



Sign Contracts in Ironclad using AdobeSign

Overview

Ironclad is a contract lifecycle management system (CLM) that assists in review, negotiation, and execution of funded and unfunded contracts. A Workflow is where a contract template is generated, along with all the business processes needed to execute it, such as approvals and signatures.

Workflows generally follow this process: Launch, Review and Collect Approvals, Collect Signatures, Archive Agreement. This job aid falls within the Signature phase.

This job aid includes the following sections:

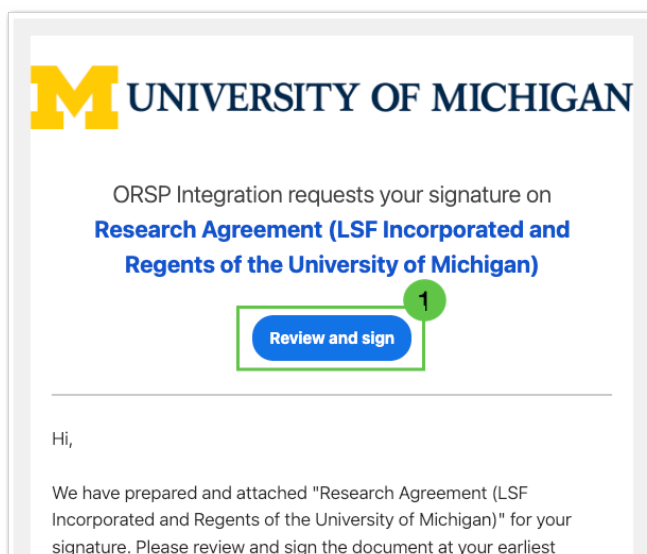
- Signing a Contract for Ironclad using AdobeSign

Step-by-Step Process

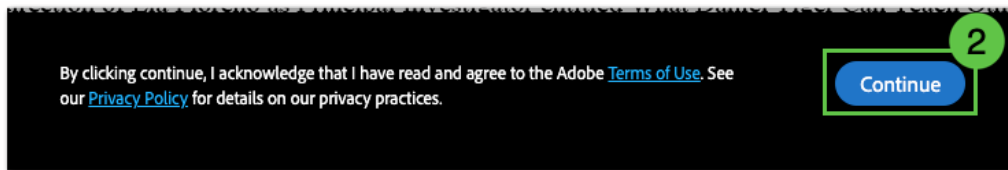
Once all approvals are collected on a contract, it is ready for the signature phase. The Workflow owner in ORSP will prepare a signature packet and send it out electronically to the applicable parties.

Signing in a Contract for Ironclad using AdobeSign

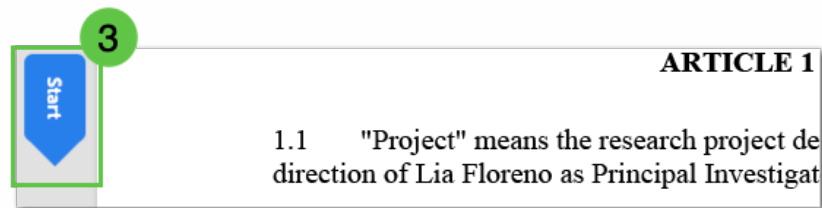
1. From your Inbox, from the **ORSP Integration via Adobe Acrobat Sign**, click **Review and Sign**.



2. A new web browser window will open in AdobeSign. At the bottom of the window, click **Continue** to proceed.



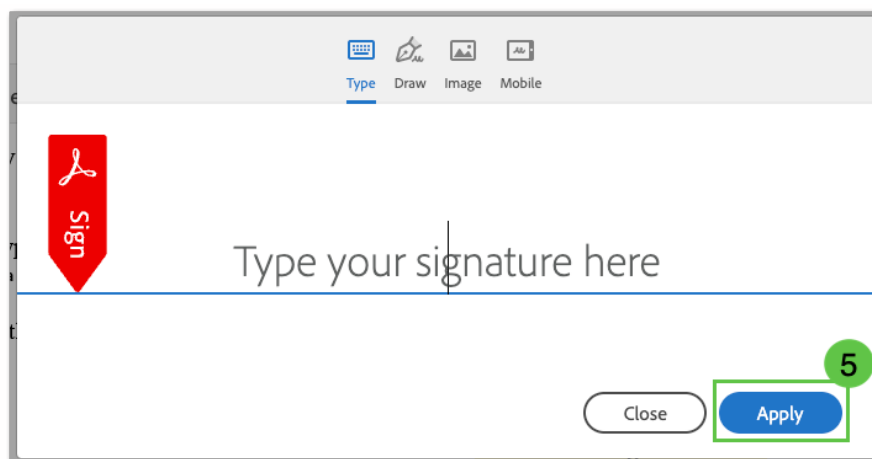
3. Then click **Start** to proceed with the signature process.



4. To add your signature, click **Click to Sign**



5. Type your name or use one of the other AdobeSign options in the signature box: Draw, Image, Mobile to add your signature. Then click **Apply**.



6. Your title will be automatically applied but can be edited by clicking your mouse into the title box.

Next

6 Training Manager

7. Once your signature and title are complete, click **Click to Sign**. Your signature will be captured and the contract will proceed to the next individual (if applicable) for signing.

By signing, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures.

7 Click to Sign

8. An email notification will be sent once all signatures have been collected and the contract is fully executed.

Regents of the University of Michigan

Hi Lia,

Congratulations! All signers have signed the contract for "18-PAF1234567 - Research Agreement with Flobrook Enterprise" and the contract is now fully executed.

[VIEW WORKFLOW](#)

Leave a comment on this workflow by replying to this email.

Ironclad — The digital contracting platform loved by modern legal teams