CREATING A DIGITAL SIGNATURE

Presented by Kimberly Bennett & Erin H. Gerstenzang
CREATING YOUR DIGITAL SIGNATURE
K Bennett Law LLC is a trademark, business & employment virtual general counsel law practice for industry disruptors & social impact entrepreneurs.
Erin Gerstenzang practices criminal defense in Atlanta, Georgia. She has passion for technology and helping solo lawyers succeed.
80% of businesses struggle with paper-based processes in their businesses.

Adobe, 2018
What is an electronic signature?
What is an electronic signature?
A way to represent your actual signature or agreement in an electronic form.
What is a digital signature?
What is a digital signature?

Digital signatures rely on encryption to protect the document. If anyone tries to alter the document after it had been signed, the signature would also be affected, thus invalidating the signature.
Is an e-signature legally enforceable?
Is an e-signature legally enforceable?

In 2000, Congress adopted the US Electronic Signatures in Global and National Commerce Act (E-SIGN), which gave electronic signatures the same legal significance as handwritten ones.
Digital Signature Options?
1. Pick your tool
2. Select your PDF
3. Create your template
4. Run a test signature
Tools We Will Learn to Use Today
Create a Digital Signature Mac Preview

www.techshow.com

#ABATECHSHOW
CREATE A PDF

• Open the document you want to PDF
• Choose File > Print
• Select PDF > Open in Preview
Manafort Left an Incriminating Paper Trail Because He Couldn’t Figure Out How to Convert PDFs to Word Files

By JACOB BROGAN

FEB 23, 2018 • 10:15 AM
• Click on the toolbox icon and then the signature icon.

• Click on Create Signature > Click Here to Begin.

• Draw your signature on the trackpad. Click any key when finished. Click Done.

• Click on the signature created to insert it into the PDF document. The signature can be moved or resized like a regular image.
DRAW YOUR SIGNATURE

Sign your name on the trackpad.

Clear  Cancel  Done
Pro Tips

1. Look at computer and go slow and steady with your finger to achieve the best result.

2. You can also use an iPhone or iPad stylus to draw your signature on the trackpad.
Create a Digital Signature Adobe Acrobat
You can sign, type or insert an image of your signature.

When you save the document, the signature and text become part of the PDF.
• Open PDF or form you want to sign.

• Choose **Tools > Fill & Sign**

• To add text, such as your name, company, title or date, drag and drop your personal saved information from the right hand pane onto a form field.

• Click the **Sign** icon in the toolbar, and then choose whether you want to add your signature or just initials.
• If you have already added signatures, they are displayed as options to choose from.
Pro Tips

1. Look at computer and go slow and steady with your finger to achieve the best result.

2. You can also use an iPhone or iPad stylus to draw your signature on the trackpad.
• You can send signed PDFs to others and get notified when recipients view it using the Send & Track Service.

• A copy of your document is stored in aDobe Document Cloud Account so that you can easily access it later.

• You can sign in to the account with your Adobe ID.
• Lets others sign using a web browser or mobile device.

• Signers are not required to sign-up with Adobe to sign.

• Can send an email to your signers asking them to sign a document.

• Once signed, both signers receive signed PDF by email.
Create a Digital Signature Adobe Sign
• Choose the document you want to get signed.

• You can upload a new document or choose one from your library of documents

• Word and Pdf documents work
• Add the email addresses of the signers.
• Organize the emails in the signing order.
• Name the document & draft a message to send to the signers.
• Upload the document (word or pdf) you want signed.
• Select additional options, if desired.
• Click Next.
CUSTOMIZE FIELDS

• Customize the document fields for completion

• Designating the appropriate recipient to complete the document

Note: Yellow indicates a third party will be completing the field. Anything in gray will be completed by you.
• Using the menu on the right, drag & drop the appropriate signature field.

• Ensure you are indicating the correct signer
BEGIN E-SIGNATURE PROCESS

Sample Doc - TechShow E-Signature was successfully saved to your document library.

“Sample Doc - TechShow E-Signature” has been successfully sent for signature

A copy has also been sent to you at hello-trial@kbennettlaw.com for your records. "Sample Doc - TechShow E-Signature" was sent for signature to info-test@kbennettlaw.com and Kim Bennett (hello-trial@kbennettlaw.com). They will complete "Sample Doc - TechShow E-Signature" in order, one after the other.

As soon as the agreement is complete, all eligible parties will be e-mailed PDF copies.

Reminders
There are no reminders set for this document.

You will be alerted if:
• The document you sent has not been viewed by today at 4:56 PM.
• The document you sent has not been signed by Mar 9 at 8:56 AM.

Change alert settings

What's next?
Send Another Document  |  Go to the 'Manage' page
Your Agreement Has Been Sent for Signature!

- Adobe Sign has sent **Sample Doc** - TechShow E-Signature to info@test@kbennettlaw.com for signature.

- When info@test@kbennettlaw.com completes Sample Doc - TechShow E-Signature, the agreement will be sent to Kim Bennett. When all participants have completed Sample Doc - TechShow E-Signature, all parties will receive a final PDF copy by email.

**Click here** to view this document online in your Adobe Sign account.

You can always **Login to Adobe Sign** to:

- Check the status of this document
- Set up a reminder informing another party that you are waiting for their signature
- Share your agreements with a colleague
Kim Bennett Has Sent You Sample Doc - TechShow E-Signature to Sign

Kim Bennett (K Bennett Law LLC) says: "Please review and complete Sample Doc - TechShow E-Signature."

Click here to review and sign Sample Doc - TechShow E-Signature.

After you sign Sample Doc - TechShow E-Signature, the agreement will be sent to Kim Bennett. Then, all parties will receive a final PDF copy by email.

If you need to delegate this document to an authorized party for signature, please do not forward this email. Instead, click here to delegate.
E-SIGNING PROCESS

Dear [Recipient],

This letter agreement (this "Agreement") sets forth the terms and conditions whereby you agree to provide certain services (as described on Schedule I) to [COMPANY ABC], with offices located at [ADDRESS], [CITY], [STATE] (the "Company").

We agree to accept signatures at TECHSHOW.

Very truly yours,

[COMPANY ABC]

By: [Signature]

[Name (printed name)]

[Title]

ACCEPTED AND AGREED:

[NAME]

By: [Signature]

[Name (printed name)]

[Title]

[Address]

Federal Tax Id No./Social Security No.

Message from Kim Bennett:
Please review and complete Sample Doc - TechShow E-Signature.
E-SIGNING PROCESS: WEB

Type your signature here

Jane Doe

Select image
E-SIGNING PROCESS: MOBILE

Use your mobile device to easily draw or capture your signature. A link will be sent to your mobile device via text:

- (###) ###-####

Send

Close

Adobe Sign: https://msc.na2.echosign.com/ASDpI9ss1tE Tap the above link to create your signature.

Successfully Sent
Return to your computer to continue.
E-SIGNING PROCESS
Dear Jane Doe:

This letter agreement (this "Agreement") sets forth the terms and conditions whereby you agree to provide certain services (as described on Schedule 1) to COMPANY ABC, with offices located at 123 Main Street, Anytown, State (the "Company").

We agree to demo e-signatures at TECHSHOW.

Very truly yours,
COMPANY ABC

BY: Kim Bennett

Name: Kim Bennett
Title: (printed name)

ACCEPTED AND AGREED.
JANE DOE

BY: Jane Doe

Name: Jane Doe
Title: (printed name)

Date: [Signature]

Federal Tax ID No./Social Security No.: [Signature]

I agree to the Terms of Use and Consumer Disclosures of this document.

www.techshow.com

#ABATECHSHOW
E-SIGNING COMPLETE
Create a Digital Signature HelloSign
Signature Authentication

Authenticates document signers so you know who is signing your documents.

All user information transferred using 256-bit SSL encrypted.

Affixes an audit trail cover page to the contract itself.

Attorney can inspect the audit trail which shows who signed a document and when.

www.techshow.com

#ABATECHSHOW
Contract Authenticity

Creates a unique record of the underlying document before either party signs it.
Data Security

Communications are protected with SSL encryption.

User files and the signature(s) is encrypted in Amazon's AWS servers. AWS is used by many tools and apps.

One of the security advantages includes ISO 27001 certified data centers. The data center itself meets requirements of physical security, employee operations, etc.
FEE AGREEMENT

THIS AGREEMENT, made and entered into on __________ between __________ (Client) and ERIN H. GERSTENZANG, L.L.C., LAW FIRM (Law Firm), sets forth the contract and understanding between the parties, with all the terms and conditions of this Agreement being specified below:
Updated Fee Agreement

Fee Agreement

Date of Agreement:

Parties to Agreement: Erin H. Gerstenzang, LLC., (Law Firm) and ______________________(Client)

Charge(s): ____________________________

Court: _______________________________

The following sets forth the contract and understanding between the parties, with all the terms and conditions of this Agreement being specified below:
And action!
What roles need to sign?

- Client
- Attorney

Add Role

Assign signer order

PREPARE DOCS FOR SIGNING

Add a title and default message for the recipient

Template Title

Note: Order matters so select carefully
FEE AGREEMENT

THIS AGREEMENT, made and entered into on [date], between [Client] and ERIN H. GERSTENZANG, L.L.C., LAW FIRM (Law Firm), sets forth the contract and understanding between the parties, with all the terms and conditions of this Agreement being specified below:

Client employs Law Firm to represent Client in regard to the pending charges stemming from Client’s charge(s) in . Said employment shall be for the defense of the charges referenced above, and shall include Law Firm’s time in conducting investigation of the case, appearing in court on behalf of client, filing and presentation of any pretrial motions deemed necessary, and the representation of the Client at a trial (jury or non-jury). The fee schedule quoted herein does not include any appeals, whether pretrial or post trial, nor any civil matters arising out of, or relating to, the criminal charges herein.

I understand the legal services rendered to me in this case will be charged on a flat fee basis follows: $  

This fee includes the following marked services:

- X for entry of a negotiated plea
- X for preparation and/or argument of pretrial motions
- X for representation at a non-jury trial (if requested by Client)
- X for representation at a jury trial (if requested by Client)

In addition thereto, Client agrees to pay all costs associated with this action, including court fines and fees. (Client’s Initials indicate Approval).

Law Firm will endeavor to obtain through motions, a pretrial dismissal of the charges against Client. Thereafter, at Client’s discretion and upon payment of the fee outlined above, Law Firm will represent Client at a trial (non-jury or jury) and assert all of Client’s viable legal claims and contentions in order to obtain a “not guilty” verdict. However, given all of Law Firm’s best efforts, no successful result can be guaranteed. Any fees owed pursuant to the terms of this Agreement are due and payable to Law Firm regardless of outcome of the case. Client agrees to pay Law Firm’s fees as set forth herein and acknowledges that payment is not contingent upon the outcome of the case.

Client understands that Law Firm’s hourly rate is Three Hundred and Ninety-five Dollars ($395.00) per hour. However, Client specifically opts to pay a flat fee rather than an hourly rate. Therefore, the fee structure herein stated is based upon a flat fee rate(s) and such rate is not dependent upon the amount of time required of Law Firm to provide the services herein described. This fee is non-refundable and is deemed earned upon payment. (Client’s Initials indicate Approval)

Client understands that Law Firm will begin work on the matter when this agreement has been signed and no portion of the fee is refundable to Client. Client further understands that the fee must be paid no later than 20 days prior to the date set for trial.
THIS AGREEMENT, made and entered into on [Date], between [Client] and ERIN H. GERSTENZANG, LLC, LAW FIRM (Client) and ERIN H. GERSTENZANG, LLC, LAW FIRM (Law Firm) with all the terms and conditions of this Agreement, including the schedule quoted herein does not include the costs of the trial or any settlement or any suit or action you (Law Firm) at a trial (jury or non-jury). The fees to be charged by Law Firm shall be for all services rendered in connection with the prosecution or defense of the charges referenced above, and shall be paid on [Client's] behalf of the charges. The fee basis follows:

This fee includes the following marked set:

- [X] for entry of a negotiated:
- [X] for preparation and/or: preparation:
- [X] for representation at a:
- [X] for representation at a jury trial (if requested by Client)

In addition thereto, [Client] agrees to pay all costs associated with this action, including court fees and costs. (Client's Initials indicate Approval).

Law Firm will endeavor to obtain through motions, a pretrial dismissal of the charges against [Client]. Thereafter, at [Client]'s discretion and upon payment of the fee outlined above, Law Firm will represent [Client] at a trial (non-jury or jury) and assert all of [Client]'s viable legal claims and contentions in order to obtain a "not guilty" verdict. However, given all of Law Firm's best efforts, no successful result can be guaranteed. Any fees owed pursuant to the terms of this Agreement are due and payable to Law Firm regardless of outcome of the case. [Client] agrees to pay Law Firm's fees as set forth herein and acknowledges that payment is not contingent upon the outcome of the case.

[Client] understands that Law Firm's hourly rate is Three Hundred and Ninety-five Dollars ($395.00) per hour. However, [Client] specifically opts to pay a flat fee rather than an hourly rate. Therefore, the fee structure herein stated is based upon a flat fee rate(s) and such rate is not dependent upon the amount of time required of Law Firm to provide the services herein described. This fee is non-refundable and is deemed earned upon payment. (Client's Initials indicate Approval)

[Client] understands that Law Firm will begin work on the case when this agreement has been signed and no portion of the fee is refundable to [Client]. [Client] further understands that fee must be paid no later than 20 days prior to the date set for trial.
Remember to think about the client experience!
Thank you for choosing EHG Law Firm!

There are three simple steps to complete so that I can begin.

Step 1: Please review and sign the fee agreement electronically. Click the big blue button below. You can complete this step from your phone or computer.

Step 2: When you finish, click this link to the New Client Intake Form, where you can share the details of your case with me.

Step 3: You will receive an emailed invoice momentarily. You can pay via credit card on your mobile phone or computer.

Please do not hesitate to call, email, or text me should you have any questions or concerns!

Best,

Erin Gerstenzang
Everyone has signed Fee Agreement -

Your document is securely stored on the Documents page of your account, and attached below.

View document

Thanks for going paperless!
- The HelloSign Team
Set it up once. Use it repeatedly.

**CREATE A TEMPLATE**
- Use an existing template

**CREATE A LINK**
- Use an existing link

- 1 or more signers
- Customizable for each recipient
- Email through HelloSign
- Great for sales contracts, NDAs, etc.

- 1 signer only
- Same form for everyone
- Share over email, websites or anywhere else
- Great for waivers, permission slips, forms
Set it up once. Use it repeatedly.

**Templates**
- Create template
- Create link
- Use template
- Use link

**Documents**

**Team**

**Integrations**
- 1 or more signers
- Customizable for each recipient
- Email through HelloSign
- Great for sales contracts, NDAs, etc.
- 1 signer only
- Same form for everyone
- Share over email, websites or anywhere else
- Great for waivers, permission slips, forms
<table>
<thead>
<tr>
<th>Status</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEMPLATE</td>
<td>Fee Agreement</td>
<td>6:25 PM</td>
</tr>
<tr>
<td>TEMPLATE DRAFT</td>
<td>FEE AGREEMENT...ic citation)</td>
<td>6:15 PM</td>
</tr>
<tr>
<td>TEMPLATE</td>
<td>Fee Agreement</td>
<td>Sep 7 2015</td>
</tr>
<tr>
<td>TEMPLATE DRAFT</td>
<td>FEE AGREEMENT...ic citation)</td>
<td>Aug 30 2015</td>
</tr>
<tr>
<td>TEMPLATE DRAFT</td>
<td>FEE AGREEMENT...ic citation)</td>
<td>Aug 22 2015</td>
</tr>
<tr>
<td>TEMPLATE DRAFT</td>
<td>FEE AGREEMENT...ic citation)</td>
<td>Aug 22 2015</td>
</tr>
</tbody>
</table>
## Templates

<table>
<thead>
<tr>
<th>Status</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEMPLATE</td>
<td>Fee Agreement</td>
<td>6:25 PM</td>
</tr>
<tr>
<td>TEMPLATE DRAFT</td>
<td>Fee Agreement (Including citation)</td>
<td>6:25 PM</td>
</tr>
<tr>
<td>TEMPLATE DRAFT</td>
<td>Fee Agreement (Including citation)</td>
<td>6:25 PM</td>
</tr>
<tr>
<td>TEMPLATE DRAFT</td>
<td>Fee Agreement (Including citation)</td>
<td>6:25 PM</td>
</tr>
<tr>
<td>TEMPLATE DRAFT</td>
<td>Fee Agreement (Including citation)</td>
<td>Aug 22 2015</td>
</tr>
<tr>
<td>TEMPLATE DRAFT</td>
<td>Fee Agreement (Including citation)</td>
<td>Aug 22 2015</td>
</tr>
</tbody>
</table>

- **Sign documents**
  - Search

- **Templates**
  - Status: TEMPLATES

- **Documents**
  - Out for signature
  - Awaiting my signature
  - Completed
  - Declined
  - Templates
  - Template links
  - Draft

- **Team**

- **Integrations**

---

www.techshow.com

#ABATECHSHOW
“Perfectionism kills every dream - better to just start”

Herman Melville
Bonus!
Contract Drafting & Negotiation
How it looks to the client

Welcome Email
Electronic Fee Agreement
New Client Intake Form
Pay Your Fees Online

www.techshow.com
#ABATECHSHOW
How it feels to the client

Welcome Email
Electronic Fee Agreement
New Client Intake Form
Pay Your Fees Online

www.techshow.com
#ABATECHSHOW
“Perfectionism kills every dream - better to just start”

Herman Melville
Q & A
• YOU play the most important part in keeping TECHSHOW exciting. *Please complete the Speaker evaluation before you leave.*

• Reserve the dates!

TECHSHOW 2019: February 27 – March 2, 2019