Xodo Sign (Eversign) is the alternate to DocuSign and will work in a similar way to the original functionality by integrating with Xodo Sign (Eversign).

About eversign - SEND, SIGN & SAVE MONEY

The idea behind Xodo Sign (Eversign) is helping both small and large businesses make the digital leap while guiding them every step of the way. We truly understand that a great deal of companies hesitate when it comes to managing and processing sensitive data such as contracts and business agreements in the cloud — this is why we dedicated ourselves to building a highly secure and well monitored e-Signature platform that is ahead of its time in terms of functionality, while remaining affordable for both individuals and SMBs, and bringing flexible workflows and an increase in time efficiency for large companies at the same time.

Using Xodo Sign (Eversign) does not only mean digitalizing your signatures and documents it's also a significant step towards preserving our environment and will save you countless man-hours and money you can spend otherwise.

Guide for Clients sending a Document for eSignature

- 1. Sign in / Sign up
 - a. Sign into your organisation's eversign account
 - b. If you don't have an eversign account, you can sign up here <u>https://eversign.com/oauth/signup</u>?
- 2. Send document for Signature
 - a. Log into Phundex portal
 - b. Navigate to the related Pathway
 - c. Go to the Data Room
 - d. Upload the relevant document (if not in the Data Room already)
 - e. View the document once uploaded
 - f. Click the 'Request Signature' button
 - i. You can add anyone who is not an existing Team Member part of the Phundex platform
 - ii. If you use DocuSign or HelloSign, you can use this as per your usual process. This will not be integrated with the Phundex platform.
 - g. Click 'Send to eversign'
 - h. Navigate to eversign login
 - i. Authorise to let Phundex access your eversign account
 - j. Prepare document here you can add any of the fields. For Signature, select the 'Signature' field and then drag and drop this onto the relevant place in the document.

	0	RECIPIENTS	
		No Signer	
NON-DISCLOSURE AGREEMENT (NDA)		Cezar F. Signer	
This Nondisclosure Agreement or ("Agreement") has been entered into on the date of and is by and between:		Sasha F. Signer	
Party Disclosing Information: with a mailing address of (*Disclosing Party)		FIELDS	
Party <u>Receiving</u> Information:		sker Signature	
For the purpose of preventing the unauthorized disclosure of Confidential Information as defined		./et Initials	
below. The parties agree to enter into a contidential relationship concerning the disclosure of certain proprietary and confidential information ("Confidential Information").		Date Signed	
 Definition of Confidential Information. For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or 		AA Text	
offine utility in the business in which Discosing Party is engaged. If Confidential information is in written form, the Disclosing Party shall label or stamp the materials with the word "Confidential" or some similar warning. If Confidential Information is transmitted orally, the Disclosing Party		S Full Name	
shall promptly provide writing indicating that such oral communication constituted Confidential Information.		Company	
Exclusions from Confidential Information. Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or		(III) Title	
subsequently becomes publicly known through no fault of the Heceiving Party; (c) learned by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing		Emeil	
Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.		Checkbox	
 Obligations of Receiving Party. Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. 		Cherktox Group	
Receiving Party shall carefully restrict access to Confidential Information to employees, contractors and third parties as is reasonably required and shall require those persons to sign pordiscibute restrictions at least as meterine as those in this Amerement Receiving Party		Radio Bonnel	

- k. *Recipients* will be the Team Members that are part of your Pathway in Phundex once you have added your relevant fields to the document, you can choose the appropriate Recipient.
 - i. Note you must add other Recipients in Phundex in order for them to display here

Prepare Document	Send		
party a partner, joint venture or employee of the other party for any purpose.	RECIPIENTS		
Required : Severability. If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of the parties.	No Signer		
7. Integration. This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in writing signed by both parties.	Cezar F. Signer		
 Waiver. The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights. 	Sasha F. Signer		
9. Notice of Immunity. Employee is provided notice that an individual shall not be held	FIELDS		
criminally or civily liable under any federal or state trade secret law for the disclosure of a trade secret that is made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. An individual who files a lawsuit for retaliation by an employer for reporting a suspeccied violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual (i) files any document containing the trade secret under seal; and (ii) does not disclose the trade secret, except pursuant to court order. This Agreement and each party's obligations shall be binding on the representatives, assigns and successors of such party. Each party has signed this Agreement through its authorized representative. DISCLOSING PARTY Signature: Date: Typed or Printed Name: Date:	Signature		
	<u>. Int</u> Initials		
	Date Signed		
	∧A Text		
	S Full Name		
	Company		
	💵 Title		
	Email		
Signature:	Checkbox		
Typed or Printed Name: Date:	888 Checkbox Group		
	(?) Help		

- I. After you have added these Recipients and you are ready, you can click the 'Send' button and the Document will be sent to the relevant email addresses of the recipients.
 - i. If the email address is not valid, the admin of the eversign account will receive a bounce back email to notify them.
- m. Once the Document has been sent, you will navigate back to the Phundex platform

Guide for Recipient receiving a Document for eSignature

- 1. The Recipient will receive an email in the inbox notifying them that they have a Document that requires their eSignature.
- 2. Click the 'Review and Sign' button to access the Document
- 3. Navigate to eversign
- 4. Click on the coloured 'eSign' field
- 5. Choose Signature
 - a. Type in your signature (you can choose different fonts)
 - b. Draw Signature
 - c. Upload Signature
- 6. Click 'Sign' to complete eSignature for the Document
- 7. Your signature will display
- 8. Click the 'Finish' button in the top right corner
- 9. Click 'Agree' to continue and complete the eSignature process

ſ	Almost Done	×		
10	By clicking "I Agree" you agree to be legally bound by this document and the eversign Terms & Conditions.			
su	I Agree Concel	t		
Inc	Information: ASDASD	with a ma		

10. View Document Signed screen in eversign with your details

Once the Recipient has completed their eSignature, the document in Phundex will be updated and viewed with this information.