

Desk Procedure



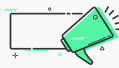
Electronic Signatures for IBRD and IDA Financing Agreements

The World Bank has mandated electronic signatures for financing agreements concluded with the bank effective July 01, 2023 for all IBRD and IDA financing through loans, credits, grants and guarantees and Recipient-Executed Trust Fund Grants (RETFs) administered by the Bank. Agreements for guarantees in support of private sector projects are excluded from the e-Signature modality as they follow a different signing process.



Access Agreements

You can access your financing agreements for signing by clicking on the link provided in the email you receive from the Bank



Quick Tips

You can upload an image of your specimen signature to sign all documents in DocuSign



Signing Ceremony

For official signing ceremonies, an In-Person Signing can be set up. Contact your World Bank legal contact to know more

- ✓ How To Sign a Document
- ✓ How to Adopt your Signature

OUR
SIGNATURE
IS *electronic*



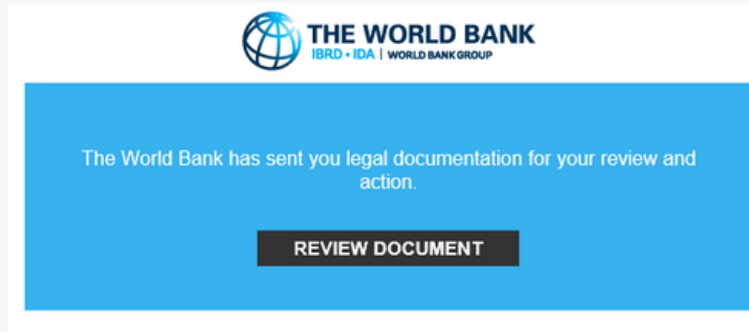
OUR IMPACT
IS REAL



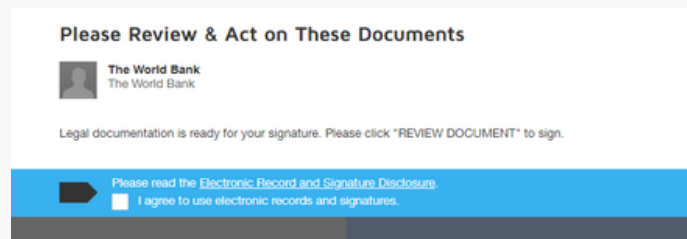
How To Sign a Document

1. Review the DocuSign email:

- Open the email and click on **REVIEW DOCUMENT** to begin the signing process.



- Agree to sign electronically: Review the consumer disclosure, and select the checkbox **I agree to use Electronic Records and Signatures**.



- Select **CONTINUE** to begin the signing process.
- Important!** To view and sign the documents, you must agree to conduct business electronically.

2. Start the signing process:

- Review the documents by scrolling or using the page thumbnails in the right-hand navigation pane.
- When you're ready to sign, select the **START** tag on the left to begin. You are taken to the first tag requiring your action. Select the **SIGN** tag.

You are asked to Adopt Your Signature.

- Verify that your name and initials are correct. If not, change them as needed.
- Select **ADOPT AND SIGN** to adopt and save your signature information and return to the document.



Adopt Your Signature [X]

Confirm your name, initials, and signature.

* Required

Full Name* Jane Doe [Redacted]

Initials* JD

SELECT STYLE DRAW UPLOAD

PREVIEW [Change Style](#)

Jane Doe JD

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

3. Confirm signing:

- When you finish clicking all signature tags in the document, confirm signing by selecting **FINISH**.
- A message appears stating that you have completed your document. You can now download a PDF copy or print a copy of the document. The Bank receives an email with the signed document attached.

How to Adopt your Signature

The first time you select a **Sign** or **Initial** field on a document you're about to sign, you're asked to adopt a style for your signature or initials.

When you adopt your signature, you can:

- Use a predefined style from DocuSign
- Draw your signature or initials
- Upload an image

You adopt your signature and initials separately when you select the corresponding field. For example, you can choose to upload your signature when you select a **Sign** field and draw your **initials** when you select the Initials field. Keep in mind that the sender can disable the options to draw or upload your signature and initials.

1. To adopt a predefined style from DocuSign:

- In the window that opens when you first select a Sign or Initial field on a document, your name and initials display in the default DocuSign signature style. Verify that your Full Name and Initials are correct.



Adopt Your Signature [Close]

Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

SELECT STYLE DRAW UPLOAD

PREVIEW [Change Style](#)

Jane Doe JD

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

- When you're finished, make sure your signature or initials are correct, then select **ADOPT AND SIGN**. After you select **ADOPT AND SIGN**, your signature or initials are set, and you cannot change them for this document. The next time you sign a document sent to your same name and email address,

2. To Draw your signature or initials:

If you don't see any predefined signature styles that appeal to you, you can draw your signature and initials. Drawing your signature and initials freehand works best if you have a stylus. However, if you have a touchscreen device, you can also use your mouse pointer or even your finger.

- In the window that opens when you first select a **Sign** or **Initial** field on a document, select the **DRAW** tab.
- (Optional) In the **DRAW YOUR SIGNATURE** or **DRAW YOUR INITIALS** field, use a mouse or, for touchscreens, your finger or a stylus to draw your signature or initials. The following image shows how to draw your signature after selecting a Sign field. If you make a mistake, select **Clear** at the upper-right corner just above your signature to reset the field.

Adopt Your Signature [Close]

Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

SELECT STYLE **DRAW** UPLOAD

DRAW YOUR SIGNATURE [Clear](#)

Jane Doe JD

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL



- When you're finished, make sure your signature or initials are correct, then select **ADOPT AND SIGN**. After you select **ADOPT AND SIGN**, your signature or initials are set, and you cannot change them for this document. The next time you sign a document sent to your same name and email address, DocuSign automatically uses the signature and initials you adopted for that name and email address.

3. To Upload an image of your signature or initials:

You can also upload images of your signature and initials instead of using a predefined style. The image files should meet these requirements:

- Maximum file size: 200 kb
 - File formats: GIF, JPG, PNG, and BMP
 - For the best results, use an image that is 400 x 150 pixels in size
- In the window that opens when you first select a **Sign** or **Initial** field on a document, select the **UPLOAD** tab
 - Select **UPLOAD YOUR SIGNATURE** or **UPLOAD YOUR INITIALS** and browse to the location of the image file on your device.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Jane Doe Initials* JD

SELECT STYLE DRAW **UPLOAD**

PREVIEW

UPLOAD YOUR SIGNATURE

For best results use an image that is 400 x 145 pixels

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

- When you're finished, make sure your signature or initials are correct, then select **ADOPT AND SIGN**.
- After you select **ADOPT AND SIGN**, your signature or initials are set, and you cannot change them for this document. The next time you sign a document sent to your same name and email address, DocuSign automatically uses the signature and initials you adopted for that name and email address.

