



Electronically signing
GULP project agreements
Your MOXIS signature folder

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Electronically signing GULP project agreements



Your MOXIS signature folder

MOXIS > Log-in / Registration

Logging in to MOXIS

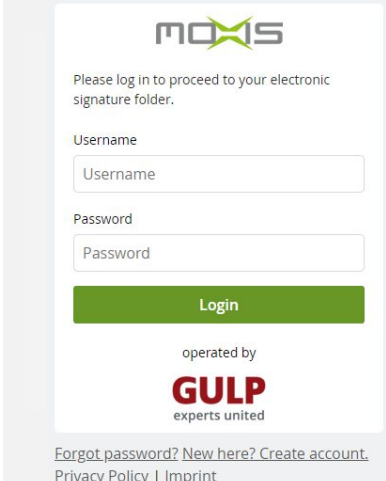
Whenever there are documents ready to be signed you will receive an e-mail notification. You will be able to view, download and sign those documents in your MOXIS signature folder.

You can sign-in to your signature folder at <http://www.gulp.de/moxis/>

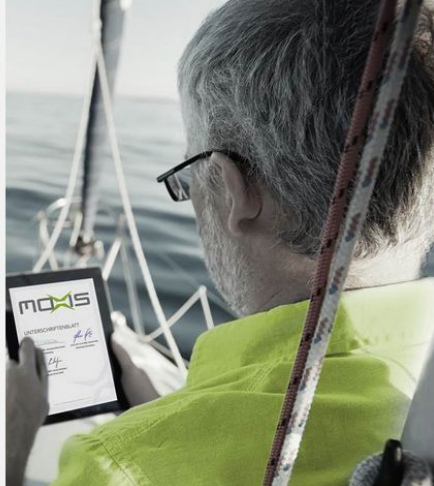
Your username is your e-mail address.

Registration

You can self-register at <http://www.gulp.de/moxis-registrierung/>



The image shows a screenshot of the MOXIS login and registration interface. At the top, the MOXIS logo is displayed. Below it, a message reads: "Please log in to proceed to your electronic signature folder." There are two input fields: "Username" and "Password". A green "Login" button is positioned below the password field. Underneath the login button, it says "operated by" followed by the GULP logo and "experts united". At the bottom of the interface, there are links for "Forgot password?", "New here? Create account.", "Privacy Policy", and "Imprint".



The image shows a person from the back, wearing glasses and a high-visibility yellow jacket, looking at a tablet. The tablet screen displays the MOXIS logo and some text, including "UNTERSCHREIBEN" and "MOXIS". The person is standing on a boat, with the mast and rigging visible in the background.

MOXIS > Dashboard

The number of documents that need to be signed is displayed on your **dashboard**.

You can adjust some settings for your account under **Profile**. For example, you can save your scanned signature as a *signature image* or change the *language setting*.

The screenshot shows the MOXIS dashboard interface. At the top, there is a navigation bar with a home icon, an envelope icon, the GULP experts united logo, the MOXIS logo, and a user profile icon with a dropdown arrow. Below the navigation bar, the dashboard is divided into two main sections. The first section, titled "Received", contains three cards: "To sign" with the number 1 and a signature icon, "Successful" with the number 9 and a green checkmark, and "Unsuccessful" with the number 0 and a grey X icon. The second section, titled "User-profile", contains two cards: "Profile" with a person icon and "Notifications" with a bell icon.

Signature folder > signing documents

You can access the signature folder via the *To Sign* button in the dashboard or directly via the *link in the notification email*.





Your signature folder contains all the documents you currently need to sign.

Documents that have to be signed in several places (usually attachments) are divided into several partial documents. The partial documents are given a consecutive number (_01v03, _02v03, _03v03, ...) at the end of the file name. "_01v03" stands for document part 1 of a total of 3 document parts.

Several documents / partial documents can be signed in batch so that you only have to go through the signature process once. Simply click on the icon to select all documents and **mark them for signing**.

To sign the documents, click on the **Sign n** button in the bottom right-hand corner.
(n = number of selected documents).

Signature folder (2)

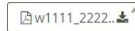
| Q Process ID | Q Document | Q Category | Q Constituent | Q Reference |
|--------------|--|------------|---------------|-------------|
| ✓ ☰ | | | | |
| TG | Thomas Gastelger - w111_111_02v02.pdf | | | |
| |  w111_111_...  | | | |
| TG | Thomas Gastelger - w111_111_01v02.pdf | | | |
| |  w111_111_...  | | | |

Sign 2

Signature folder > signing documents

Document preview:

Click on the desired document (not on the PDF download button) to open the document preview.



Thomas Gastelger - w111_111_01v02.pdf Process ID 336554
w111_111_... 16.11.
Vertrag
Mark for signature Mark for refusal

In the preview window (see right) you can browse through the document. Various details about the document are displayed. At the bottom you can **mark the document for signature**.

Preview:

The screenshot shows a document preview window for 'w1111_2222_01v03.pdf'. The document is a 'PROJEKTVERTRAG Nr.' between 'GULP Consulting Services GmbH' and 'Freddy Finowice'. The details sidebar on the right shows: Constituent: Thomas Gastelger, Received date: 16.11.2017 17:58, Process ID: 336554, Category: Vertrag, Reference ID: w111_111, Job description: TEST TOM, Timeout date: 26.11.2017 23:59, Main document: w111_111_02v02.pdf, Document part: 02 of 02. At the bottom, there are buttons for 'Sign', 'Refusal', 'Unterschrift', and 'Ablehnung', along with a 'Zum Unterschreiben vormerken' link.

To sign a document that has been marked for signature, click the **Sign n** button at the bottom right in the following overview page. (n = number of selected documents).



Signature folder > signing documents

If necessary, you can also reject a signature and justify this with up to 2,000 characters.

The creator of the document (usually an employee of our contract management department) will receive the rejection including the justification by e-mail.

The screenshot shows a web interface with two tabs: 'Signature' and 'Refusal'. The 'Refusal' tab is active. Below the tabs, there is a text input field labeled 'Reason for refusal(required):'. At the bottom right of the form area, there is a 'Deny' button.

Signature folder > signing documents

After signing documents:

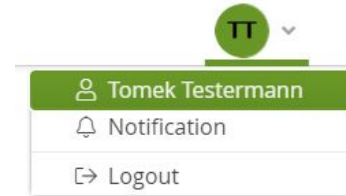
Signed documents will be sent to you automatically by e-mail for your records.

In case you have forgotten to archive a document, you can always request it from your GULP contact person.

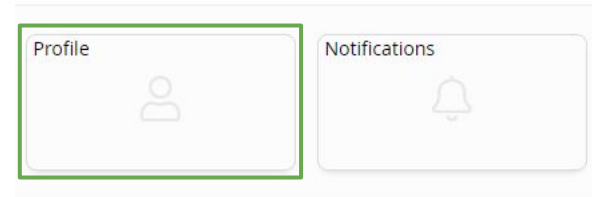
Account Settings

You can access your **account settings** from any page via the menu with your initials at the top right. Click on your name there.

Alternatively, you can click on the **Profile** button in the Dashboard.



User-profile



Account Settings > Language

In the **account settings** you can switch between the **languages** German and English.

All notification emails are sent in the selected language as well.

The screenshot displays the 'Settings' menu on the left with 'Account' selected. The main content area shows the 'Account' settings page. Under the 'LANGUAGE' section, there is a 'Select language:' label followed by a dropdown menu. The dropdown menu is open, showing three options: 'EN' (selected), 'DE Deutsch', and 'EN English'. Below the language selection, the 'Account details' section is partially visible, showing the 'Name:' field with the value 'Johannes Testermann'.

Account Settings > Signature profile

In the **account settings**, you can upload a signature image (your scanned signature) if you wish [optional].

To do this, in the settings click on **Signature profile** and in the following step click on **+ New profile**.

Settings

Account

Signature profile

Notification

About MOXIS

Approval profiles

Profiles

| Profile name | |
|----------------|---|
| System profile | ⓘ |
| + New profile | |

Account Settings > Signature profile

In the following view, you can upload your scanned signature (file format: .jpg or .png) via the link **Upload signature image**.

When you are satisfied with the preview of the signature image, please click **Save**.

From now on, the saved signature image will be placed on all documents that you sign via MOXIS.

The image displays two side-by-side screenshots of the 'Edit profile' interface for a signature profile. Both screenshots show a form with the following elements:

- Profile name:** A text input field containing 'New profile'.
- PREVIEW:** A preview area with a refresh icon. The left screenshot shows a preview of a signature with the text 'Unterschrieben' and a green ribbon icon. The right screenshot shows a preview of a scanned signature image with the text 'T. Testermann'.
- SIGNATURE IMAGE:** A section with three options: 'Draw signature visualisation', 'Upload signature image' (highlighted with a green box in the left screenshot), and 'Reset'.
- IMAGE SUBSCRIPTION:** A section with three checkboxes: 'Show name and date' (checked), 'Show Time' (checked), and 'Show message:' (checked).
- Save:** A green button at the bottom of the form.

Any questions?

For general questions regarding your MOXIS signature folder please get in touch with your contact person in sales or contract management.