

Steps to obtain a Licensed SignNow Account

(Go to [Help.tutorperini.com](https://help.tutorperini.com) > “Submit a Helpdesk Ticket”)

Create an Alloy ticket: Navigate to: <https://servicedesk.tutorperini.com/hd/>

Title the ticket [Summary] as “SignNow License Account – xxxx”

Where *xxxx* equals the name of the First & Last name of the person who will receive the licensed SignNow Account.

Ticket Description:

Included with the description of who you want the account for, **you MUST have:**

- **Business Unit CFO** –or- Controller* - **Approval**
 - This can be in the form of an email, but must be attached to the Alloy Ticket.
 - * For those at TPC Sylmar, contact SignNow Admin for Approval Authority.
- An **Active Cost Code** to charge the cost of the licensed account.

It would be also helpful to include:

- Email of the person receiving the account – indicate if a “*nickname*” is used.
- Business Unit of the person receiving the account
- JDE AB#
- If the perspective person is a TEMPORARY employee, indicate that in the ticket.

General Issue Class = Application

Application System = SignNow

Attach BU Controller approval, Click “OK”

The next steps are for the Licensee to:

- Attend a SignNow Orientation session [scheduled by the SignNow administrator]
- Correctly complete and digitally sign the “e-Sign” policy and return to the SignNow Administrator.

Recap:

1. **Ticket** Created with BU CFO **Approval & Cost Code** contained in the Alloy Ticket
2. **Attend** a SignNow Orientation session
3. **Properly e-sign the End-User Agreement** & return to SignNow Administrator

A licensed SignNow account can then be created for the employee.