



INVEST NI

Accepting Your Offer

Signable User Guide

Purpose

- Signable is the platform used by Invest NI to issue and accept Letters of Offer
- This guidance document provides a step by step guide on how to accept your Letter of Offer
- Further guidance including video tutorials are available at <https://signable.help/>

Letter of Offer Receipt

- Customers whose applications for grant support have been approved will receive an e-mail from document@signable.co.uk
- This e-mail contains a link which the customer must click to access the Signable platform and the Letter of Offer

Invest NI has sent you the document **TDI** to sign online.

Once ready, please click on the link below which will take you to our secure document signing page:

Please note that if the document is not accepted within the time frames set out in the document the link below shall expire and the document will be deemed to have been withdrawn.

[Please click here to sign the document 'TDI'](#)

Please copy

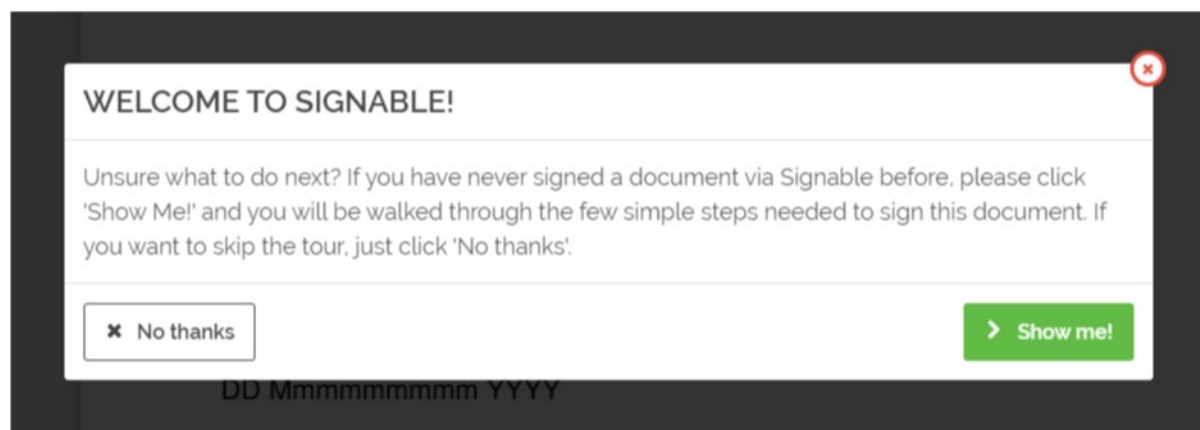
<https://app.signable.co.uk/envelope/sign/7409077c443a39fac8b3f06d7af109d7/b71aff315c3a5b77823998659a4ec4ba>

into a browser if you can't click the link above

Kind regards, Signable

Reviewing, Signing or Rejecting the Contract

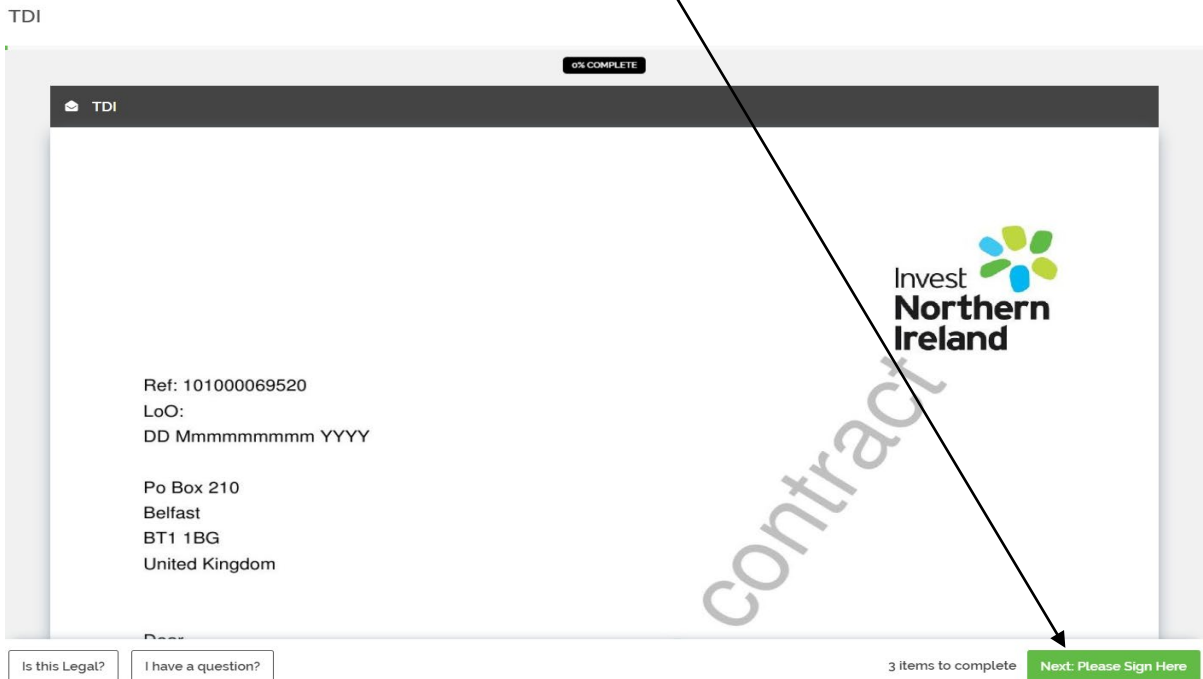
- After the customer has clicked on the e-mail link above they are brought in to the Signable platform and are presented with the option to either proceed straight to signing the Letter of Offer or to view a tutorial on how to sign the Letter of Offer.



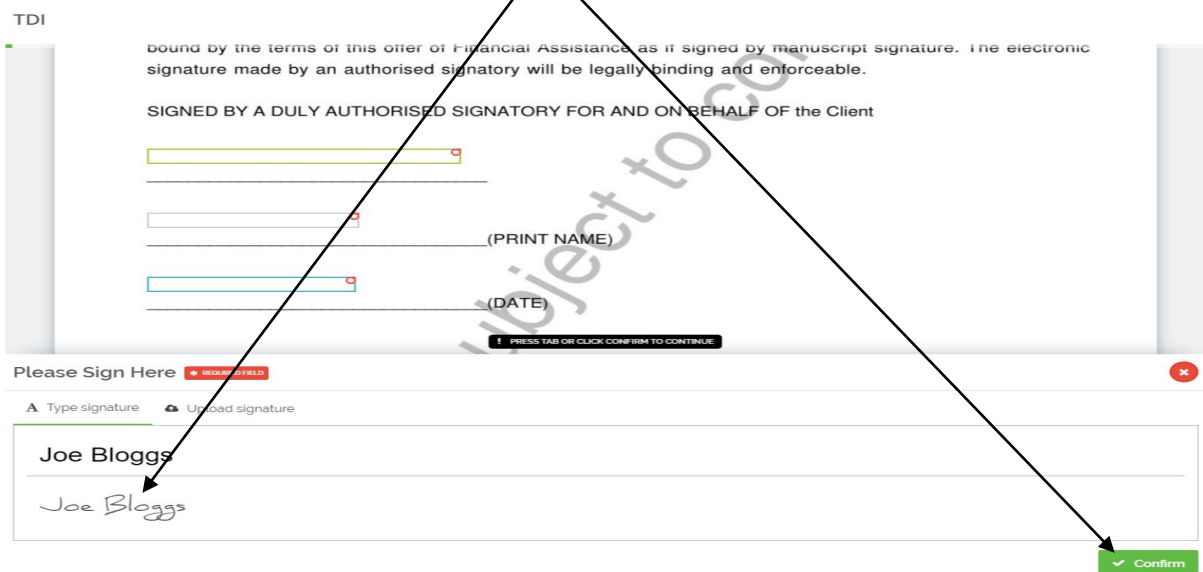
- To **review** the letter of offer customers can either review the Letter of Offer on screen or download a copy of the letter of Offer by clicking the button below



- To **sign** the document click the “Next: Please Sign Here” button



- Then either select the “Type Signature” option and type your name where indicated or the “Upload Signature” option followed by the “Confirm” option when completed.



- For other fields which require completion such as print name and date click the “Next” button.
- Completing a name field follows the same process as entering a signature shown above
- To complete the date field select the relevant date from the calendar and then click the “Confirm” button

TDI

signature made by an authorised signatory will **87% COMPLETE** binding and enforceable.

SIGNED BY A DULY AUTHORISED SIGNATORY FOR AND ON BEHALF OF the Client

(PRINT NAME)

(DATE)

! PRESS TAB OR CLICK CONFIRM TO CONTINUE

Date Here **REQUIRED FIELD**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			5	6	7	8
2	3	4	12	13	14	15
9	10	11	18	19	20	21
16	17	18	25	26	27	28
23	24	25	26	27	28	29

05 Feb 2020

- When all required fields have been completed and the individual is content to complete the process click the “Submit Document” option

TDI

signature made by an authorised signatory will **100% COMPLETE** binding and enforceable.

SIGNED BY A DULY AUTHORISED SIGNATORY FOR AND ON BEHALF OF the Client

(PRINT NAME)

(DATE)

Is this Legal? | I have a question?

All items complete

- When the signing process is complete the below screen will be displayed. Customers will receive an e-mail from document@signable.co.uk containing a fully executed copy of the Letter of Offer



The envelope has been accepted by all parties

Congratulations, you have successfully signed this envelope.

[To download the complete envelope please click here.](#)

- If a Customer does not wish to accept the Letter of Offer they can **reject** the Letter of Offer by clicking the button below

