

EchoSign Cheat Sheet

Simple 3 step process to e-sign your finance contract



Email with link to contract

You will receive an email from echosign@echosign.com with a link to the secured documents.

No special software is required to view the documents.

Simply click on the link to go to the Adobe EchoSign Webpage. You will be asked to verify your identity.



Password via SMS

Request the password code to be sent to your mobile phone. Enter the code to access the finance documents.



Review & Sign

Review the document and follow the prompts to apply your electronic signature. Once you're finished, click the 'Click to eSign' button.

Your e-signed documents will be automatically emailed to Classic! No need to do anything else!

IMPORTANT

- Please do not print and sign the documents. Only documents that have been e-signed through EchoSign can be accepted.
- If there are multiple directors, each director will receive a separate email and a separate password, and will each need to review and e-sign the documents as per the above instructions.
- As the email will be coming from EchoSign, please check your junk mail folder, as your email systems may not recognise the sender.

We're here to help!

If you have any problems with the e-sign process or do not receive the email or password, please call the friendly Classic Sales Support team on **1300 780 895**

Why EchoSign?

EchoSign is a secure electronic document signing tool used by thousands of businesses around the world to execute contracts.

- **Secure:** Our documents are password protected so you are the only one granted access to sign them.
- **Paperless:** Everything is paperless and tracked online, so there's no need to print! Immediately upon settlement, a PDF version of the documents will be sent to you for your records.
- **Convenient:** Review and sign your documents on your desktop, iPad, iPhone, Blackberry or other portable device at your convenience.
- **Trusted:** Owned by Adobe, one of the largest software companies in the world, EchoSign has over 6,000,000 users worldwide. It is a simple & legally recognised way to indicate consent or approval.
- **Efficient:** No need for a witness or to post original paperwork.