

For recipients
CloudSign user guide



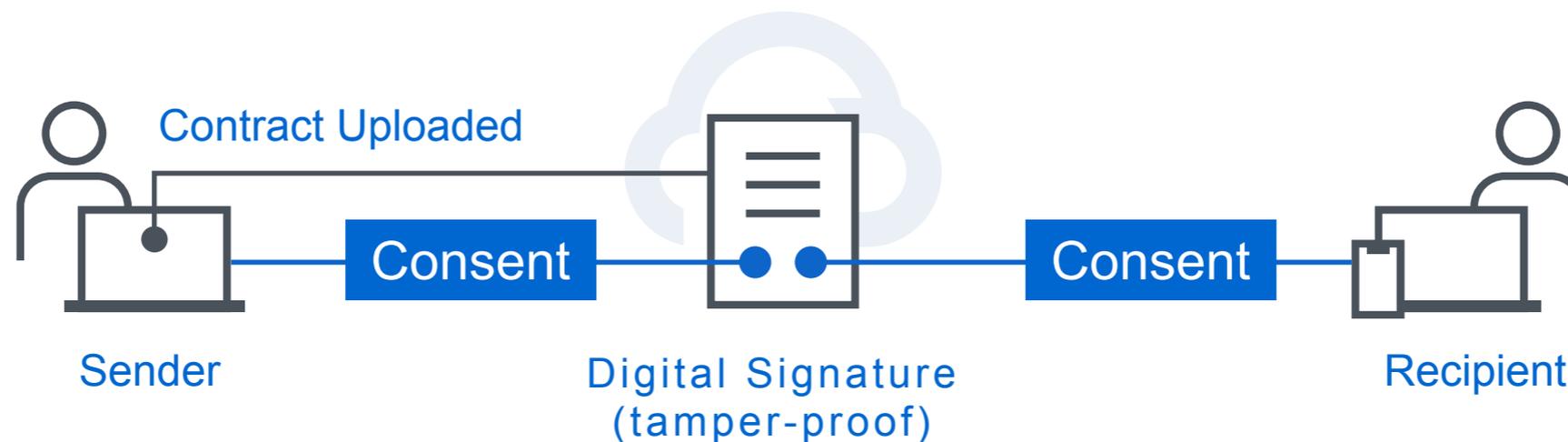
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- 3. Benefits of electronic contracting**
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1. What is CloudSign?

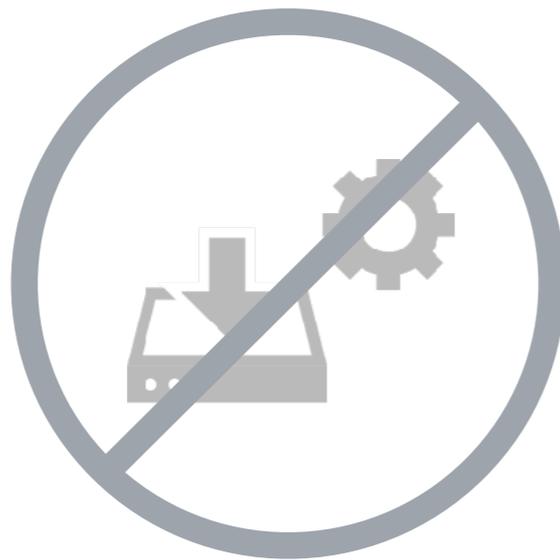
Supervised by Bengo4.com(Lawyer.com), Inc
From contract conclusion to contract management
Cloud-based electronic subscription services

You can upload the negotiated contract and enter into agreement once the other party approves it.
The recipients of the document do not have to register with CloudSign.

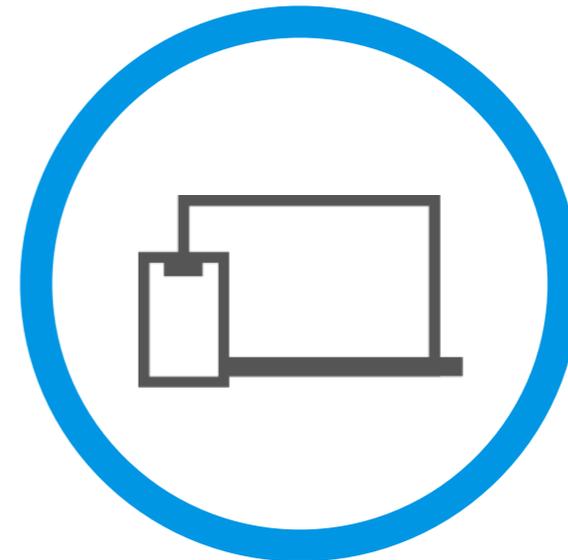


2. Flow of Conclusion

No special preparations are required.
You can authenticate by email and use it now.



No setup or installation required



All you need is your PC or smartphone

Conclusion of contract completed in 3 steps

You can open the PDF document from the email received and enter into an agreement with a click.
 Recipients do not have to register with CloudSign.

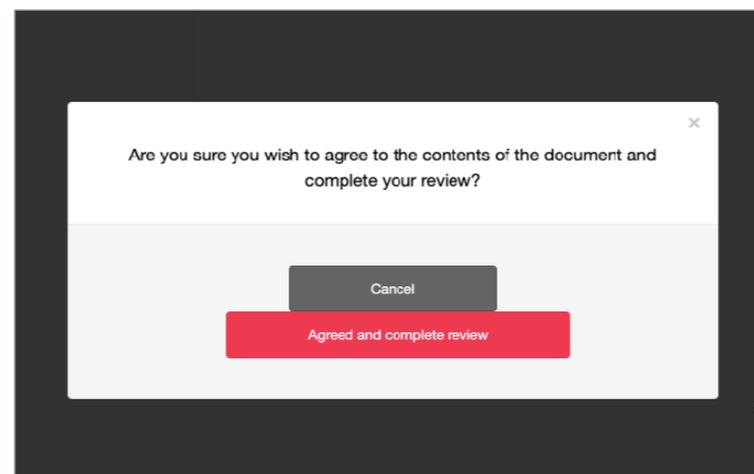
STEP
01

STEP
02

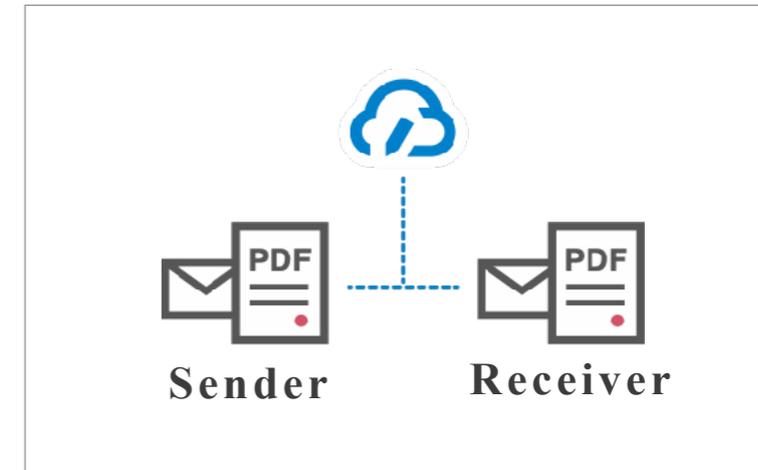
STEP
03



Receive by email



Agreement confirmation and agreement



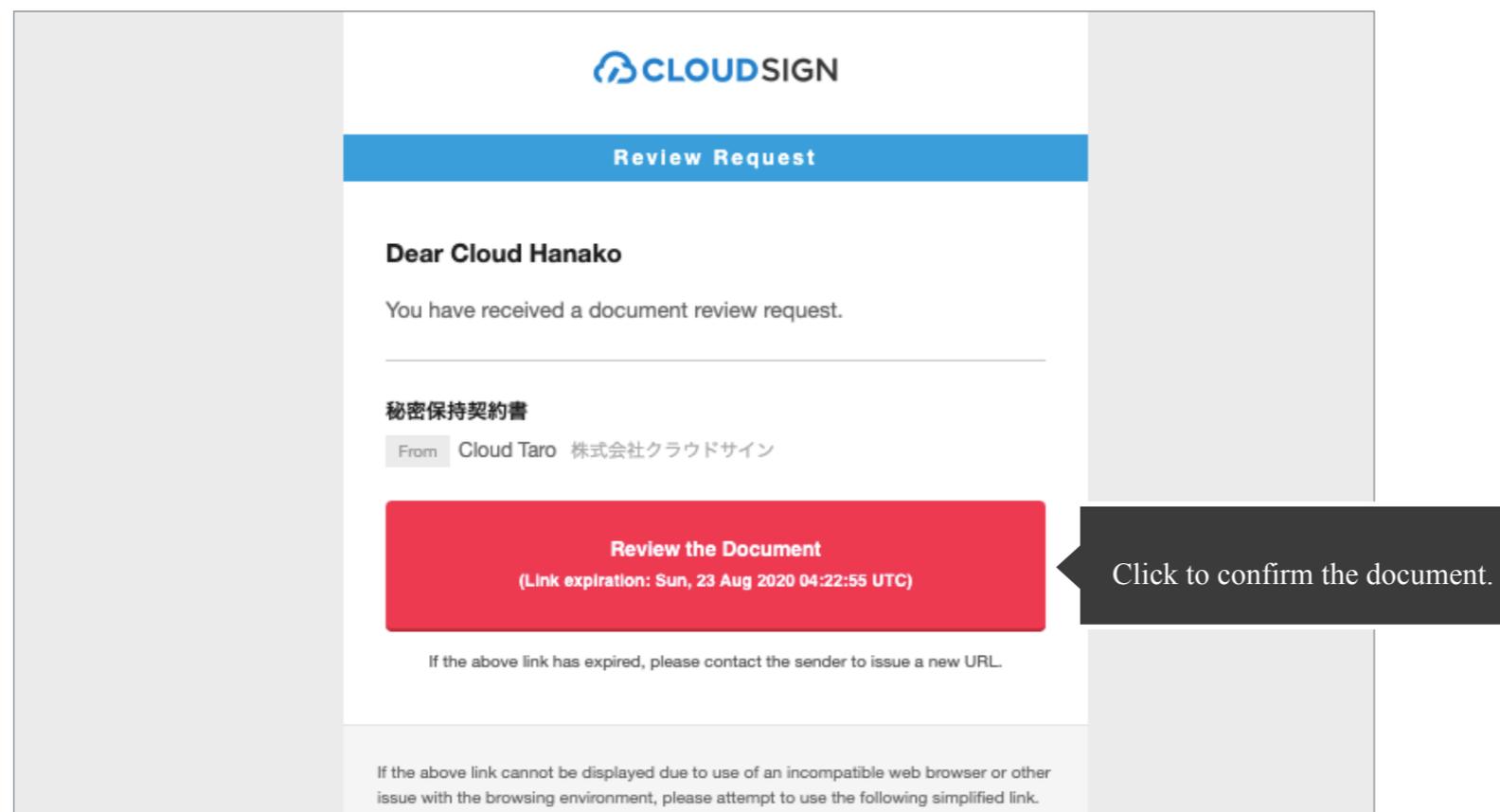
After conclusion of the contract, you can print it out or store as PDF.

Closing flow

When concluding a contract on a PC

STEP 01. Receive via mail (PC)

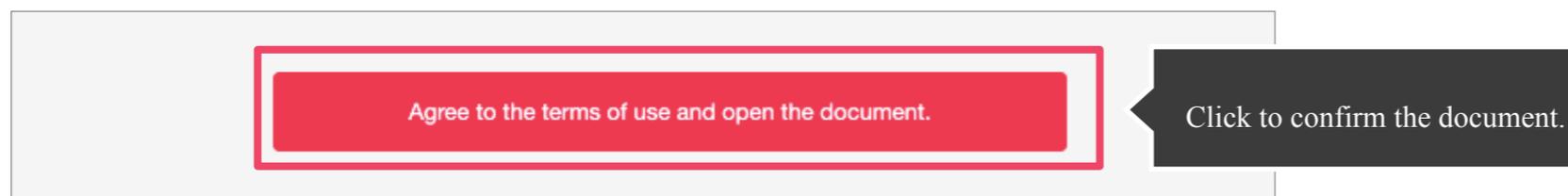
STEP01-1. Click the link in the “Review Request” email that you received from CloudSign.



You can open the document confirmation screen by clicking the link in the e-mail (in the red frame in the figure above).

Email title sample: A request to confirm the Confidentiality Agreement has been received from Mr. Jiro Sign (CloudSign Co., Ltd.).

STEP01-2. Confirm the terms of use (<https://www.cloudsign.jp/tos>) and click “Agree to the terms of use and open the document”.



STEP 02. Contract confirmation/agreement (PC)

STEP02-1. Review the contents of the contract and click the entry to enter the required items in the entry field.

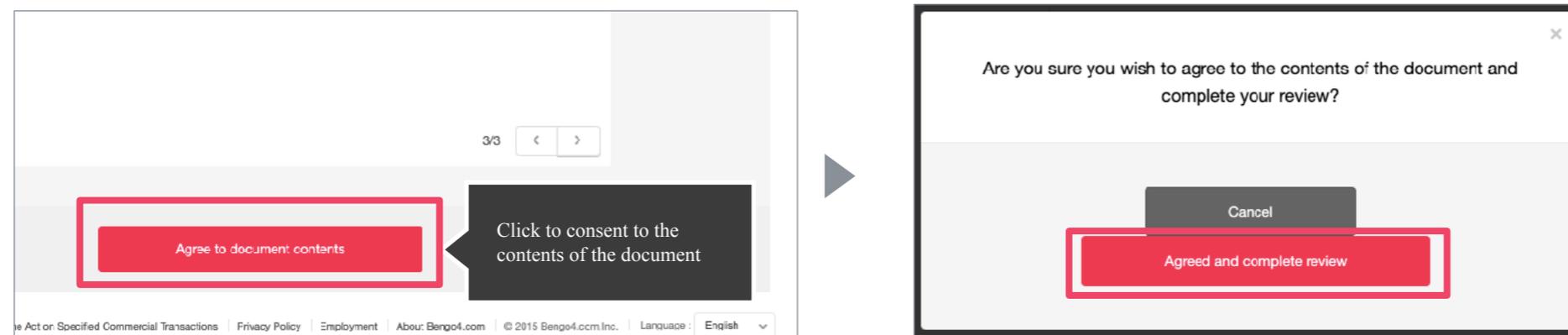


If an input item has been specified by the sender, click the "Free Text" field or the "Seal" field and enter the required information.

Free text and sealed fields are voluntarily set by the sender and may be sent without these items.

※ In this service, the conclusion of the agreement itself is formed by both parties pressing the “Agreed and complete review” button, and the seal is a pseudo-impression that is consistent with general business practices.

STEP02-2. Click the Accept Button to complete the Agreement.



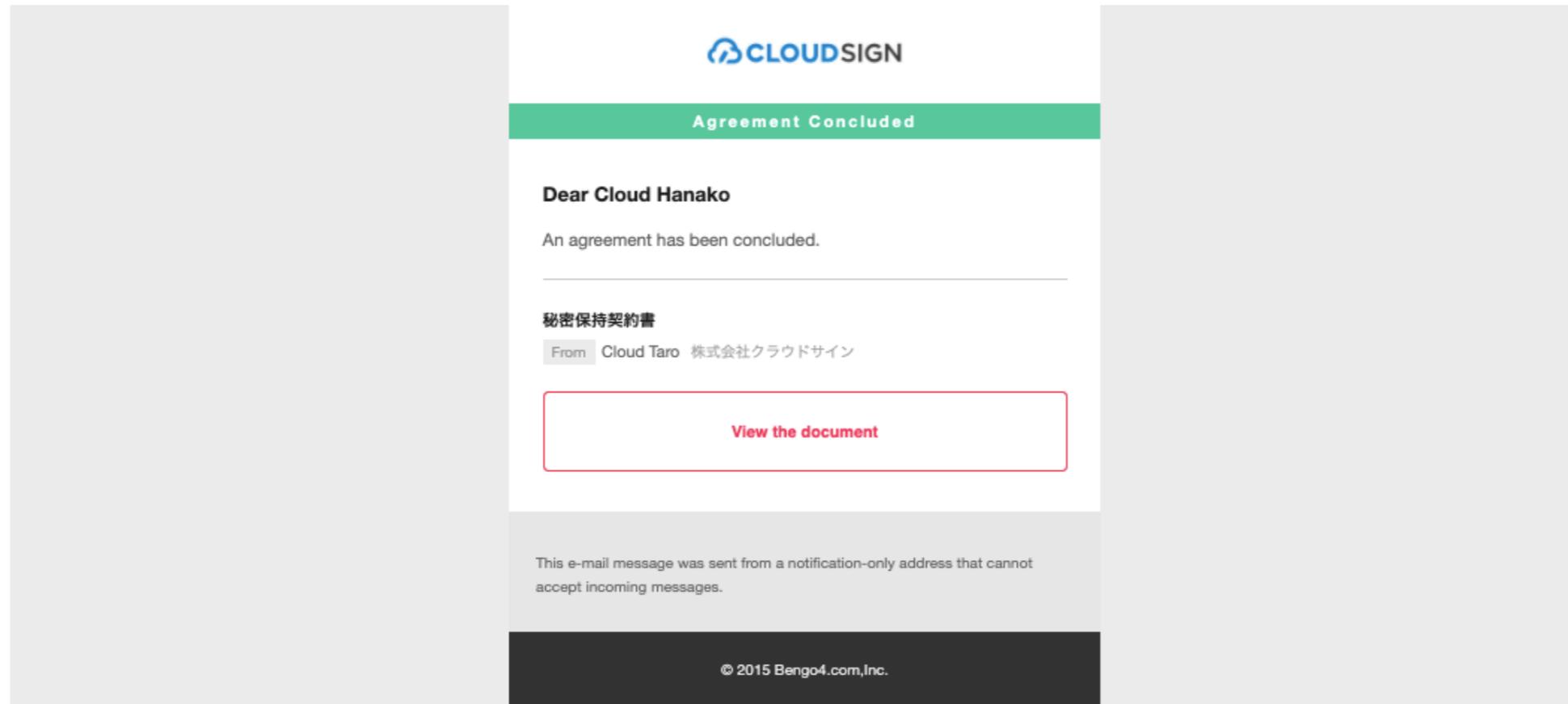
Click “Agree to document contents”.

In addition, a confirmation window will appear in the pop-up window. Click the "Agreed and complete review” button.

At this point, the agreement is concluded and the electronic signatures that cannot be altered are processed.

STEP 03. After conclusion of the contract, the documents can be printed or stored as PDF (PC).

STEP03. The PDF file of the signed document with the electronic signature is sent by e-mail, and the file can be saved.



Agreed-upon PDF file
(with electronic signature)

PDFs attached to emails can be saved even if they are not registered in CloudSign.

If you have registered to CloudSign, you can use more convenient functions such as document storage and search functions.

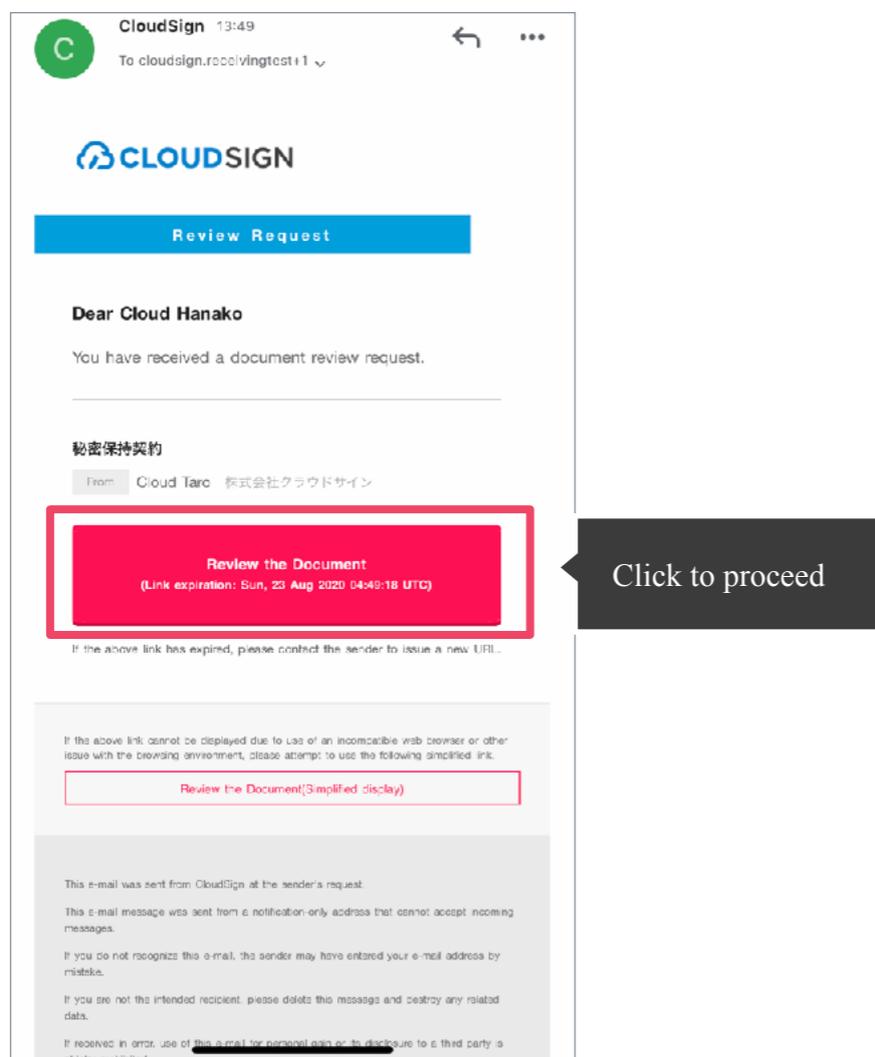
Closing flow

When concluding a contract with a smartphone

STEP 01. Receive by email (smartphone)

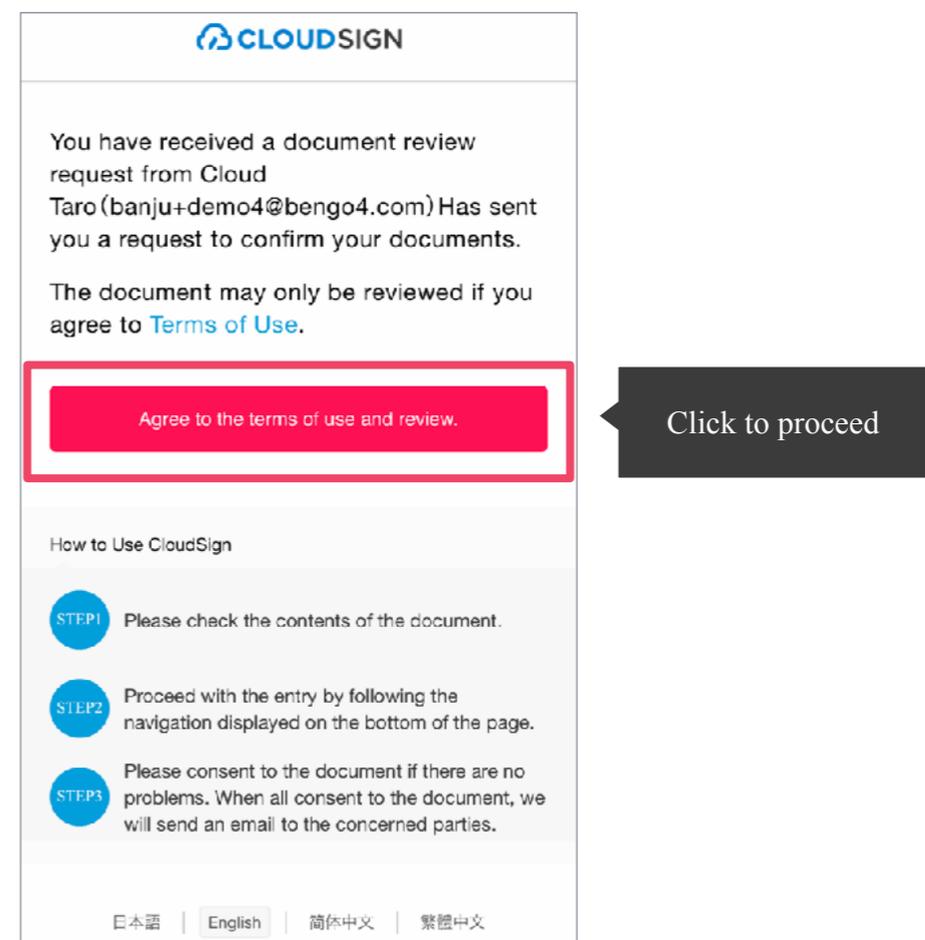
STEP01-1.

Click the link that is listed in the Confirmation Request mail received from CloudSign



STEP01-2.

By reviewing the terms of use (<https://www.cloudsign.jp/tos>) Click “Agree to the terms of use and review”.



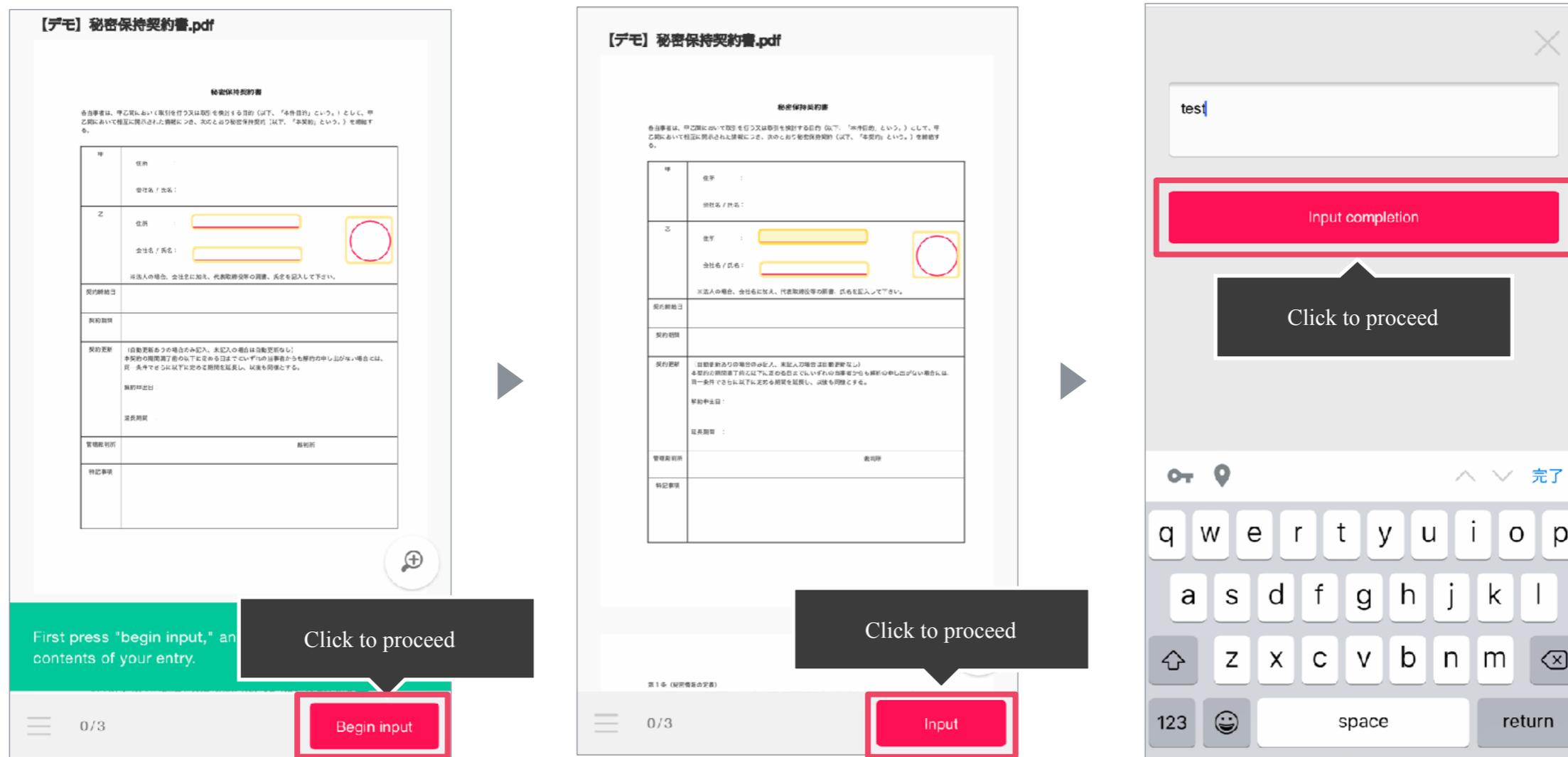
You can open the document confirmation screen by clicking the link in the e-mail (in the red frame in the figure above).

Email title sample: A request to confirm the Confidentiality Agreement has been received from Mr. Jiro Sign (CloudSign Co., Ltd.).

STEP 02. Agreement confirmation/agreement (smartphone)

STEP02-1.

Review the contents of the contract and click the entry to enter the required items in the entry field.



When the document opens, check the contents.

If an input item is specified by the sender, select the input field from "Start input", then click "Enter".

Tap "Enter" to start the smartphone keyboard. Enter characters.

Free text and sealed fields are voluntarily set by the sender and may be sent without these items.

※ In this service, the conclusion of the agreement itself is formed by both parties pressing the "consent" button, and the seal is a pseudo-impression that is consistent with general business practices.

STEP 02. Agreement confirmation/agreement (smartphone)

STEP02-2.

Click the “Agree and complete review” to complete the Agreement.

【デモ】秘密保持契約書.pdf

秘密保持契約書

各当事者は、甲乙間に於いて取引を行う又は取引を検討する目的（以下、「本件目的」という。）として、甲乙間に於いて相互に開示された情報につき、次のとおり秘密保持契約（以下、「本契約」という。）を締結する。

甲	住所： 会社名/氏名：
乙	住所：Test 会社名/氏名：Test
契約締結日	
契約期間	
契約更新	（自動更新ありの場合のみ記入、未記入の場合は自動更新なし） 本契約の期限満了前の以下に定める日までという旨の当事者からも解約の申し出がない場合には、同一条件でさらに以下に定める期間を延長し、以後も同様とする。 解約の申出日： 延長期間：
管轄裁判所	裁判所
特記事項	

Please confirm the contents of your entry. If there are no issues, please click "confirm."

3/3 Revise **Confirm**

Click to proceed

【デモ】秘密保持契約書.pdf

秘密保持契約書

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管轄裁判所	裁判所
特記事項	

Are you sure you wish to agree to the contents of the document and complete your review?

Cancel **Agree and complete review**

3/3 Revise Confirm

Click to proceed

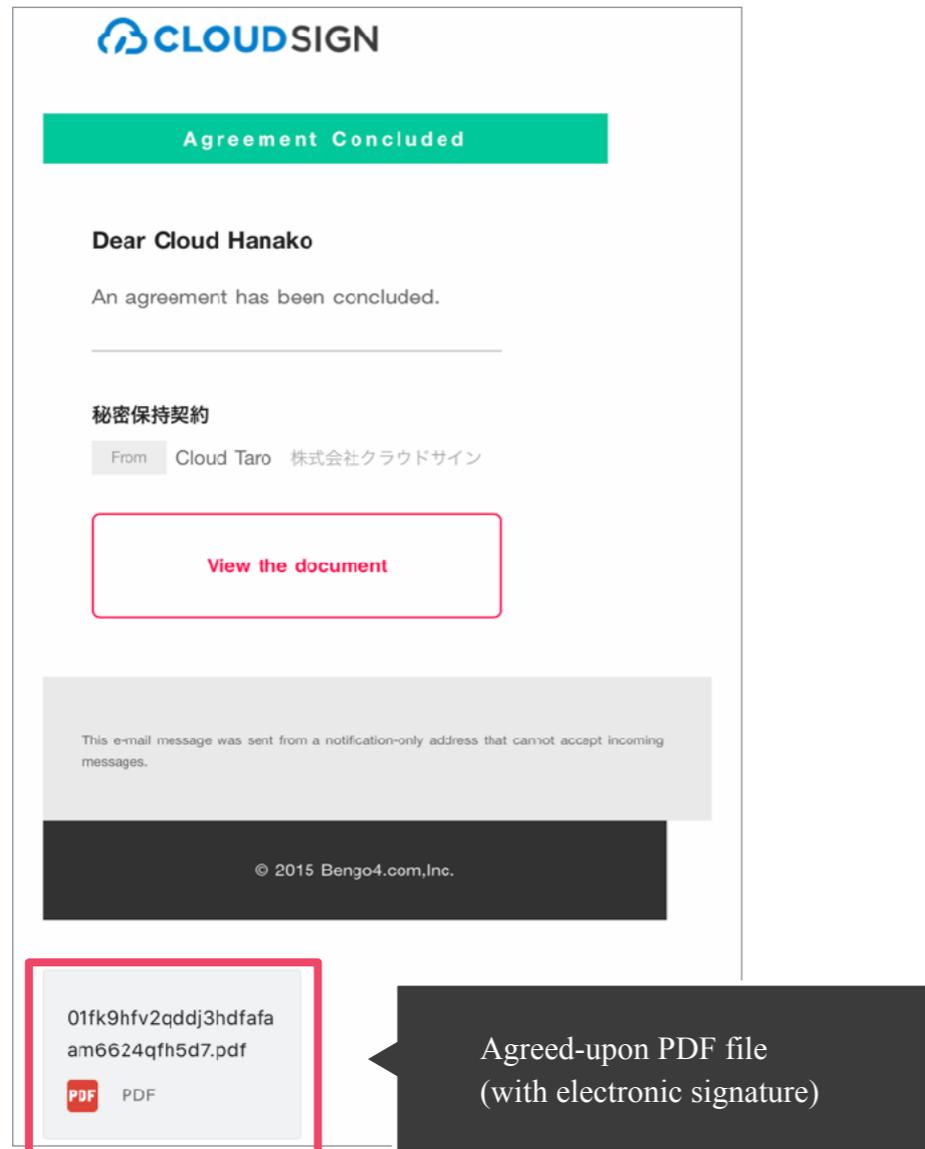
Click “Confirm”.

In addition, a confirmation window will appear in the pop-up window. Click the "Agree and complete review” button.

At this point, the agreement is concluded and the electronic signatures that cannot be altered are processed.

STEP03.

The PDF file of the signed document with the electronic signature is sent by e-mail, and the file can be saved.



PDFs attached to emails can be saved even if they are not registered in CloudSign.

If you have registered to CloudSign, you can use more convenient functions such as document storage and search functions.

There are such functions as well.

Document transfer function

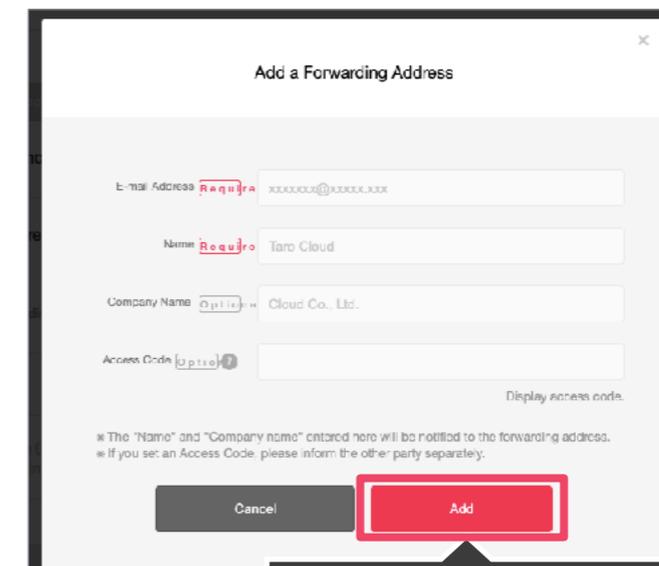
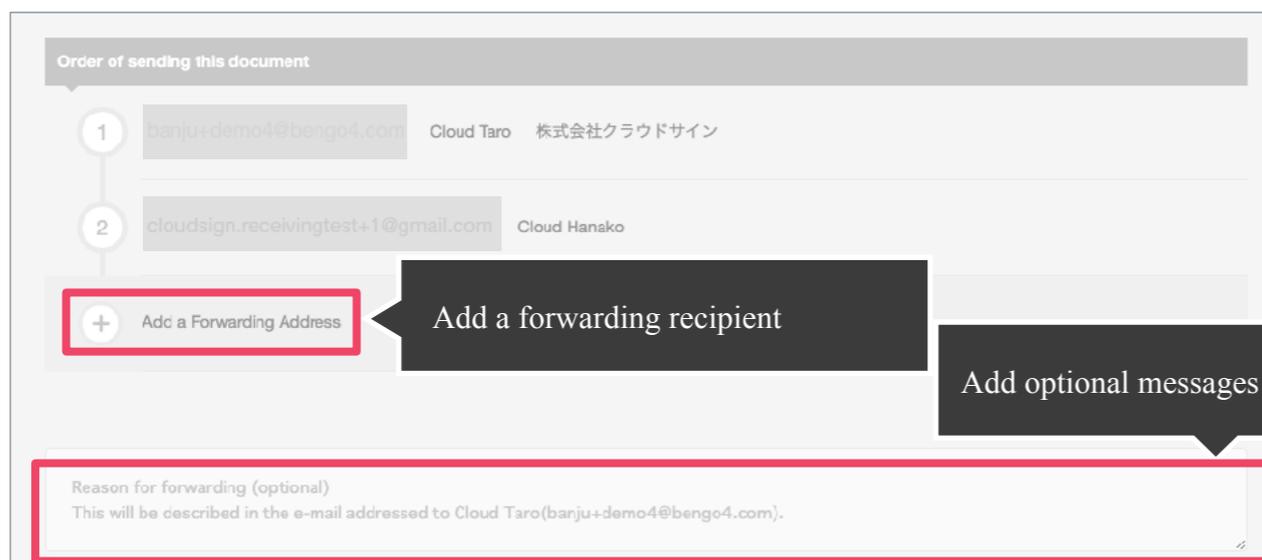
Received documents can be forwarded to other contract signing authorities.

For example, if you receive a document but do not have the authority to make the decision, transfer it to an internal decision-maker.
Appropriate authorities agree to ensure legal validity.

1. After accessing the contract URL, click Transfer in the upper right corner.



2. Add an optional destination message for the forwarding destination.



3. After adding the recipient, click the button to transfer to complete the transfer.

Document Forwarding

You have added "Cloud ichiro" as a mail recipient.

Order of sending this document

- 1 banju+demo4@bengo4.com Cloud Taro 株式会社クラウドサイン
- 2 cloudsign.receiveingtest+1@gmail.com Cloud Hanako
- 3 Forward aaaaaaaa@gmail.com Cloud ichiro Edit Delete

Reason for forwarding (optional)
This will be described in the e-mail addressed to Cloud Taro(banju+demo4@bengo4.com).

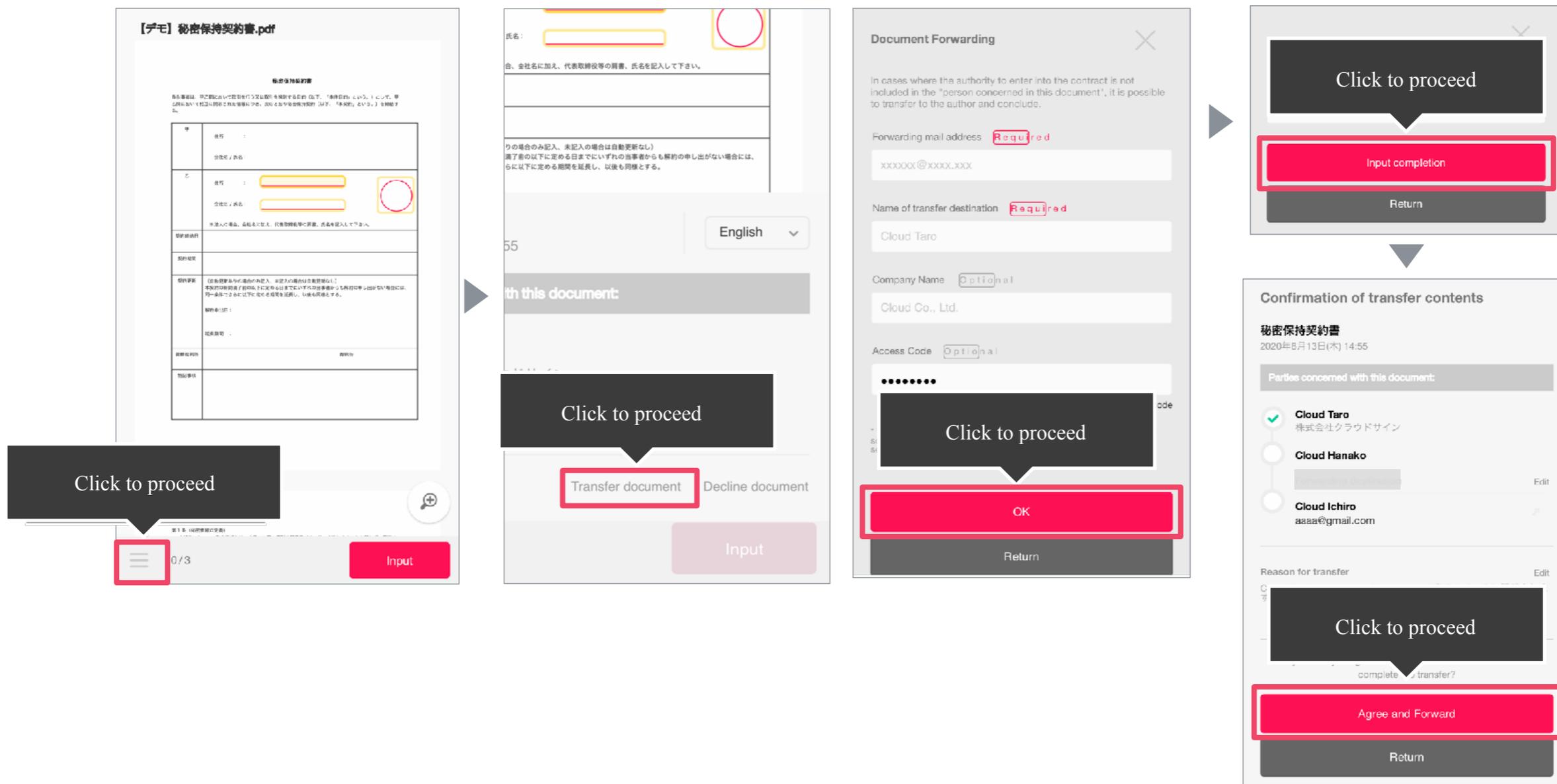
Cancel Forward Click to proceed

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Transfer function (smartphone)

1. After accessing the contract URL, click the icon in the lower-left corner, and then click Transfer Documents.

2. Enter the transfer recipient information and click the “Agree and Forward” button to complete the transfer.



3. Benefits of electronic contracting



Increase closing speed

For transactions
(service introduction and collaboration)
to be started faster



Cost reduction

Expenses of stamps, mail, printing, and storage
will not be needed



Zero Loss Risk

Solving the problems of not knowing where the
documents are or accidentally discarding them
or losing them while sending by mail

弁護士ドットコム

1. Strong background

The operating company is Bengo4.com, Inc. Legality and evidence, as well as sophisticated security.



2. Introduced by more than 0.3 million companies

This service has a market share of more than 0.3 million companies that have installed it and has been used for more than 5 million documents.



3. Can inquire easily

Inquiries can be made directly by chat without having an account.



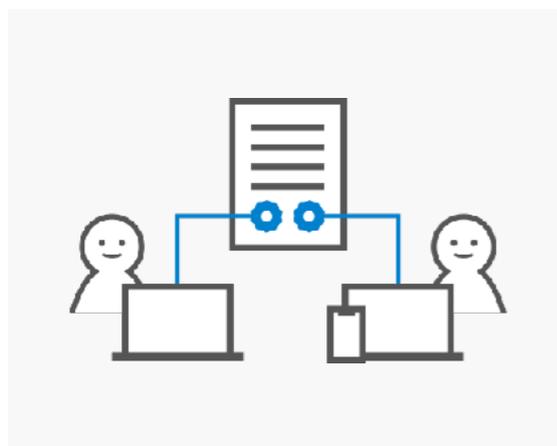
4. Intuitive and easy-to-use operation screen

A simple and easy-to-use design that also won the Good Design Award.

¥0

5. Can be used without registration and free of charge

Recipients can enter into agreements without creating an account. Therefore, no expenses are incurred.



Conclusion of a contract

You can enter into a contract in just a few minutes.



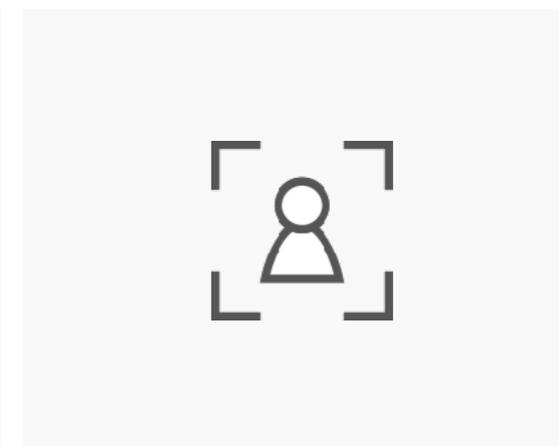
Custody of contractual documents

With a secure storage function, Also help to strengthen compliance.



Contract Search

Search with various conditions such as contract name, company name, date and amount, etc.



Identity Confirmation

In addition to e-mail authentication, access code authentication is available at the sender's discretion.

How to Register with CloudSign

Access CloudSign (<https://www.cloudsign.jp>) and set the mail address and password.

If the number of new documents sent is 5 per month and the number of users is up to 1, the usage fee is free.

4. Frequently Asked Questions

The answers on this page only apply in Japan.
We recommend you to check with your local attorney for more description.

Q. Are there really no problems, using not paper but electronic?

A. The contracting system is free and electronic contracts are also legitimate.

In principle: Freedom of contracting

In principle, the method for concluding contracts is free.

It is possible to conclude contracts on the cloud via e-documents, in addition to verbal and e-mail formats, even if they are not written, and the conclusion of contracts by CloudSign is of course legitimate.

The principles of this contract method are also stipulated in the revised Civil Code enacted in 2017.

Q. What is the probative security approach in CloudSign?

A. CloudSign has adopted a new system of electronic signatures in the name of Bengoshi.com, Inc. on behalf of customers and business partners.

In order to execute electronic signatures on behalf of us, it is not necessary for customers and business partners to acquire electronic certificates.

In addition, the certification time stamp is given so that "who", "what" and "when" can be proved over the long term.

Q. How to prevent unauthorized agent risk?

A. We recommend that persons with contract signing authority themselves send and receive cloud contracts. If a person other than the authorized person enters into a contract on behalf of the Company without delegation/approval from the authorized person, there is a risk of unauthorized agency being claimed and the contract being invalidated, as in the case where the seal is affixed to a document by an unauthorized person and the authentic execution of the document is not approved, even if the seal is affixed to the document by the unauthorized person.

In order to minimize this risk, it is recommended that the holders of contracts and the authorities themselves undertake the same work as in the principle of sealing.

Q. How to prevent the person who is authorized to conclude the contract not send or receive?

A. If the person who is authorized to conclude the contract does not send or receive the contract, consider the following methods as an alternative. In this case, it is recommended that the internal regulations stipulate that a contract by e-signature be executed by proxy.

① The signer shall separately obtain the approval of the person authorized to conclude the contract and sign the contract on his or her behalf.

Send and receive as a messenger

② Include persons who have the right to enter into a contract in the sending/receiving address

It also provides the ability to transfer and share documents entered into by persons with contract signing authority.