



SIGNING YOUR AGREEMENT ONLINE

What's happening?

You can now electronically sign your legal agreement online using SP Connect!



Why use e-consent?



Convenient way to sign your agreement online



Better manage your agreement in a centralized location



Fast and efficient which allows for quick turnaround



Safe and secure



No need to print, sign, mail and store paper copies of your agreement

Here's how it works...

3 easy steps to submit your agreement



You will be notified via e-mail that your agreement is ready for review. Log into SP Connect to review your agreement when you are ready to submit.

1

Start by confirming you are the signing authority

2

Provide your consent and electronically sign your agreement

3

Confirm and submit your electronically signed agreement to the ministry



Did you know...



- ✓ The signing authority must be set up as the Service Provider Submission Authority in order to sign your agreement online.
- ✓ Agreements that are electronically signed will have a new status called "E-ACCEPTED".
- ✓ The ministry will also electronically sign your agreement and send you an e-mail notification once the agreement is active in the system.

We'd like to hear from you. Send us your comments or suggestions using the Feedback section in SP Connect.

Let's talk...

