

EFET Document Ratification System (EDRS): Process Flowchart

STEP 1: Register for an EDRS Account

Visit <http://edrs.efet.org/users/>. Click on “[Start using Platform](#)”.

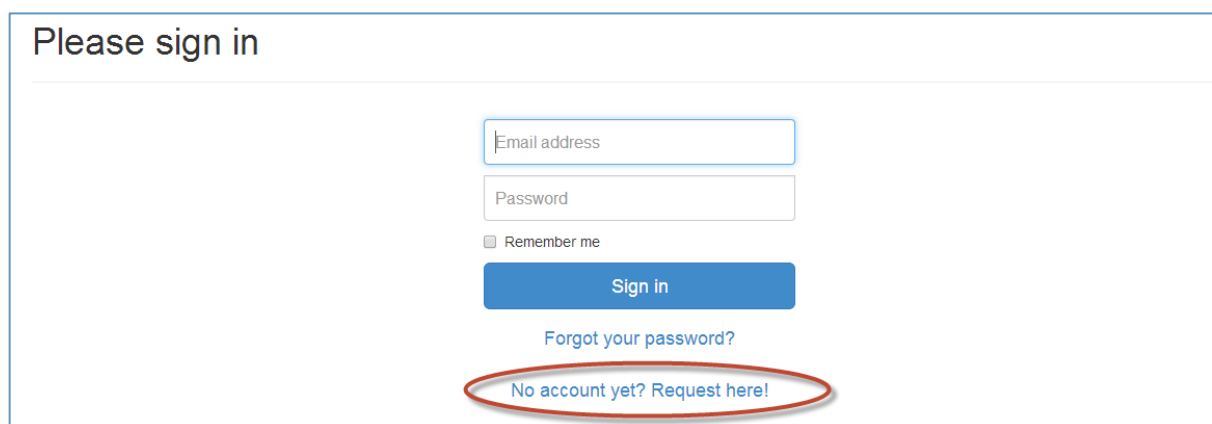
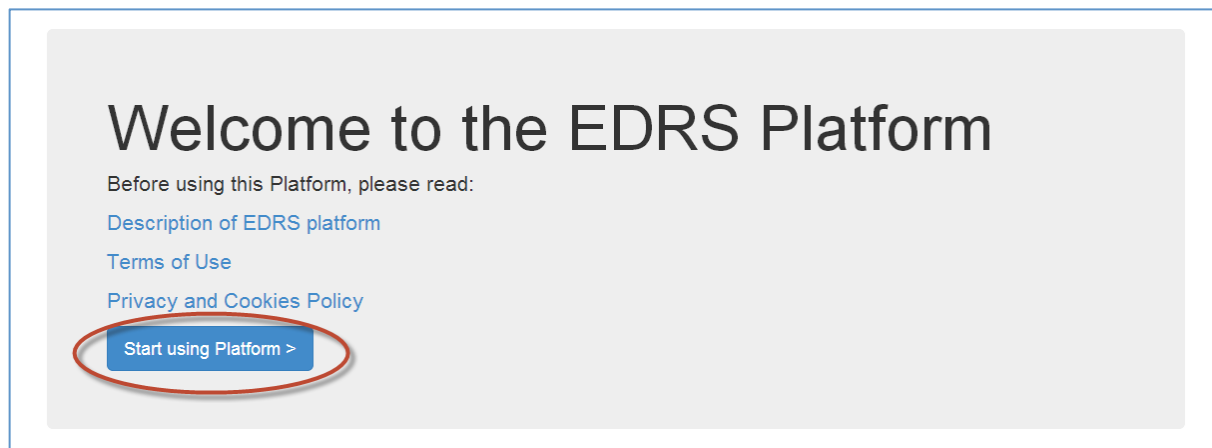
If you do not have an EDRS account, click on “[No account yet? Request here!](#)” on the bottom of the page. Complete the required information and click “[Request Account](#)”.

Once your EDRS account has been successfully set up, you will receive an e-mail confirmation (sent to the e-mail address provided for the purposes of your account), asking you to “Verify your email address for EDRS Platform”.

Click on the link in the email to verify your email address. Your email address is now verified and your account request is pending approval. This could take up to 1 day.

Once your account is activated, you'll receive an email “Account activated for EDRS Platform”. Click on the link in the email to set a password.

After choosing your password, you will be directly logging in to the EDRS website and you will be ready to use the platform.



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Request an Account

First Name:

Last Name:

Company:

Email:

Phone:

Fax:

Country:

Zip/Postal Code:

Street Address:

House Number:

City:

URL to company logo:

(Note: Enter full URL including 'http://'. Only link to: .png, .jpg or .gif.)

I agree to the [Terms and Conditions](#)

Request Account

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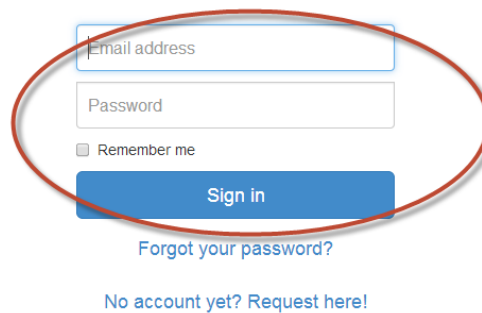
STEP 2: Choose a Ratification Option

Visit <http://edrs.efet.org/users/>. Access your account by providing your e-mail address and password and click “[Sign in.](#)”

Click on “[Overview Letters](#)” for the document you wish to ratify. EDRS may have multiple ratifications so please ensure that you choose the correct document. Please note that EFET intends that there will be no more than one Ratification available per EFET Appendix at any one time.

To ratify a letter, click on “[View Ratifying Parties](#)” and then “[Ratify this Letter.](#)”

Please sign in



Email address

Password

Remember me

Sign in

[Forgot your password?](#)

[No account yet? Request here!](#)

Overview Letters

Name of Letter	Status	View Ratifying Parties	Edit
Referenzdokument - Test	Open for ratification until 7/1/2014	View Ratifying Parties	-

Ratifying Parties

Letter name: **Referenzdokument - Test**
 Publication Date: **Thursday, June 05, 2014**
 Open for Ratification until: **Thursday, June 05, 2014**

Ratify this Letter

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STEP 3: Print the Ratification Letter

Print the Ratification Letter as generated by the EDRS.

Once printed, you should complete the following information (which is contained in shaded text boxes within the Ratification Letter):

(a) Contact details for the purposes of the Ratification Letter: including name, address, telephone number, fax number and e-mail address). (Note: If any of this information is not applicable, this should be indicated by marking the relevant field as “N/A”, for example. None of the requested fields of information should be left blank.)

(b) Signature of the authorised signatory: for the avoidance of doubt, electronic signatures shall not be accepted; the ratifying party should use handwritten signatures as the sole option. Each counterparty to which the Ratification Letter is addressed is solely responsible for verifying the authentication and validity of the signature(s) on the Ratification Letter(s).

(c) Details of the authorised signatory: including name, title (at the relevant company), and company name.

Submit Ratification (Step 1 of 2)

Welcome! You are now on Step 1 of 2 in the ratification submitting process. You MUST complete both two steps in order to validate your ratification. Please start by printing out the Letter you want to ratify. Then sign the document, scan it and click 'Upload Signed Letter'.

Name of Letter

Referenzdokument - Test

Print

[Print this Letter](#)

Upload

[Upload Signed Letter](#)

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STEP 4: Upload Signed Ratification Letter

Once the printed Ratification Letter has been completed and signed, you will be required to upload the (completed and signed) Ratification Letter into a temporary folder pending EFET's review of the uploaded Ratification Letter. You will receive e-mail from EFET notifying you once the Ratification Letter has been successfully uploaded into the temporary folder.

Submit Ratification (Step 1 of 2)

Welcome! You are now on Step 1 of 2 in the ratification submitting process. You MUST complete both two steps in order to validate your ratification. Please start by printing out the Letter you want to ratify. Then sign the document, scan it and click 'Upload Signed Letter'.

Name of Letter	Print	Upload
Referenzdokument - Test	Print this Letter	Upload Signed Letter

Submit Ratification (2 of 2)

Step 2: Sign the printed Letter, scan it and upload the scan (PDF format).

Letter name: **Referenzdokument - Test**

Publication Date: **Thursday, June 05, 2014**

Open for Ratification until: **Thursday, June 05, 2014**

Upload scan:

Select letter to upload (.PDF only!)

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STEP 5: EFET Review

EFET will review the uploaded Ratification Letter:

1. Whilst the Ratification Letter is held in the temporary folder, EFET will check the uploaded Ratification Letter for the following **only**: (i) all the required information has been completed; (ii) the uploaded document is readable, contains the full document (i.e. the PDF file is complete and there are no missing pages), and does not contain extraneous material; and (iii) the document is signed. This checking process may take up to 48 hours (excluding weekends and public holidays).
2. If there are no issues, EFET will publish a copy of the Ratification Letter as uploaded by you under “View Ratifying Parties”, so that it may be viewed by all Ratifying Parties. EFET will also publish the name of the Ratifying Party to the “View Ratifying Parties” and the date at which the Ratification Letter was approved.
3. If there is an issue with the Ratification Letter, EFET will contact you and guide you through the steps to make corrections and successfully complete the process (the issue may be an incomplete form or similar). EFET does not accept liability for any issues arising out of the EFET review stage.

Ratification was approved for participant 'Zookini'

Ratifying Parties

Letter name: **Referenzdokument - Test**

Publication Date: **Thursday, June 05, 2014**

Open for Ratification until: **Thursday, June 05, 2014**

Ratifying Party	Acceptance Date	View signed Letter	-
Zookini	zookini	6/6/2014	View signed Letter Delete ratification

Note: This document is not intended to be legally binding. EFET does not accept liability for any representations made within it.

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STEP 6: Completion

Email Notification: Once EFET has published your Ratification Letter on the EDRS website and published your name to the “[View Ratifying Parties](#)” in relation to the relevant EFET published document, you will receive an email from EFET indicating this.

EFET may remove from the EDRS website any published Ratification Letter(s) if there is reasonable evidence that the Ratification Letter(s) are the result of fraud or other criminal activity. Before EFET removes any published Ratification Letter(s) from its website, it will as soon as possible use all reasonable efforts to notify the relevant ratifying parties and take appropriate actions in conjunction with the relevant parties.

No screenshot available