



Terminal - sending in the signing request

This workflow is for terminal users.

This step by step will help you to send in the request to another party (vessels, freighters, agencies, surveyors) to sign documentation required for the announcement process.

6 Steps

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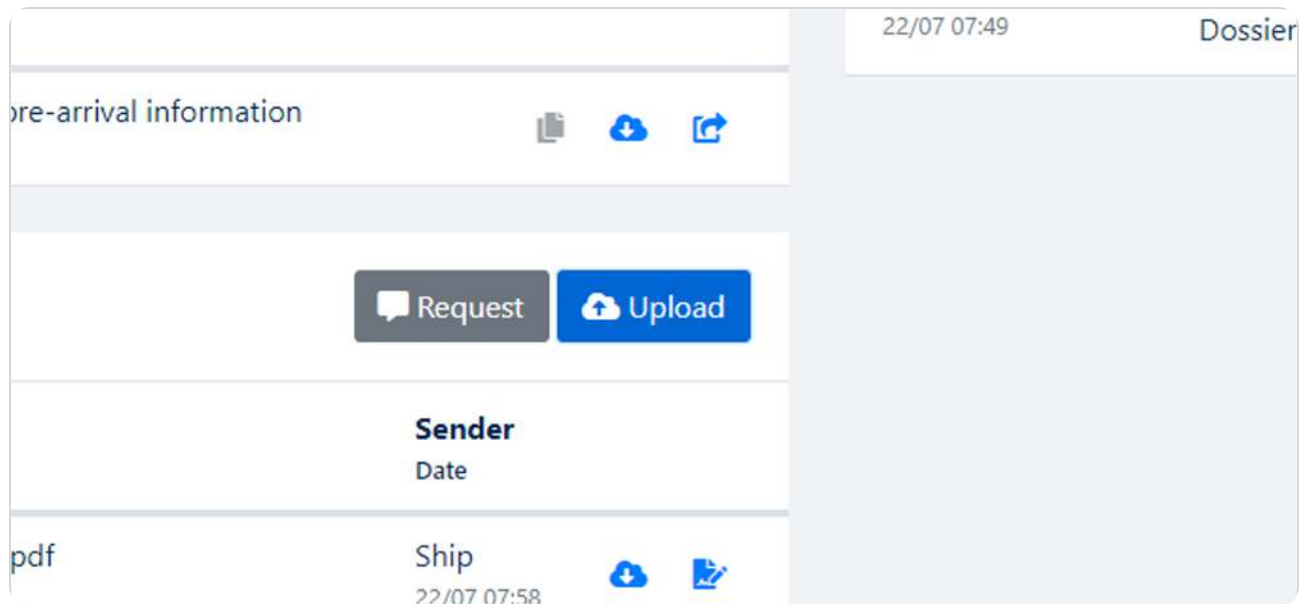
Last Updated

July 26, 2022

STEP 1

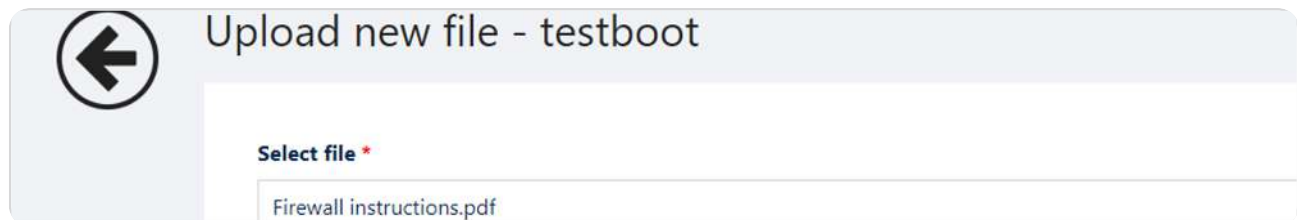
Click on Upload

Once you are in the Online dossier, under Shared Files you may click on Upload



STEP 2

Select "your file which needs signing" from file upload menu



STEP 3

Click on Start digital signing request

Follow up action

☐ No action required (File will be sent immediately by email)

☐ Manually fill in / sign and return (File will be sent immediately by email)

☒ Start digital signing request (File will be sent after signing)

STEP 4

Click on Send

Upload new file - testboot

Select file *

Firewall instructions.pdf

Follow up action

☐ No action required (File will be sent immediately by email)

☐ Manually fill in / sign and return (File will be sent immediately by e-mail)

☒ Start digital signing request (File will be sent after signing is complete)

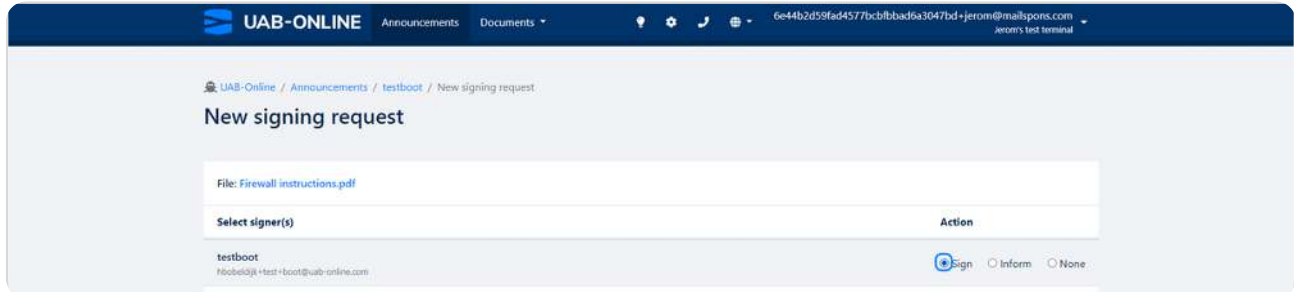
Send

STEP 5

Select the preferred choice

Select who should sign the document and who should be informed.

When you inform a party: Please note that all parties will get an email with the signed documents after the process, but not all parties take part in the signing of the documents.

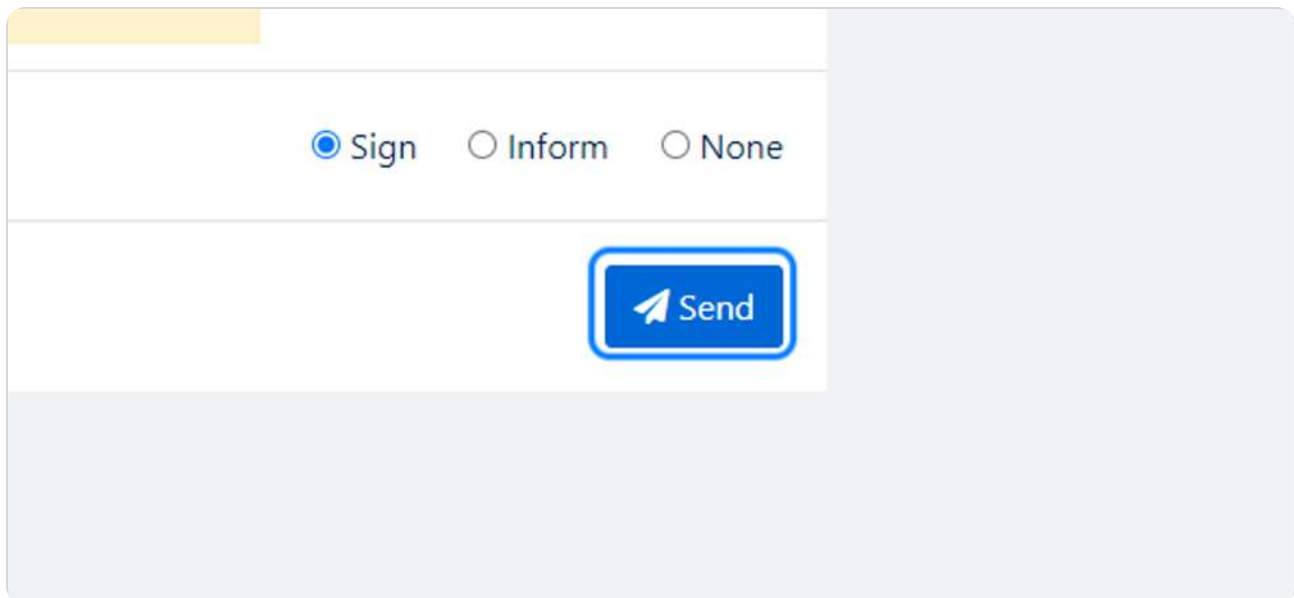


The screenshot shows the 'UAB-ONLINE' interface. The top navigation bar includes 'Announcements' and 'Documents'. The breadcrumb trail is 'UAB-Online / Announcements / testboot / New signing request'. The main heading is 'New signing request'. Below this, there is a table with one row. The first column is 'File: Firewall instructions.pdf'. The second column is 'Select signer(s)'. The third column is 'Action'. In the 'Select signer(s)' column, there is a table with one row: 'testboot' with email 'f80b6d4jx+test+booth@uab-online.com'. In the 'Action' column, there are three radio buttons: 'Sign' (selected), 'Inform', and 'None'.

STEP 6

Click on Send

After you have made your choices, you may go ahead and click on Send



The screenshot shows a close-up of the action selection area. There are three radio buttons: 'Sign' (selected), 'Inform', and 'None'. Below these buttons is a blue button with a white paper plane icon and the text 'Send'.



UAB-ONLINE