

# How to Sign Contracts in Lexzur via DocuSign

## Objectives:

- Using the DocuSign integration with Lexzur to sign contracts.

## Steps:

In Lexzur, you can seamlessly integrate with DocuSign to sign contracts.

To begin, ensure you have a separate DocuSign account and complete the integration between Lexzur and DocuSign

 [Learn more about DocuSign Integration here.](#)

- To sign a contract from Lexzur, access the contracts awaiting signature from the navigation menu **Contracts & Documents Awaiting Signature** and open the contract page by clicking on the ID or Name

LEXZUR										
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Awaiting Signatures All										
1 - 20 of 85 items										
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<div>All Contracts All Clauses Awaiting Approval <b>Awaiting Signature</b> Manage Templates</div>										
<input type="checkbox"/>	ID	#	Name		Currency	Signees	Type	Workflow Status	Date	St
<input type="checkbox"/>	CT-477	477	Service Agreement			Albert Smith (Collaborator)	Drafting New agreements	Under Negotiation	2024-02-26	
<input type="checkbox"/>	CT-467	467	Agreement for BLP			Michael Cavin (Collaborator)	Drafting New agreements	Filing & Drafting	2024-02-16	
<input type="checkbox"/>	CT-465	465	Partnership Agreement for BLP			Alice Jones (User)	Partnership Agreement	Filing & Drafting	2024-02-16	
<input type="checkbox"/>	CT-464	464	Service Agreement for BLP			Albert smith (Person)	Service Agreement	Under Review 1	2024-02-16	
<input type="checkbox"/>	CT-435	435	NDA-Alberto Travis			Carolina Robinson (User)	Non-disclosure Agreement	Drafting	2024-01-12	
<input type="checkbox"/>	CT-434	434	Non Disclosure Agreement for Branding company	500000.00		Alice Jones (Person)	Sales Agreement	Under Negotiation	2024-01-11	
<input type="checkbox"/>	CT-426	426	Non-Disclosure Agreement for Stephan	1200.00		Stephan luiz (Collaborator)	Non-disclosure Agreement	Drafting	2023-12-24	
<input type="checkbox"/>	CT-421	421	Purchase Agreement for BLP	50000.00	USD	Albert smith (Person)	Purchase Agreement	Under Negotiation	2023-12-01	20
<input type="checkbox"/>	CT-411	411	Service Agreement for Peter		AED	Carolina Robinson (User)	Service Agreement	To Be Signed	2023-11-16	20
<input type="checkbox"/>	CT-410	410	SA for ALbert			Albert smith (Person)	Service Agreement	Drafting	2023-11-16	

- Open the Signature Center, click to **sign**, and choose **DocuSign**.

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CT-465 - Partnership Agreement for BLP Public

Closed Executed Under Approval More ▾ Active ☒

Details

Attachments

Approval Center ☒

**Signature Center ☒**

Milestones

Tasks

Emails

Time Entries

Expenses

Reminders

Matters

Related Contracts/Documents

Settings

Signature Criteria:

Signature Status: **Awaiting Signature**

(Lexzur Signature Workflow) [Change to Adobe Sign Workflow](#) [Change to Emdha Workflow](#) [Change to Lexzur Sign Workflow](#) [Change to Sayen Workflow](#)

Edit Signees

1

Alice Jones **Awaiting Signature**

[Show Summary](#) [Open Contract/Document](#)

2

Albert Smith **Pending**

[Show Summary](#) [Open Contract/Document](#)

Sign

LEXZUR

DocuSign

- You'll be prompted to select the contract document to send to DocuSign. Choose the file and click **sign**

Contract/Document To Sign

File	Last Signed By	Last Signed On
<input checked="" type="radio"/> partnership-agreement.pdf		
<input type="radio"/> Agreement to Review.pdf		

Sign

Cancel



Make sure the contract in the attachments tab is converted to PDF and marked as "to be signed."

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Related Contracts/Documents

Settings

Lexzur Documents Google Drive OneDrive Dropbox

Download

Rename

Open in

Move

Copy To

Share with

List versions

Show in Client Portal

Convert to PDF

Delete

CT465

	Name	Type	Status	Keywords	File Size	Added On	Added By	Modified By
<input checked="" type="checkbox"/>	partnership-agreement.docx				47.5 kB	2024-02-16 11:...	Carolina Robins...	Carolina Robins...
<input type="checkbox"/>	partnership-agreemen...				280.1 kB	2024-02-29 14:0...	Alice Jones	Alice Jones

To be Signed: Yes

- This will redirect you to log in to your DocuSign account.

## Log in to DocuSign

Enter your email address to log in.

Email \*

JonesAAlice21@gmail.com

NEXT

[Sign Up for Free](#)

- Proceed with signing and reviewing the documents, and add your signature as needed, as you would typically do in DocuSign.
- Once completed, click **finish**.

Done! Click Finish to send the completed document.

**FINISH** MORE OPTIONS ▾

FIELDS

- Signature
- Initial
- Stamp
- Date Signed
- My Name
- My First Name
- My Last Name
- E-mail Address
- Company
- Title
- Text

partnership-agreement 1 of 8

☐ \_\_\_\_\_, 20\_\_\_\_,

☐ It terminates in accordance with the terms of this Agreement,

unless terminated earlier in accordance with the terms of this Agreement.

**4. Partners' Capital Contributions.** The Partners will contribute capital to the Partnership: (Check one)


☐ Within \_\_\_\_\_ day(s) of the Effective Date

☐ On or before \_\_\_\_\_, 20\_\_\_\_

The Partners' cash contribution will be:

_____	[Partner], \$ _____
_____	[Partner], \$ _____
_____	[Partner], \$ _____
_____	[Partner], \$ _____

The Partners' non-cash contribution and the value of the non-cash contribution will be:



## Ready to finish?

You've completed the required fields. Review your work, then select **FINISH**.**FINISH**

- The signature is now completed from your side. If you accessed this from Lexzur, it will return you to the system. The signed version of the contract can be easily retrieved from the attachments tab.

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Details Attachments Approval Center Signature Center Milestones Tasks Emails Time Entries Expenses Reminders Matters Related Contracts/Documents Settings

Lexzur Documents Google Drive OneDrive Dropbox

Download Rename Open in View Move Copy To Share with List versions Show in Client Portal Delete 1 Selected

CT465

Name	Type	Status	Keywords	File Size	Added On	Added By	Modified By
Agreement to Review.pdf				280.1 kB	2024-02-29 14:0...	Alice Jones	Alice Jones
partnership-agreement.docx				47.5 kB	2024-02-16 11:39...	Carolina Robinson	Carolina Robinson
partnership-agreement.pdf				385.8 kB	2024-02-29 14:...	Alice Jones	Alice Jones

- Upon completion of the signature process, you will receive a confirmation email. Additionally, the signature will be tracked in the signature center and marked as signed.

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Signature Criteria:  
Signature Status: Awaiting Signature  
(Lexzur Signature Workflow)

Edit Signees


- Alice Jones Signed Show Summary Open Contract/Document
- Albert Smith Awaiting Signature Show Summary Open Contract/Document



When a contract awaits your signature, you'll receive an email notification. Simply open the contract directly from the received email, click on the ID, and proceed accordingly.

Lexzur - CT-465-Partnership Agreement for BLP Awaiting Signature inbox x

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 **Lexzur** <noreply@app4legal.com>  
to JonesAAllice27@gmail.com, caroline.moraod@lexzur.com ▾

1:54 PM (24 minutes ago) ☆ 🕒 ↶ ⋮

**LEXZUR**

**Activity Alert**

**Details**

**Hello**  
CT-465 - Partnership Agreement for BLP is awaiting signature.

<b>Id</b>	CT-465
<b>Name</b>	Partnership Agreement for BLP
<b>Type</b>	Partnership Agreement
<b>Priority</b>	Medium
<b>Date</b>	2024-02-16
<b>Assignee</b>	Carolina Robinson

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!