



All users - signing the signing request

This workflow is for the Agents and Surveyors.

The scenario's can be diverse: an agent can request a file with a vessel or a surveyor could request a file at a terminal and so on. For the terminal this was already in place, however the functionality is new to the relations.

This step by step will help you to sign documents requested by another party required for the announcement process.

8 Steps

Created by

Jerom Stokhof

Creation Date

July 22, 2022

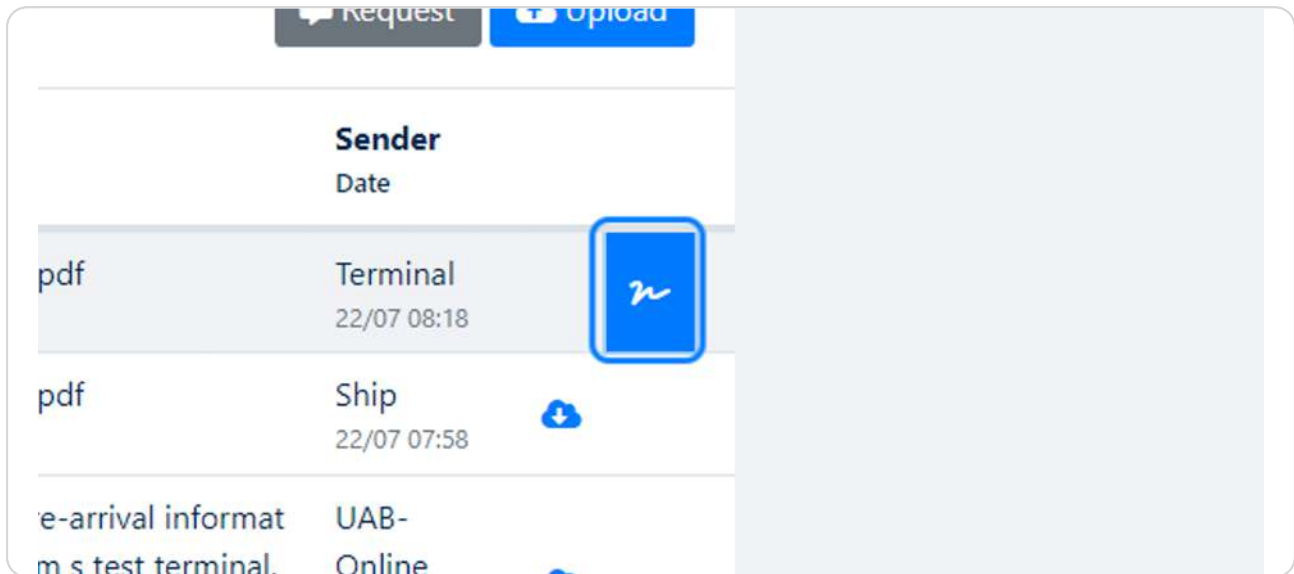
Last Updated

July 26, 2022

STEP 1

Click on the signature icon

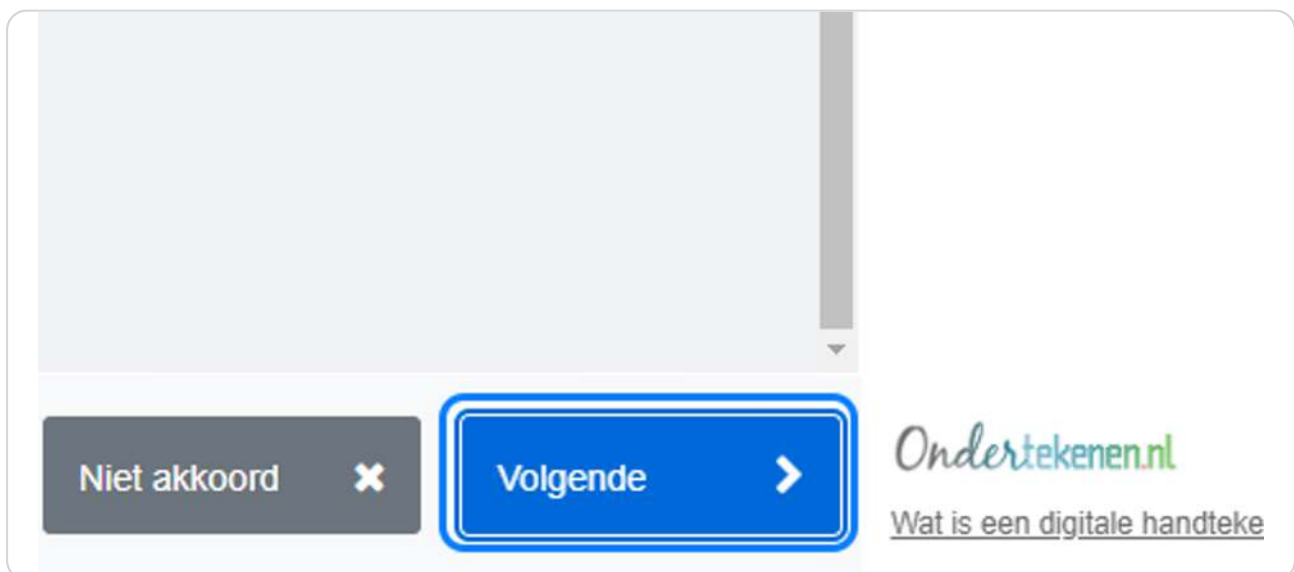
Once you are in the Online dossier, under Shared Files you see the signature icon, please click on that



STEP 2

Click on Volgende or Next

You can now see the document which you are about to sign. After reading it click on Volgende or Next.



STEP 3

Type Your name

Document ondertekenen

U gaat het document "Firewall instructions.pdf" ondertekenen.
Voer uw voor- en achternaam in en plaats een handtekening.

Voor- en achternaam

Handtekening



- ☒ Nietert
- ☐ Bekijk
- ☒ Ondert
- ☐ Afrond

STEP 4

Draw your signature using your mouse (or finger on a tablet)

Document ondertekenen

U gaat het document "Firewall instructions.pdf" ondertekenen.
Voer uw voor- en achternaam in en plaats een handtekening.

Voor- en achternaam

Handtekening

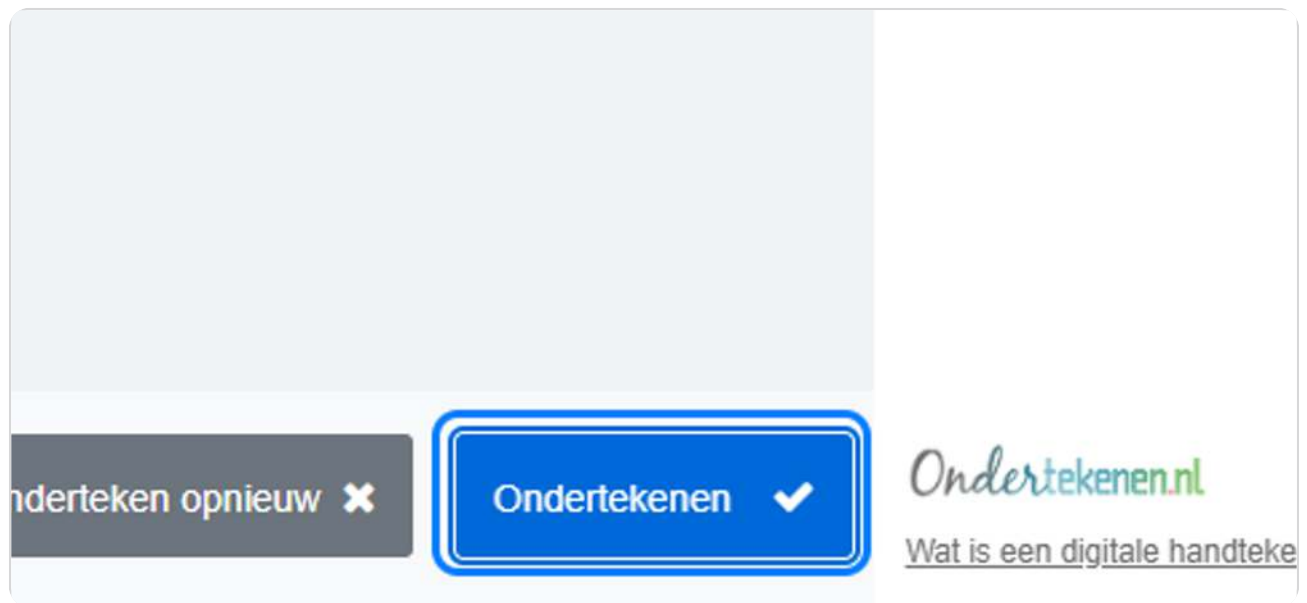




- ☒ Nietert
- ☐ Bekijk
- ☒ Ondert
- ☐ Afrond

STEP 5

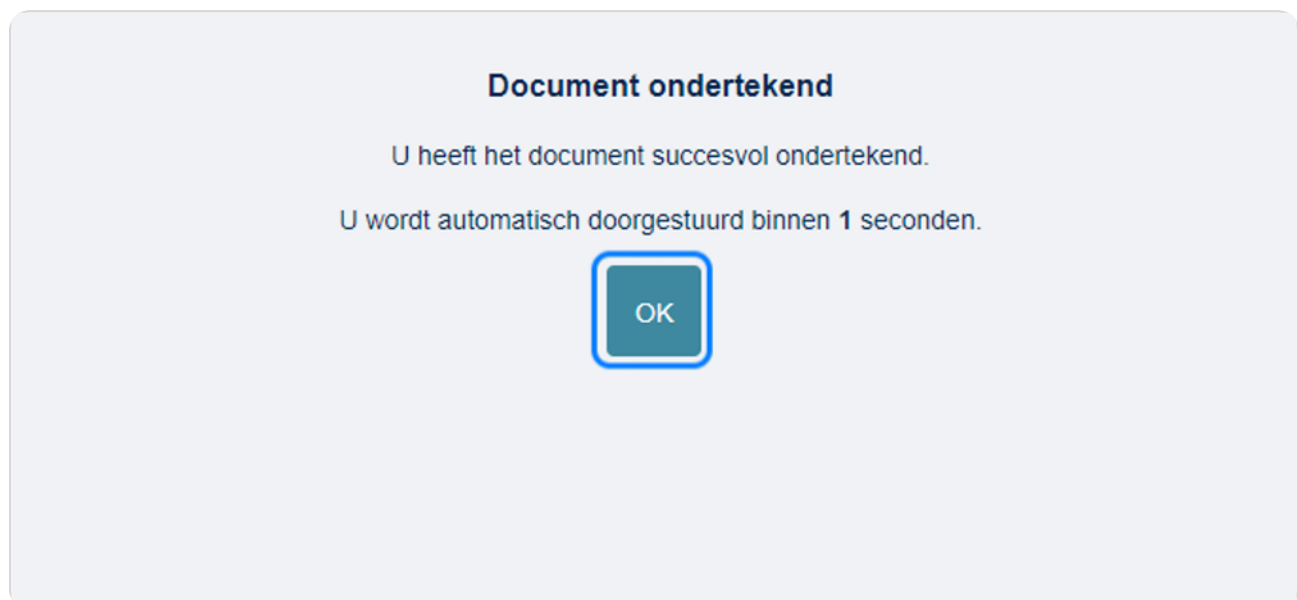
Click on Ondertekenen/Signing



STEP 6

Click on OK

The document was signed successfully



STEP 7

Signature icon greyed out

The signing was done and you will see that the signature icon is greyed out, no further signing is needed for that specific document

		Request	Upload
Sender			
Date			
ns.pdf	Terminal 22/07 08:18		
ns.pdf	Ship 22/07 07:58		
pre-arrival informat rom s test terminal.	UAB- Online		

STEP 8

Concluding

After all parties have signed the document, you'll receive an email with the signed document attached and from that moment the signed document is available to see and download in the application.



UAB-ONLINE