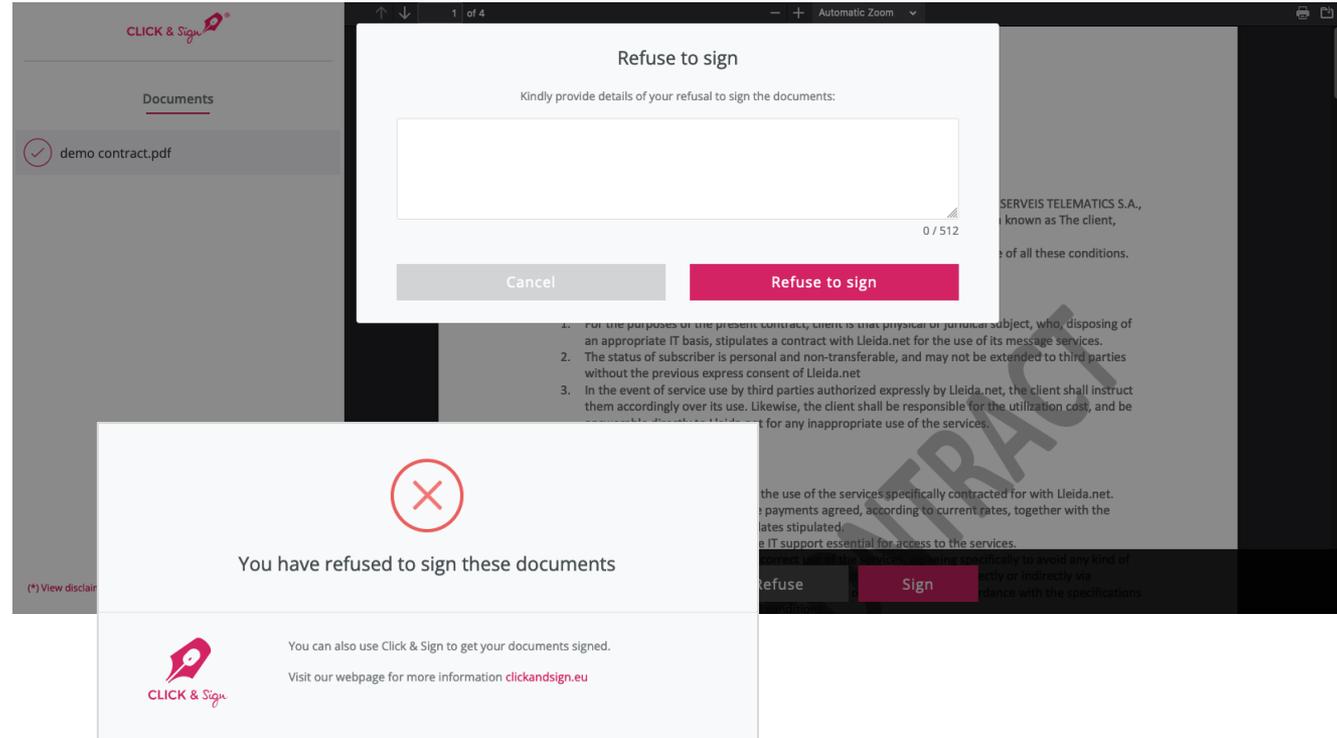
What does the signatory receive?

3. Declining to sign

If enabled, signatories have the option to decline to sign, with an option to state a reason for the refusal, which is either optional or mandatory based on prior settings.

The signatory clicks on 'Decline to Sign'

A message 'Signature Declined' is then displayed.



The screenshot shows the Click & Sign interface with a document titled 'demo contract.pdf' in the 'Documents' section. A modal dialog titled 'Refuse to sign' is displayed, asking the user to provide details of their refusal. The dialog includes a text input field, a 'Cancel' button, and a 'Refuse to sign' button. Below the dialog, a confirmation message is shown: 'You have refused to sign these documents'. At the bottom, there is a footer with the Click & Sign logo and a link to their website: clickandsign.eu.

CLICK & Sign

Documents

demo contract.pdf

Refuse to sign

Kindly provide details of your refusal to sign the documents:

0 / 512

Cancel Refuse to sign

SERVERIS TELEMATICS S.A.,
known as The Client,
of all these conditions.

- For the purposes of the present contract, there is that physical or juridical subject, who, disposing of an appropriate IT basis, stipulates a contract with Lleida.net for the use of its message services.
- The status of subscriber is personal and non-transferable, and may not be extended to third parties without the previous express consent of Lleida.net.
- In the event of service use by third parties authorized expressly by Lleida.net, the client shall instruct them accordingly over its use. Likewise, the client shall be responsible for the utilization cost, and be responsible for any inappropriate use of the services.

the use of the services specifically contracted for with Lleida.net.
payments agreed, according to current rates, together with the
rates stipulated.
IT support essential for access to the services.

refuse Sign

You have refused to sign these documents

You can also use Click & Sign to get your documents signed.
Visit our webpage for more information clickandsign.eu

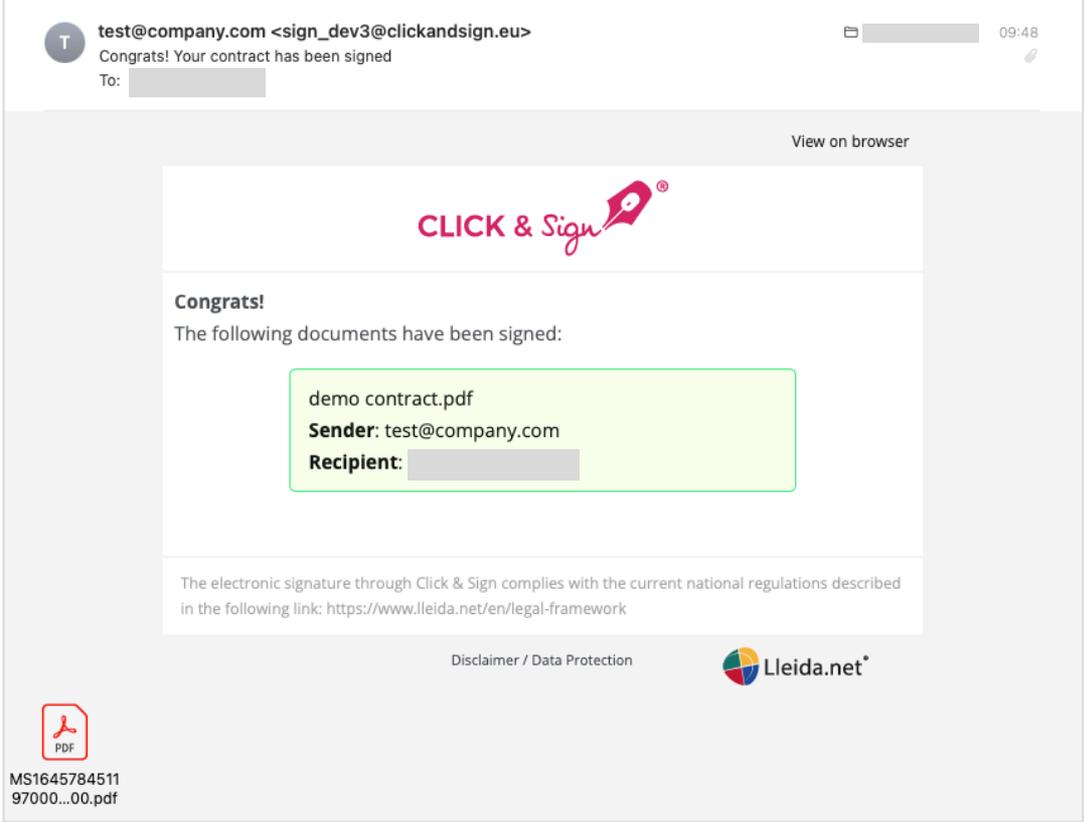
CLICK & Sign

What does the signatory receive?

3. Email confirmation of signature

Signatories receive a follow-up email confirming the signature,

which includes documentary evidence and the signed document(s).



The screenshot shows an email interface. At the top, the sender is identified as 'test@company.com <sign_dev3@clickandsign.eu>' with a 'T' icon. The subject is 'Congrats! Your contract has been signed' and the recipient is redacted. The email body features the 'CLICK & Sign' logo at the top right. Below it, the text reads 'Congrats! The following documents have been signed:' followed by a green-bordered box containing 'demo contract.pdf', 'Sender: test@company.com', and 'Recipient: [redacted]'. A link to the legal framework is provided at the bottom of the main content area. The footer includes a 'Disclaimer / Data Protection' notice, the 'Lleida.net' logo, and a PDF icon with the filename 'MS1645784511 97000...00.pdf'.

test@company.com <sign_dev3@clickandsign.eu> 09:48
Congrats! Your contract has been signed
To: [redacted]

View on browser

CLICK & Sign

Congrats!
The following documents have been signed:

demo contract.pdf
Sender: test@company.com
Recipient: [redacted]

The electronic signature through Click & Sign complies with the current national regulations described in the following link: <https://www.lleida.net/en/legal-framework>

Disclaimer / Data Protection 


MS1645784511
97000...00.pdf

What does the company receive?

Sent list

The status and details of the deliveries change once the recipient signs the document.

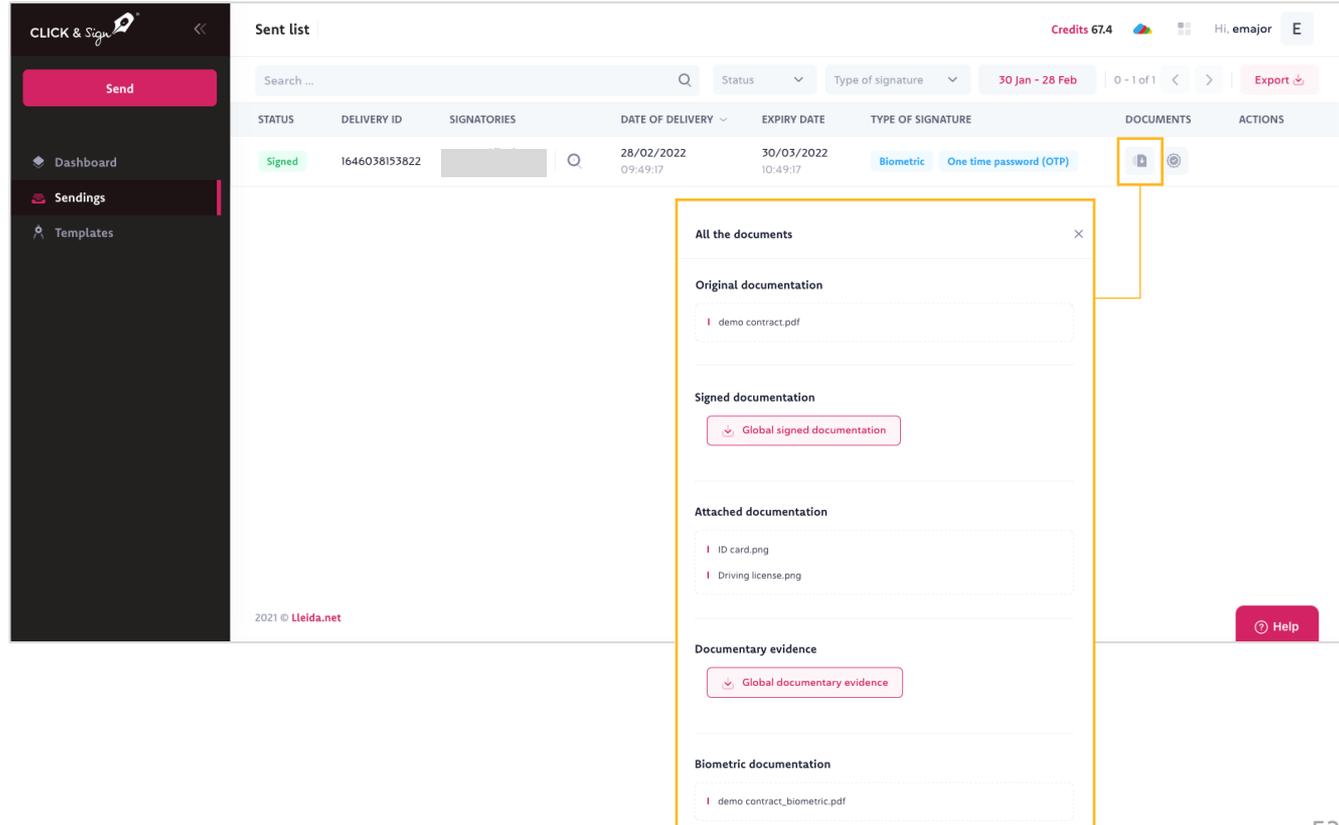
Delivery status

- Signed
- In process
- Cancelled
- Incorrect
- Expired
- Exceeded OTP attempts

Documents

Download the documentary evidence or click the 'view' icon to access the 'All Documents' window, where you can download the original documents.

- **Original documentation**
- **Signed documentation**
- **Attached documentation**
- **Documentary evidence**
- **Biometric documentation**



The screenshot displays the 'Sent list' interface. On the left is a dark sidebar with a 'Send' button and navigation options: Dashboard, Sendings, and Templates. The main area shows a table of sent documents. The first row is highlighted and has a modal window open over it. The modal window, titled 'All the documents', contains the following sections:

- Original documentation:** demo contract.pdf
- Signed documentation:** Global signed documentation
- Attached documentation:** ID card.png, Driving license.png
- Documentary evidence:** Global documentary evidence
- Biometric documentation:** demo contract_biometric.pdf

The table in the background has the following data for the selected row:

STATUS	DELIVERY ID	SIGNATORIES	DATE OF DELIVERY	EXPIRY DATE	TYPE OF SIGNATURE	DOCUMENTS	ACTIONS
Signed	1646038153822	[Redacted]	28/02/2022 09:49:17	30/03/2022 10:49:17	Biometric One time password (OTP)	[Icons]	[View Icon]

Documents

Sample documents

- Documentary evidence
- Signed documents

Lleida.net securely stores documents for five years.

Documentary evidence

Registered communication certificate
Click&Sign 
Leida.net

Certificate ID: MS1646038157880000_1646038157880000

Emirates Post certifies that the data contained herein are those contained in its electronic communications records corresponding to the following transactions carried out on behalf of the user registered under the name/business name.*

2022-02-28 09:49:19 UTC+1: You have sent an EMAIL of type process start certificate to the email address emajor@lleida.net. Documentary evidence attached: Mail_1646038157880000_start_463316.pdf

2022-02-28 09:49:19 UTC+1: You have sent an SMS of type process start certificate to the phone number +34634563770. Documentary evidence attached: SMS_1646038157880000_start_428696.pdf

On the web address
<https://signtest.clickandsign.eu/h/928d7b619ca039ad3d5b57507f2297e3bc5ac14db0894f94e9c2833966b>
the following documents were available for reading and downloading:
-demo contract.pdf

2022-02-28 09:50:41 UTC+1: The web address to sign the documents has been accessed.

2022-02-28 09:50:41 UTC+1: You have sent an EMAIL of type OTP notification certificate to the email address emajor@lleida.net. Documentary evidence attached: Mail_1646038157880000_otp_479967.pdf

2022-02-28 09:50:41 UTC+1: You have sent an SMS of type OTP notification certificate to the phone number +34634563770. Documentary evidence attached: SMS_1646038157880000_otp_741884.pdf

2022-02-28 09:53:00 UTC+1: You have received an HTTPS request from IP 10.40.0.30 corresponding to the uploading files event. The uploaded compressed image is attached as evidence: ID card.png

2022-02-28 09:53:02 UTC+1: You have received an HTTPS request from IP 10.40.0.30 corresponding to the uploading files event. The uploaded compressed image is attached as evidence: Driving license.png

2022-02-28 09:54:38 UTC+1: You have received an HTTPS request from the IP 10.40.0.30 corresponding to the signing event. Documentary evidence attached: HTTP_LOG_1646038157880000.txt

The type of signature made in Lleida.net's web environment includes the following elements:

- Biometric signature
- Signature with One Time Password (the code used is 2554)
- Clicking the signature button

In the event that the biometric signature process of all the signatories has been completed, the original documents signed with biometric data will be available for download with the "biometric" code.

All the above is certified at the request of the person concerned for the evidence deemed appropriate.

February 28, 2022

Attachments:

File	File name
	

Signed documents

General conditions of the contract

I. Previous clauses

1. The present conditions regulate the agreement between LLEIDANETWORKS SERVEIS TELEMÀTICS S.A., henceforward known as Lleida.net, and the users of the services, henceforth known as the Client, cancelling any other previous agreement.
2. Access for the first time to the said services presupposes express acceptance of all these conditions.

II. Clauses applying to the client

1. For the purposes of the present contract, client is that physical or juridical subject, who, disposing of an appropriate IT basis, stipulates a contract with Lleida.net for the use of its message services.
2. The status of subscriber is personal and non-transferable, and may not be extended to third parties without the previous express consent of Lleida.net
3. In the event of service use by third parties authorized expressly by Lleida.net, the client shall instruct them accordingly over its use. Likewise, the client shall be responsible for the utilization costs, and be answerable directly to Lleida.net for any inappropriate use of the services.

III. Rights and obligations of the client

1. The client will enjoy the right to the use of the services specifically contracted for with Lleida.net.
2. The client is obliged to make the payments agreed, according to conditions, together with the corresponding VAT and on the dates stipulated.
3. The client agrees to maintain the IT support essential for access to the services.
4. The Client is responsible for the correct use of the services, obliging specifically to avoid any kind of action which could damage systems, equipment or services accessed directly or indirectly via Lleida.net including deliberately connecting links or systems, and in accordance with the specifications contained in the present general conditions.

IV. Contracting of services

Contracting the services of Lleida.net via its web page (<http://www.clickandsign.eu>) is effecting by carrying out the following steps:

1. Entering identification and message details of the Client.
- In the event of the client being already enrolled in the service, but the details shown being incorrect, the client should contact Customer Service on +34 973 300, or by email clientes@lleida.net, to correct data.
2. Payment of services: A Virtual Point of Sale is activated by means of credit card to effect payment of the required credits.
3. Confirmation of purchase. An e-mail will be sent to the address given in stage 1 of the confirmation of purchase.
4. Delivery of invoice. Within the maximum lapse of 24 hours, the invoice will be sent in a pdf archive at the indicated email address.

V. Term

1. The present contract has a minimum duration of one month it will be renewed automatically for similar periods of time so long as neither party has meanwhile expressed, in writing, a month in advance, the intention of terminating the agreement.
2. Lleida.net reserves the right to rescind the present contract before it ends, for justified cause, previously informing the customer with the minimum warning of ONE MONTH in cases where, according to these conditions, automatic rescinding of the present contract is appropriate. However





Parc Agrobiotech Lleida
Edifici H1 2a planta, B
25003 Lleida (SPAIN)

(+34) 973 282 300
info@lleida.net

www.lleida.net

Lleida · Madrid · València · London · Paris · Miami · São Paulo · Bogotá
Santiago de Chile · Dubai · Santo Domingo · Lima · San José