SIGNIVENT

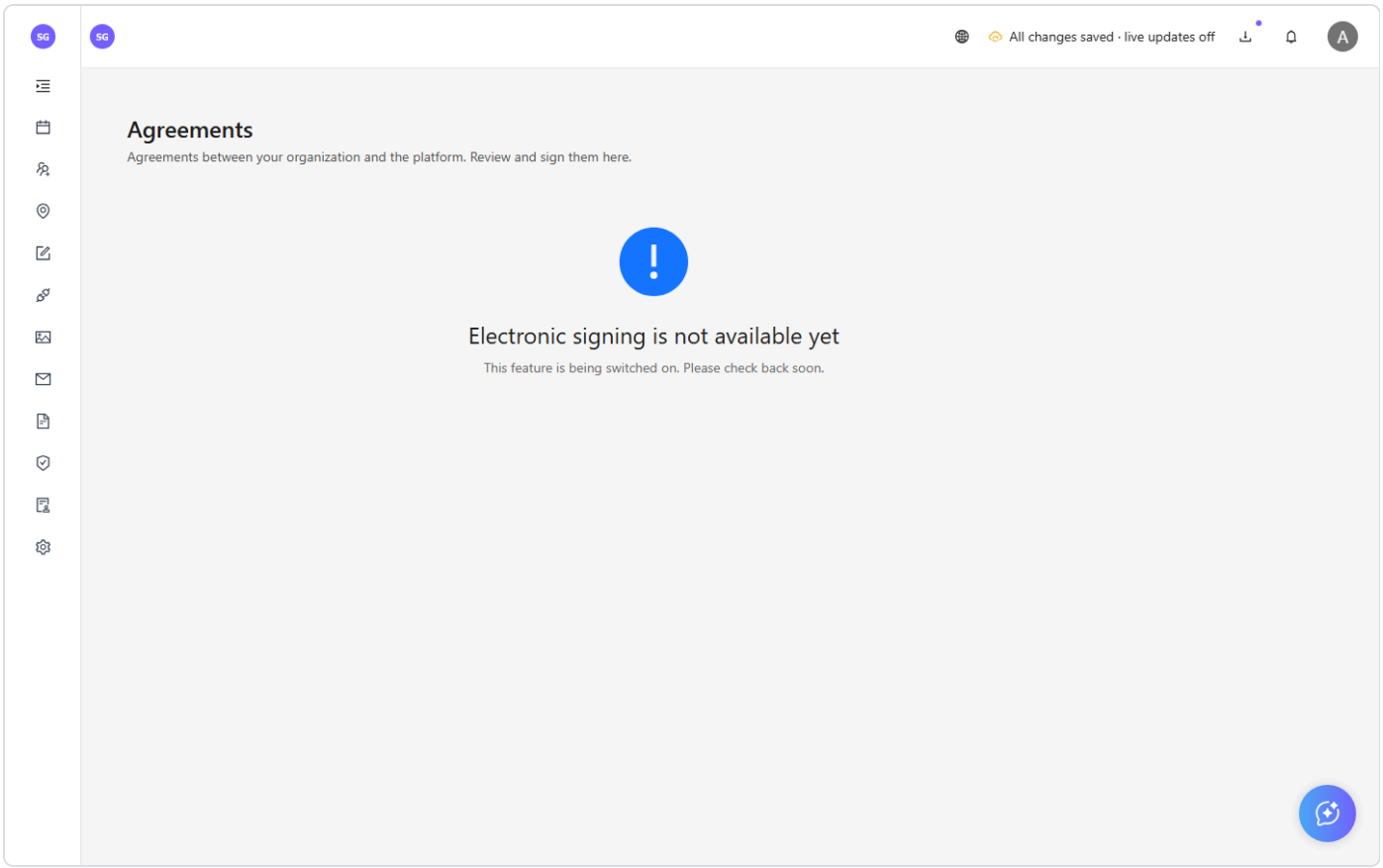
Agreements and e-sign

Signivent · Last updated October 25, 2026

Agreements is where your organization reviews and signs its agreements with the platform. When an agreement is sent to you, you get an email with a link to this page. Once electronic signing is on for your organization, **Agreements** also appears under **Organization Settings** in the sidebar.

Check whether e-sign is on for your organization

Electronic signing is switched on per organization. Until it is on for yours, the page says **Electronic signing is not available yet**.



Agreements: "Electronic signing is not available yet. This feature is being switched on. Please check back soon."

Nothing is waiting for you while you see this message. If you were told to sign something, contact support.

Find an agreement

When e-sign is on, the page lists every agreement sent to your organization. (The sample organization used for this guide has e-sign off, so the steps below describe the product rather than a captured screen.)

Column	What it shows
Agreement	Its title. Click it to open it
Applies to	**Organization**, or **Event** with the event's name
Type	The kind of agreement
Status	Where it is, with **Needs your signature** when it is waiting for you
Sent, Completed	When it was sent and when everyone had signed

Use the **Status** and **Applies to** filters to narrow the list.

Sign an agreement

1. Click the agreement's title. The document opens with its type, what it applies to and the list of **Signers**.
2. Read the document. If it does not display, use **Reload document** or **Open in new tab**.
3. Under **Sign this document**, read the **Electronic signature disclosure** and tick the box to agree to it.
4. **Type your full legal name**. The **Signature preview** shows how it will appear.
5. Optionally tick **Also draw my signature** and draw it with your mouse, pen or finger. **Clear** starts the drawing again.
6. Click **Sign**.

The status then shows **Signed** and, if others still have to sign, **Waiting for the other signers** (or the name of the person it is waiting for). When everyone has signed it shows **Fully signed** and **Download signed copy**.

Click **All agreements** to go back to the list.

Decline to sign

1. Open the agreement and click **Decline**.
2. Enter a **Reason (shared with the sender)**.
3. Confirm with **Decline**.

The page shows **You declined to sign** and the sender is told, with your reason.

Troubleshooting

You see	Why	Fix
"Electronic signing is not available yet"	E-sign is not switched on for your organization	Contact support if you expected an agreement
"Tick the agreement box to continue."	The disclosure box is not ticked	Tick it, then Sign
"Type your full legal name to continue."	The name field is empty	Type your full legal name
"The document could not be signed"	The signature did not save	Try again; if it repeats, contact support
"This document was withdrawn by the sender"	The sender cancelled it	Wait for a new version or ask the sender
"Agreements could not be loaded"	The list failed to load	Click **Try again**
No Sign button on an agreement	It is not waiting for your signature, or it is already complete	Check Status and the Signers list