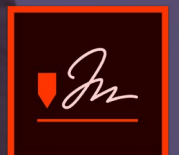


-GUIDE

Introducing Adobe Sign



What is Adobe Sign?

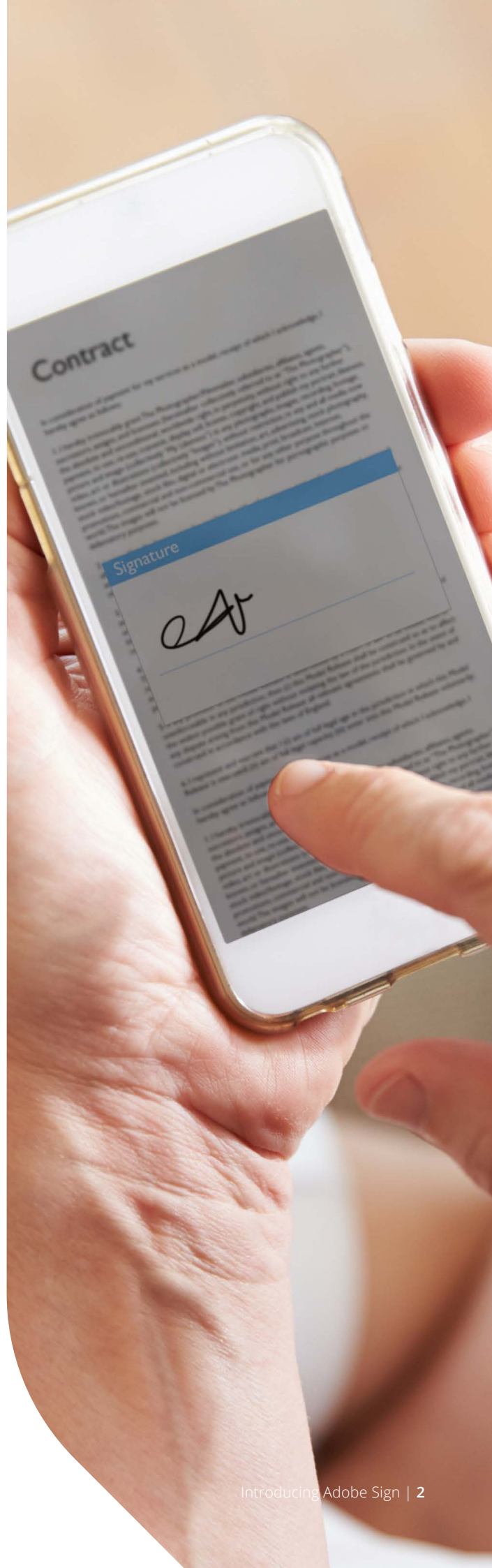
Adobe Sign is a cloud-based e-signature service that replaces paper and ink signatures with a fully automated electronic version using a computer or a mobile device.

What is an electronic signature?

An electronic signature, or e-signature, is a legal way to get consent or approval on electronic documents or forms

Electronic signatures are:

- 1 Legal** – Electronic signatures are legally binding around the world.
- 2 Tested** – Adobe Sign has been the highest-rated e-signature app in the Salesforce AppExchange since 2006. Many Fortune 500 companies and government agencies, and tens of thousands of small to medium businesses rely on Adobe Sign to process tens of millions of agreements every year.
- 3 Secure** – Electronic signatures are more secure than written and fax signatures. In addition, the final document is certified with a tamper-evident seal.
- 4 Auditable** – The process of gathering electronic signatures is completely tracked to ensure compliance. Adobe Sign maintains a detailed audit trail that logs all events and actions taken by you and your adviser, adding a further level of security.
- 5 Verifiable** – To verify your identity the document is sent to your email address for you to sign. As an added security measure, Fairstone will also send you a one-time password via text to guarantee it is you signing these important documents.



What are the advantages of e-signatures?

Electronic signatures are more secure and quicker to implement than paper-based signatures.

Electronic signatures:

- 1 Apply to the entire document** – If a paper contract has two or more pages and the signature is applied only to a single page, unsigned pages could be changed without anyone's knowledge. With Adobe Sign, a cryptographic binding is applied to the entire document before delivering a PDF of the final, signed document to all parties, creating a certified document with a tamper-evident seal. If any information changes on any page, Adobe Acrobat and Acrobat Reader software display a notification that the document's certification is no longer valid.
- 2 Can be tracked and managed efficiently** – Electronic signature processes driven by Adobe Sign provide complete visibility into the signature process, letting you keep track of document status in real time, get notified when your documents are signed, and send reminders as needed.
- 3 Can't be duplicated with a copier or scanner** – It's too easy to forge a paper signature by copying it, scanning it, or tracing it with a pen. With Adobe Sign, a signature is bound to a specific instance of the document and tracked as part of a multi-step signature process.
- 4 Can't be backdated** – With paper signatures, signers are free to enter any date or time they choose, making it possible for one of the parties to change the "active" date of the signing without notifying other parties. With Adobe Sign, the time is centrally managed by the hosted service and backdating is not allowed.
- 5 Are much easier to authenticate** – Authenticating a paper signature requires another handwritten signature from the same signer for forensic comparison. If additional signature samples aren't available, authenticity can't be proven. With Adobe Sign, multiple authentication methods can be applied to guarantee the identity of people signing documents.
- 6 Prevent documents from being defaced** – Paper documents can be defaced when signers cross out text in the document. Electronic signature processes driven by Adobe Sign protect the integrity of the original document so information cannot be hidden or removed.





Is Adobe Sign secure?

Yes. Adobe Sign employs industry standard security practices to protect your documents, data, and personal information. Adobe Sign is certified compliant with ISO 27001, SOC 2 Type 2, and PCI DSS.

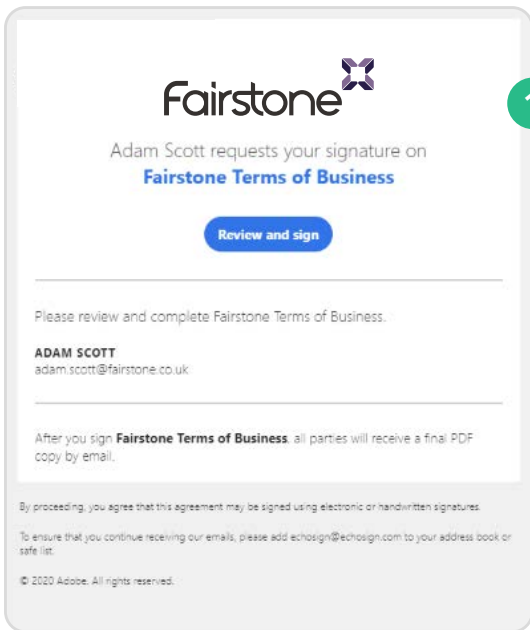
Where is my data stored in the Adobe Sign EU region?

All Adobe Sign EU1 customer transaction data, documents, and meta data are securely stored in Amazon Simple Storage Service (S3) and Elastic Block Store (EBS) within the European Union in Adobe Sign EU1 datacentres in Frankfurt, Germany and Dublin, Ireland. All Adobe Sign EU2 customer transaction data, documents, and meta data are securely stored in Azure Zone Redundant Storage (ZRS) and Azure Local Redundant Storage (LRS) within the European Union in Adobe Sign EU2 datacentres in Amsterdam, NL.

How do I use Adobe Sign?

Your Fairstone adviser will fully explain how to use the software but we hope the following pages act provide a useful reference guide.

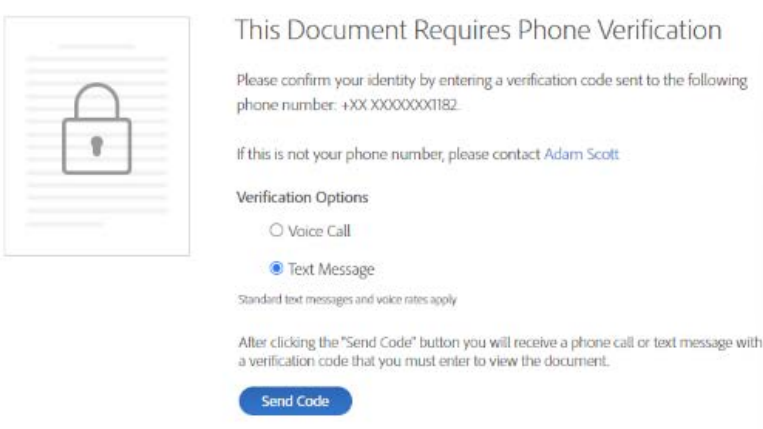
Signing using a desktop computer



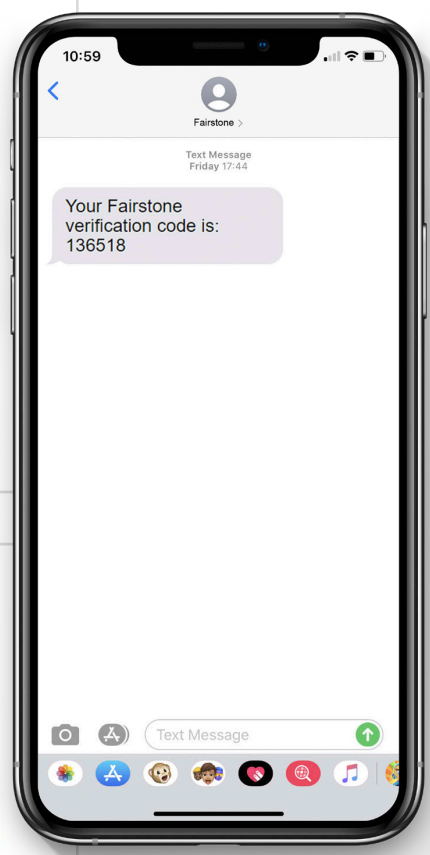
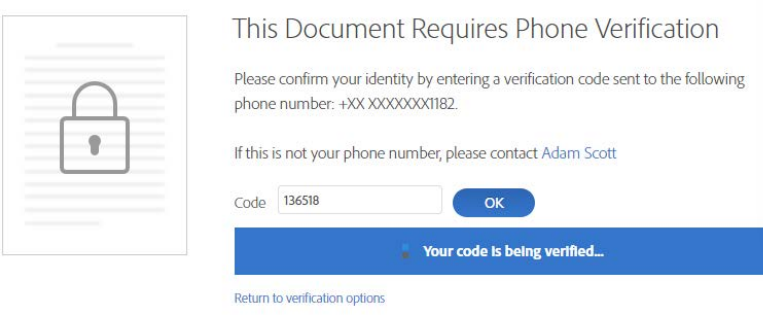
1

- 1 Tap the link provided in the e-mail to **review and sign** your document.
- 2 Your adviser will have discussed two-factor authentication with you prior to opening the document. You can choose to receive a code via text or automated voice call.
- 3 Enter the code to gain access to the document

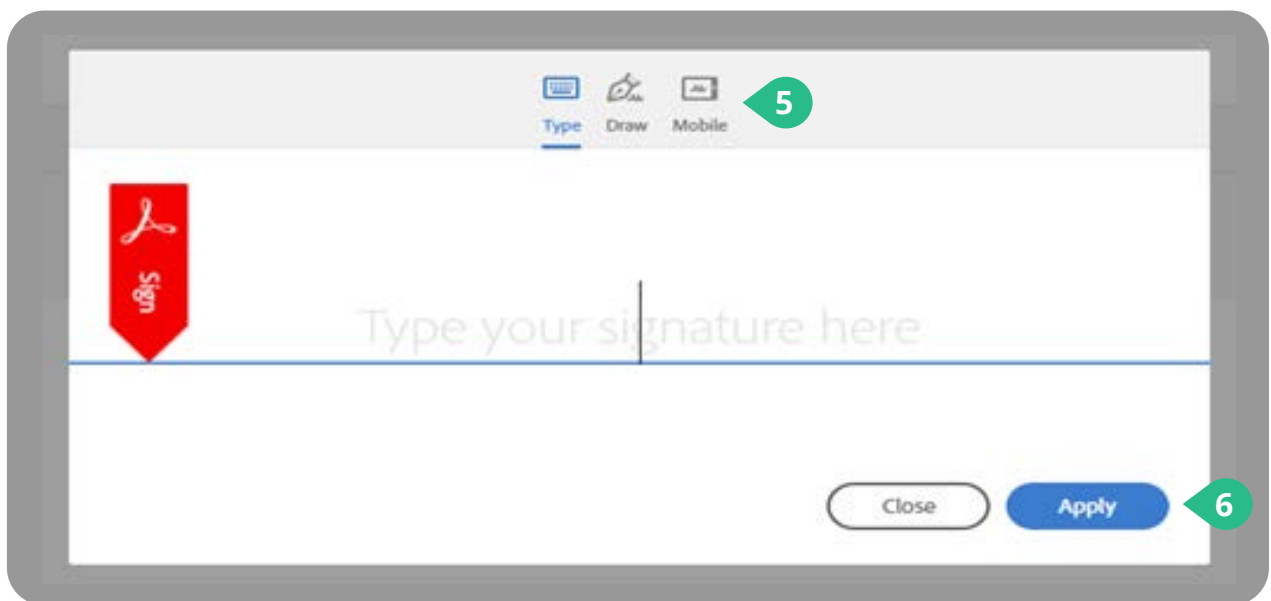
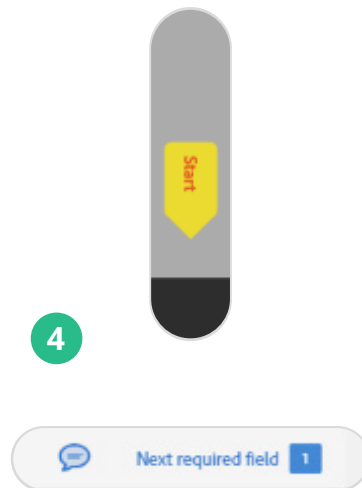
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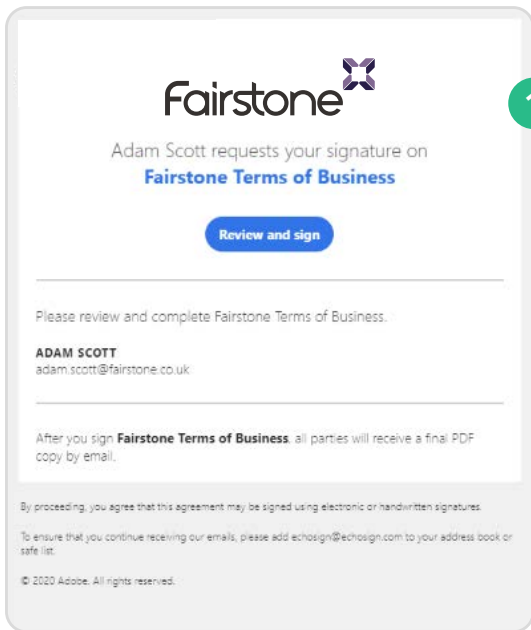
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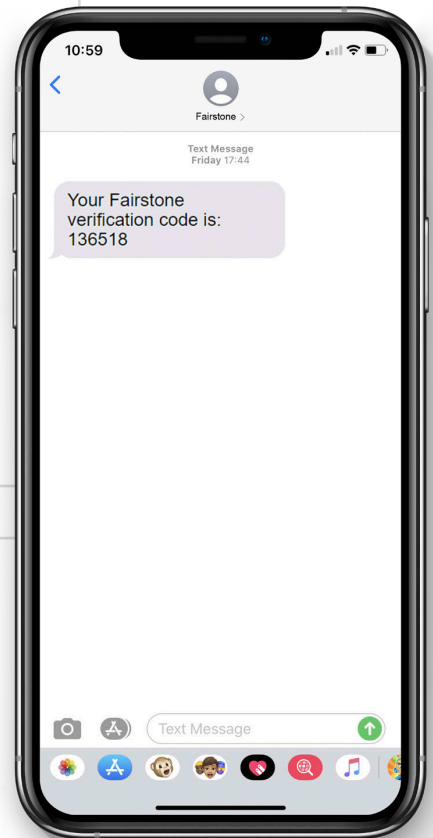
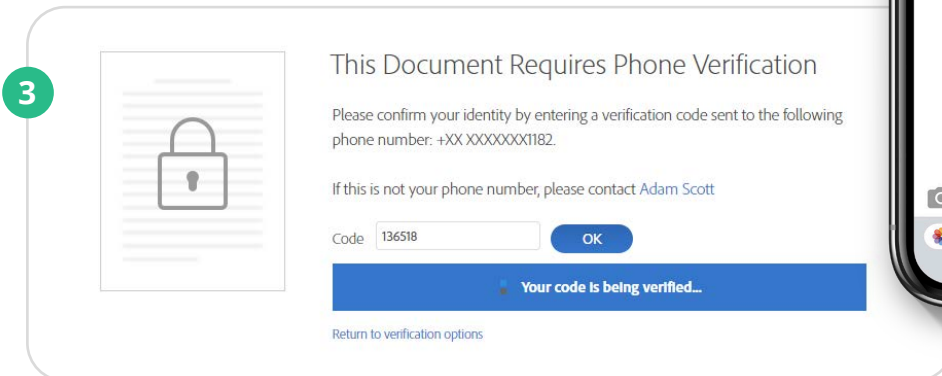
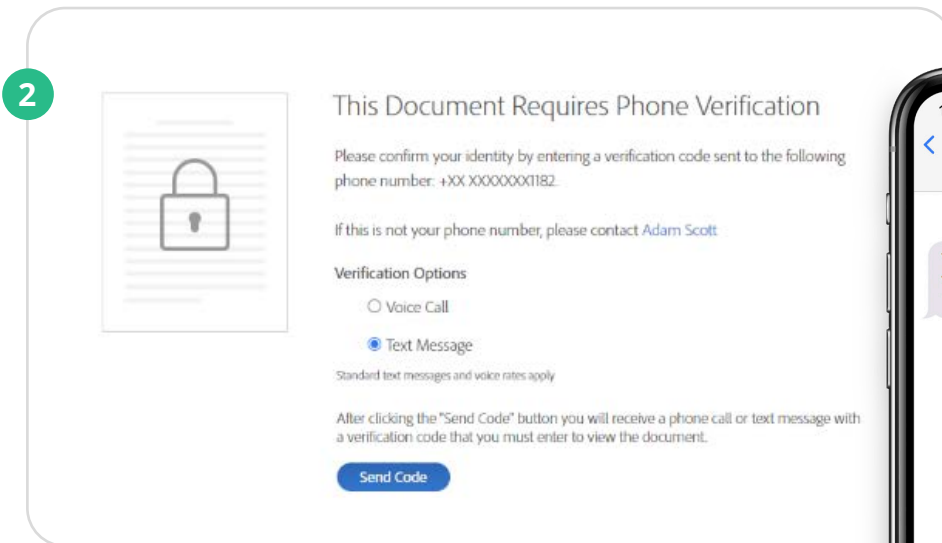
- 4 Find the highlighted data fields that require your attention by clicking the **Start arrow** found at the bottom left of the page or by clicking **Next required** field at the top right of your window.
- 5 You can **draw** your signature using your mouse or by sending yourself a link via text to your **mobile** device to sign using your finger.
- 6 Once you've signed **click apply**.
- 7 Click the **click to sign** button



Signing using a mobile device

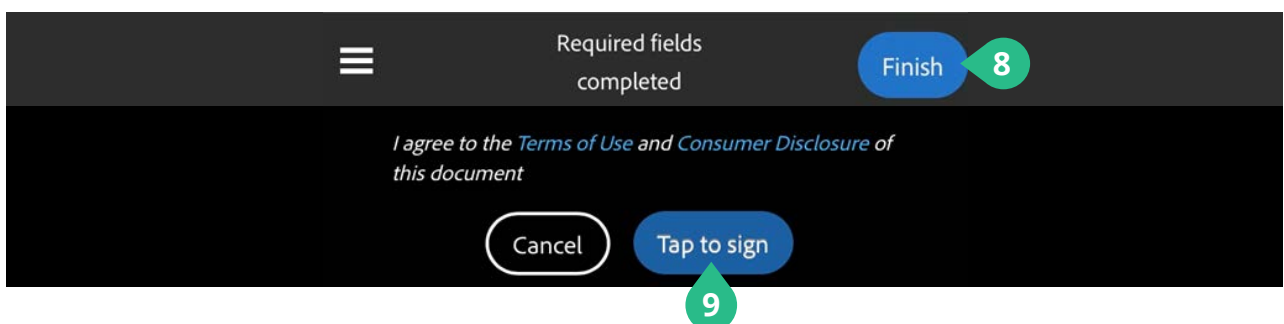
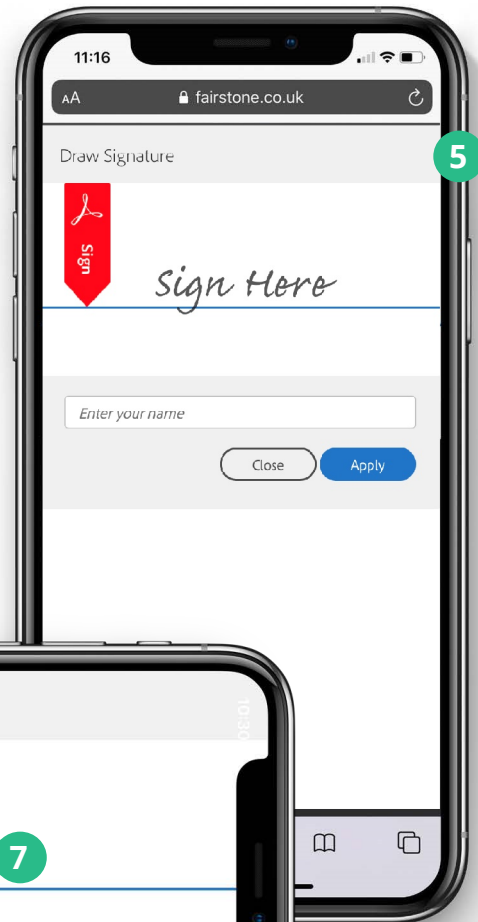


- 1 Tap the link provided in the e-mail to **review and sign** your document.
- 2 Your adviser will have discussed two-factor authentication with you prior to opening the document. You can choose to receive a code via text or automated voice call.
- 3 Enter the code to gain access to the document





- 4 Navigate through the fields to be completed by tapping on the **start button** and then by tapping on the arrows
- 5 When you click to **add your signature**, a pop up will appear. From here you can draw your signature using your finger.
- 6 Rotating your mobile device will give you a larger signing area.
- 7 Tap **apply**. You can tap to change your signature at any point up until you choose to **tap to sign**.
- 8 Once you have completed all required fields, tap **finish**.
- 9 Then tap to sign.



For more information about the services we offer don't hesitate to get in touch with us.

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Fairstone is the **#1 rated** wealth management house on Trustpilot



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*All Trustpilot references are correct as of time of print, February 2022.