

# For recipients CloudSign user guide



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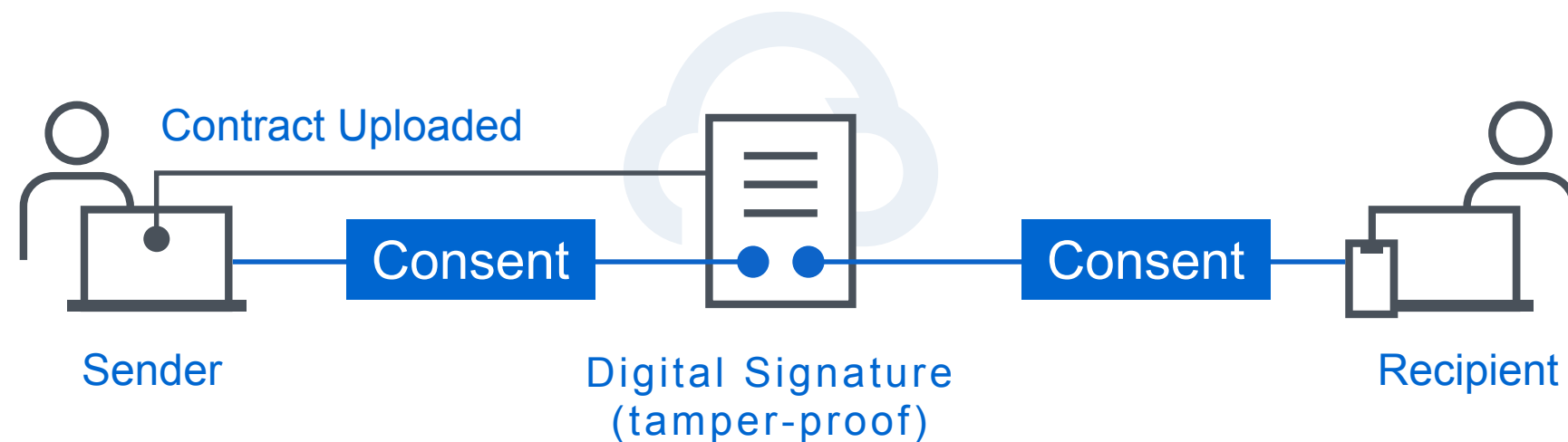
- 1. What is CloudSign?**
- 2. Flow of Conclusion**
- 3. Benefits of electronic contracting**
- 4. Frequently Asked Questions**

# 1. What is CloudSign?

Supervised by Bengo4.com(Lawyer.com), Inc

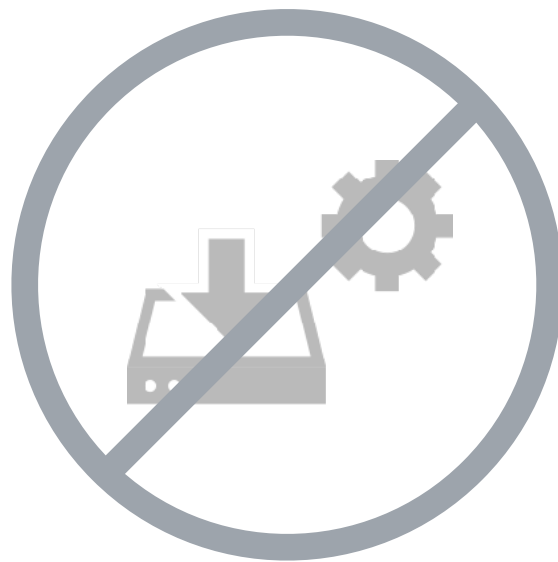
## From contract conclusion to contract management Cloud-based electronic subscription services

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.

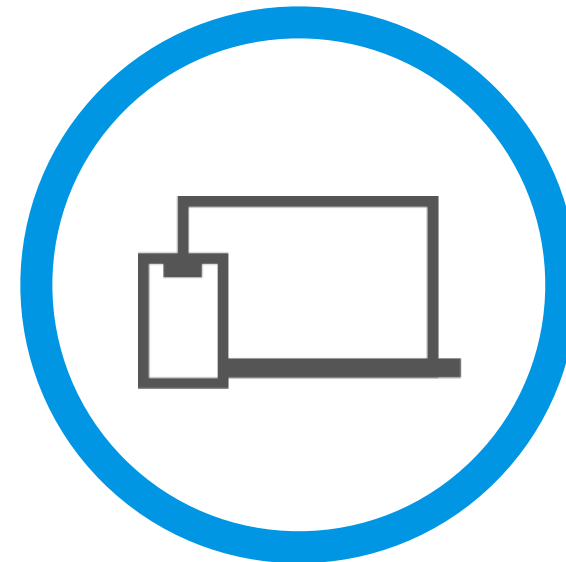


## 2. Flow of Conclusion

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

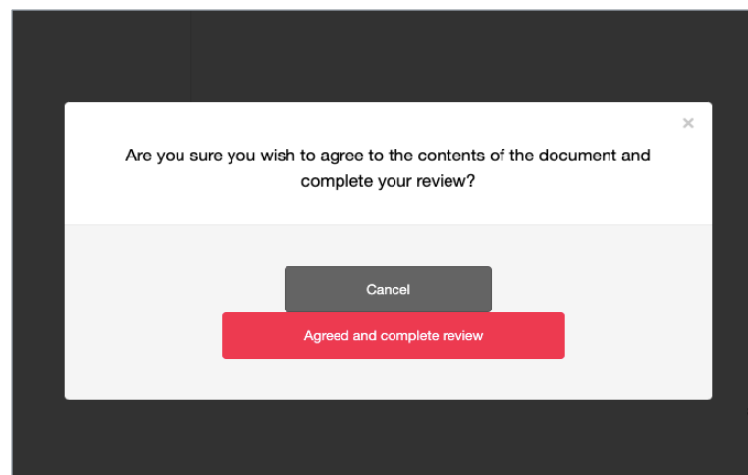
You can open the PDF document from the email received and enter into an agreement with a click.  
Recipients do not have to register with CloudSign.

STEP  
01



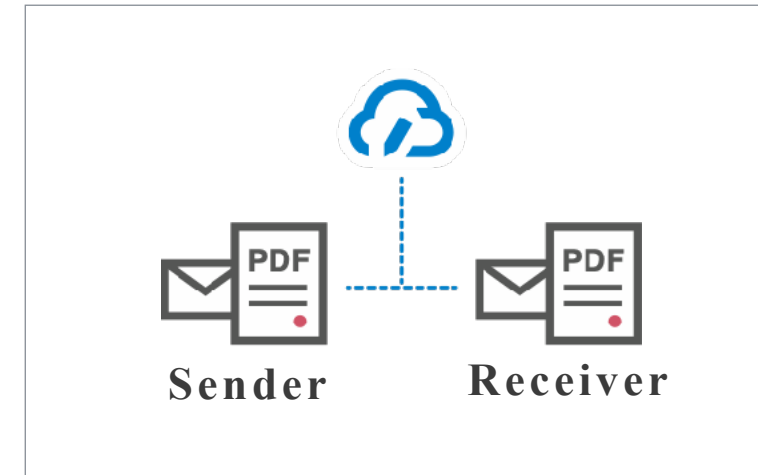
Receive by email

STEP  
02



Agreement confirmation and agreement

STEP  
03



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

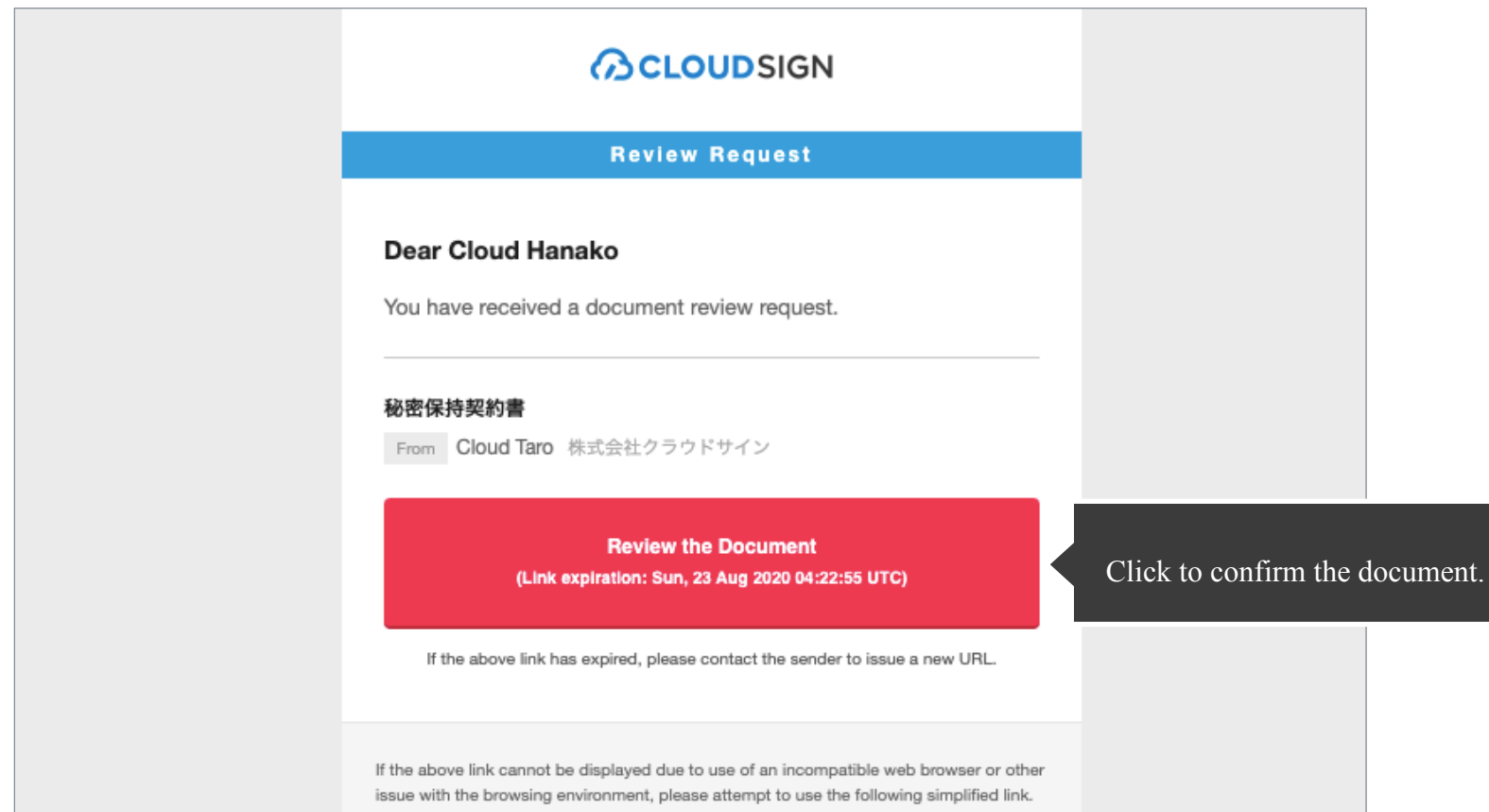
Closing flow

When concluding a contract on a PC



## STEP 01. Receive via mail (PC)

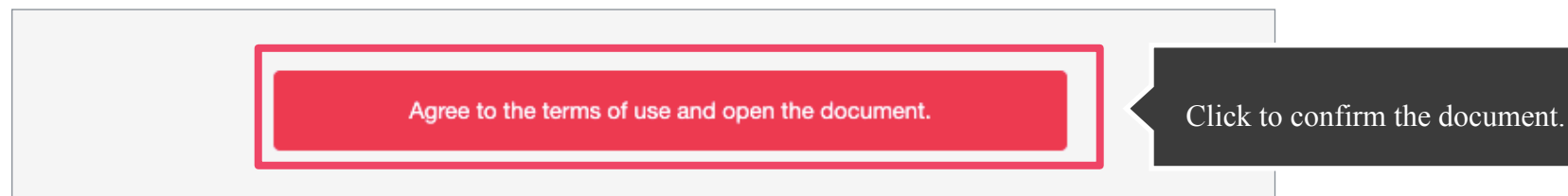
STEP01-1. Click the link in the “Review Request” email that you received from CloudSign.



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.

The screenshot displays the CloudSign interface. On the left, a sidebar shows the document title '【デモ】秘密保持契約書.pdf' and a list of input items: 'Freeform text', 'Affix seal', and 'Freeform text'. A red box highlights these items, with a callout 'Click to move to each input item'. The main area shows the contract document '【デモ】秘密保持契約書.pdf' with a 'Download' button. Below the document, there are input fields for '住所' (Address) and '会社名/氏名' (Company Name/Name), each with a 'Freeform text' label. A red box highlights these fields, with a callout 'Enter information in the entry field'. The document content includes a title '秘密保持契約書' and a paragraph of text.

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.

The screenshot shows the CloudSign interface with a red box highlighting the 'Agree to document contents' button. A callout 'Click to consent to the contents of the document' points to this button. To the right, a confirmation dialog box is shown with the text 'Are you sure you wish to agree to the contents of the document and complete your review?'. The dialog has two buttons: 'Cancel' and 'Agreed and complete review'. The 'Agreed and complete review' button is highlighted with a red box.

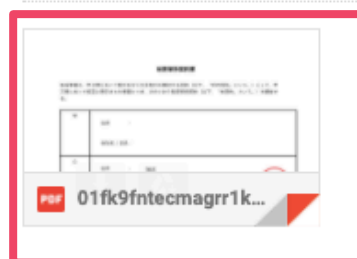
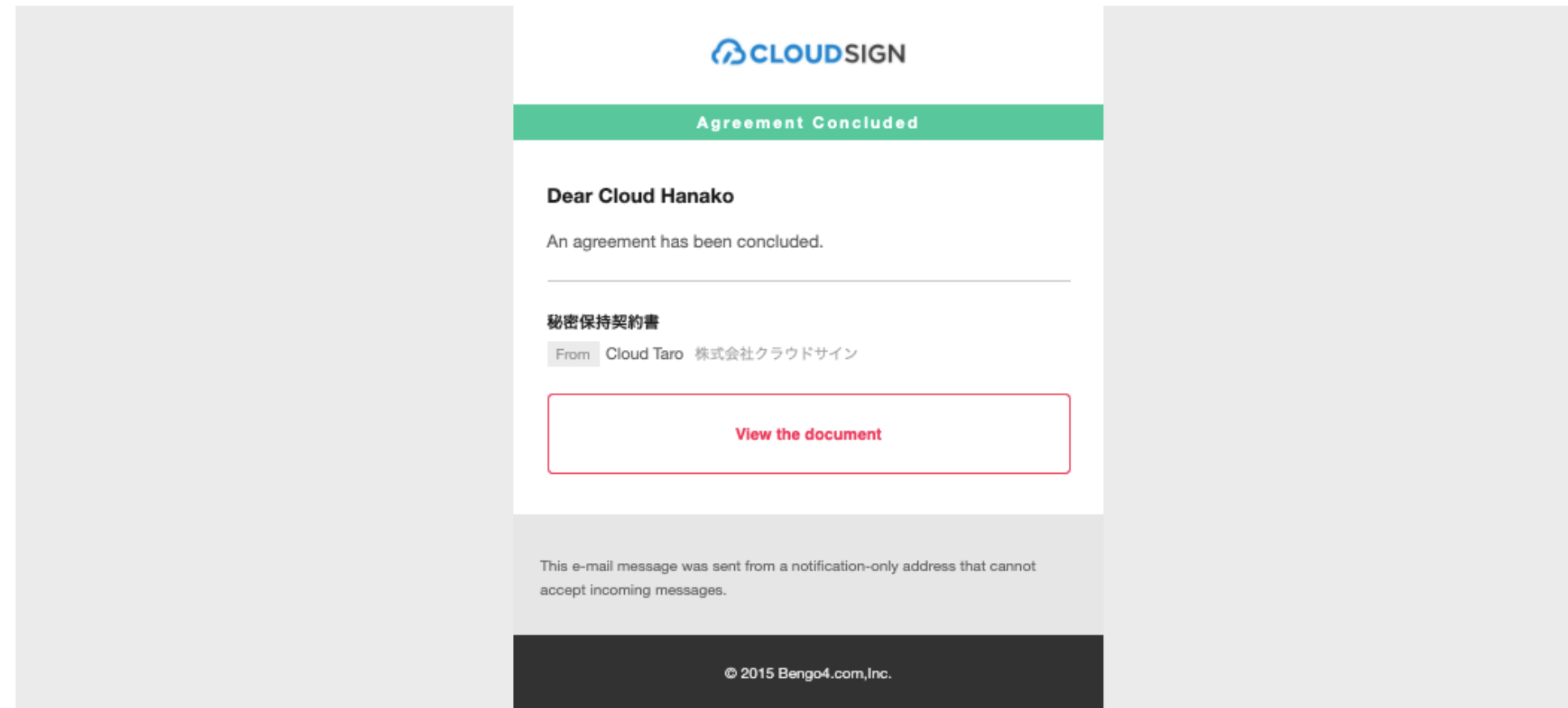
Click “Agree to document contents”.

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.

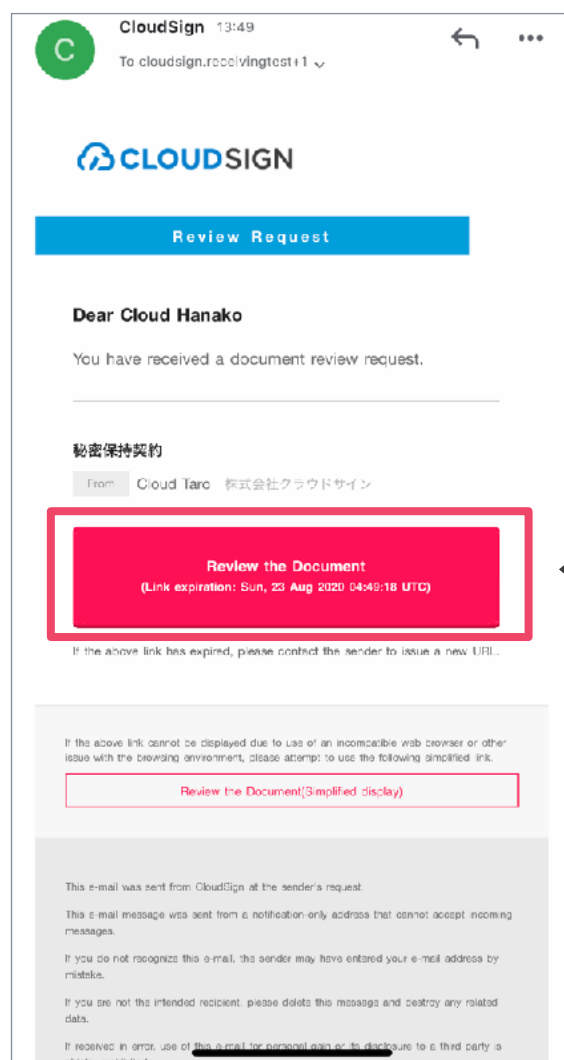
Closing flow

When concluding a contract with a smartphone

## STEP 01. Receive by email (smartphone)

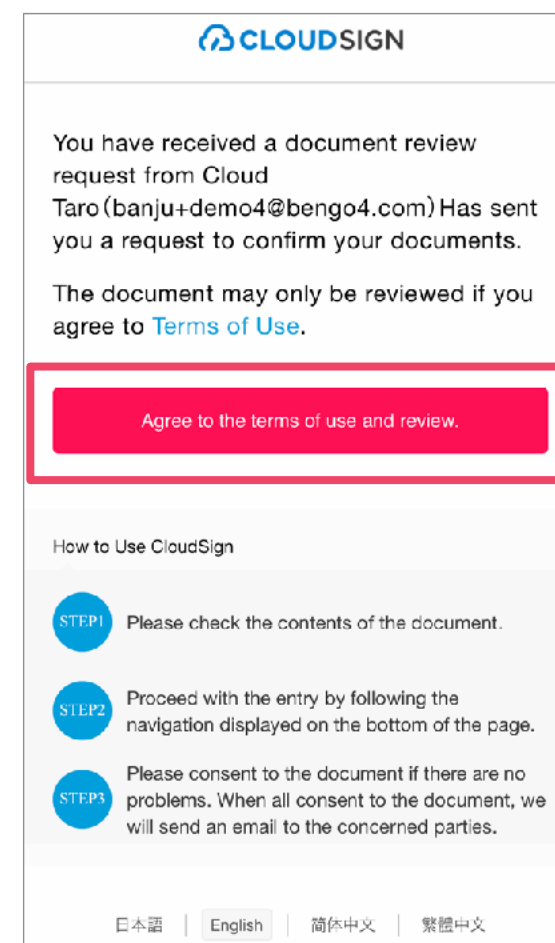
### STEP01-1.

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.

【デモ】秘密保持契約書.pdf

秘密保持契約書

当事者は、甲乙間に於いて取引を行う又は取引を締結する目的（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基づき、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<br>会社名 / 氏名  |
| 乙     | 住所<br>会社名 / 氏名<br>※法人の場合、会社名に加え、代表取締役等の肩書、氏名も記入して下さい。   |
| 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）<br>本契約の期間満了日の以下に定める日までこの旨の当事者から申し出がない場合は、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。 |
| 契約更新日 |   |
| 延長期間  |   |
| 管理裁判所 | 裁判所   |
| 特記事項  |   |

First press "begin input," and contents of your entry.

Click to proceed

Begin input

【デモ】秘密保持契約書.pdf

秘密保持契約書

当事者は、甲乙間に於いて取引を行う又は取引を締結する目的（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基づき、次のとおり秘密保持契約（以下、「本契約」という。）を締結する。

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| 契約更新日 |   |
| 延長期間  |   |
| 管理裁判所 | 裁判所   |
| 特記事項  |   |

Click to proceed

Input

test

Input completion

Click to proceed

完了

space return

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：<br>会社名/氏名：   |
| 乙                                 | 住所：Test<br>会社名/氏名：Test   |
| ※法人の場合は、会社名に加え、代表取締役等の氏名を記入して下さい。 |  |
| 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）<br>本契約の期限満了日の以下に定める日までにいずれかの当事者から更新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。<br>解約の申し出日：<br>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

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：<br>会社名/氏名：   |
| 乙                                 | 住所：Test<br>会社名/氏名：Test   |
| ※法人の場合は、会社名に加え、代表取締役等の氏名を記入して下さい。 |  |
| 契約締結日                             |  |
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| 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）<br>本契約の期限満了日の以下に定める日までにいずれかの当事者から更新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。<br>解約の申し出日：<br>延長期間： |
| 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

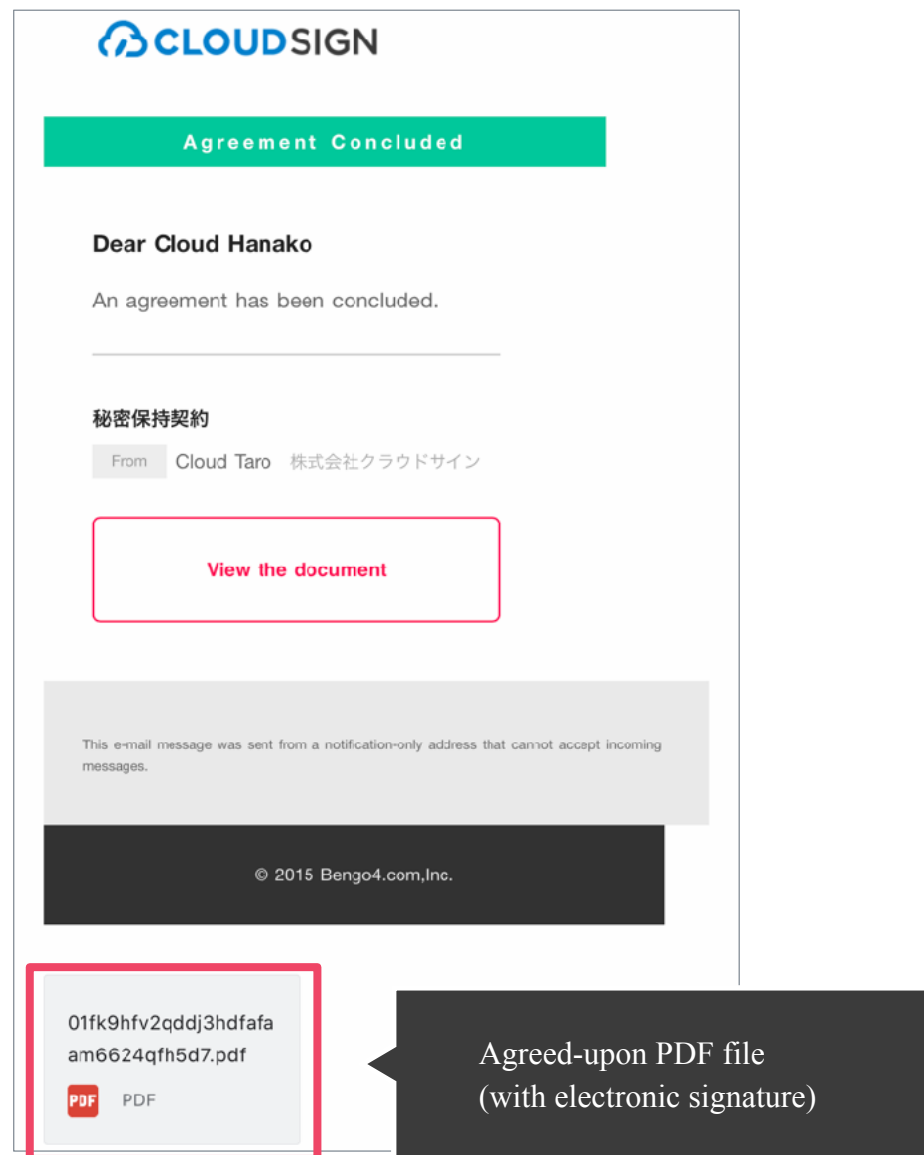
Click “Confirm”.

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

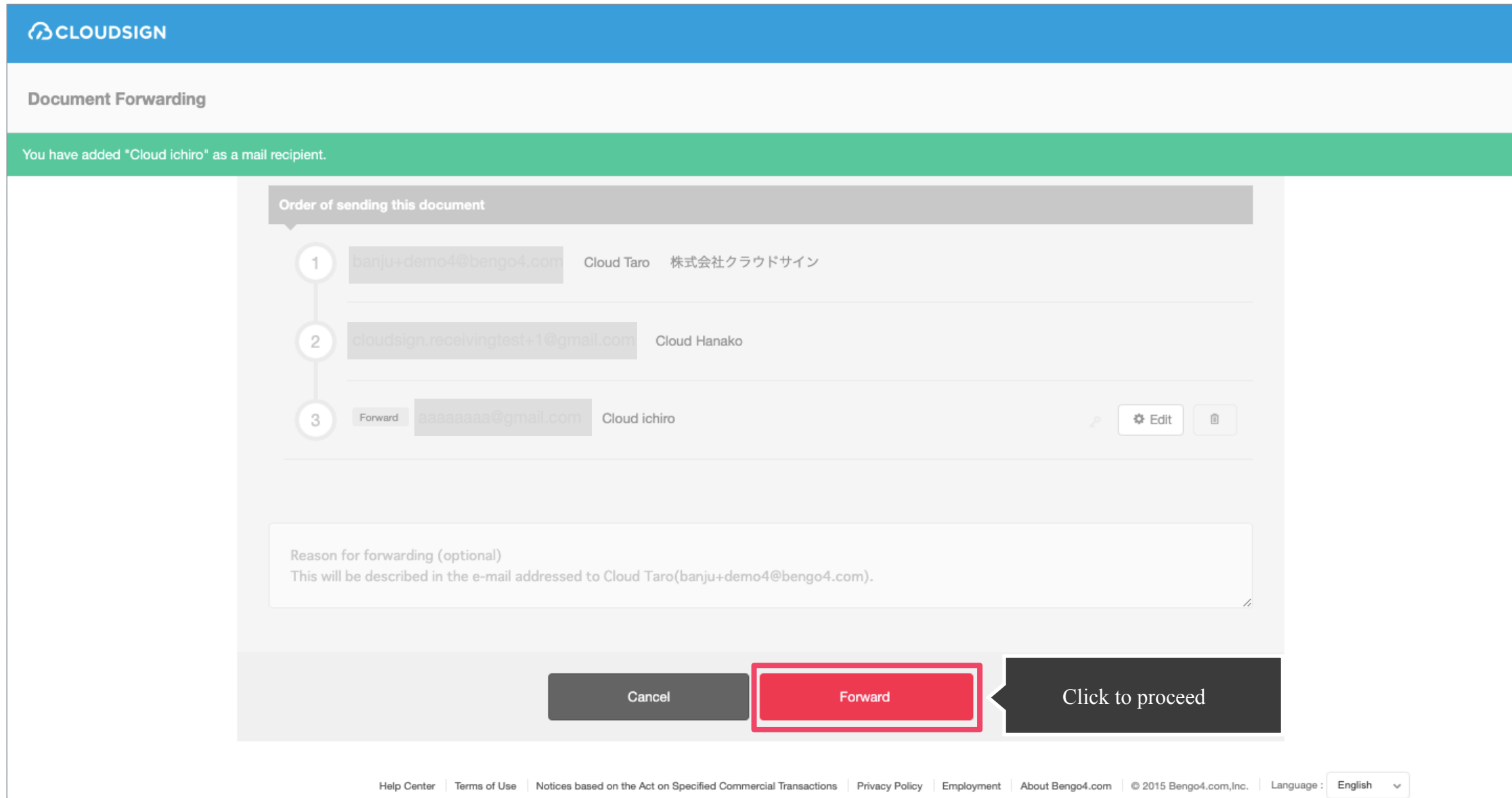
Received documents can be forwarded to other contract signing authorities.

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.



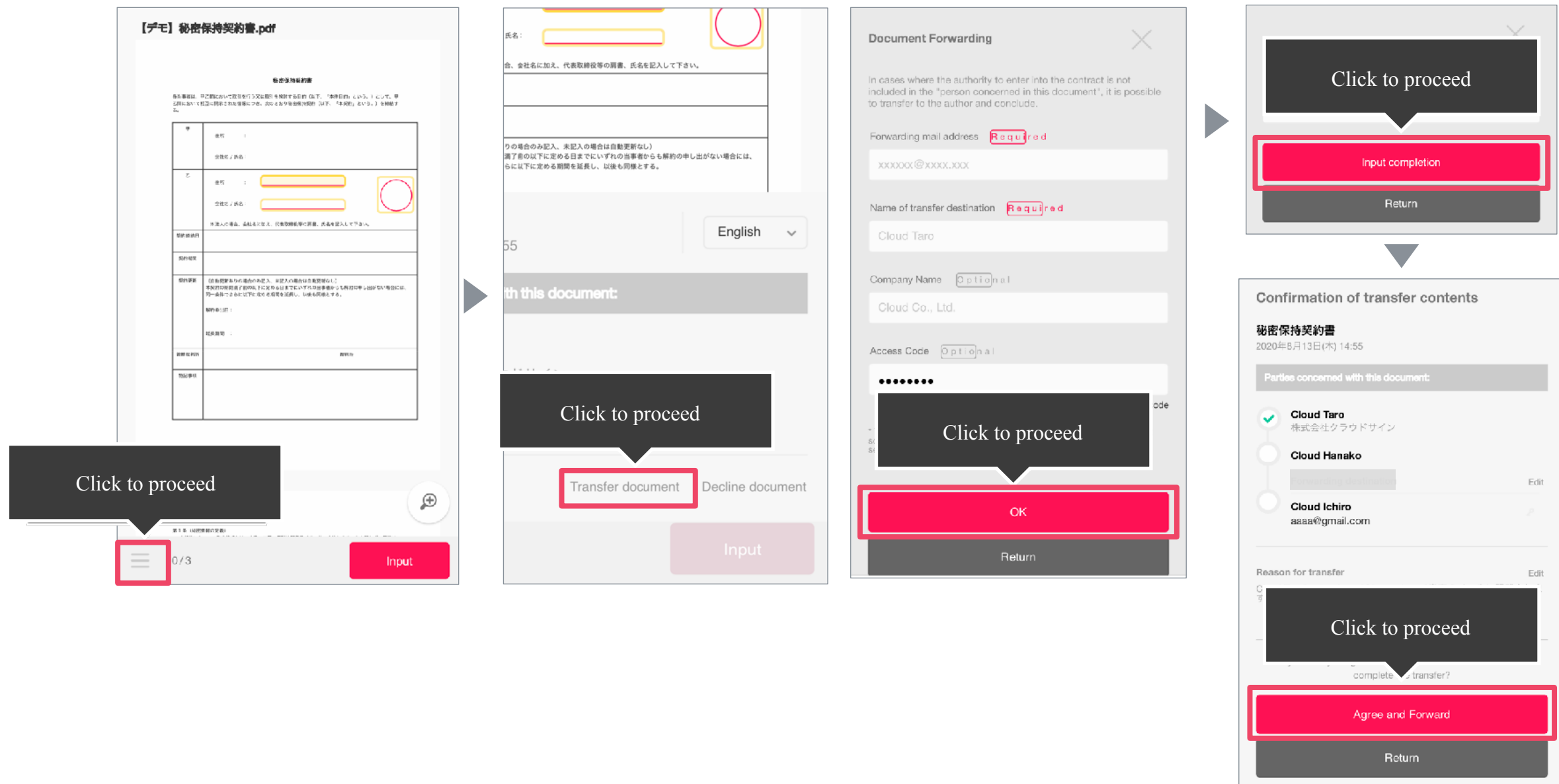
The screenshot shows the 'Document Forwarding' interface in the CloudSign application. At the top, a blue header contains the 'CLOUDSIGN' logo. Below it, a green banner states 'You have added "Cloud ichiro" as a mail recipient.' The main content area is titled 'Order of sending this document' and lists three recipients in a numbered sequence:

1. **banju+demo4@bengo4.com** (Cloud Taro 株式会社クラウドサイン)
2. **cloudsign.receivingtest+1@gmail.com** (Cloud Hanako)
3. **Forward** **aaaaaaa@gmail.com** (Cloud ichiro)

For the third recipient, there are 'Edit' and 'Delete' icons. Below the list is a text box for 'Reason for forwarding (optional)' with a placeholder: 'This will be described in the e-mail addressed to Cloud Taro(banju+demo4@bengo4.com).' At the bottom, there are 'Cancel' and 'Forward' buttons. A red rectangle highlights the 'Forward' button, and a black callout box with an arrow points to it with the text 'Click to proceed'. The footer contains links for 'Help Center', 'Terms of Use', 'Notices based on the Act on Specified Commercial Transactions', 'Privacy Policy', 'Employment', 'About Bengo4.com', '© 2015 Bengo4.com, Inc.', and a language dropdown set to 'English'.

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

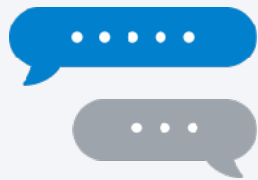
### 1. Strong background

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.