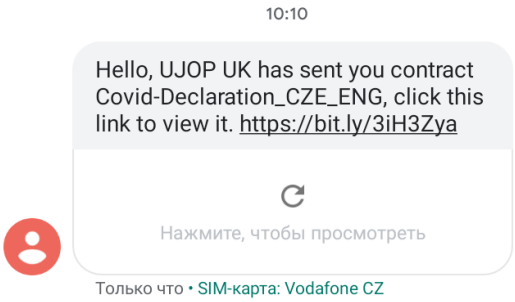
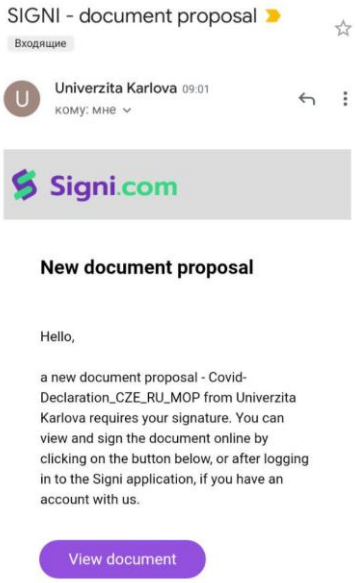
Institute for Language and Preparatory Studies
Charles University

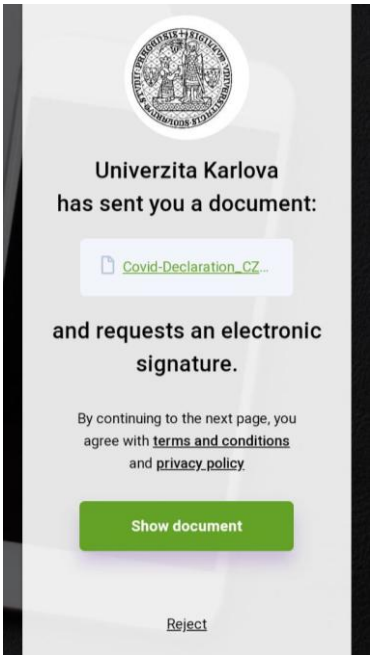
Electronic signature process in the Signi app

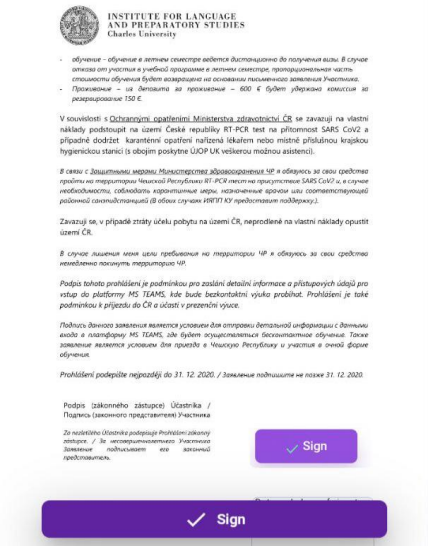
1. Click on the link in the SMS or press the button "View document" in the e-mail.





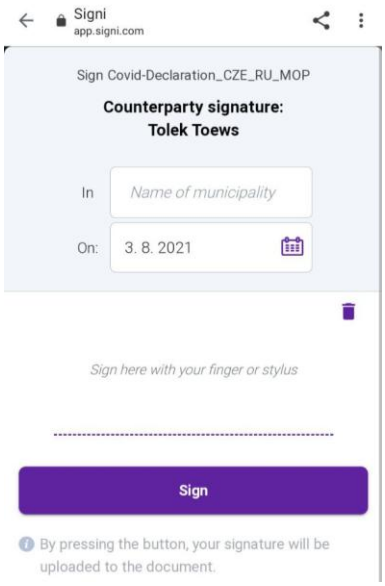
2. You will be redirected to the Signi.com website. Click on the button "Show contract". **Do not under any circumstances click on "Reject"!**



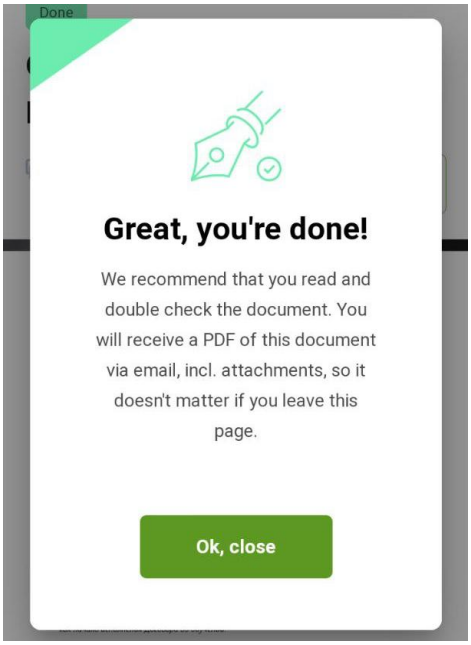


3. Read the document and click on the "Sign" button (*parents sign for underage students*).

4. Enter the name of your locality.



5. Now you can sign with your finger, stylus touchpad or mouse. It is not necessary for the electronic signature to be identical with the physical signature of the user. The most important point is the testimony of Signi on signature execution with records of all relevant actions based on which other parts verify whether the given document was signed and who signed it. If the signature was unsuccessful, you can click on the Trash Bin and repeat the signature. This action can be repeated many times. Once the signature is ready, click “Sign”.



6. The document has been signed. Thank you! You can download the document following the link, that you receive as soon as the document is signed by all parties.