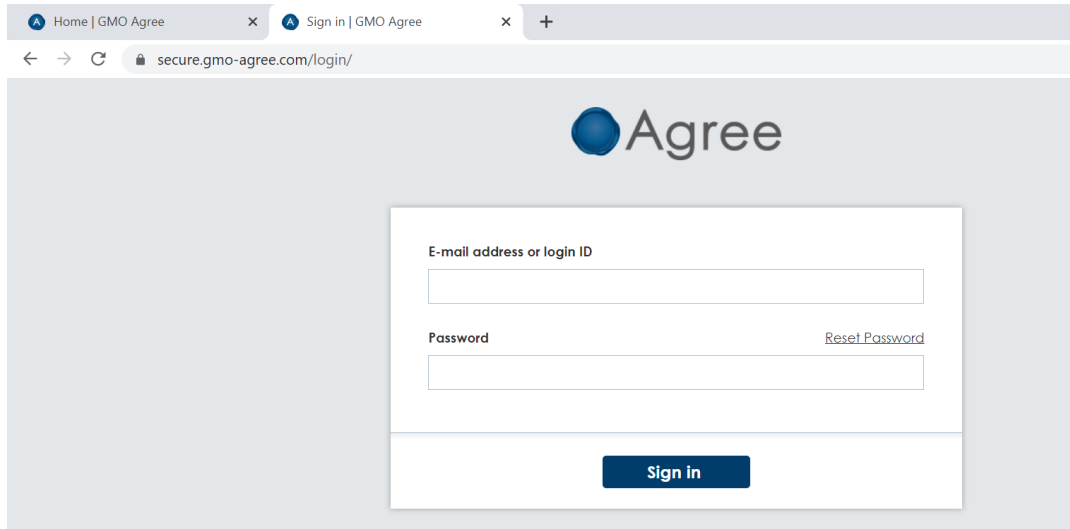
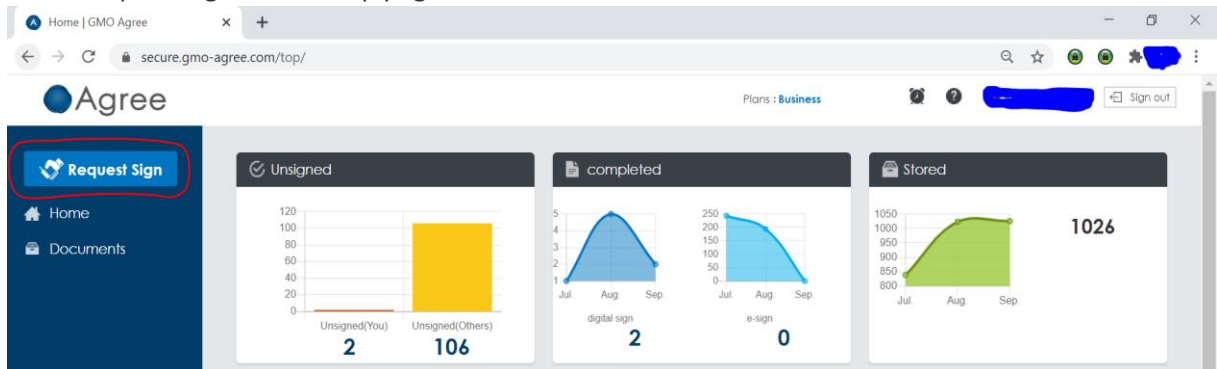


# How to upload document for signing in GMO Agree

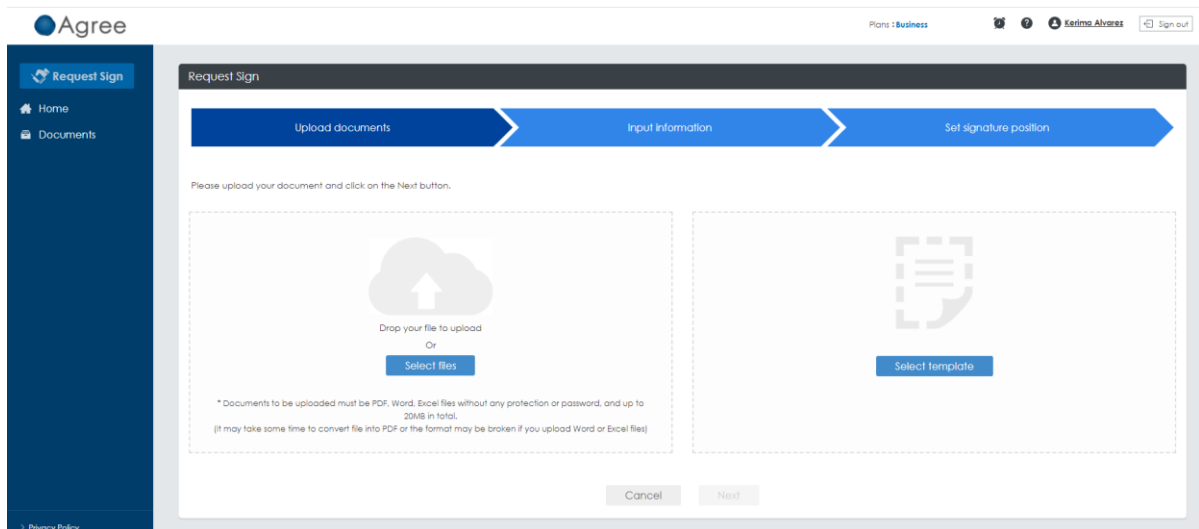
1) Log in to you GMO Agree account



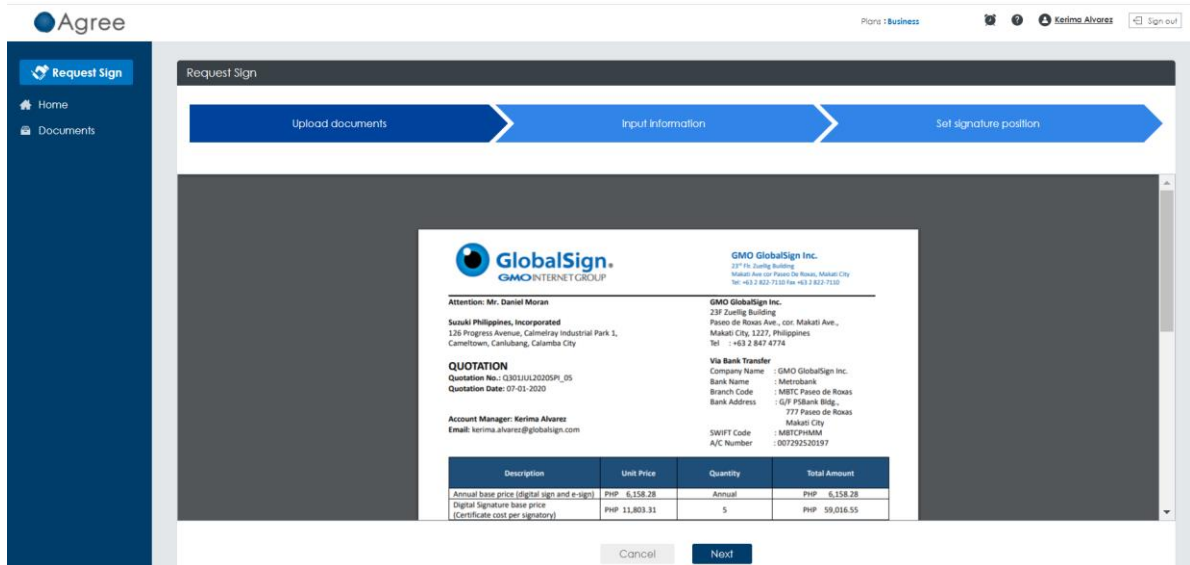
2) Click "Request Sign" on the top page



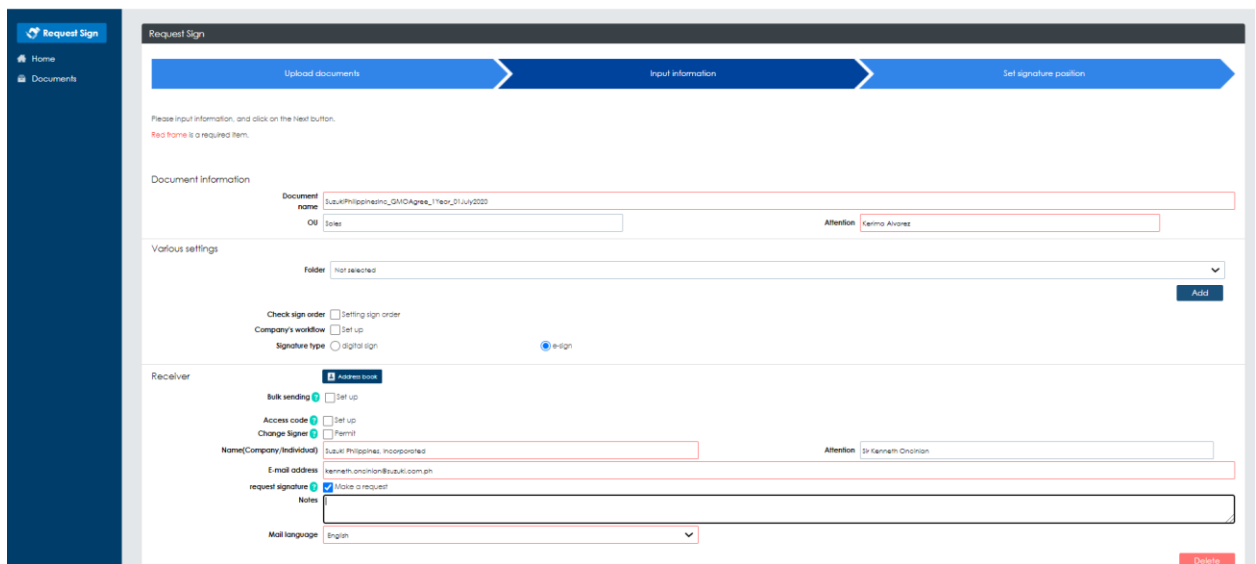
3) Upload the documents for signing.



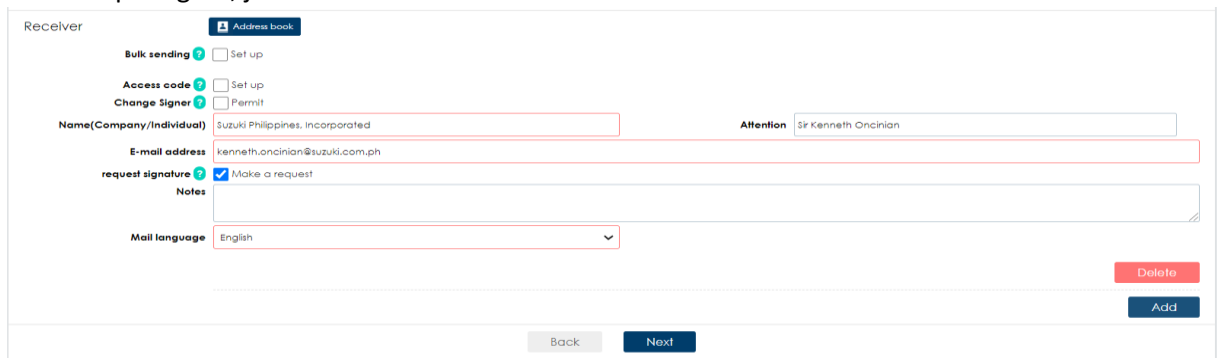
- 4) The uploaded document is displayed. Confirm and click "Next"



- 5) Enter the document information, fill-up the receiver details. Receiver is the signer.



For multiple signer, just click the add button.



- 6) If there is no problem on the confirmation screen, click "Next "

7) Check if all the information is correct, click “Next”

The screenshot shows the 'Request Sign' interface with a progress bar at the top indicating three steps: 'Upload documents', 'Input information', and 'Set signature position'. The 'Input information' step is currently active. Below the progress bar, there is a message: 'Please check if the following contents are correct. Please confirm and click on the Next button.' The interface is divided into three main sections: 'Document Information', 'Various settings', and 'Receiver'. 'Document Information' includes fields for Document name, OS, and Attention. 'Various settings' includes fields for Folder, Company's workflow, and Signature type. 'Receiver' includes fields for Receiver, Signature type, Access code, Change signer, Identification document, Name, E-mail address, request signature, Notes, and Mail language. At the bottom right, there are 'Back' and 'Next' buttons.

Request Sign

Upload documents | Input information | Set signature position

Please check if the following contents are correct. Please confirm and click on the Next button.

Document Information

Document name | SuzukiPhilippinesHQ\_GMC/Agree\_1Year\_01-Jul-2020  
OS | Suse  
Attention | Yerna Alvarez

Various settings

Folder | Unselected  
Company's workflow | Do not set up  
Signature type | e-sign

Receiver

Receiver | Signature type: e-sign  
Access code | Do not set up  
Change signer | Do not permit  
Identification document | Do not set up  
Name (Company/Individual) | Suzuki Philippines, Incorporated  
E-mail address | kenneth.onclinian@suzuki.com.ph  
request signature | Make a request  
Notes |  
Mail language | English

Attention: Sr Kenneth Onclinian

Back Next

8) Drag the pen mark to set the signature position. After deciding the position, you can change the size.

The screenshot shows the 'Request Sign' interface in the 'Send' step. The progress bar at the top indicates three steps: 'Upload documents', 'Input information', and 'Set signature position'. The 'Set signature position' step is currently active. Below the progress bar, there is a message: 'By default, the client will have 1 GB free storage, additional capacity will incur an added cost.' The interface is divided into two main sections: 'Sender' and 'Receiver'. 'Sender' includes fields for Text, Suzuki Philippines, Incorporated, and Sr Kenneth Onclinian. 'Receiver' includes fields for Text, Name, and Designation. At the bottom right, there are 'Back' and 'Send' buttons.

Request Sign

Upload documents | Input information | Set signature position

By default, the client will have 1 GB free storage, additional capacity will incur an added cost.  
- Standard Phone and email support will be provided from 9:00 AM to 6:00 PM Mondays thru Friday except Holidays  
- Globalsign is a PEZA registered company, payments to us are exempt from expanded withholding tax under BIR Revenue Regulations No. 14-2002

Specifications:

- Digital Signing of Contracts
- Paperless solutions (tamper -proof)
- Secures sensitive documents
- User-friendly seal positioning
- Stamp imprint
- Has timestamping feature
- Customizable Workflow
- Easily Navigate Contract
- Tracks Signature Request and Collections
- Provides world-class support from our local Technical Support Team

Quotation Approved by: \_\_\_\_\_  
Name: Jerry Tan  
Designation: Vice President, Sales APAC

PO Approved by: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_

Registered Office : 23F Zuellig Building, Paseo de Roxas Ave., cor. Makati Ave., Makati City PH Tel : +63 2 847 4774  
Operation Office : 23F Zuellig Building, Paseo de Roxas Ave., cor. Makati Ave., Makati City PH Fax : +63 2 822 4110  
TIN No : 1-008-169-845 (VAT Zero Rate) Website : http://www.globalsign.com.sg

Back Send

9) Click “Send”