Tencent E-Sign Service

Operation Guide for TCR Individual

Contents

Operation Guide for TCR Individual Enterprise Authentication
Tencent Cloud Account Authentication

Last updated：2024-08-01 15:49:13

This document mainly introduces how to complete the electronic signature enterprise authentication through a Tencent Cloud account.

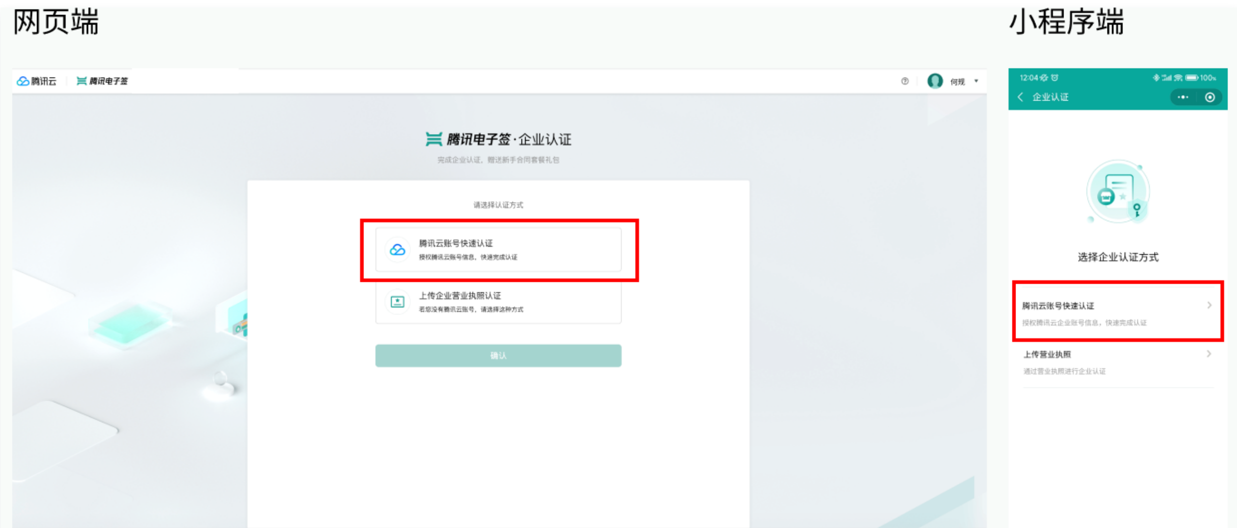
Prerequisites

Create a Tencent Cloud account and complete enterprise real-name authentication.

- If you already have a Tencent Cloud enterprise account with real-name authentication, you can skip this step.
- If you do not have a Tencent Cloud account with enterprise real-name authentication, you need to Register Tencent Cloud account and complete Enterprise Real-name Authentication.

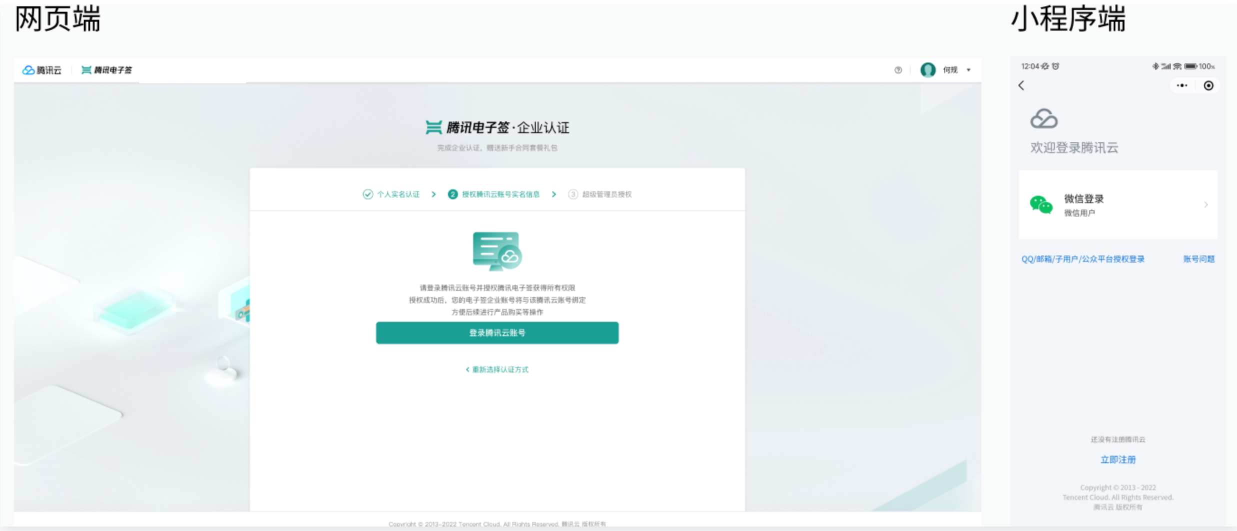
Step 1: Select the authentication method

Click Enterprise Authentication Entrance to enter the enterprise authentication method selection page. Please select **Tencent Cloud Account Quick Authentication.**



Step 2: Log in to Tencent Cloud account

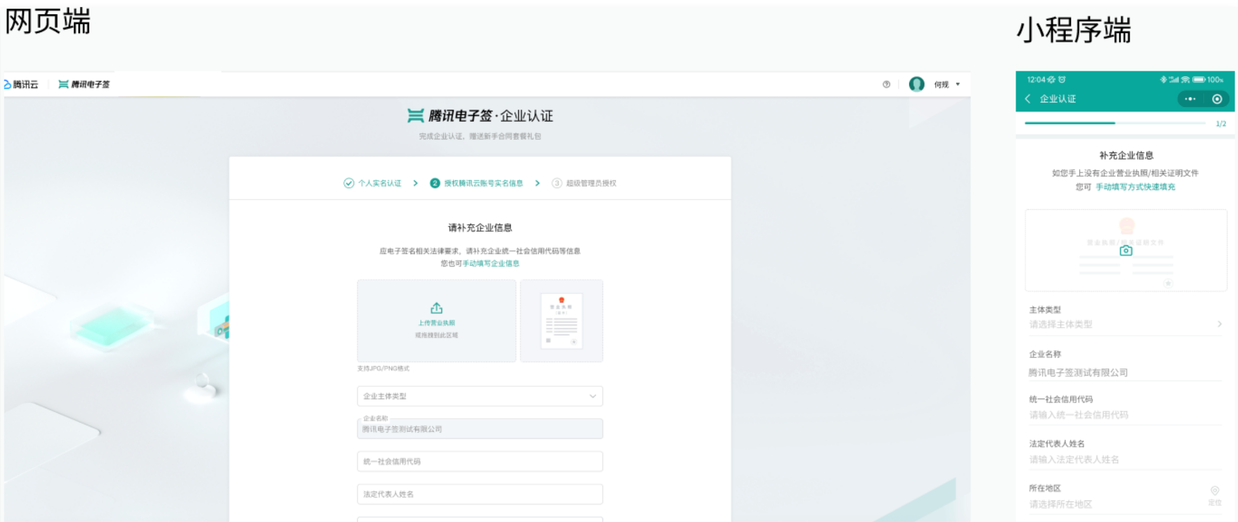
Follow the page instructions to complete Tencent Cloud account log in through the app or web.



> **Note:**
> - Before logging in, please make sure that the customer's Tencent Cloud account has completed the enterprise authentication operation on the Tencent Cloud official website. For the Tencent Cloud official website enterprise authentication guide, please refer to Enterprise Real-name Authentication.
> - You can use the root account or a sub-user account with authorized electronic signing policies to log in. Sub-user accounts need to be authorized by CAM before they can be used for electronic signature authentication. For CAM authorization guide, please refer to How to log in to electronic signing with a Sub-user account?

Step 3: Supplementary enterprise information

Supplement the enterprise unified social credit code, legal representative name, and other information. Customers can quickly fill in the information by uploading the business license. If there is no photo of the business license at hand, the information can also be completed manually.



Step 4: Super Administrator Authorization

After contact information verification is complete, the system will offer the following authorization methods based on different entity types and your role within the enterprise:

Entity Type = Enterprise or Individual Business

Scenario 1: You are the Legal Representative of the enterprise or the operator of an individual business

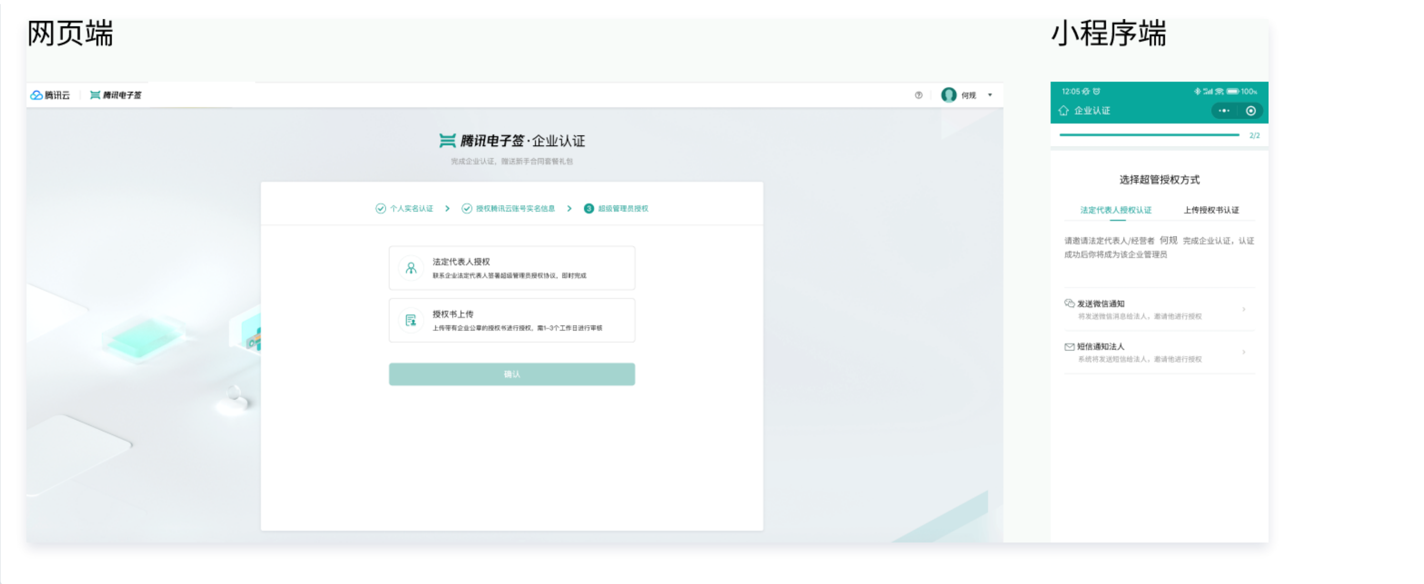
Please follow the mini program or website instructions to complete Face Recognition. Once successful, you will become the Super Administrator of the enterprise.

Scenario 2: You are an employee of the enterprise or individual business

You can complete the Super Administrator authorization in one of the following two ways. After completion, you will become the Super Administrator of the enterprise account.

- **Legal Representative Authorization:** Contact the enterprise' s Legal Representative or operator to authorize you as the Super Administrator of the enterprise (recommended, real-time completion).
- **Power of Attorney Upload:** Upload the Power of Attorney stamped with the enterprise's Official Seal for authorization (requires manual backend approval, 1-3 business days to complete).

> **Note:**
> Power of Attorney Attachment
> To avoid affecting the authorization review results, please note the following when filling out the Power of Attorney:
> - Please complete the date fully.
> - Please upload the official template file and do not make any changes to the template during the filling process.
> - Ensure that the Super Administrator' s information (phone number, etc.) in the Power of Attorney matches that in the Electronic Signature System.
> - Ensure that the uploaded images are clear and recognizable.



Entity Type = Government and Public Institutions or Other Organizations

Please fill in the relevant information according to the template requirements, affix the institutional seal, and upload the Power of Attorney. Then, wait for the authorization review.

> **Note:**
> Power of Attorney Attachment
> To avoid affecting the authorization review results, please note the following when filling out the Power of Attorney:
> - Please complete the date fully.
> - Please upload the official template file and do not make any changes to the template during the filling process.
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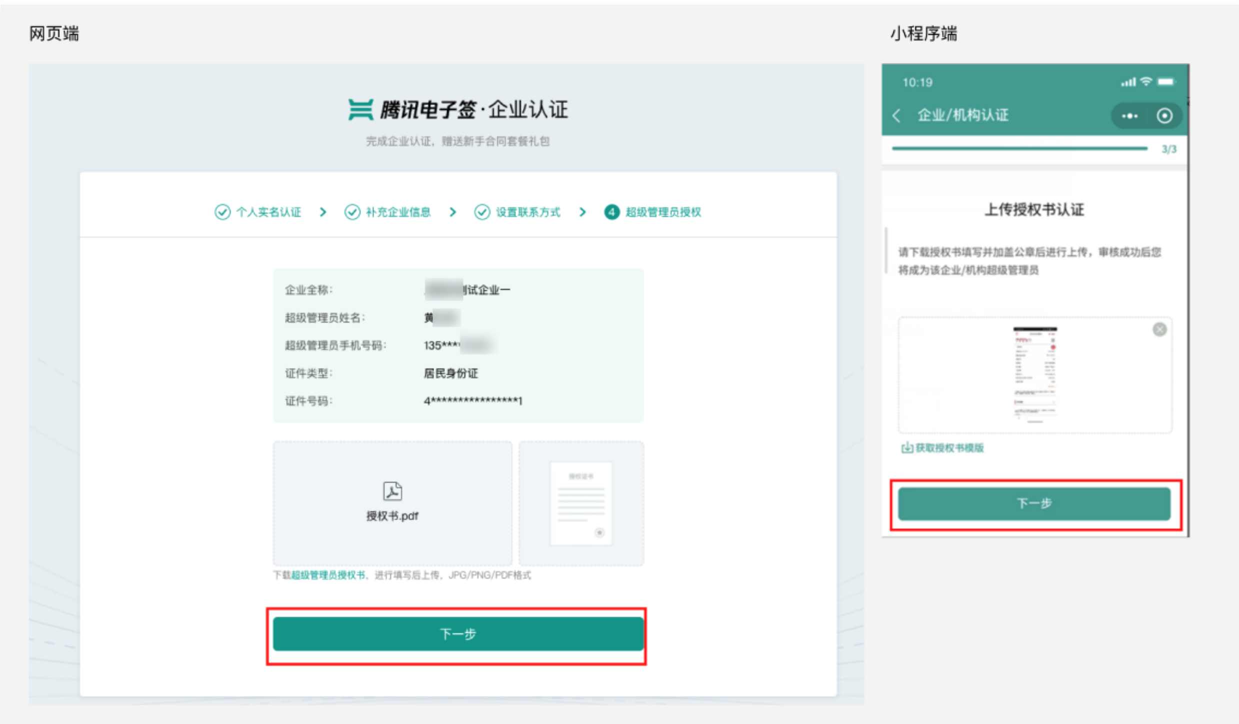
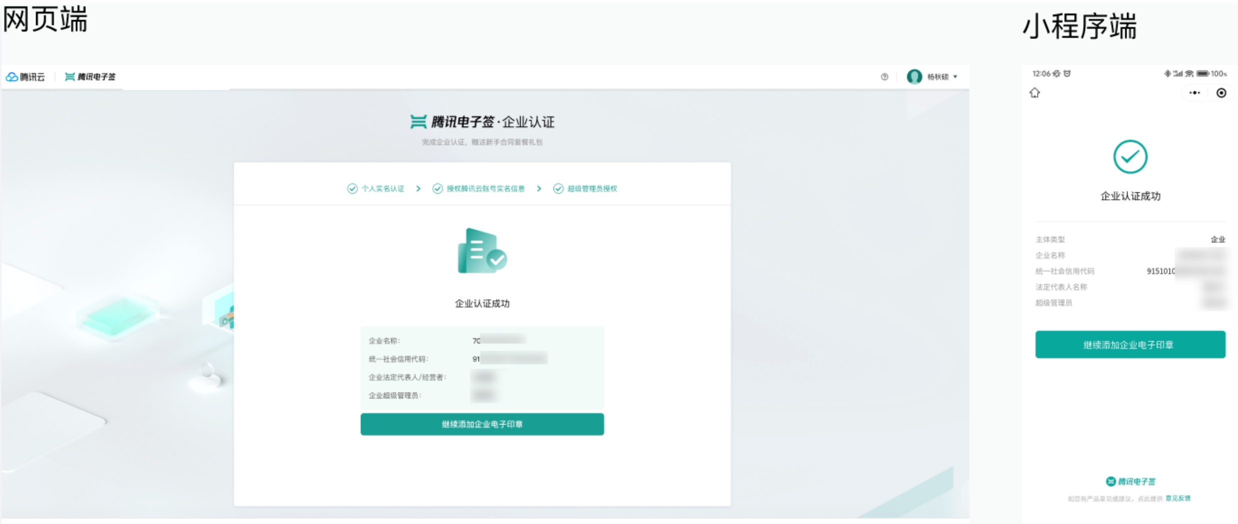


Step 5: Complete enterprise authentication

After completing the above steps, the enterprise authentication process will be complete, and customers can then experience and use the complete services of the Enterprise Edition.



Use Tencent E-Sign Service

Once the Super Administrator completes activation via SMS and is authorized, you can experience all the features of the Tencent E-Sign Service. For usage guidelines, please refer to Enterprise Edition.

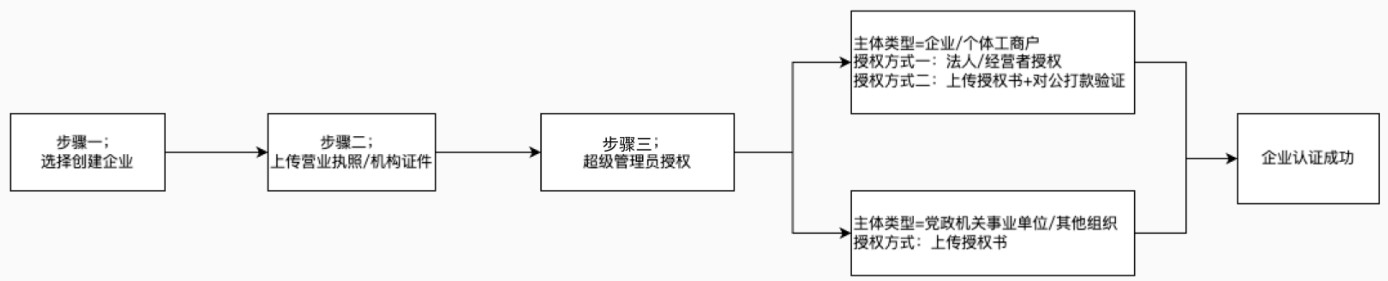
Contact Us

If you encounter any issues during the operation according to the documentation, you can contact us at e-contract@tencent.com. We will be at your service!

Authentication via Business License Upload

Last updated：2024-08-01 15:49:51

This document primarily explains how to complete enterprise authentication for electronic signatures by uploading a business license.



Prerequisites

Before creating a business, prepare the following documents according to your enterprise type:

Entity Type	Required Materials
Enterprise or Individual Business	Photo of Business License, WeChat ID or phone number of the legal representative or operator.
Government Agencies, Public Institutions, or Other Organizations	Photo of Institutional Documentation, Super Administrator's Authorization Letter with Official Seal.

Operation step

Step 1: Select Create Business

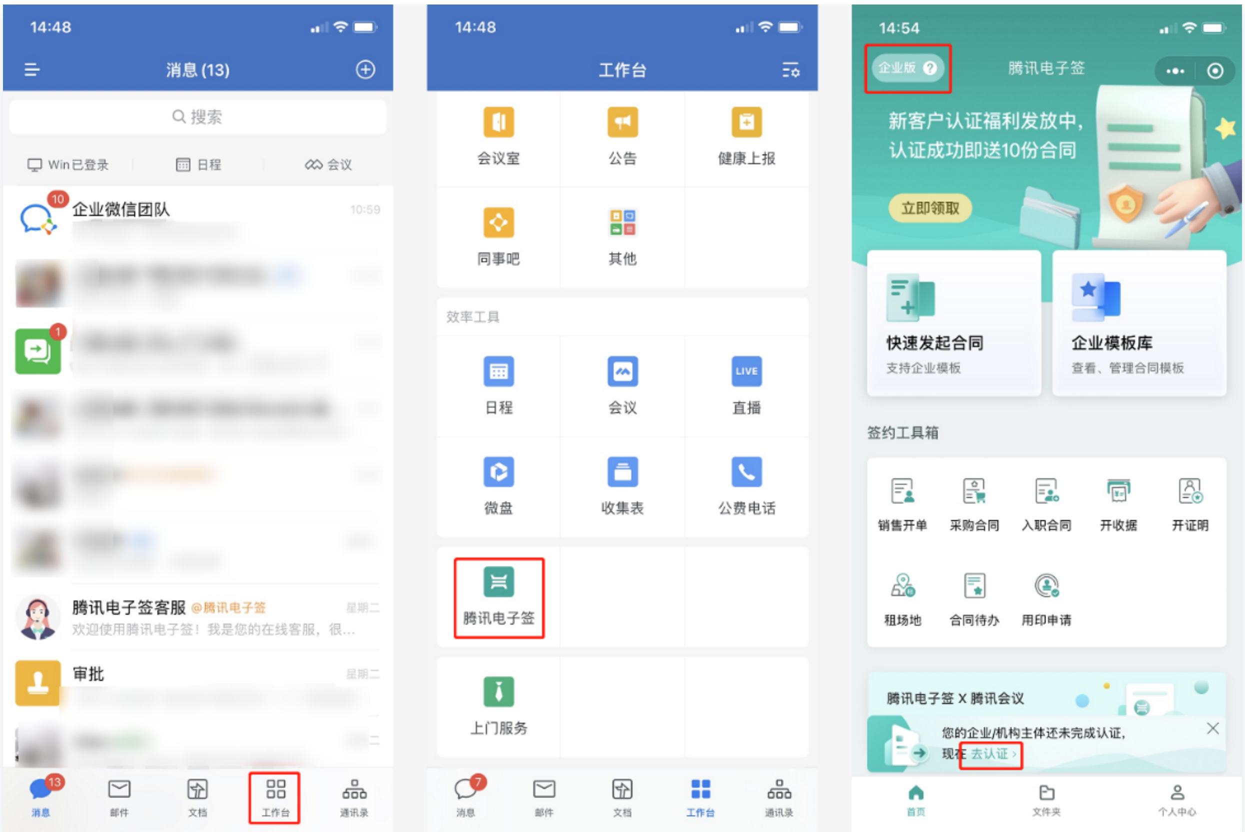
Before selecting to create a business, ensure that your Tencent E-Sign Service personal account has completed real-name authentication. The enterprise authentication entrances are as follows:

Mini Program

- Entry 1:**Top left corner of the homepage** > click **Create Enterprise.**

- Entry 2:**Personal Center** > **Identity Creation Entry** > click **Create Enterprise.**

- Creation Entrance within WeChat Work:



Web

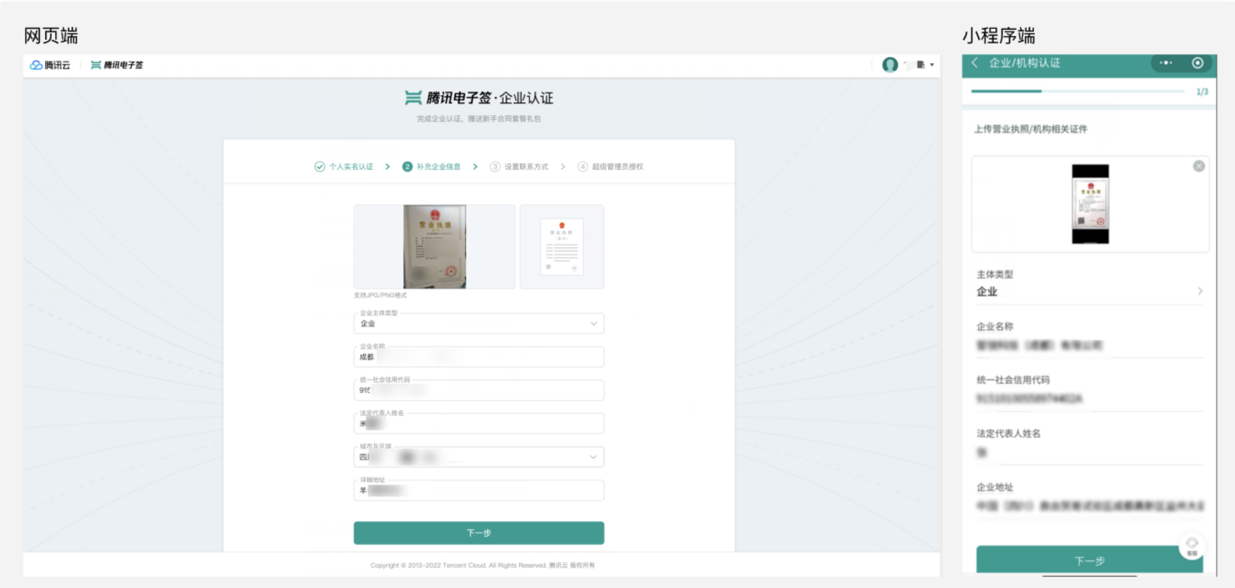
1. Enter Enterprise Authentication Page > click **Upload Enterprise Business License for Authentication** > click **Confirm.**
2. After clicking, use WeChat to scan the mini program QR code and follow the instructions to complete the identity authentication process.

Step 2: Upload the business license or institutional documents

1. After selecting Create Enterprise, you can upload images of the business license or institutional documents. Once uploaded, the system will automatically populate enterprise information (entity type, enterprise name, unified social

credit code, legal representative or operator's name, enterprise address) based on the image content. If the recognition is inaccurate, you can manually modify the recognized content.

2. After confirming the information is correct, click **Next** to continue.



> **Note:**
> Due to some enterprise information not being included in third-party enterprise information systems, if you are blocked during the enterprise information submission stage after confirming the submitted information is correct, please refer to Enterprise Information Inclusion Guide.

Step 3: Super Administrator Authorization

After enterprise information verification, the system will provide the following authorization methods based on different entity types and your role within the enterprise:

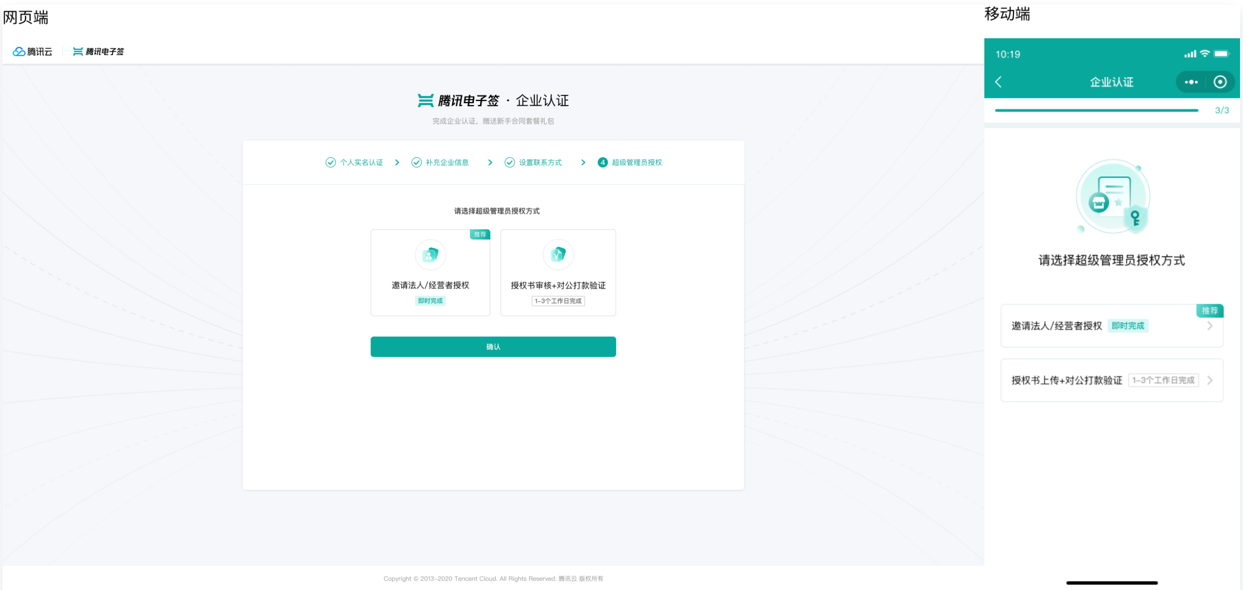
Entity Type: Enterprise or Individual Business

Scenario 1: You are the Legal Representative of the enterprise or the operator of an individual business

Please follow the mini program or website instructions to complete Face Recognition. Once successful, you will become the Super Administrator of the enterprise.

Scenario 2: You are an employee of the enterprise or individual business

Choose Super Admin Authorization Method: We recommend selecting **Invitation of Legal Person, Operator's Authorization,** which can instantly complete enterprise authentication after legal person authorization. **Authorization Letter Review + Corporate Payment Verification** Due to the need for manual review and bank transaction delays, enterprise authentication may take approximately 1-3 working days to complete.

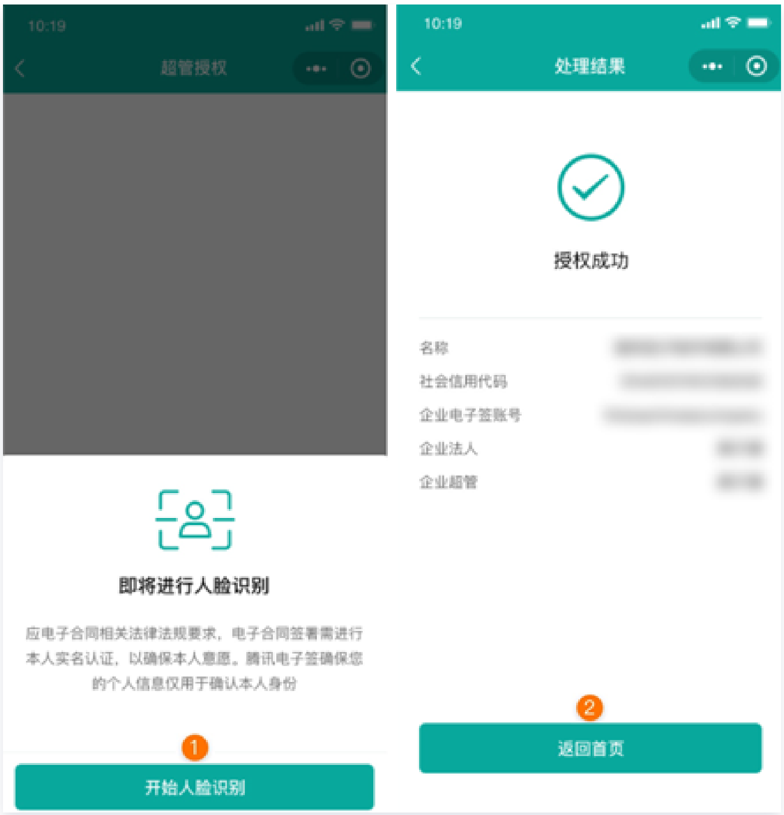


Invitation of Legal Person or Operator's Authorization

1. You need to contact the legal representative or operator of the enterprise to authorize you as the Super Administrator of the enterprise. Once authorized successfully, the enterprise creation process is completed. You can choose to notify the legal representative or operator via WeChat or SMS.

2. After clicking the authorization link, the legal representative or operator should click **Sign Now** to enter the Super Admin Authorization Letter signing process.

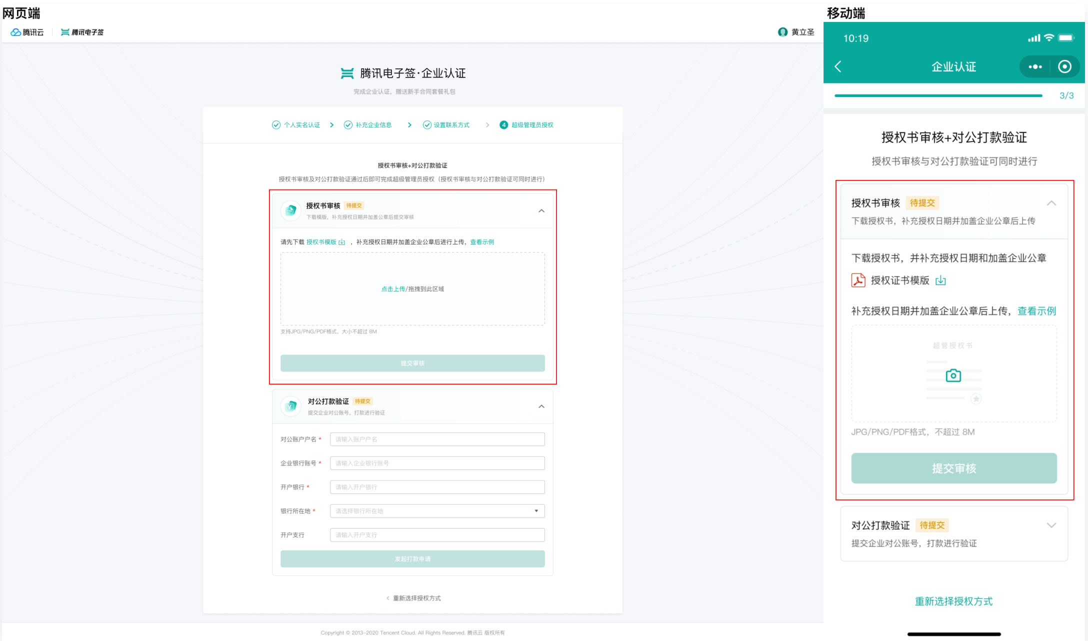
3. After reading and completing the handwritten signature on the Super Admin Authorization Confirmation Letter, the legal representative or operator should click **Start Face Recognition** to enter the Confirmation of Willingness Process. Once successful, the enterprise creation is complete, and you will become the Super Administrator of the enterprise. The legal representative or operator who performed the actions will also be added to the enterprise and automatically assigned the **Legal Representative** role.



Authorization Letter Review + Corporate Payment Verification

> **Note:**
> Upon successful Authorization Letter Review and Corporate Payment Verification, Super Administrator Authorization is completed. Both processes can be conducted simultaneously.

- **Authorization Letter Review: Download the Super Administrator Authorization Certificate,Supplement the authorization date and affix the official seal** then upload the authorization letter and wait for the review.



> **Note:**

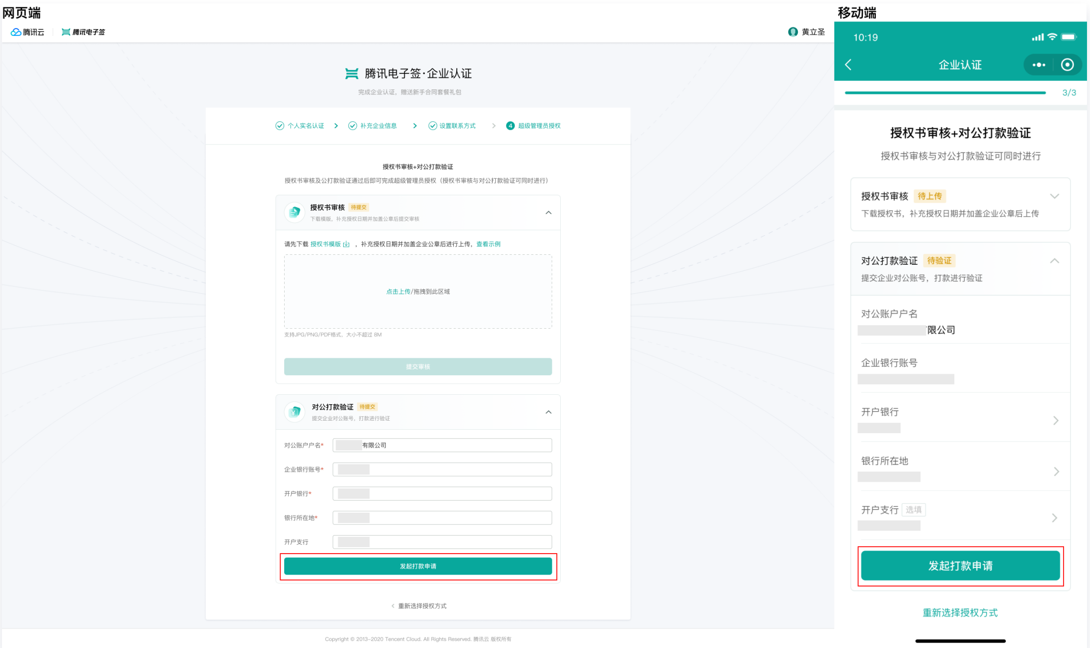
You can download and fill out the Electronic Signature of Super Administrator Authorization in advance

To avoid affecting the authorization review results, please note the following when filling out the Power of Attorney:

- Ensure that the Super Administrator' s information (phone number, etc.) in the Power of Attorney matches that in the Electronic Signature System.
- Please fill in the date completely and affix the company's official seal.
- Please upload the official template file and do not make any changes to the template during the filling process.
- Ensure that the uploaded images are clear and recognizable.

- **Corporate Payment Verification.**

1.1 Supplement your corporate account information (account name, bank account number, bank name, bank location, branch), confirm the information is correct, and click **Initiate Payment Application,** we will send a random small remittance between **0.01-0.30 yuan** to you.

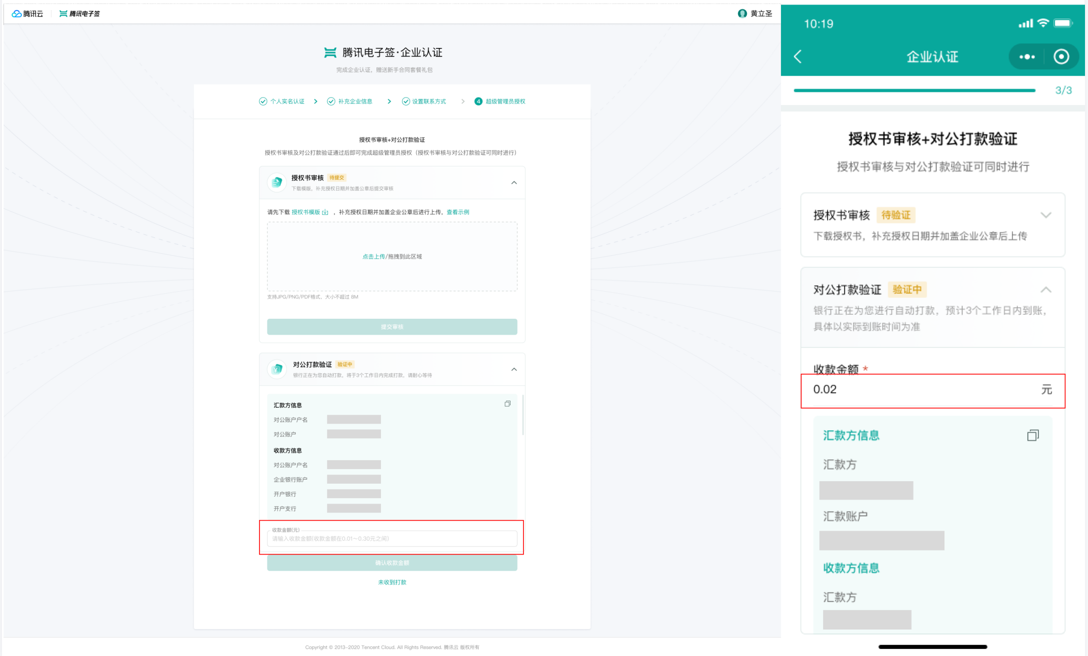


Note:

Bank remittances may have delays. Intra-bank transfers are usually completed within one working day, while interbank transfers take 1-3 working days. Please be patient.

1.2 After receiving the remittance, submit the received amount. Once the amount is verified, the corporate payment verification is complete.

网页端 移动端

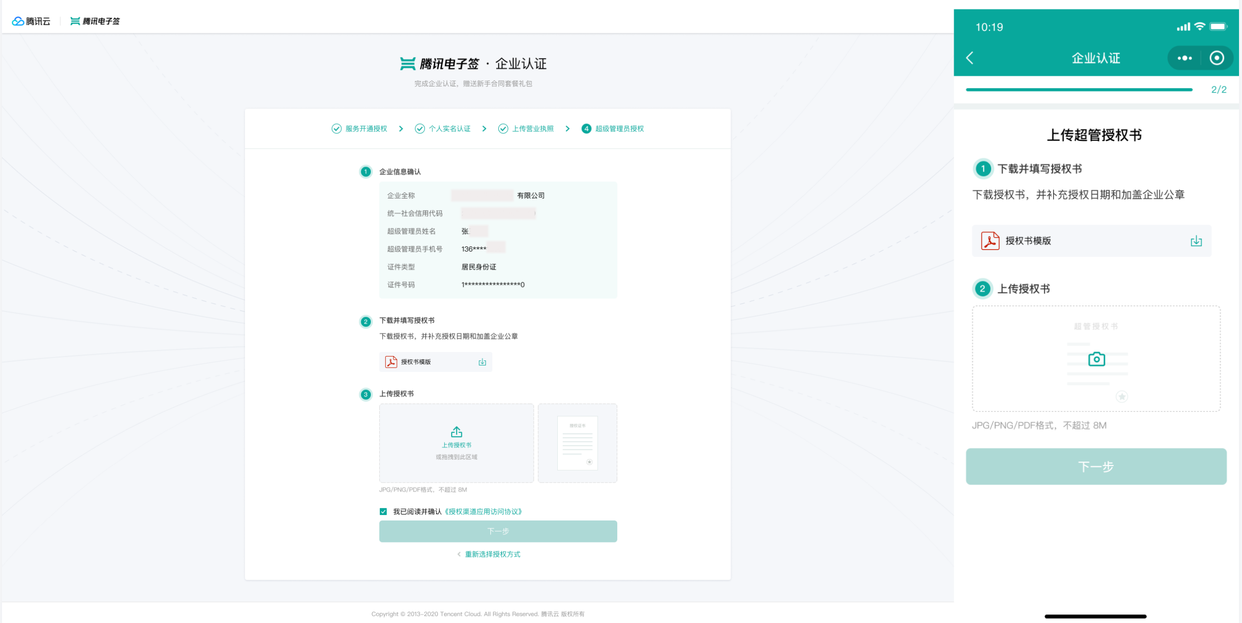


> ⚠ **Note:**
> You will have three attempts to verify the amount for each remittance. If all three attempts are incorrect, you will need to initiate the payment again. Each enterprise can initiate remittances up to 3 times. If you exceed this limit, you will need to change the authorization method or contact us for assistance.

Entity Type: Party and Government Agencies and Public Institutions or Other Organizations

1. **Download the Super Administrator Authorization Certificate,Supplement the authorization date and affix the official seal** then upload the authorization letter and wait for the review.

网页端 小程序端



> ⚠ **Note:**

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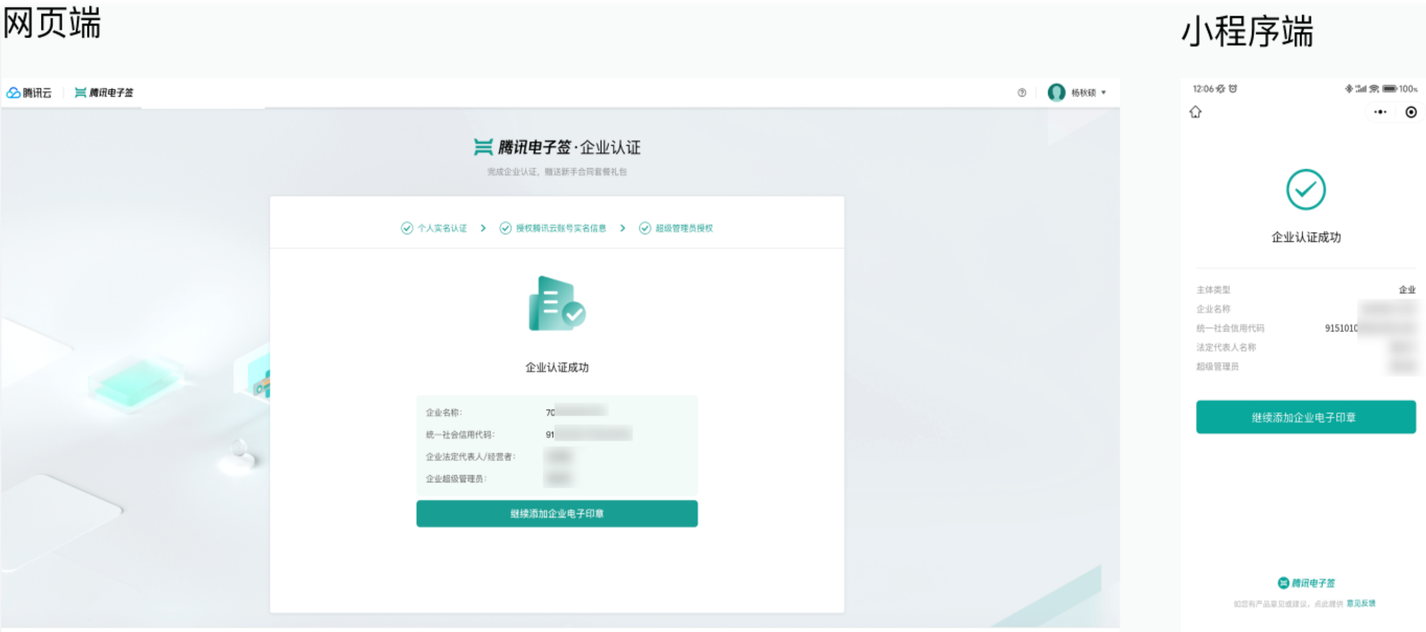
- Ensure that the Super Administrator's information (phone number, etc.) in the Power of Attorney matches that in the Electronic Signature System.
- Please fill in the date completely and affix the company's official seal.
- Please upload the official template file and do not make any changes to the template during the filling process.
- Ensure that the uploaded images are clear and recognizable.

2. If the authorization letter review is successful, the enterprise will be created successfully, and you will receive an SMS notification of the successful enterprise creation.

Note:
If the authorization letter is rejected, please re-upload the authorization letter as per the SMS instructions.

Step 4: Enterprise Authentication Success

After completing the above steps, the enterprise authentication process will be complete, and customers can then experience and use the complete services of the Enterprise Edition.



Attachment: Certified Electronic Signature Enterprises in WeCom

If you want to use Tencent E-Sign Service in WeCom, you need to install the Tencent E-Sign Service application and then follow the subsequent authentication procedure: WeCom administrators log in to WeChat Work Third-party Application Market, enter the Tencent E-Sign Service application name in the web search box, the system will automatically filter out the Tencent E-Sign Service application, click **Add**, and add the Tencent E-Sign Service application to WeCom.


工作台
第三方应用
腾讯电子签
“腾讯电子签”的搜索结果
分类
客户关系
团队协同
移动办公
人力资源
文化建设
表单流程
企业服务
企业培训
财务报销
供应链管理
行政管理
电子合同
智慧硬件
腾讯电子签
打开
合同管理更高效
腾讯乐享
添加
腾讯HR助手
添加
腾讯审批支付
添加
21:08
工作台
管理企业
添加应用
专属服务
挑选工作所需的应用
客户联系
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腾讯乐享
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WeChat Pay Merchant Number Authorization Authentication

Last updated：2024-08-01 15:50:09

This document mainly explains how to complete enterprise authentication for electronic signatures via WeChat Pay Merchant Number authorization.

Prerequisites

You have already created a merchant number and completed merchant number authentication in WeChat Pay.
If you have not completed the merchant number activation, you need to complete it first in Merchant Number Activation .

Operation step

Step 1: Select the authentication method

In the WeChat Mini Program **Tencent E-Sign Service**, click the top left corner version > **Create Enterprise** and select **WeChat Pay Merchant Number Authorization Authentication.**

Step 2: Enter the enterprise/organization name

Note:

- Please strictly fill in the enterprise name as stated on the business license, otherwise, the verification will fail.
- If you have strictly filled in the enterprise name but the verification fails due to database issues, a page error will occur. Please click on **Re-select Authentication Method** at the bottom of the page to switch to **Upload Business License for Authentication**.

Step 3: WeChat Pay Merchant Number Authorizes Enterprise Information

1. **If you are the merchant number administrator, you can click the authorization button to complete the authorization.**

2. **If you are not the legal person or administrator of the merchant number, you can forward the QR code on the page to the legal person or administrator for authorization.**

Step 4: Super Administrator Authorization

After enterprise information verification, the system will provide the following authorization methods based on different entity types and your role within the enterprise:

Entity Type: Enterprise or Individual Business

Scenario 1: You are the Legal Representative of the enterprise or the operator of an individual business

Please follow the mini program or website instructions to complete Face Recognition. Once successful, you will become the Super Administrator of the enterprise.

Scenario 2: You are an employee of the enterprise or individual business

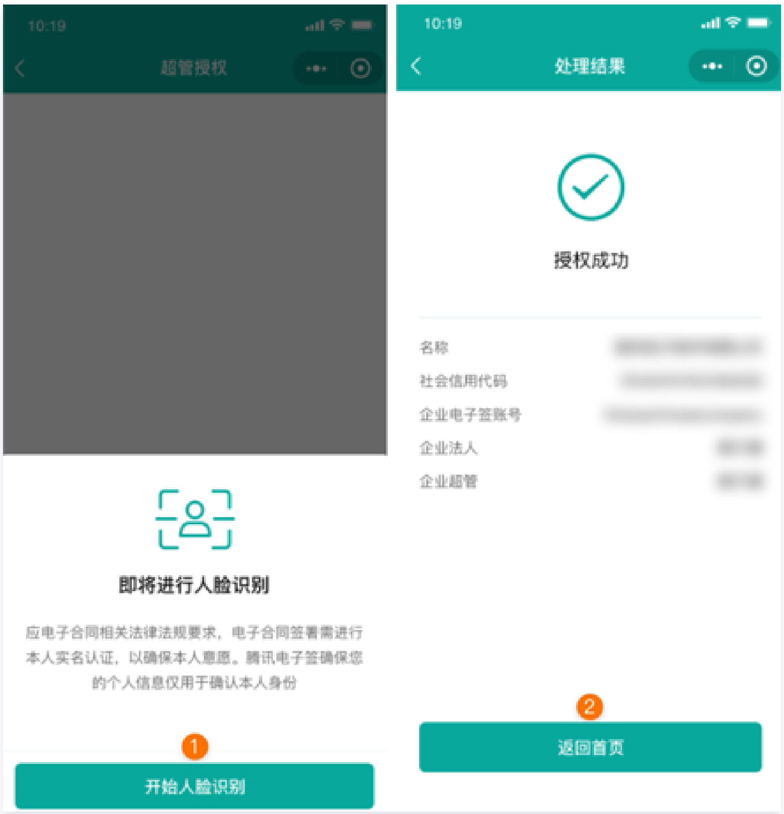
Select Superintendent Authorization Method: We recommend you choose **Invite Legal Person or Operator for Authorization,** the enterprise authentication will be completed immediately after legal person authorization. **Authorization Letter Review + Public Payment Verification** may take 1-3 working days due to manual review and bank payment delays.

Invitation of Legal Person or Operator's Authorization

1. You need to contact the legal representative or operator of the enterprise to authorize you as the Super Administrator of the enterprise. Once authorized successfully, the enterprise creation process is completed. You can choose to notify the legal representative or operator via WeChat or SMS.

2. After clicking the authorization link, the legal representative or operator should click **Sign Now** to enter the Super Admin Authorization Letter signing process.

3. After reading and completing the handwritten signature on the Super Admin Authorization Confirmation Letter, the legal representative or operator should click **Start Face Recognition** to enter the Confirmation of Willingness Process. Once successful, the enterprise creation is complete, and you will become the Super Administrator of the enterprise. The legal representative or operator who performed the actions will also be added to the enterprise and automatically assigned the **Legal Representative** role.



Authorization Letter Review + Corporate Payment Verification

> **Note:**
> Upon successful Authorization Letter Review and Corporate Payment Verification, Super Administrator Authorization is completed. Both processes can be conducted simultaneously.

- **Authorization Letter Review: Download the Super Administrator Authorization Certificate,Supplement the authorization date and affix the official seal** then upload the authorization letter and wait for the review.

Note:

You can download and fill in the Electronic Signature of Super Administrator Authorization form in advance. To avoid affecting the authorization review results, please note the following when filling out the Power of Attorney:

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  Note:

  Bank remittances may have delays. Intra-bank transfers are usually completed within one working day, while interbank transfers take 1-3 working days. Please be patient.

1.2 After receiving the remittance, submit the received amount. Once the amount is verified, the corporate payment verification is complete.

Note:
You will have three attempts to verify the amount for each remittance. If all three attempts are incorrect, you will need to initiate the payment again. Each enterprise can initiate remittances up to 3 times. If you exceed this limit, you will need to change the authorization method or contact us for assistance.

Entity Type: Party and Government Agencies and Public Institutions or Other Organizations

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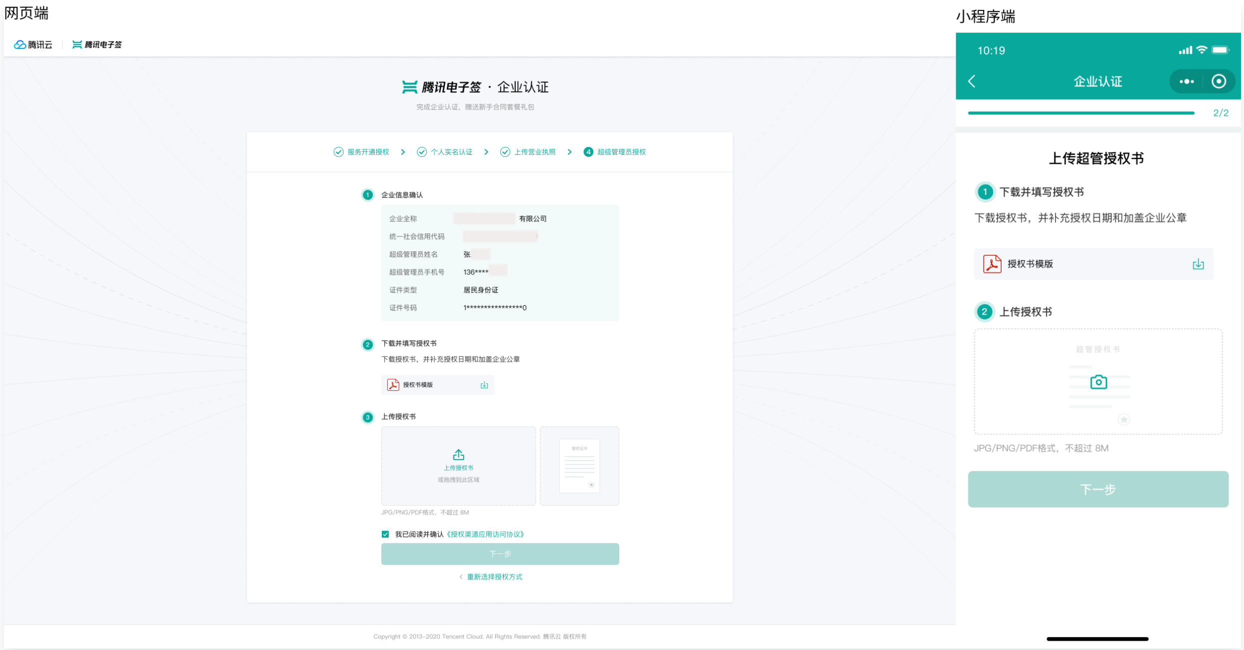

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2. If the authorization letter review is successful, the enterprise will be created successfully, and you will receive an SMS notification of the successful enterprise creation.

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Step 4: Enterprise Authentication Success

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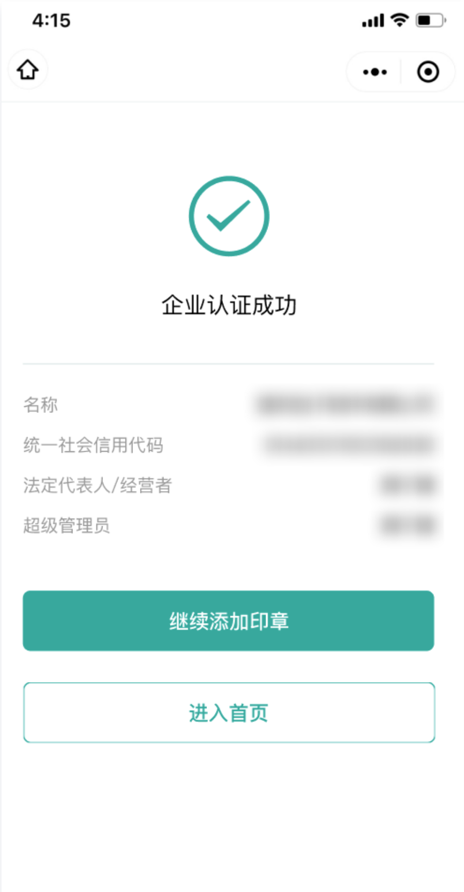


Use Tencent E-Sign Service

After the enterprise authentication is completed, you can experience all the features of Tencent E-Sign Service. For usage guidance, please refer to Enterprise Edition.

Contact Us

If you encounter any issues during the operation according to the documentation, you can contact us at e-contract@tencent.com. We will be at your service!

Enterprise Information Inclusion Guide

Last updated：2024-09-03 15:41:15

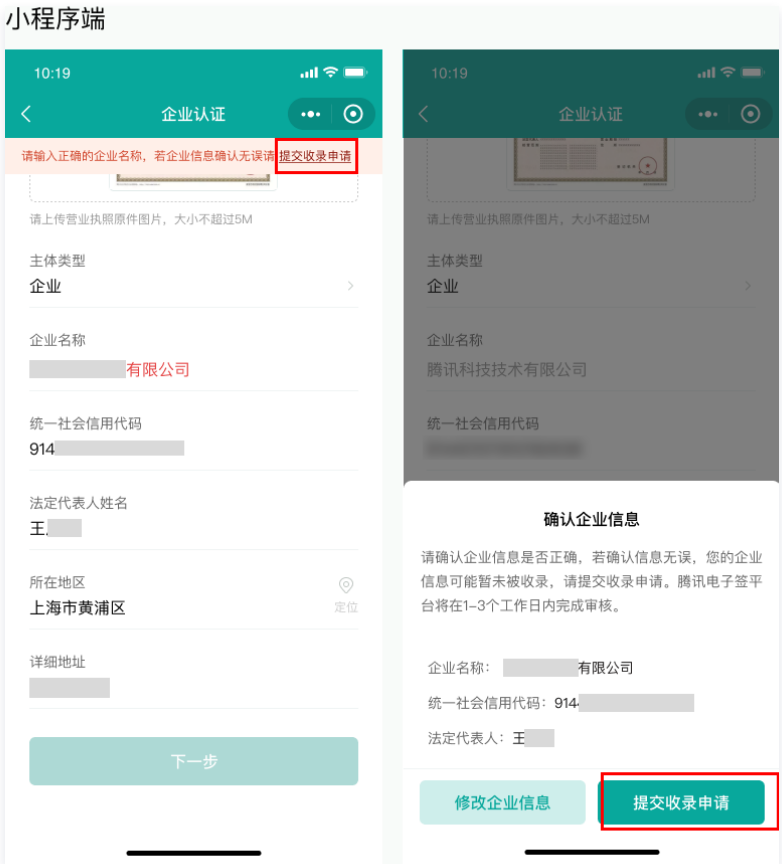
Due to some enterprise information not being included in the third-party corporate industrial and commercial data information database. If you encounter interception during the enterprise information submission phase, and confirm that the submitted information is correct, you can submit enterprise information inclusion following the guide below. Once the inclusion application is approved, you can continue the enterprise registration and enterprise information change process.

Operation step

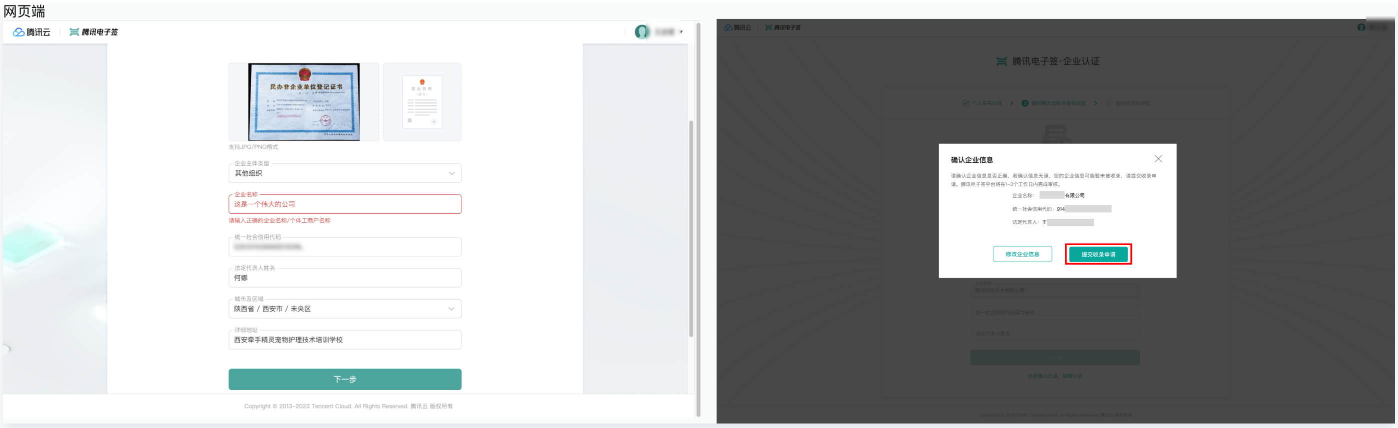
Step 1: Submit an Inclusion Application

If your enterprise information submission is intercepted during enterprise authentication or basic information change, click **Submit an Inclusion Application** after confirming the information is accurate.

- Mini Program Platform:



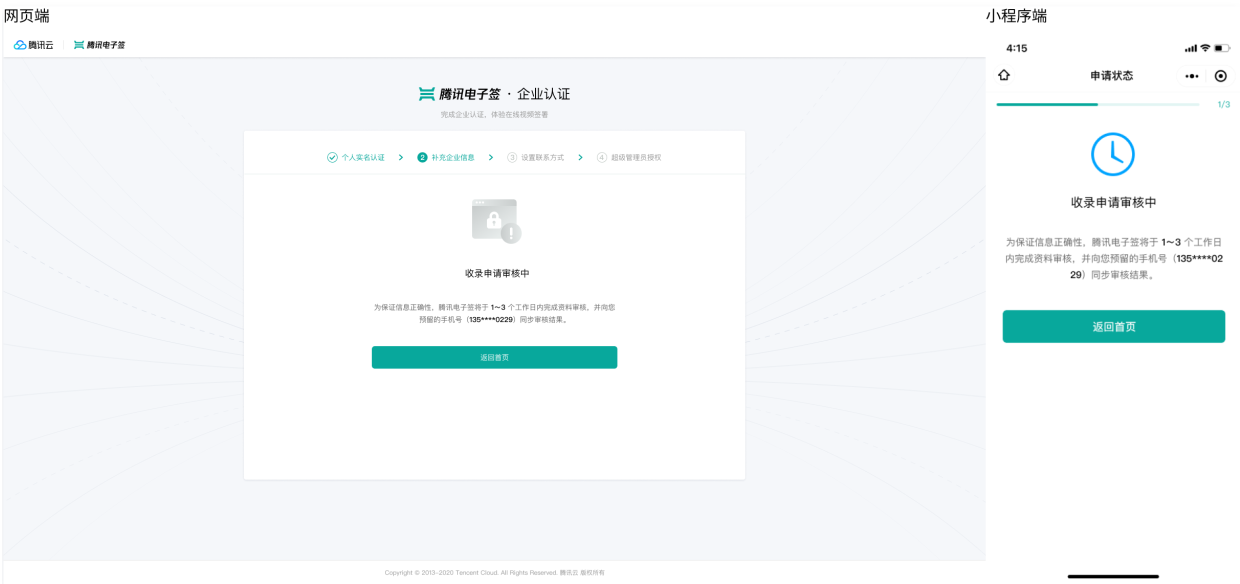
- Web Version:



> ⚠ **Note:**
> If your authentication entity is a property owners committee, select 'Other Organizations' as the type of enterprise entity. Due to legal compliance requirements, an electronic signature is needed for your entity's enterprise information inclusion. Please confirm the enterprise information and ensure you have uploaded relevant proof documents such as the **Bank Account Opening Permit** or **Property Owners' Meeting Establishment Matters Filing Record**.

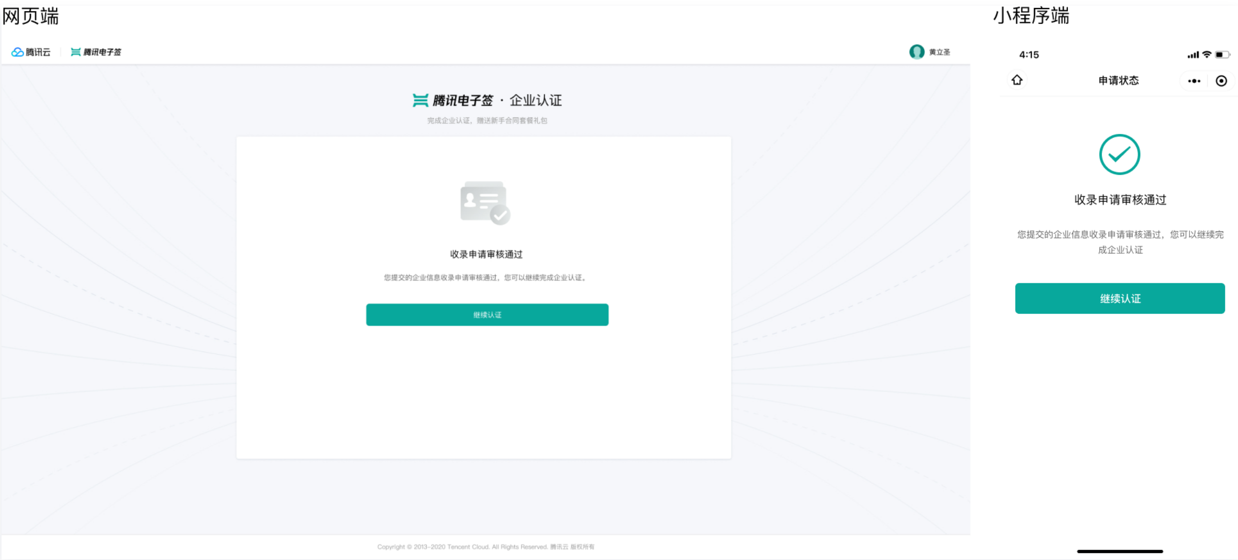
Step 2: Wait for Electronic Signature Platform Review

After submitting the inclusion application, please be patient. We will review your application within 1 to 3 business days, and the result will be notified via SMS. You can also check the review progress on this page through the enterprise authentication or enterprise information change entry.



Step 3: Review Pass

Once the review is approved, click **Continue Authentication** to proceed with the process.



Contract-related
Contract Drafting

Last updated：2024-08-01 15:51:22

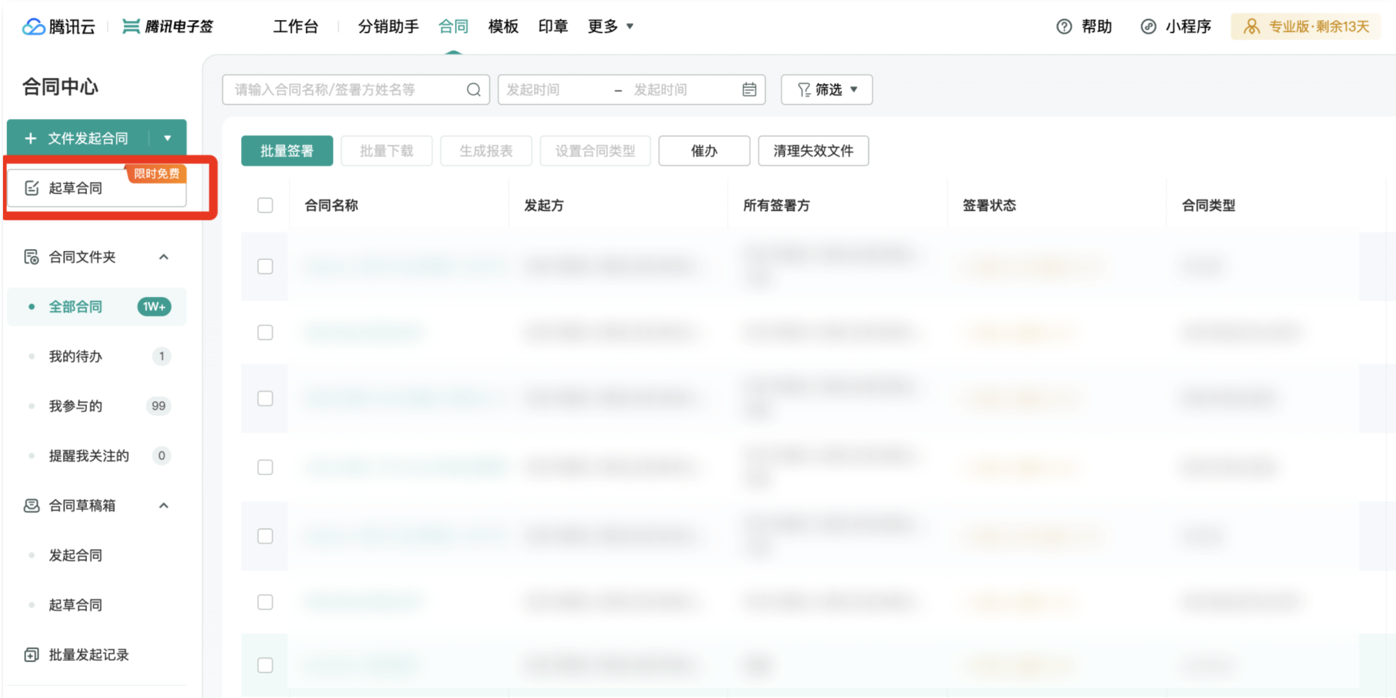
Feature Overview

Use the contract you have preliminarily drafted locally, upload it to the Tencent E-Sign Service platform for content fine-tuning. You can modify the contract content yourself or invite colleagues within the company and external personnel to collaboratively modify the contract. After finalizing, initiate the contract signing directly online.

> **Note:**
> If you have already finalized the contract locally and no content modification is needed, you can directly initiate the contract without using the contract drafting feature. For details, please refer to the Contract Initiation feature description.

Operation Entry

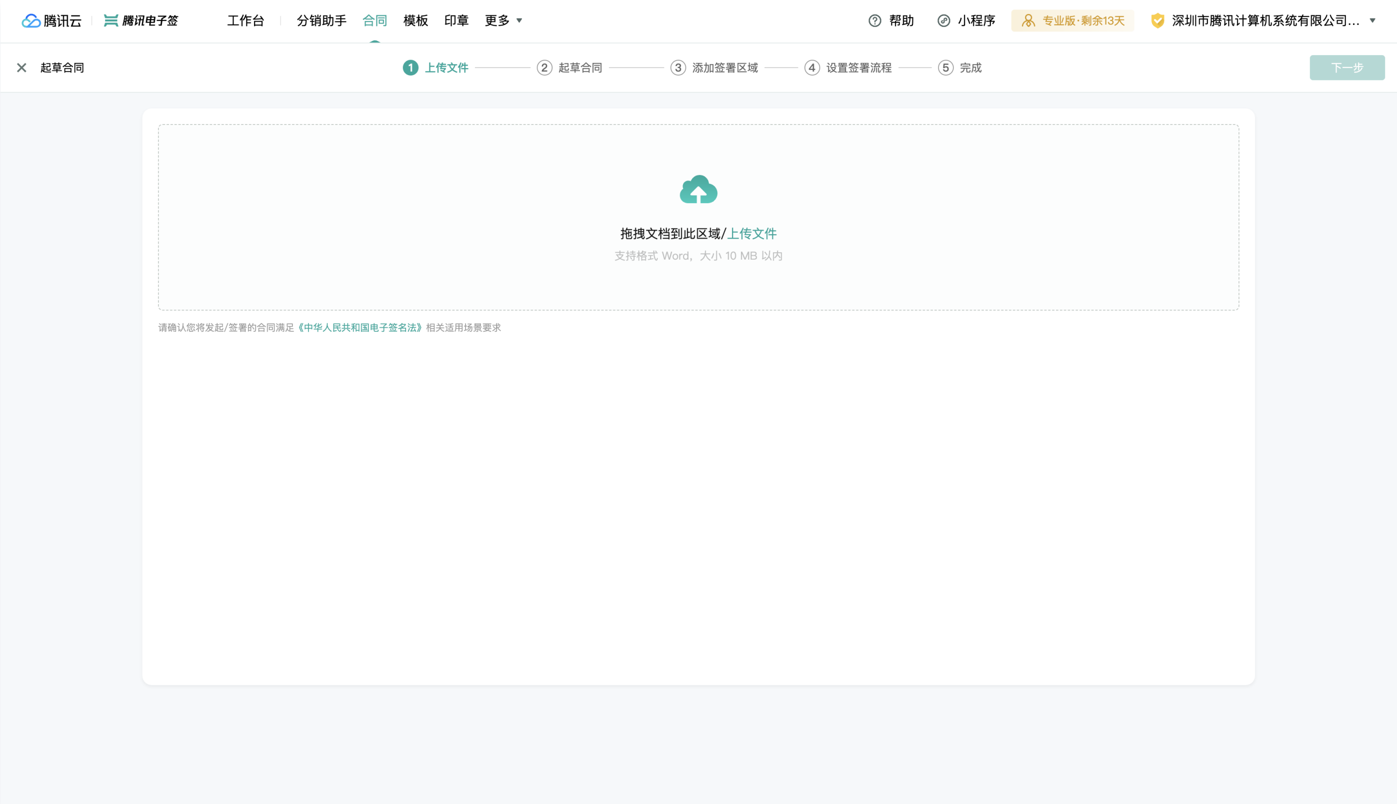
On the web, click **Contract** on the top of the page. The **Drafting Contracts** entry can be seen on the left side, or directly visit Drafting Contracts.
The mini-program temporarily does not support the contract drafting feature.



Operation step

Step 1: Upload File

On the upload file page, click the file upload area to select the preliminarily completed draft contract from your local system. Currently, only Word format is supported, with a size not exceeding 10 MB. After uploading, click **Next** in the upper right corner.



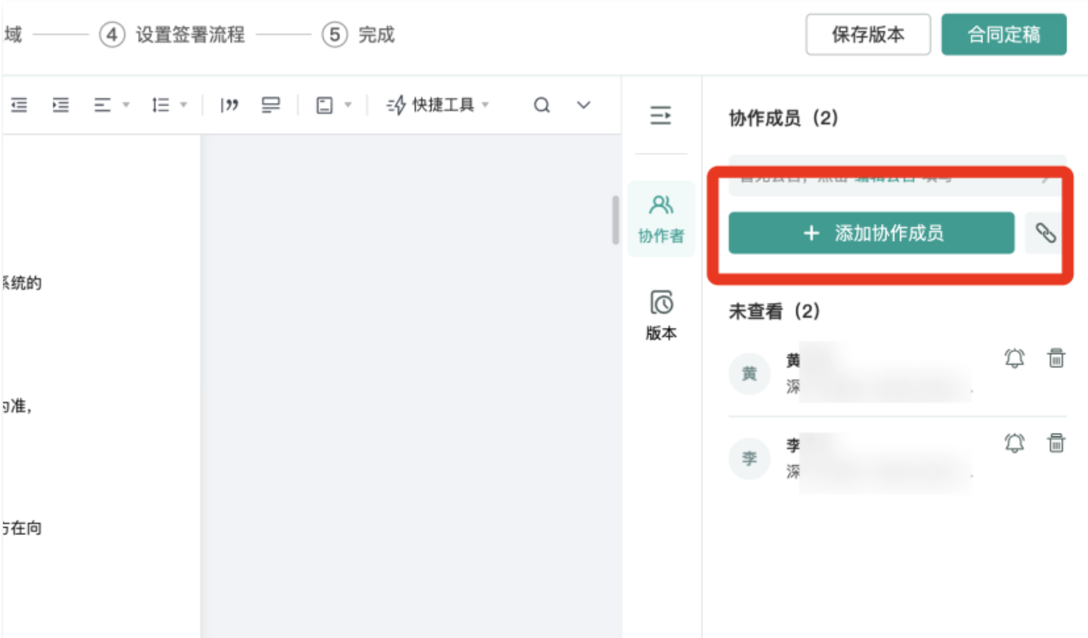
Step 2: Collaborative Contract Drafting

Online Editing

Enter the main interface for contract drafting. The area within the red box is the contract content editing area where you can continue to edit the contract content online, including text format adjustments. All modifications will be saved in the cloud in real time, so there's no need to manually save each change.

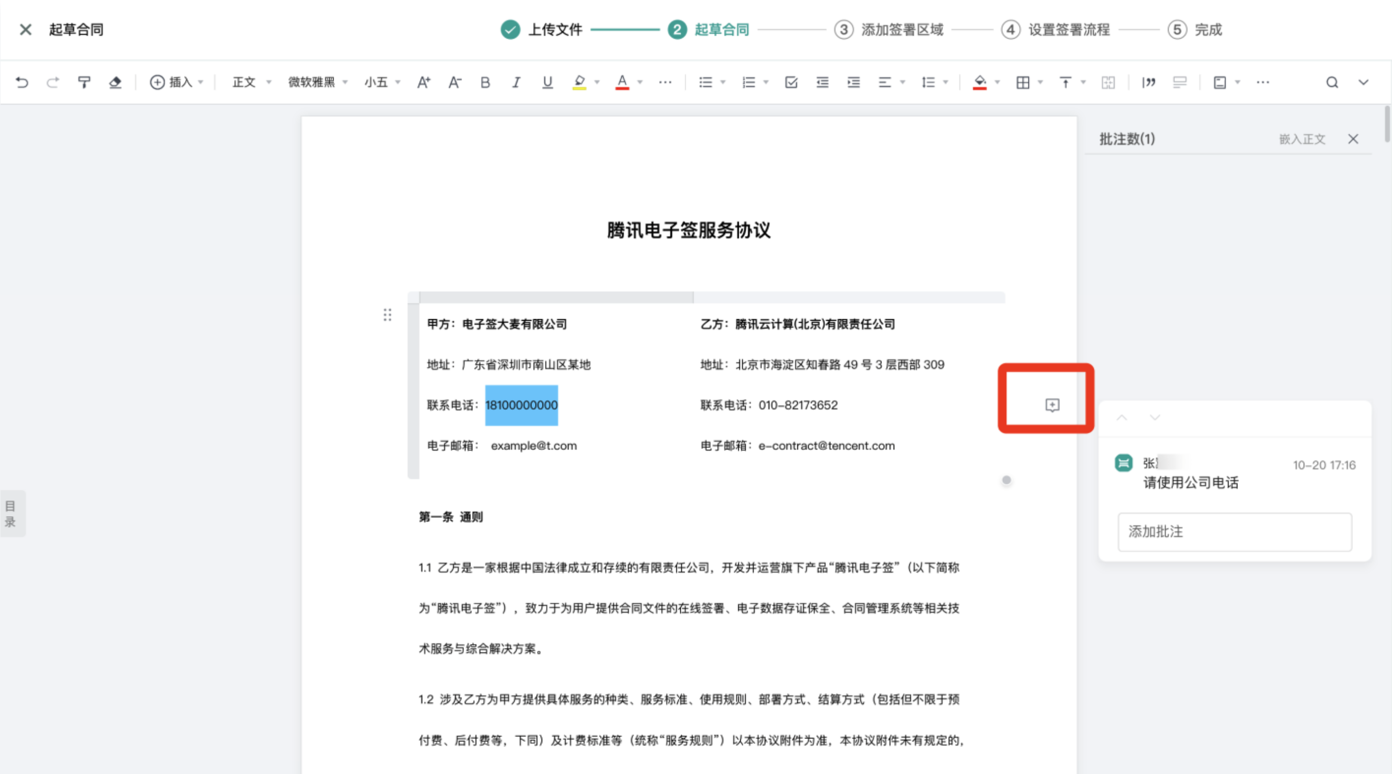
Multi-Person Collaborative Editing

If you need to invite colleagues within your company (e.g., finance, tax, or legal department colleagues) or external company personnel (e.g., suppliers or partners) to jointly negotiate and draft the contract, click **Add Collaborative Members**. Currently, it supports **Invite from Enterprise** or **QR Code Invitation**.



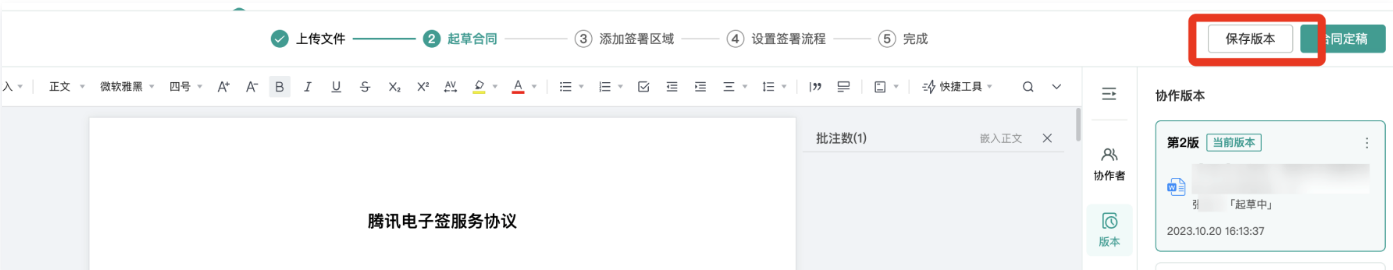
Invite from Enterprise is suitable for inviting employees of your enterprise. You can quickly find the corresponding personnel from the organizational structure and send out invitations. Tencent E-Sign Service will also send official SMS and email (the invitee needs to bind the email first) notifications for collaboration invites.

All modifications by collaborative members will be synchronized to the contract text in real time. You can also use the text annotation feature to provide modification comments on specific clauses. All collaborative members can see the annotation records.

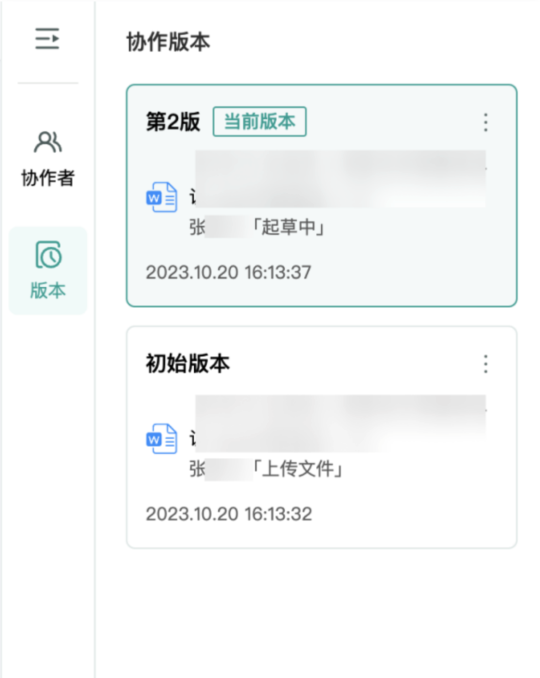


Managing Versions

The contract drafting feature also provides a version management feature. The creator of the contract draft can manually save key versions of the contract content (e.g., after legal or partner review) for the convenience of future modification tracking and version restoration. Click **Save Version** in the upper right corner to save a new version.

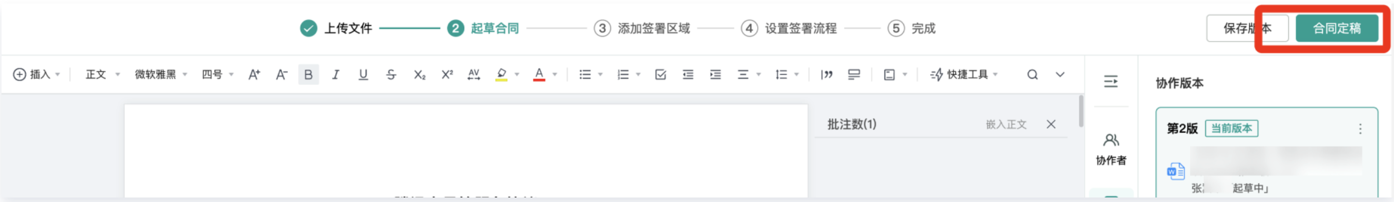


Click the **versions** tab on the page to view the historical versions saved.

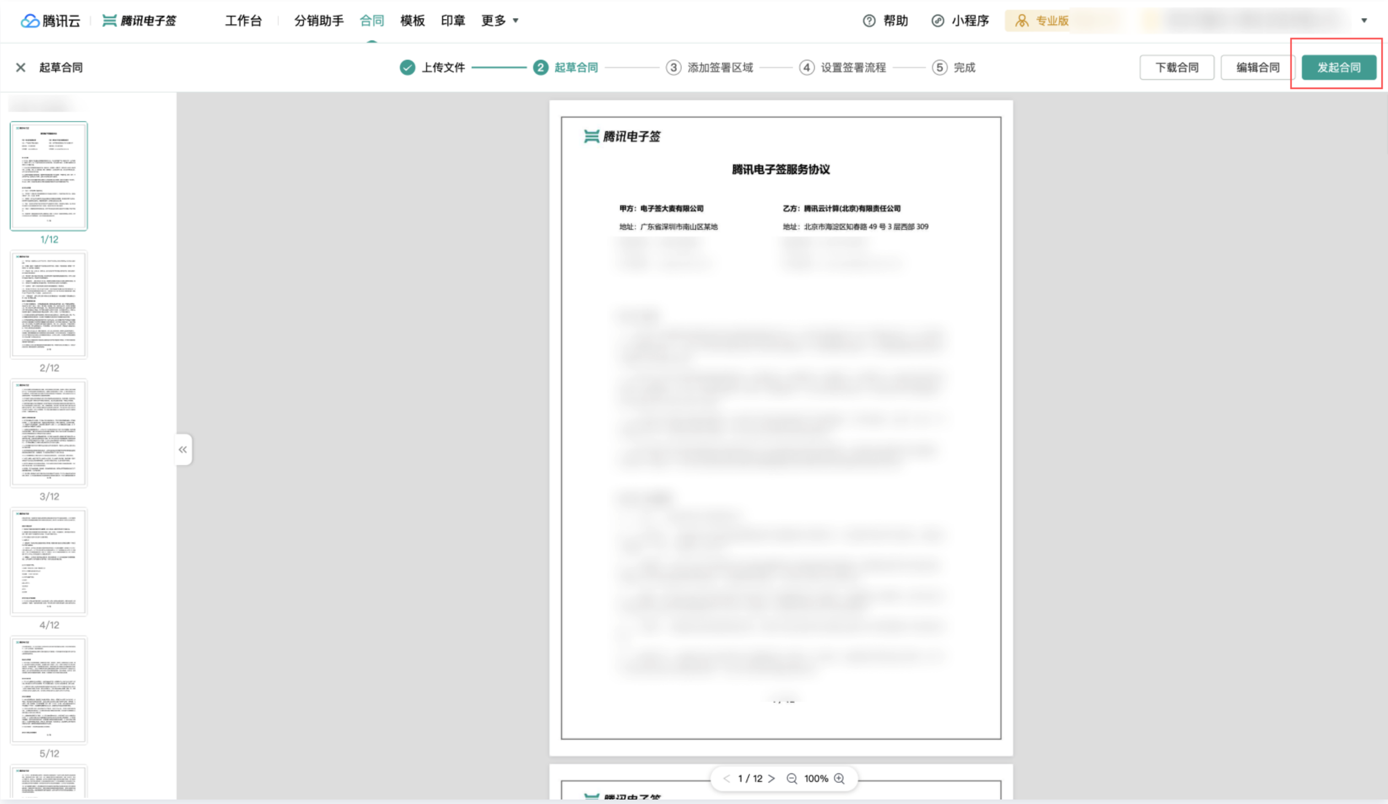


Finalize Contract

After completing and confirming the contract content adjustments, you can click **Finalize Contract**. The contract content will be locked, and no one will be able to edit it.



You can confirm the content again. If there are errors, you can click **Edit Contract** to return and make edits; if there are no errors, click **Initiate Contract** in the upper right corner.



Step 3: Initiate Contract

The subsequent process is the contract initiation process, which you can refer to in Contract Initiation.

Contract Initiation

Last updated：2024-09-03 15:44:09

Web

Upload File Initiation

Operation Entry

- Workbench Home , directly drag and drop the document, or click **Upload File Initiation**.

- In the Contract Center , from the left menu, click **File Initiated Contract**.

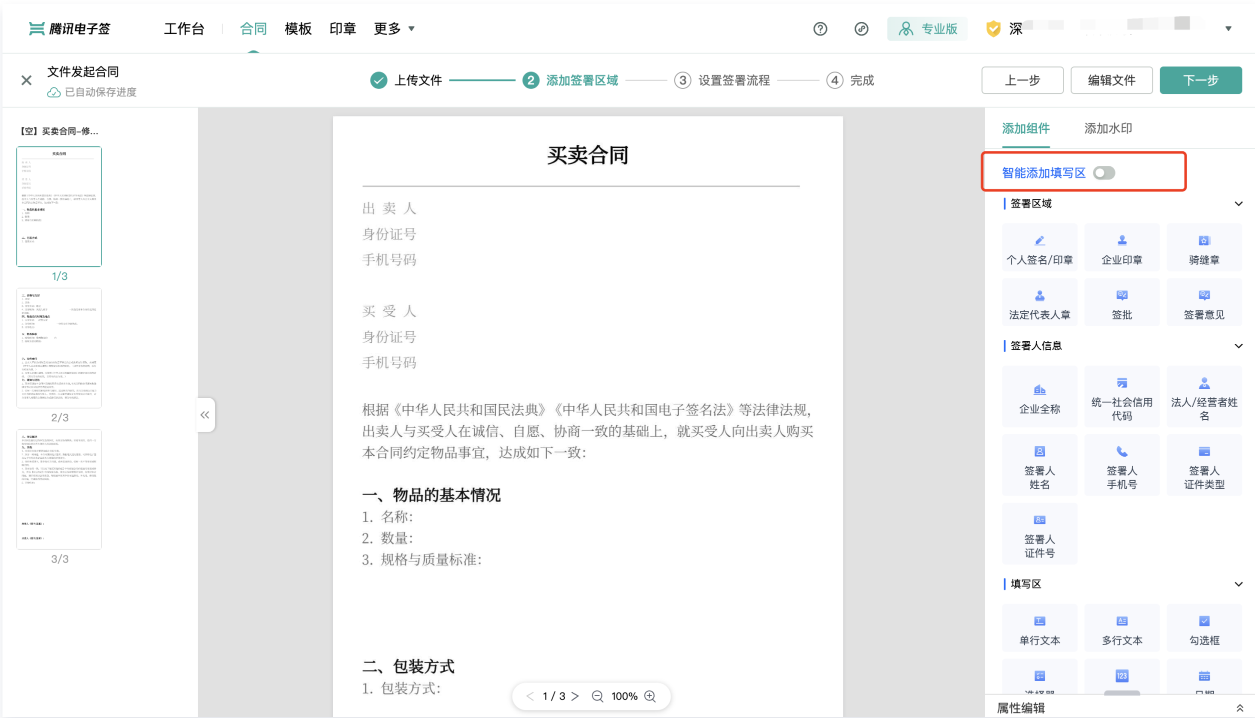
Operation Steps

1. Upload the file.
   Drag or click to upload the file to be signed, supported formats include pdf, word, excel, txt, png, jpg, jpeg, bmp, click **Next**.

2. Add Signing Area or Watermark.

Intelligent Recommendation Filling or Signing Area

After uploading the file, the system will analyze the file and recommend controls to be added to the contract, reducing the user's manual work. Users can turn off the intelligent recommendation filling area switch in the top-right corner to clear the recommended controls with one click.

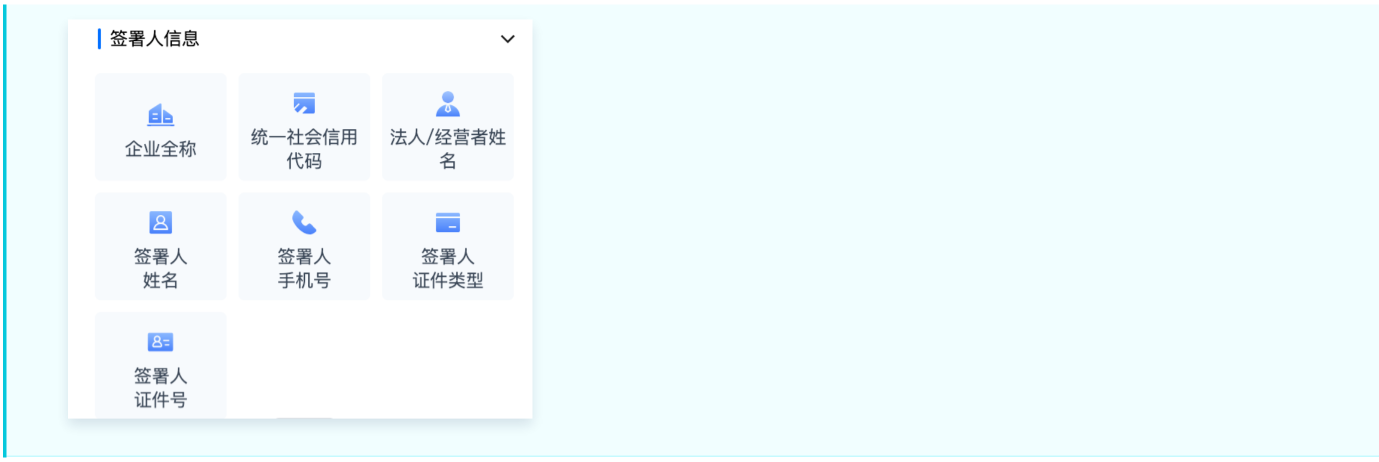


Manual Addition Filling or Signing Area

By dragging and dropping controls from the right side onto the contract document, you can add controls.
You can choose common controls like single-line text, selector, email, address as the file content filling area.
The signing area can include seals, overlapping seals, and signatures. Click on the controls on the document to modify the control's name, prompt message, font style, and other attributes in the attribute editing panel at the bottom right.

The overlapping seal can be used only after the super admin has enabled it in **Expand Services**.

> **Note:**
> Signer Information Control: After adding the signer information control, the signer can automatically retrieve and fill in information from the current signer's authentication details.



Watermarking

Click the sidebar top **Add Watermark,** you can add a watermark to the current contract.

- Visitor Information: To prevent employees from screenshotting and spreading contract content, once enabled, the visitor's name and last four digits of their phone number will be shown when viewing the contract. **The downloaded contract PDF will not have a watermark.**
- Custom Content: You can input custom content as a watermark. When viewing the contract, the set watermark content will be displayed. **The downloaded PDF will also include the watermark.**

Specify Stamp Type at the Stamping Area

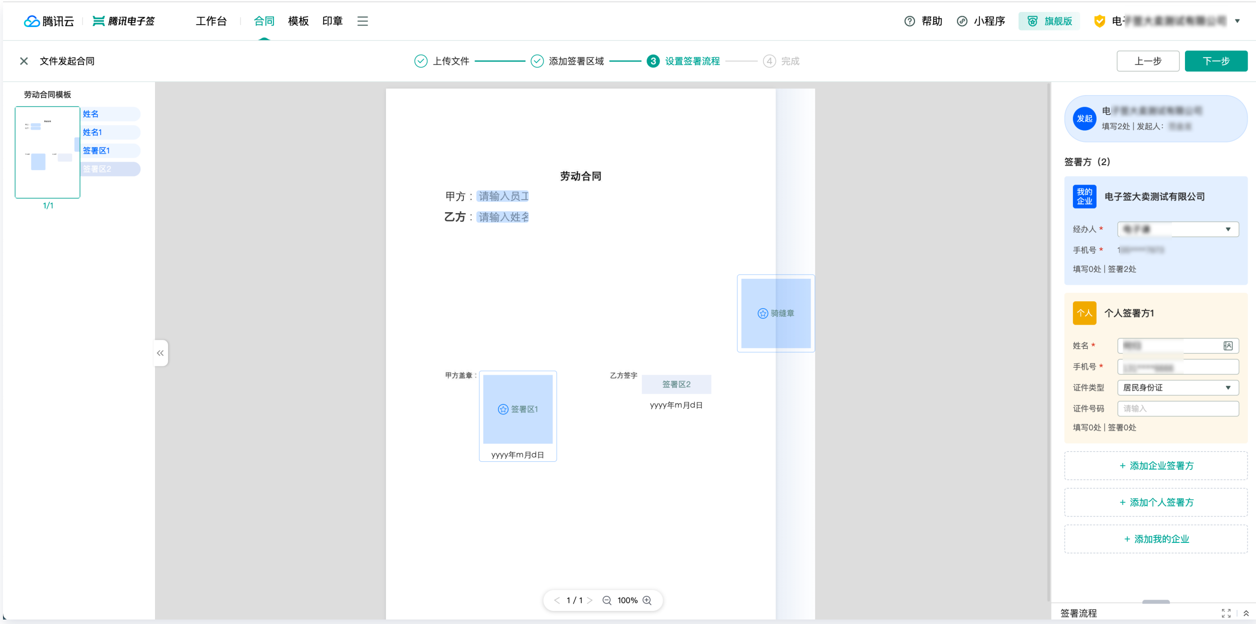
After smartly adding or manually dragging the corporate seal control to the stamping area of the contract, click the corporate seal control, and in the seal control attributes on the right side, set "Specify Stamp Type." After the contract is initiated, the handler from this company or the other party's company can only use the specified type of seal for stamping and signing.

If you need to modify the document content after uploading or collaborate online with colleagues to edit or continue drafting the contract, click the top right corner of the page **Edit Document,** to use the online document editing feature. For detailed operations, please refer to Contract Drafting – Step 2 and Subsequent Steps Guide . The file you upload needs to be in Word format and less than 10MB to use the editing file feature.

3. Specify the Signatory: A window will pop up to guide you through quickly adding a signatory.

3.1 Add Signatory: Enter the signatory's name, phone number, and other information. When using the Tencent E-Sign Service app within WeCom, the WeCom icon will be displayed. Click the WeCom icon to directly select friends from the WeCom address book as signatories.

After confirming save or cancel, you can also adjust the signatory on the right side of the page.



3.2 Specify Filling or Signing Area for different signatories.

After setting up the signatories, start assigning controls on the contract document to designated signatories. This allows different signatories to fill in or sign their respective sections. Different signatories are distinguished by color and name. When the mouse hovers over a control, the assigned signatory for that control is displayed. Click @ to change the signatory.

3.3 Set Signing Order.

Click the bottom right corner of the page **Process Preview Image** to open a full-screen view of the signing process. By default, unordered signing is set; you can change it to sequential signing by manually dragging and dropping squares to adjust the signing order.

- Unordered Signing (default).

- Sequential Signing.

  It can be switched to sequential signing. Signatories can drag and drop to change the signing order.

3.4 Set Signing Authentication Method.

The default is Face Recognition, Signing Password, and it also supports Mobile Number Authentication.

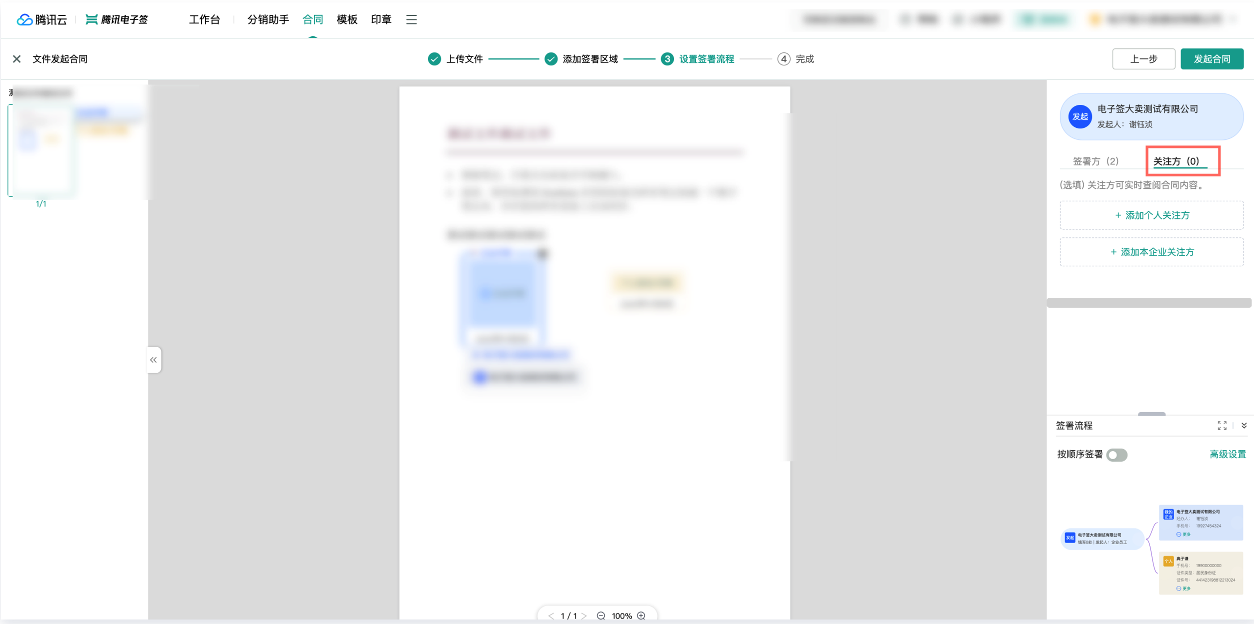
Click **More** to view the current authentication plan and make changes.

Currently, various contract signing authentication methods are supported, including Signing Password, Mobile Number, Face Recognition, Face ID, and Fingerprint Recognition.

> **Note:**
> Face ID and Fingerprint Recognition for signing require the signer's device to support these capabilities. Generally, iPhones support Face ID and Android phones support Fingerprint Recognition. Therefore, when setting the signing method, Face ID and Fingerprint Recognition cannot be used alone. Please pair them with at least one of Mobile Number, Signing Password, or Face Recognition authentication methods.

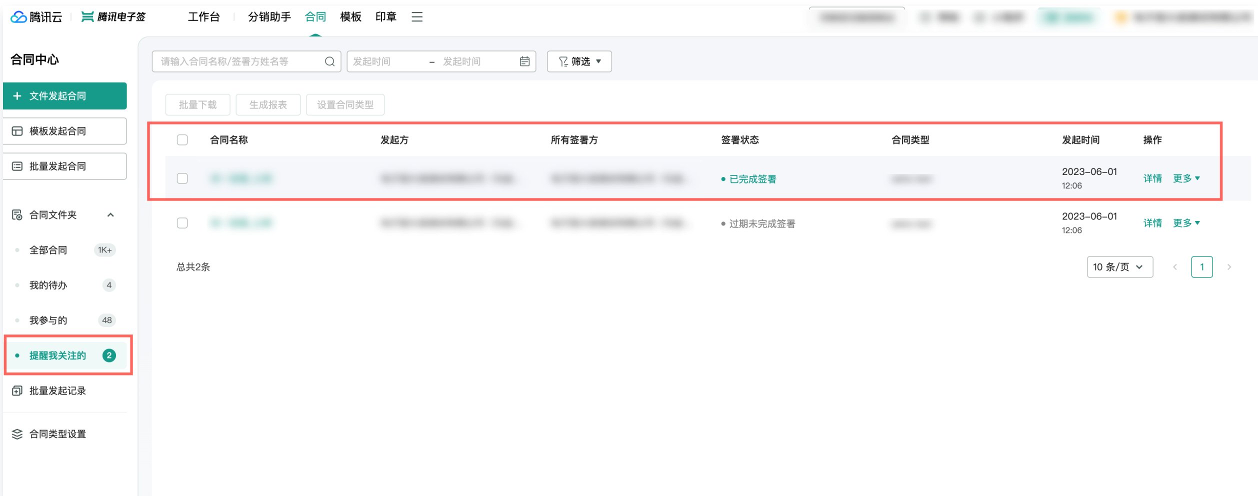
4. Set Contract Attention Party.

   You can find the **Attention Party** option on the left side of the signatories. Click **Attention Party** to **Add Enterprise Attention Party** or **Add Individual Attention Party**.



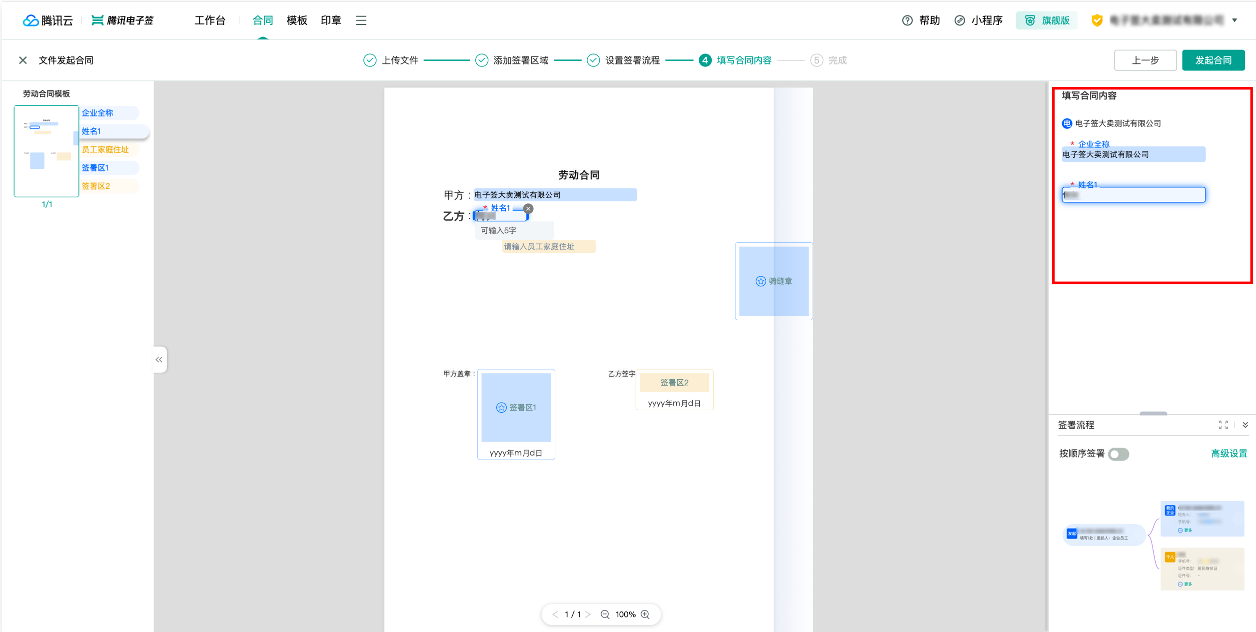
   When adding an Attention Party, you can choose the permissions to grant (view only or download the signed contract text).

Once the contract is successfully initiated, the Attention Party will receive an SMS reminder. They can view the required contracts under Contract Management's **Remind Me of Attention**.



5. Fill in the Contract.

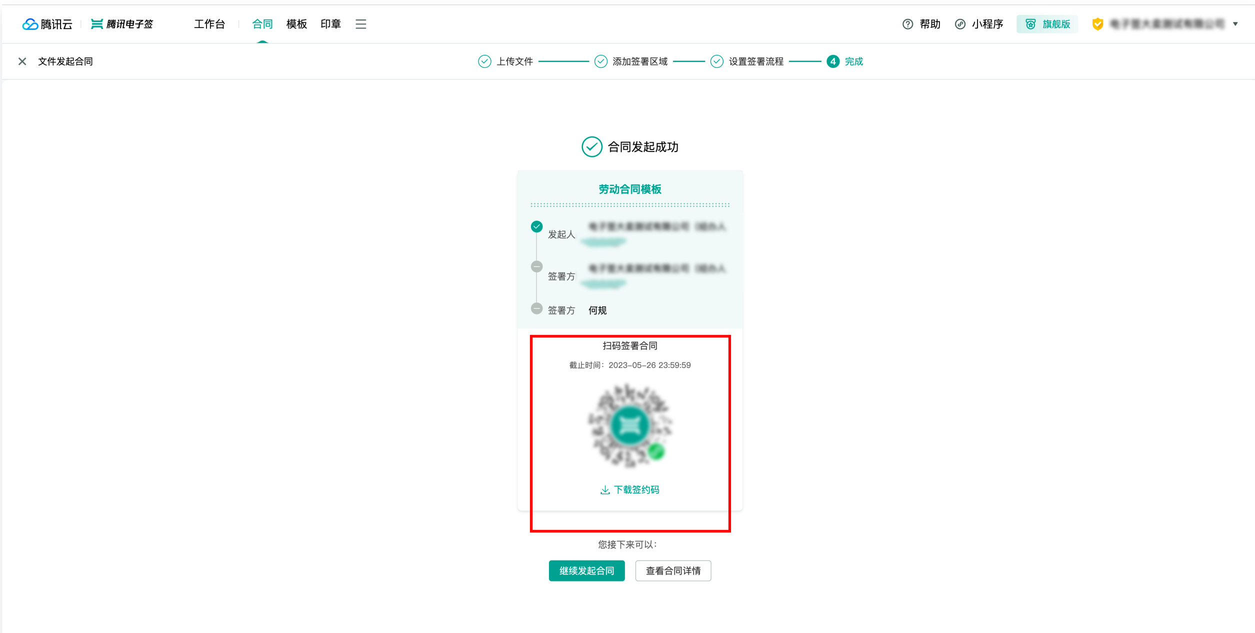
Before initiating the contract, if the document contains fill-in controls, supplementary information needs to be filled in.



6. Initiate Contract.

Enter the Contract Name, Belonging Contract Type, and Signing Deadline. Click **Confirm** to push it to all signatories.

After successfully initiating the contract, you can download the Signature Code and send it to the relevant signatories for direct Scan to Sign.



Initiate from Template

Operation Entry

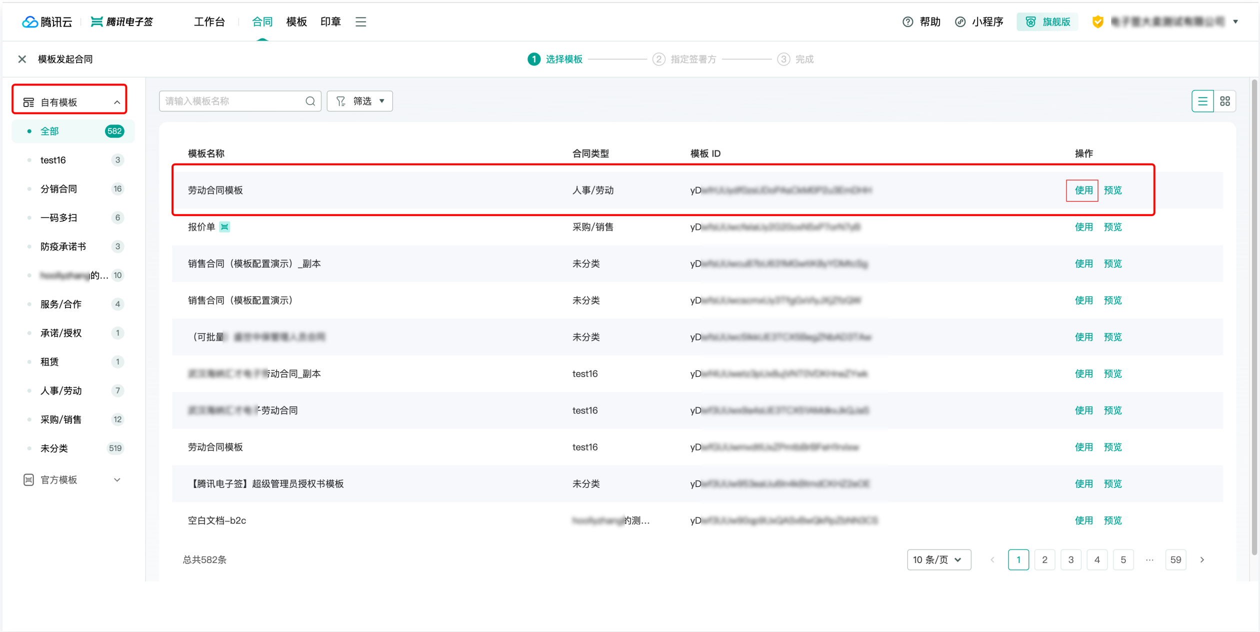
- Workbench Home, click **Initiate a contract using a template.**

- In the Contract Center, from the left menu, click **Initiate a contract using a template.**

Operation Steps

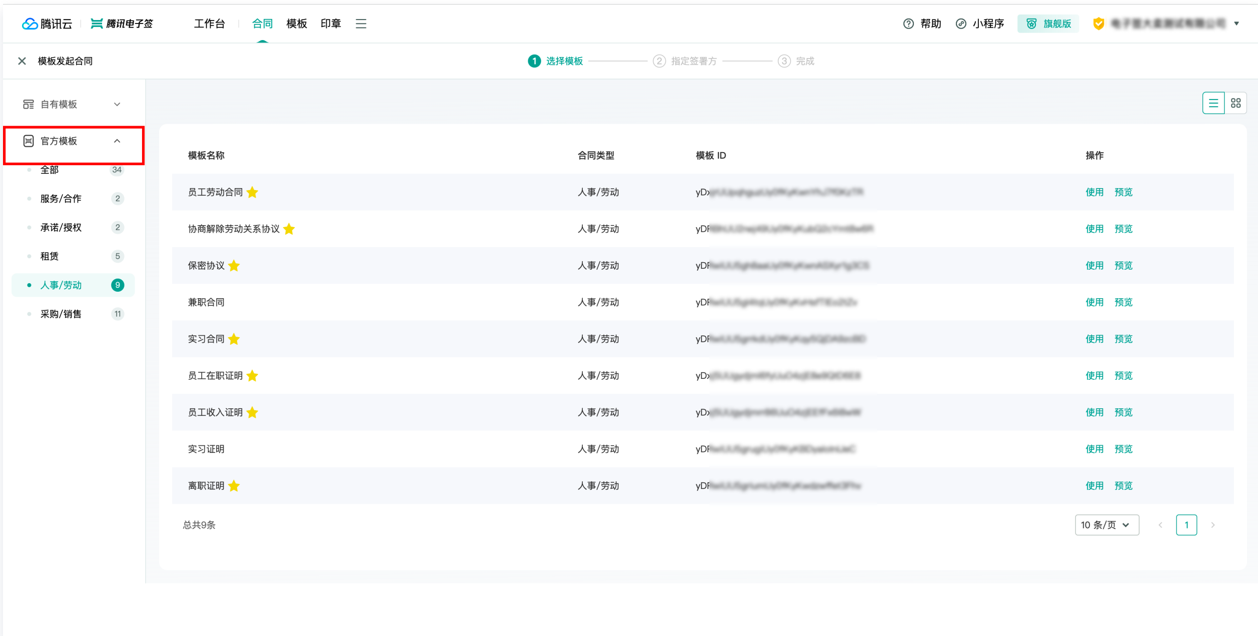
1. Select template.
   On this page, select a template to initiate a contract. You can choose either enterprise-owned templates or official templates. Click **Use**.

Private templates
This includes templates created by the enterprise and favorited official templates.



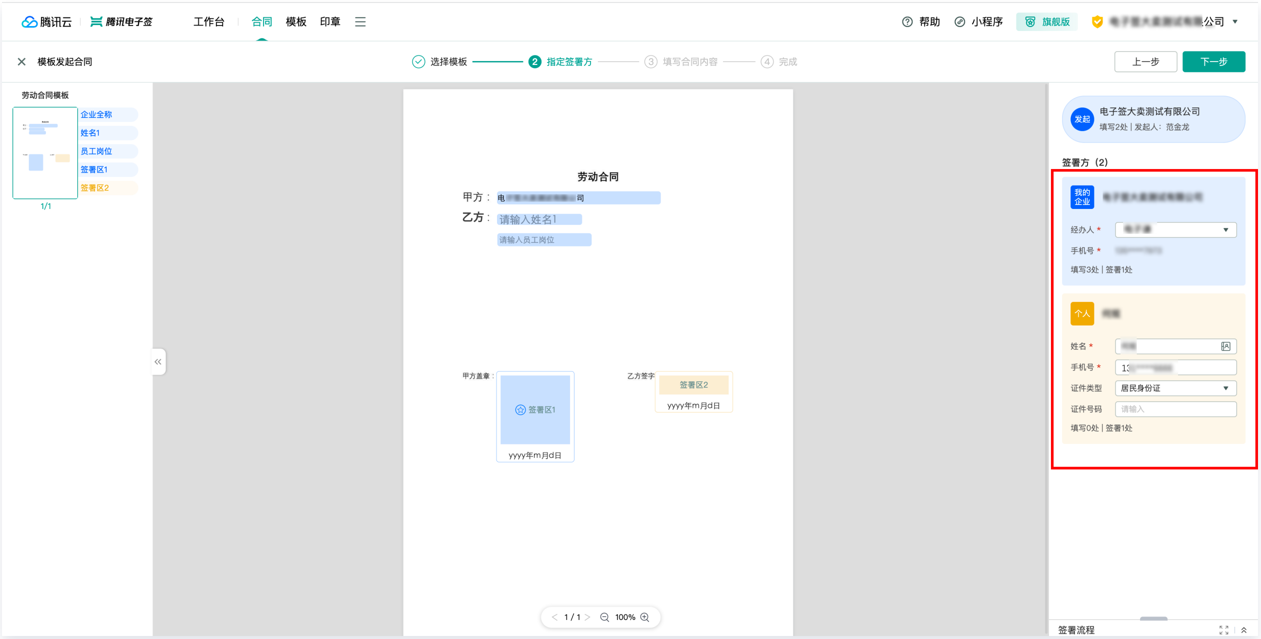
Official templates

Electronic Signature provides standard templates for different scenarios, which enterprises can use directly to initiate contracts.



2. Specify the signatory.

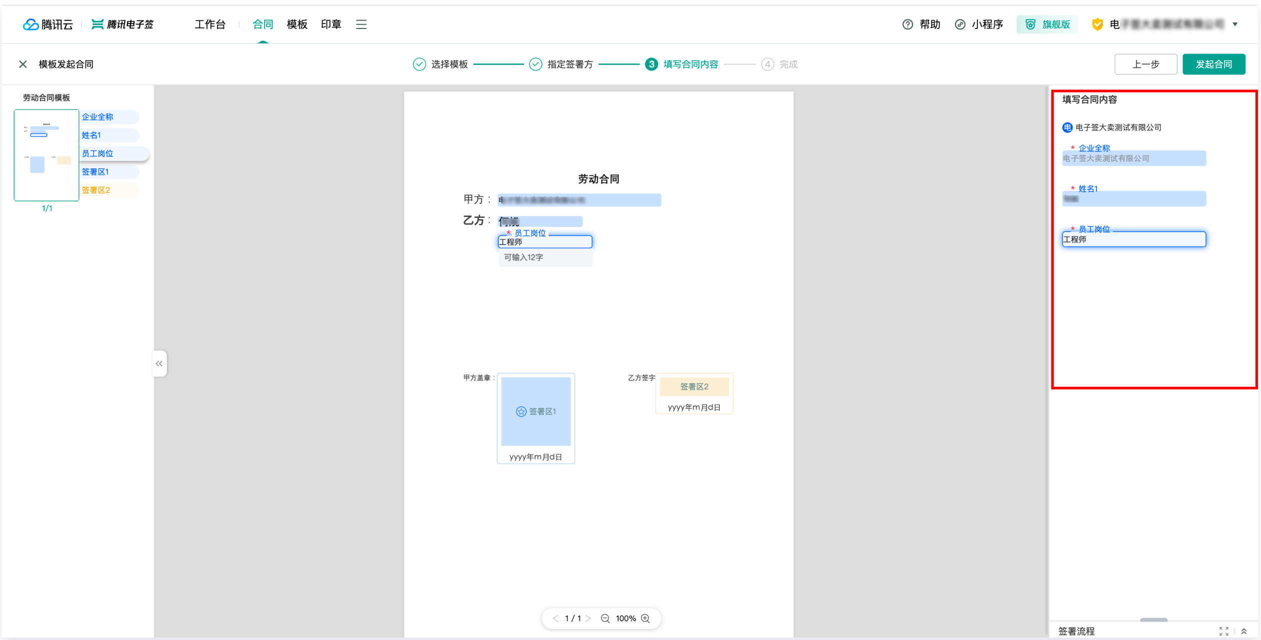
   Enter the signatory's or operator's information in the Signing Party Information on the right. The signing party and signing order are specified by the template and cannot be modified. After completing the form, click the top right **Next**.



> **Note:**
> - Please correctly fill in the signatory's name, mobile number, ID type (optional), ID number (optional), and enterprise name (mandatory if signing on behalf of the enterprise).
> - For the enterprise signatory, the default is the current operator as the corporate handler. If another employee needs to be selected as the handler, choose from the employee list.
> - The corporate handler refers to the employee who signs this contract on behalf of the enterprise.

3. Fill in the contract content.

   If the template requires the initiator to fill in certain details (i.e., fill in the control), the initiator needs to complete these details before initiating the contract. After filling in, click the top right **Initiate Contract**.



4. Initiate Contract.

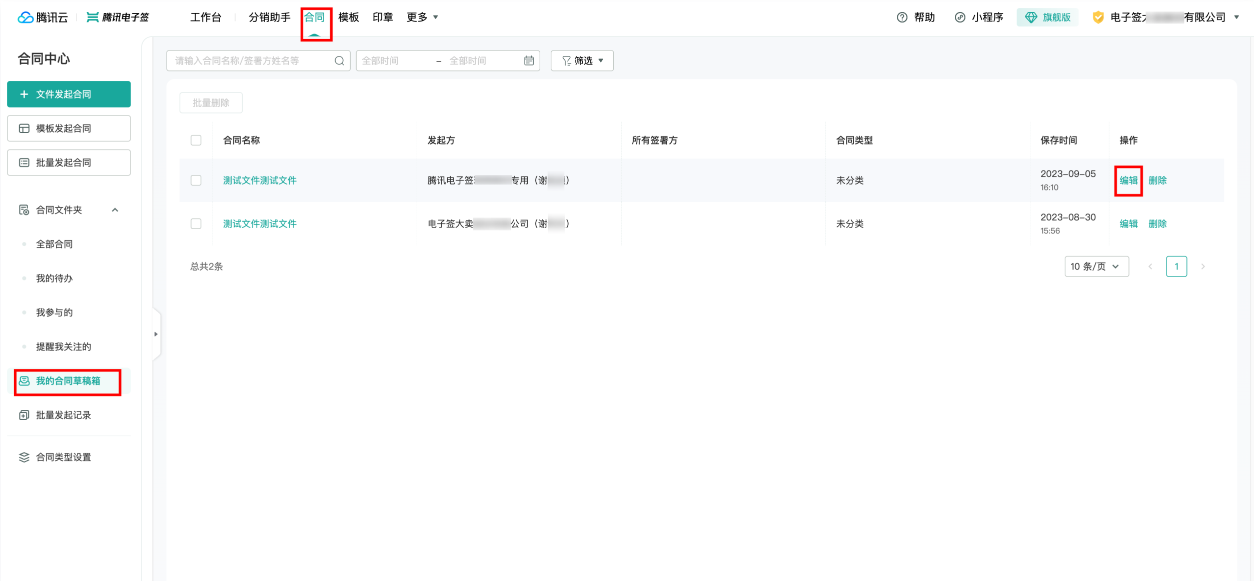
   Enter the Contract Name, Signing Deadline, Contract Type (default is the template configuration type), click **Confirm** to push it to all signatories.

After successfully initiating the contract, you can download the Signature Code and send it to the relevant signatories for direct Scan to Sign.

Draft Contract Initiation

When initiating a contract through a file or template, you can choose whether to save the edited contract as a draft.

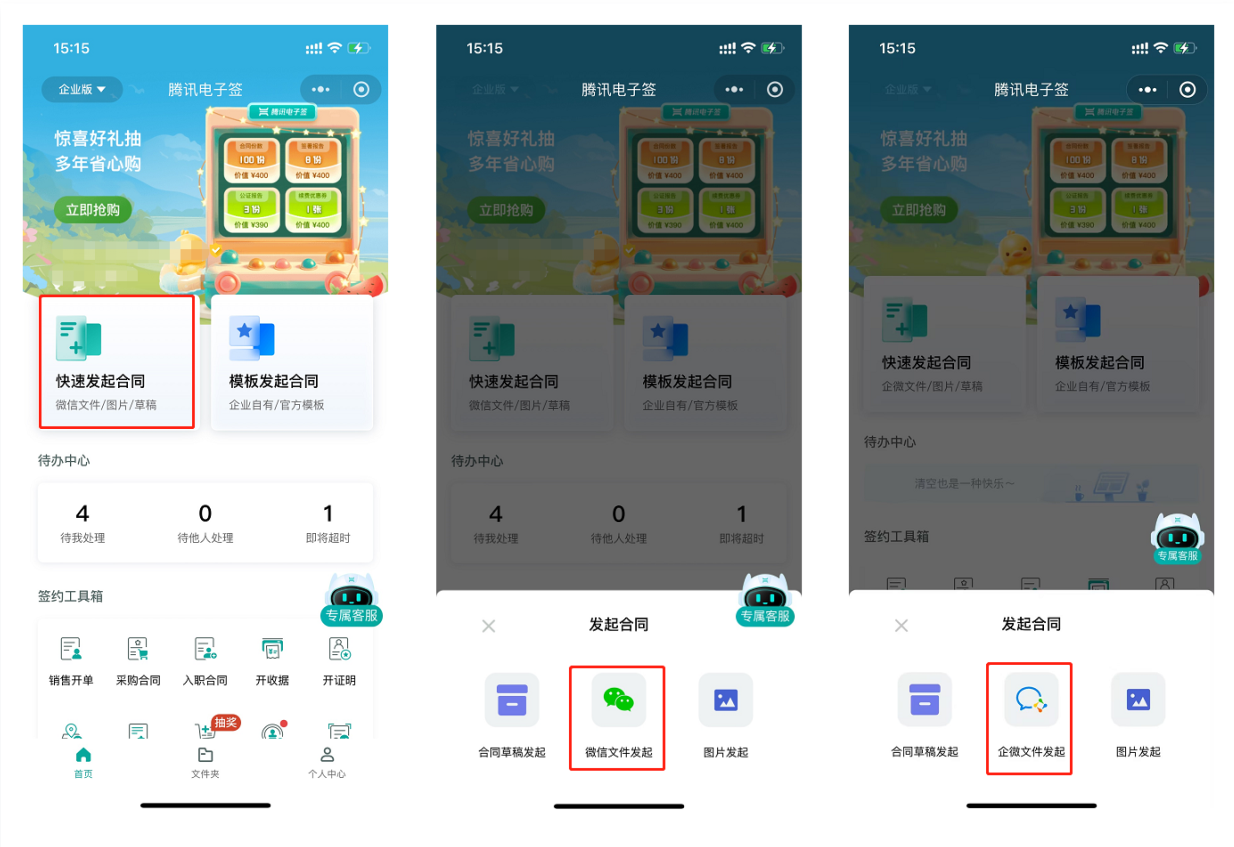
After saving as a draft, you can view this draft record in **Contract > My Draft Box**. You can click **Edit** to use the draft to continue initiating the contract. (The subsequent process is the same as the above process)



Mobile Version

WeChat or Enterprise WeChat File Initiation

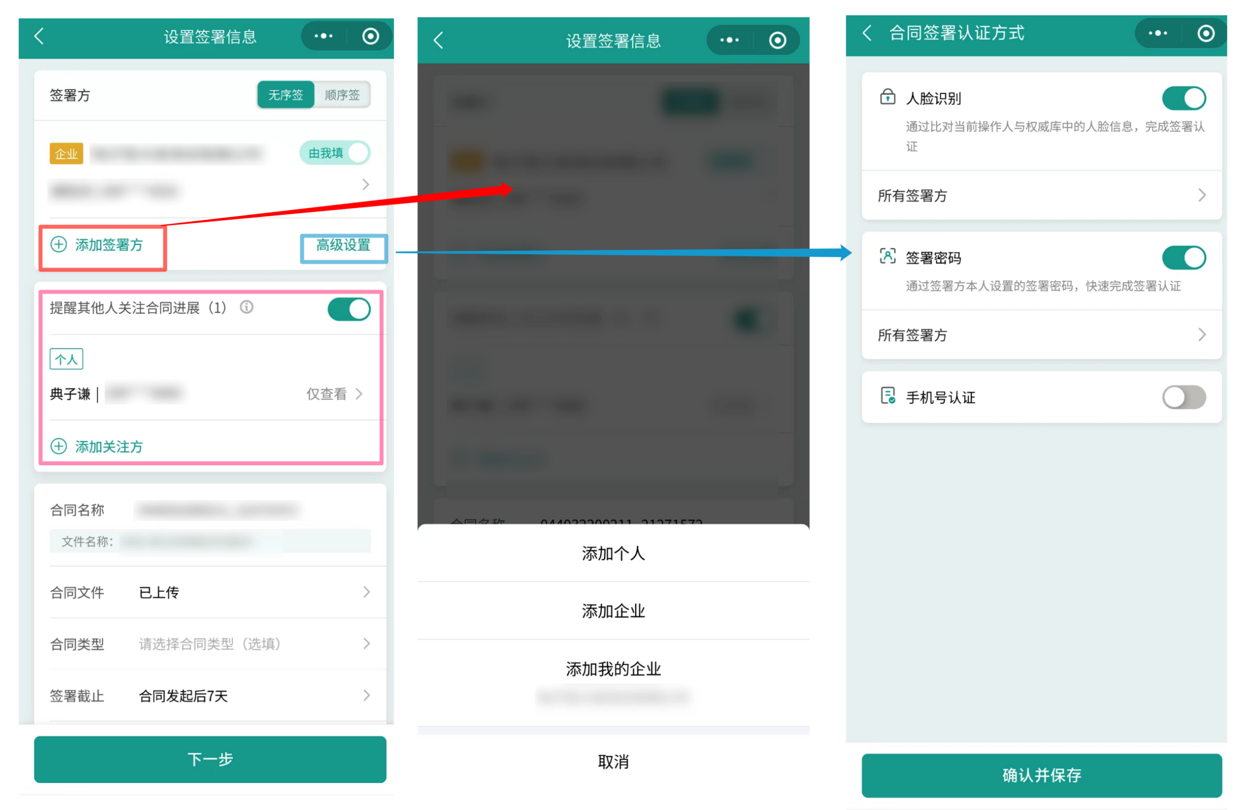
On the Tencent E-Sign Service Mini Program Enterprise Version Home Page, click **Quickly Initiate a Contract**, in the bottom popup you can see **WeChat File Initiation**. If using within Enterprise WeChat, initiate from **Enterprise WeChat File Initiation.**



1. Select WeChat/Enterprise WeChat files.

   Follow the guide to select the required signing files from **WeChat Conversation** or **Enterprise WeChat Conversation.**

2. Set Signing Information.



- You can click **Add Signatory**, entering the identity information of all signatories (supporting corporate or individual identity signatures). On the Enterprise WeChat mobile app, you can directly select friends from the WeChat Work contacts as signatories. At the same time, you can set the signing party's contract signing authentication method, which includes three current authentication methods:
  - Face Recognition: Complete signature authentication by comparing the current operator's facial information with that in the authoritative database.
  - Signature Password: Quickly complete signature authentication with a signature password set by the signatory.
  - Mobile Number Authentication: For Chinese mainland residents only, complete signature authentication by receiving an SMS Captcha and verifying the consistency of the mobile number, name, and ID card number.
- You can also click **Add to Watchlist** to add company employees or external individual users as watchers and set corresponding permissions. Once the contract is successfully initiated, the watchers will receive an SMS reminder. They can view the required contracts under Contract Management's **Remind Me of Attention**.

3. Designate Signing Area or Add Watermark.

Add Signing Area

You can click the bottom **Color Block** to add a signing area. Drag and drop the signing area to an appropriate position within the contract. Each signatory needs a designated signing area. After completing the operations, click **Next** to initiate the contract.

Watermarking

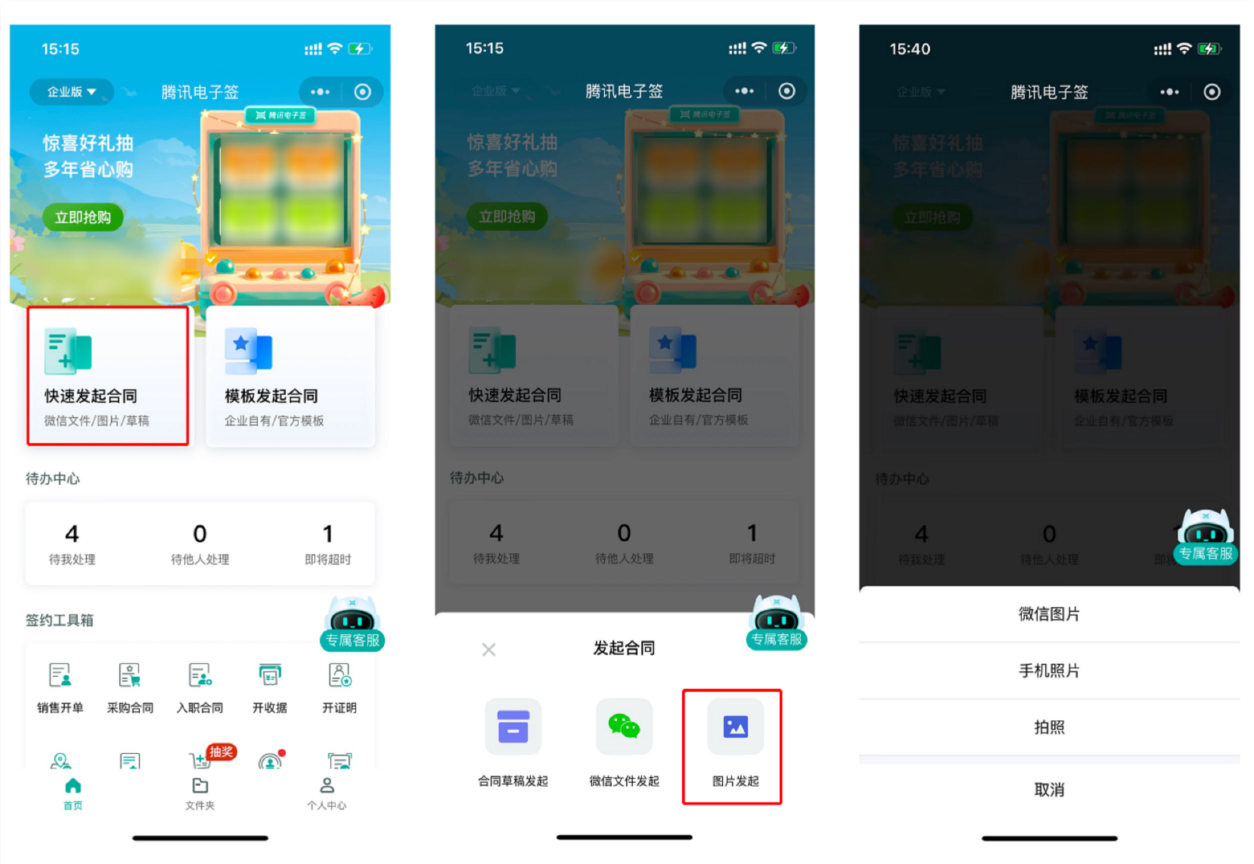
Click **Add Watermark** to add watermark settings to the current contract.

- Visitor Information: To prevent employees from screenshotting and spreading contract content, once enabled, the visitor's name and last four digits of their phone number will be shown when viewing the contract. **The downloaded contract PDF will not have a watermark.**
- Custom Content: You can input custom content as a watermark. When viewing the contract, the set watermark content will be displayed. **The downloaded PDF will also include the watermark.**

Initiate from Image

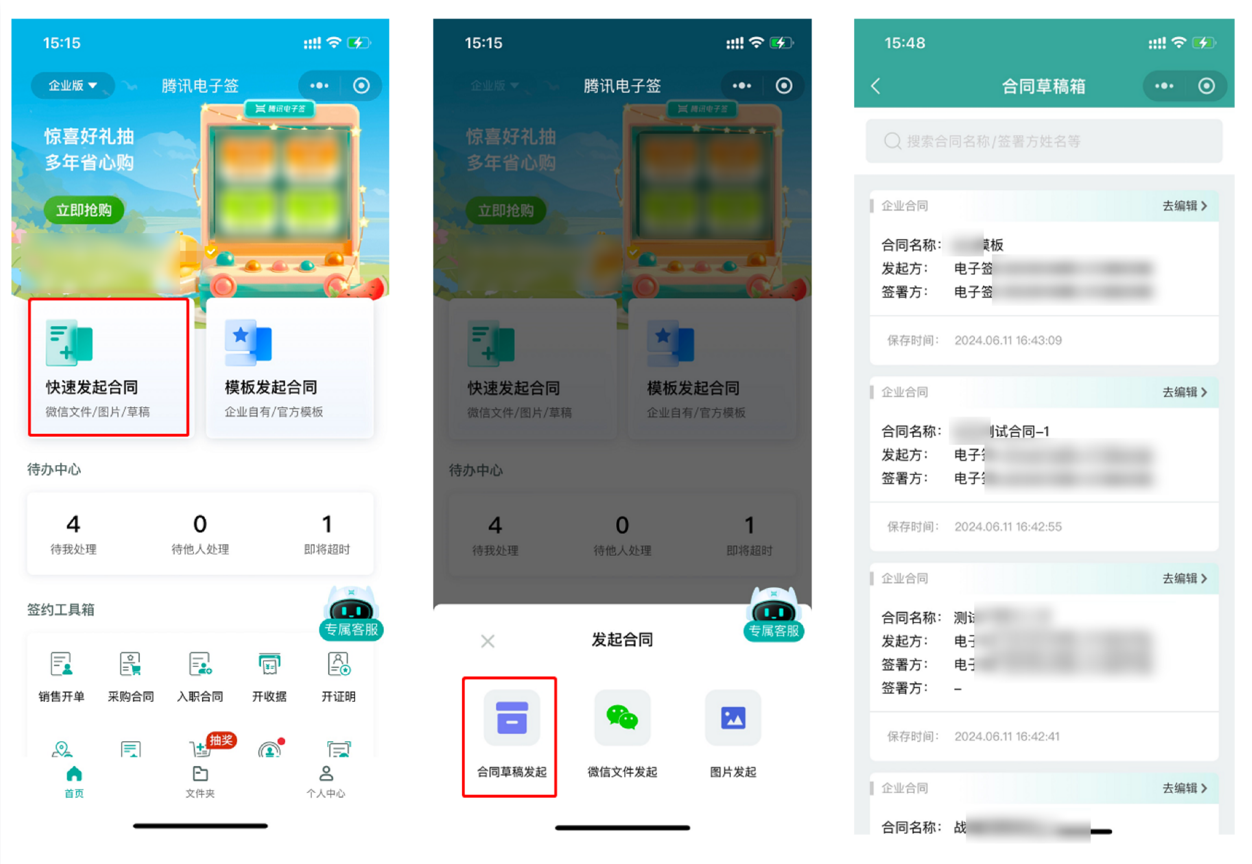
On the homepage of the Tencent E-Sign Service Mini Program for enterprises, click **Quickly Initiate a Contract**. In the bottom popup, click **Initiate from Image** > **WeChat Images, Mobile Photos** or **Take Photo**. Select the corresponding image file to enter the signing information setup page.

The subsequent process is the same as initiating via WeChat or Work WeChat files.



Draft Contract Initiation

When you initiate a contract via file or template in the mini program, the editing contract will automatically be saved as a contract draft.
Once saved as a draft, you can go to **Homepage > Quickly Initiate a Contract > Initiate Contract Draft** to initiate a contract from the previously saved draft. (The subsequent process is the same as the process mentioned before)

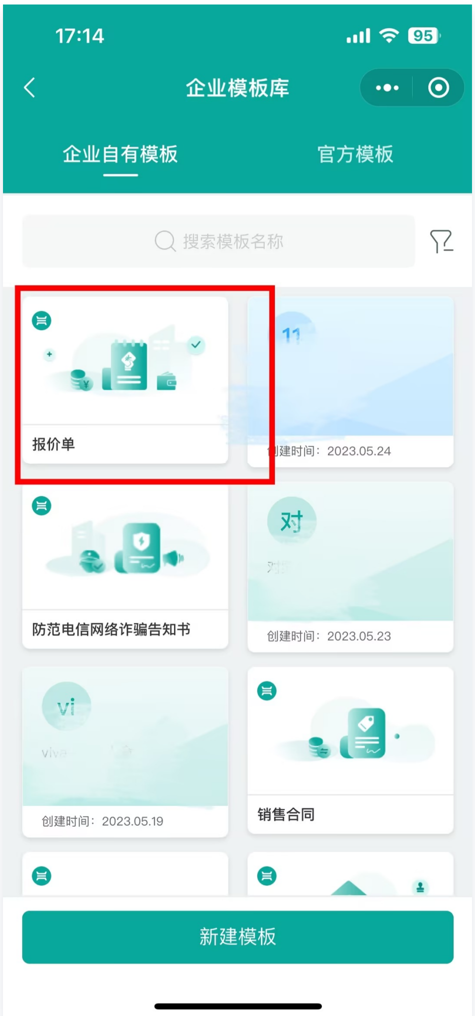


Initiate from Template

On the homepage of the Tencent E-Sign Service Mini Program for enterprises, click **Template Initiated Contract** to access the enterprise's own/official template library.

1. Select template.

 Select the template you want to use from the enterprise's template library and click **Card**.



2. Template Preview.
   After confirming that the template content is as needed, click **Initiate Contract**.

3. Set Signing Information.
   As required by the template, specify the signatory's identity information, and set the contract name, contract type, signing deadline, etc. You can also enable the **Remind Others to Follow Contract Progress** switch to add contract watchers. Once the contract is successfully initiated, the watchers will receive an SMS reminder. They can view the required contracts under contract management's **Remind Me of Attention**.

4. Fill in the contract information.
   If the template contains a content area to be filled in, you will proceed to this step. You can fill in the contract content in either Minimalist Mode or Detail Mode based on the prompts.

5. Verify contract information.

   Before officially initiating the contract, you need to finalize the filled content and contract text. Once the content is accurate, you can click the bottom **Confirm Contract Initiation** to complete the initiation process.


17:16
核对合同信息
请点击底部的上下箭头，仔细核对合同内容已填写正确
1 / 2
报价单
询价单位：测试企业
联系人：测试姓名
联系电话：测试电话
1.产品 1 名称、规格型号、单位、数量、单价（元）
12
2.产品 2 名称、规格型号、单位、数量、单价（元）
3.产品 3 名称、规格型号、单位、数量、单价（元）
二、产品总金额（元）
0
三、报价有效期
0
四、其他报价说明
联系人姓名
测试姓名
确认发起合同

Bulk Initiate Contracts

Last updated：2024-08-01 15:52:35

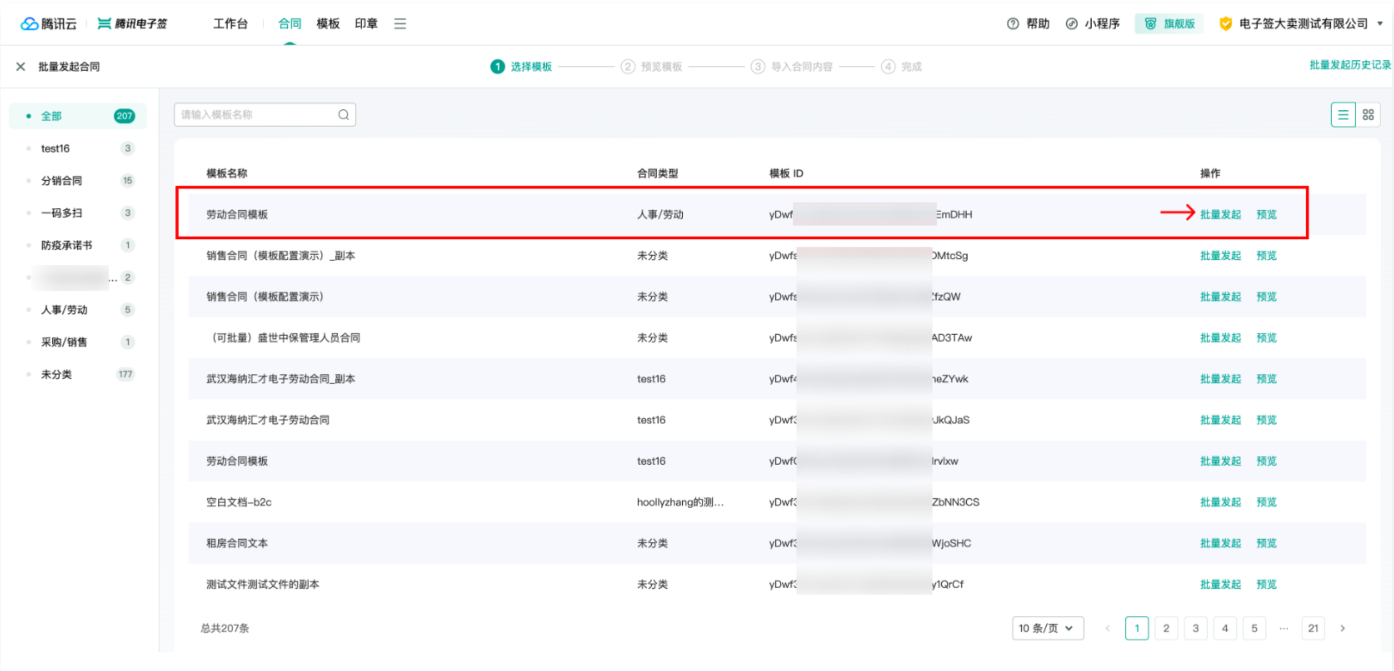
Operation Entry

In the Contract Center left menu, click **Bulk Initiate Contracts**.

Operation step

Step 1: Choose the template for bulk initiation

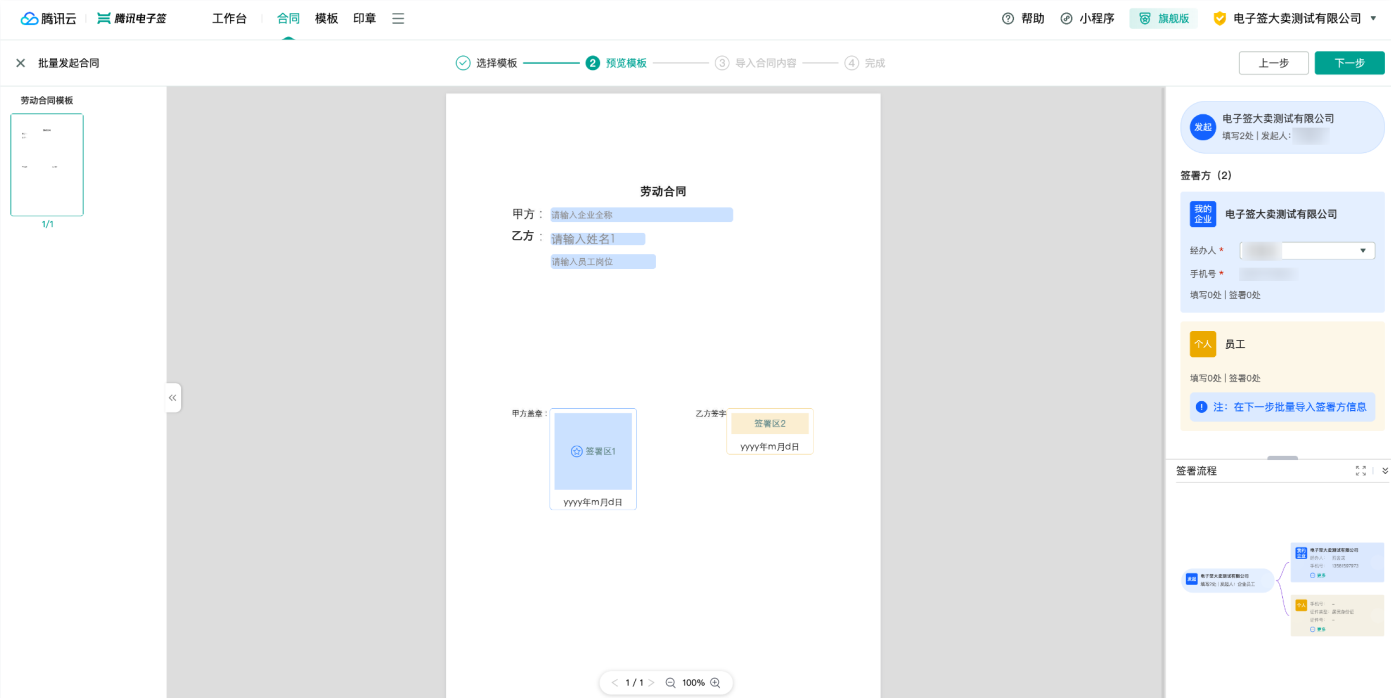
On the Bulk Initiate Contracts page, select a template and click **Bulk Initiate**.



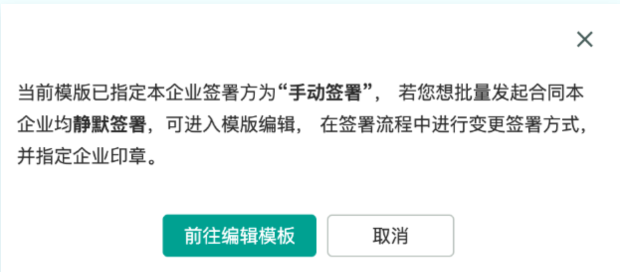
> **Note:**
> The list of templates for bulk initiation will display templates that can be initiated in bulk. Whether a template can be initiated in bulk can be set individually in **Template Management**.

Step 2: Preview the template

Preview the detailed content of the template and the corresponding signatory definitions. Click the **Next** button in the upper right corner.

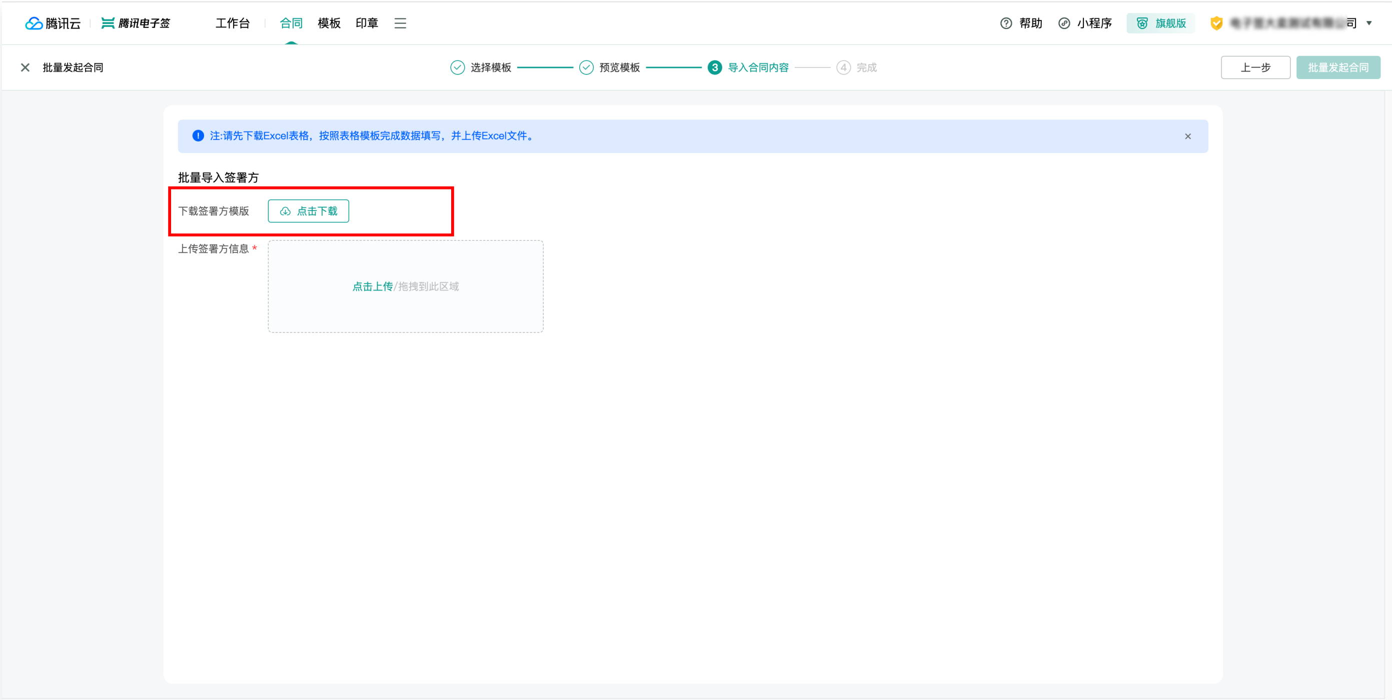


> **Note:**
> If the template hasn't set **Automatic Signing** for your company, clicking **Next** will prompt a message. To have your company automatically sign after bulk initiation, set **Automatic Signing** in the template editor first. Clicking **Cancel** will skip template editing and continue with the bulk initiation process.



Step 3: Import Signatories

1. First, click **Download Signatory Template** next to **Click to Download** to download the Excel template.

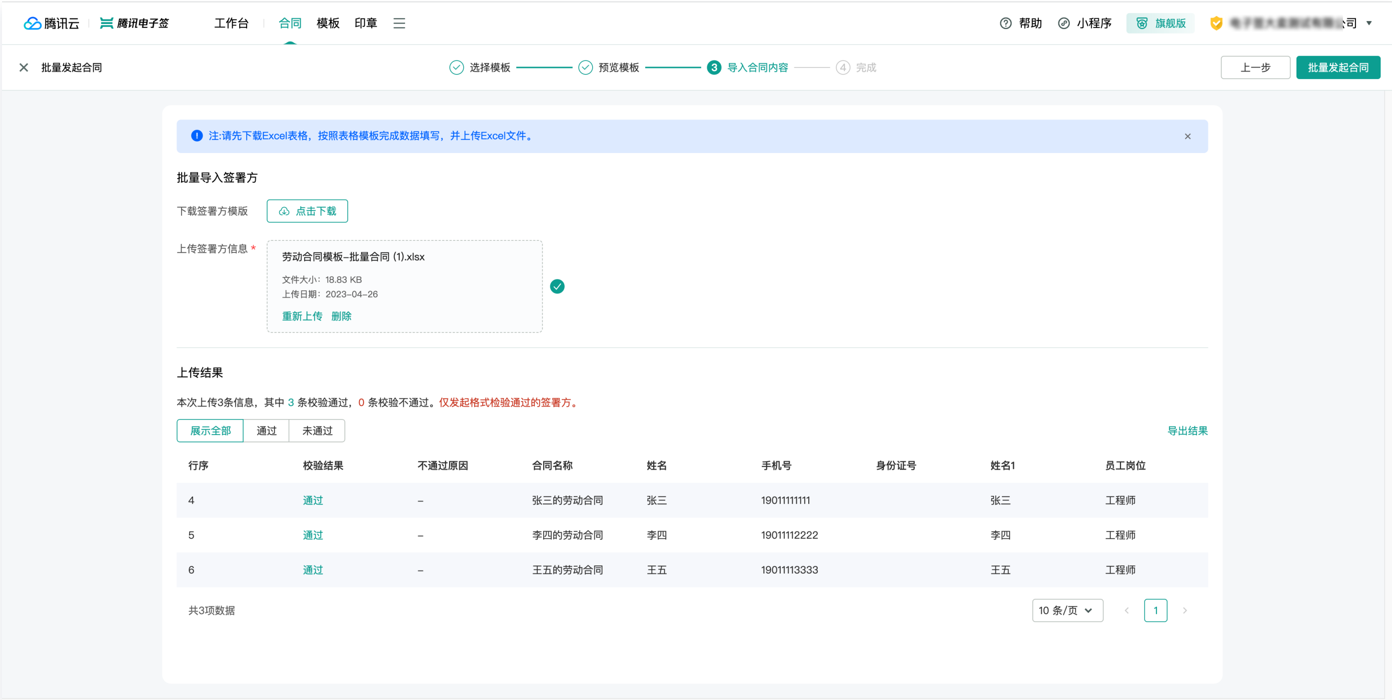


2. Fill in the local Excel template with the contract names (optional), signatory information, and contract information as shown below:
    - Currently, no more than 5 signatories per single contract can be initiated in bulk.
    - Up to 500 contracts can be initiated in bulk at a time.

填写前请阅读以下注意事项：
1、单次批量发起量不超过500份合同。
2、以下信息项中标识有“*”，为必需输入项。
3、“合同名称”有值时，将以此名称发送合同；若为空，将以批量发起时填写的通用合同名称发起合同。
4、所有单元格格式均需使用“文本”类型。（可以点击左上角全选单元格统一设置单元格格式，保存后再进行上传）
5、日期控件，只支持“yyyy年mm月dd日”格式，请输入正确的年月日格式。

A	B	C	D	E	F
合同名称	个人签署方（员工）信息			发起方补充合同信息	
合同名称	姓名*	手机号*	身份证号	姓名1*	员工岗位*
张三的劳动合同	张三	19011111111		张三	工程师
李四的劳动合同	李四	13111112222		李四	工程师
王五的劳动合同	王五	13111113333		王五	工程师

3. Upload the edited Excel file. The system will automatically check the mandatory fields and format rules of the imported data.



4. Click **Bulk Initiate Contracts.**

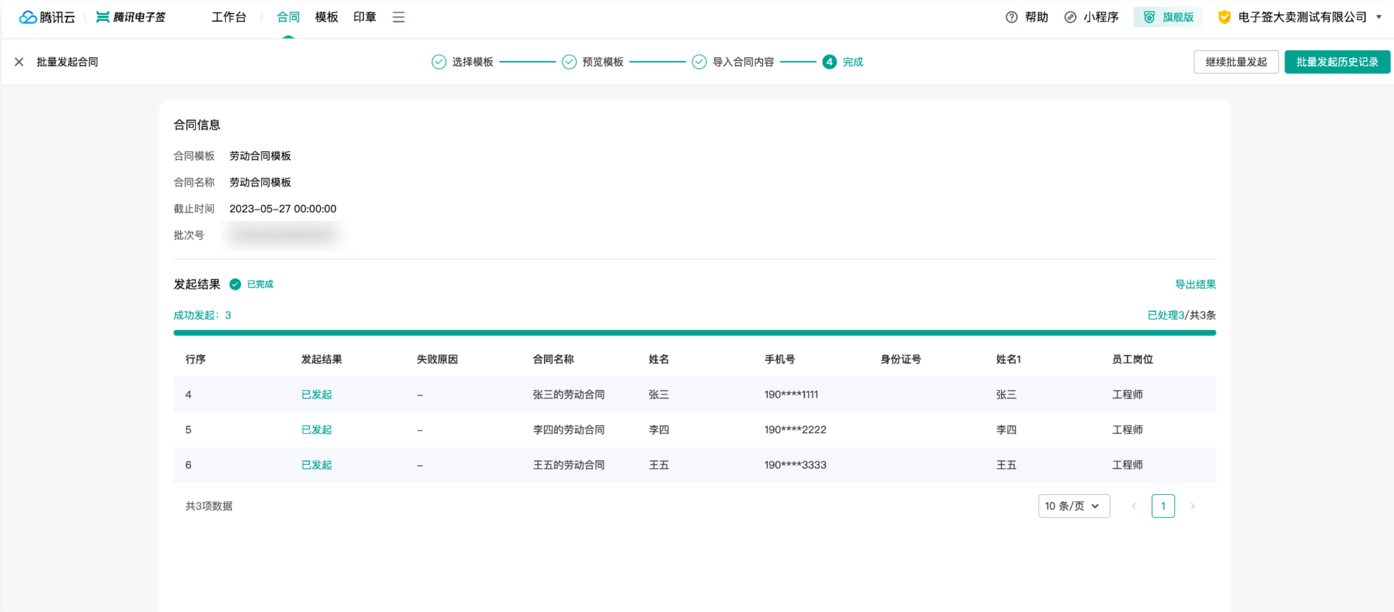
Step 4: Bulk Initiate Contracts

Enter the common contract name, signing deadline, contract type (default is Template Configuration Type), and click **Initiate** to enter the bulk initiation queue.

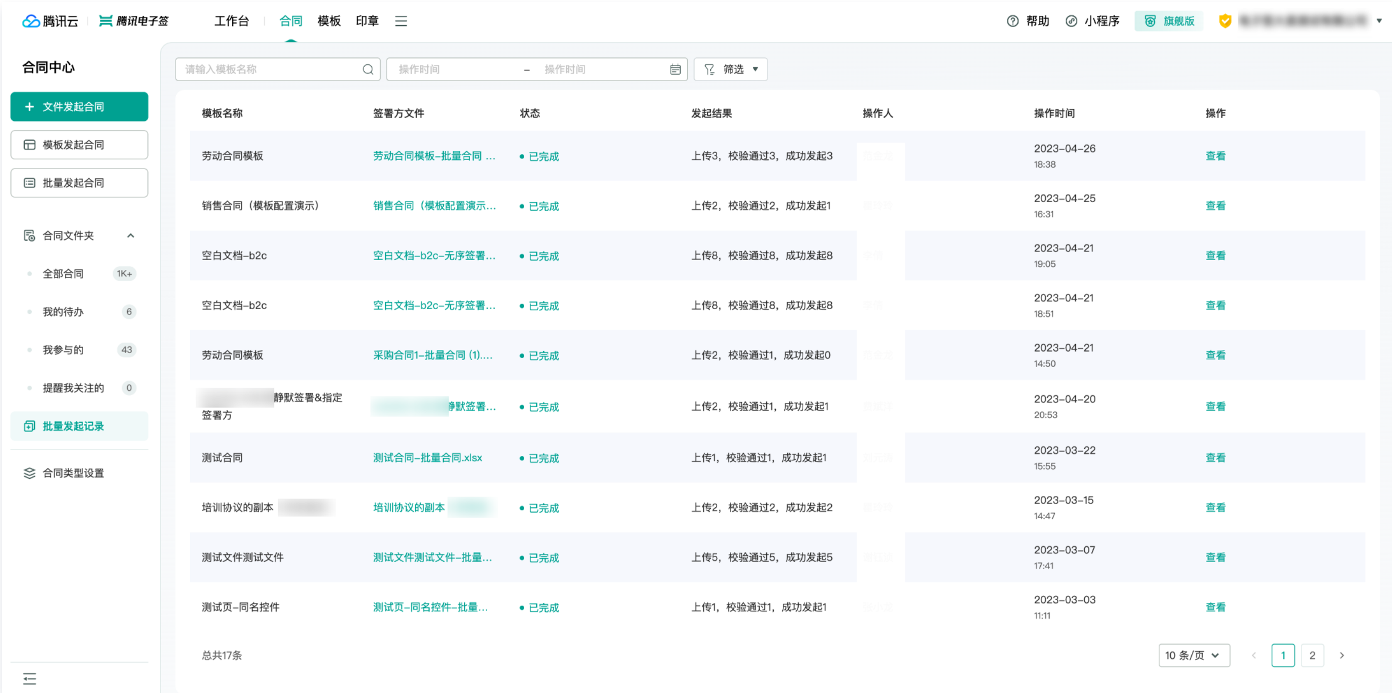
Note:
If the contract name is not filled in the imported Excel Sheet, it will default to the "Contract Name" filled in the confirmation pop-up during bulk initiation.

After the bulk initiation is successful,

- you can view the initiation result of each contract in this batch.
- You can click **Batch Initiation History** to view the historical bulk initiation records.



Batch Initiation History:



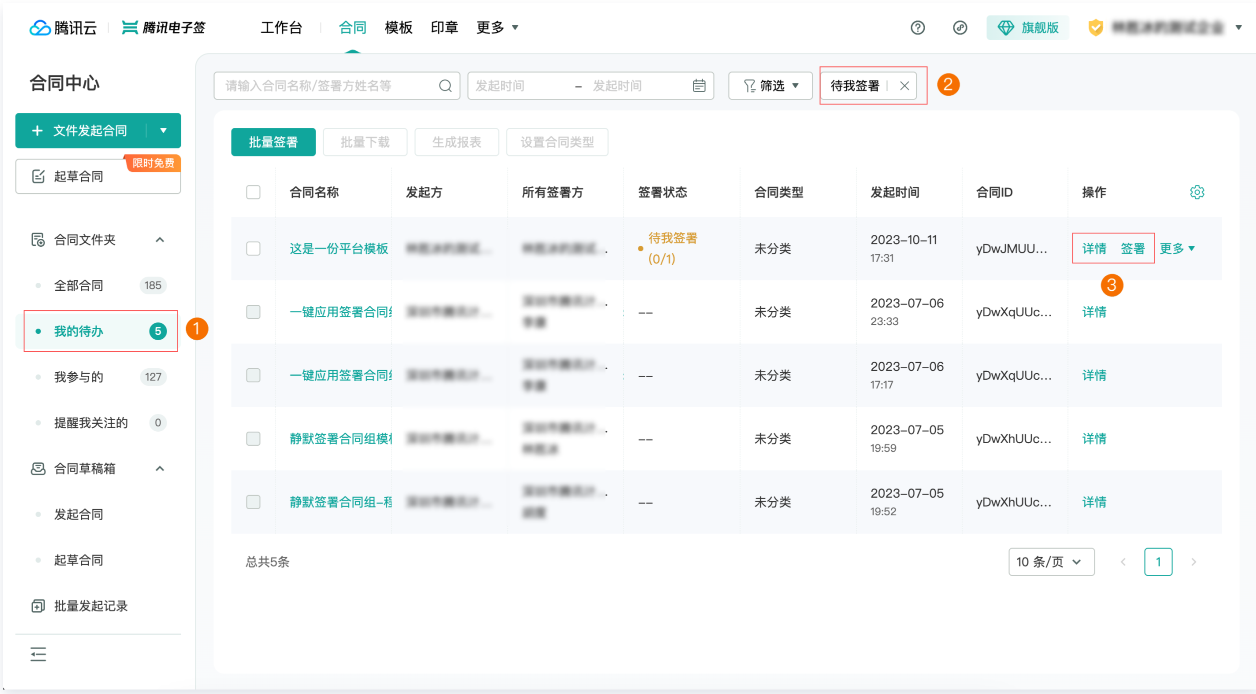
Contract Signing

Last updated：2024-09-03 15:45:49

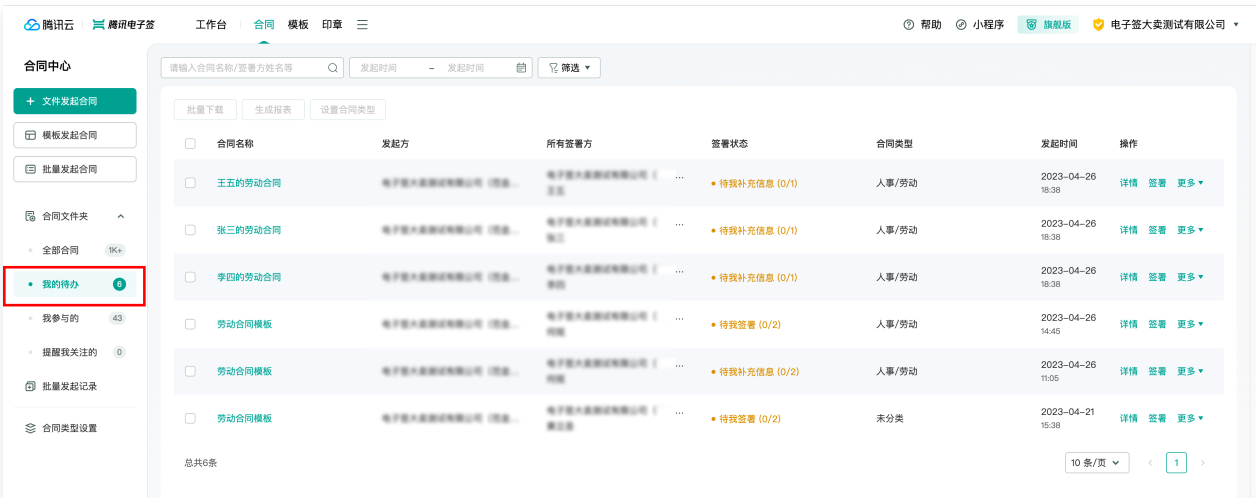
Web Signing

Operation Entry

- Method 1: Go to To-do Center > To Be Processed by Me > Contract Signing.

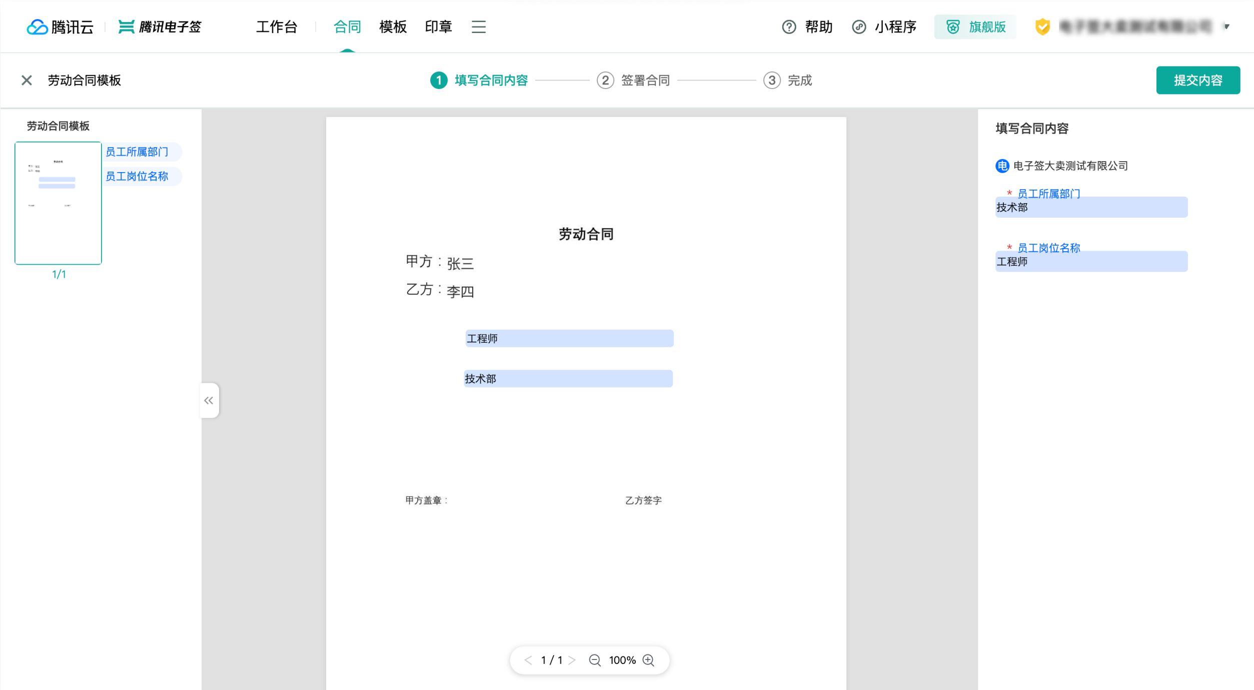


- Method 2: Contract > My To-dos, click **Sign** on the list.



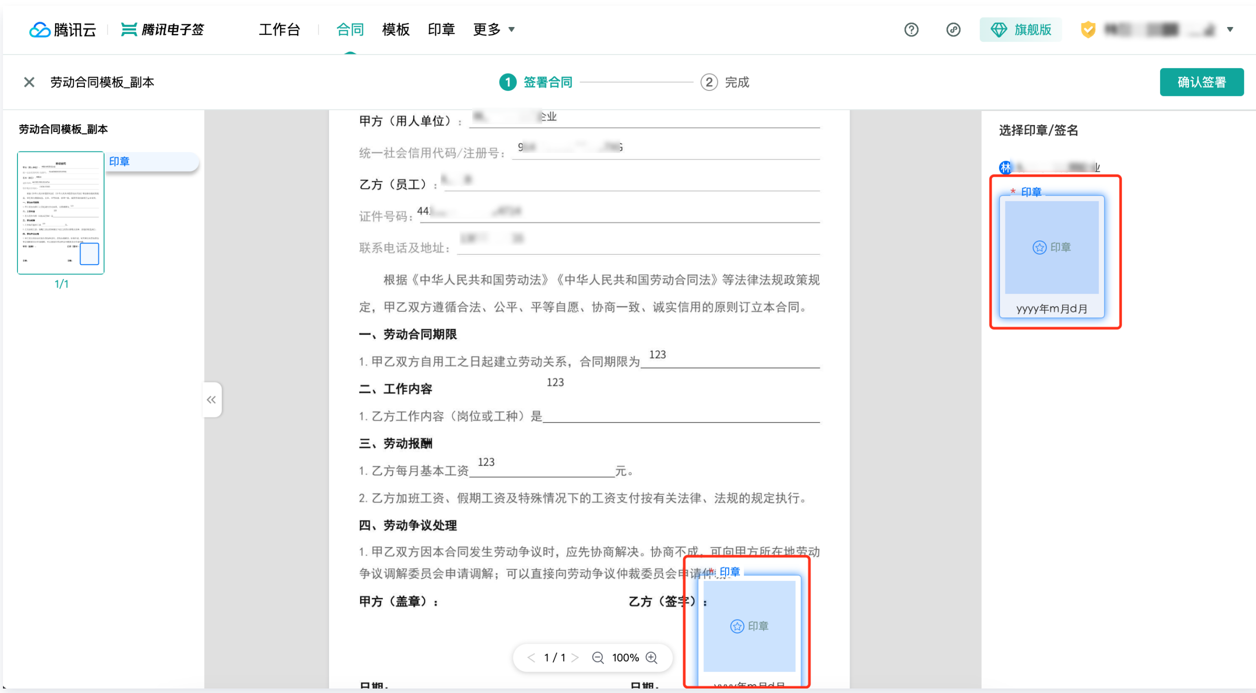
Fill Contract

If there are contents that need to be filled by yourself, you can fill them out in the contract document or the right-side form area. After submitting, proceed to Next to sign the contract.

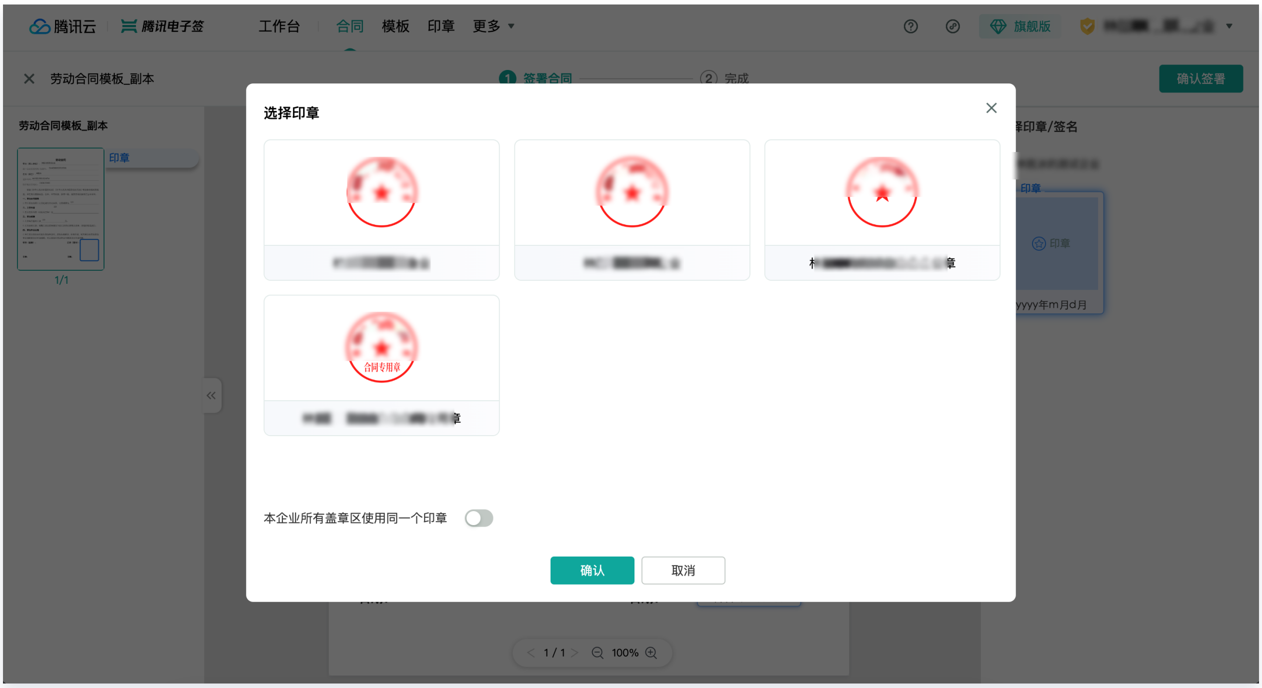


Sign Contract

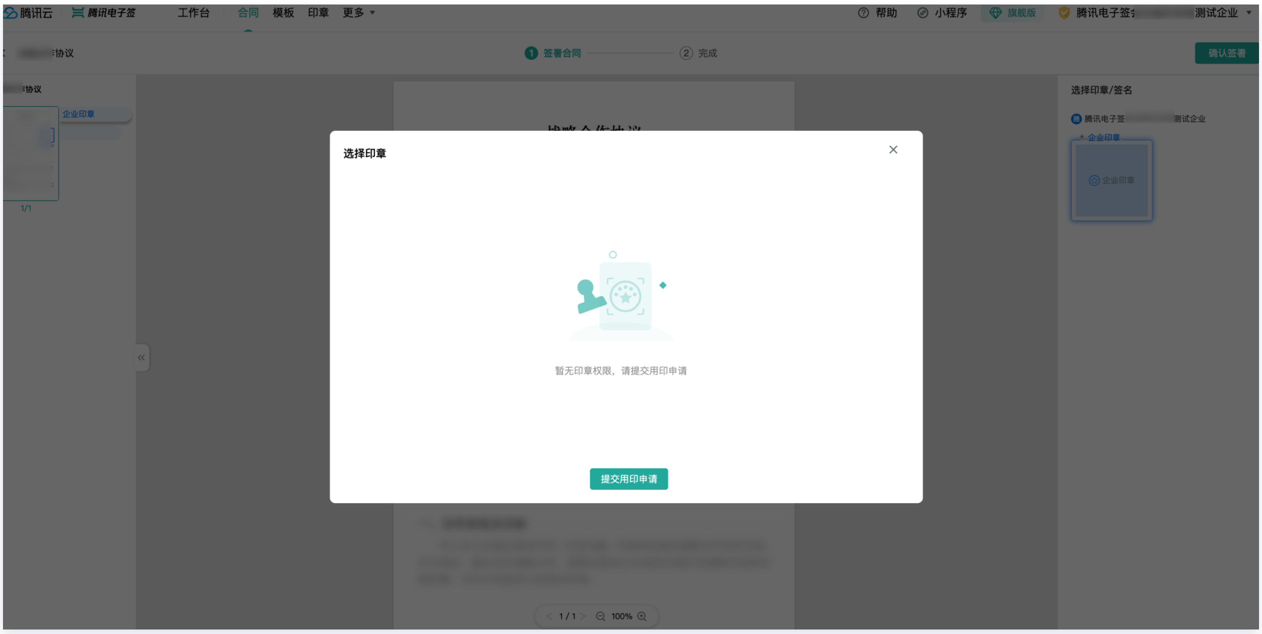
1. Click the signing area and select the required seal or signature for that area.



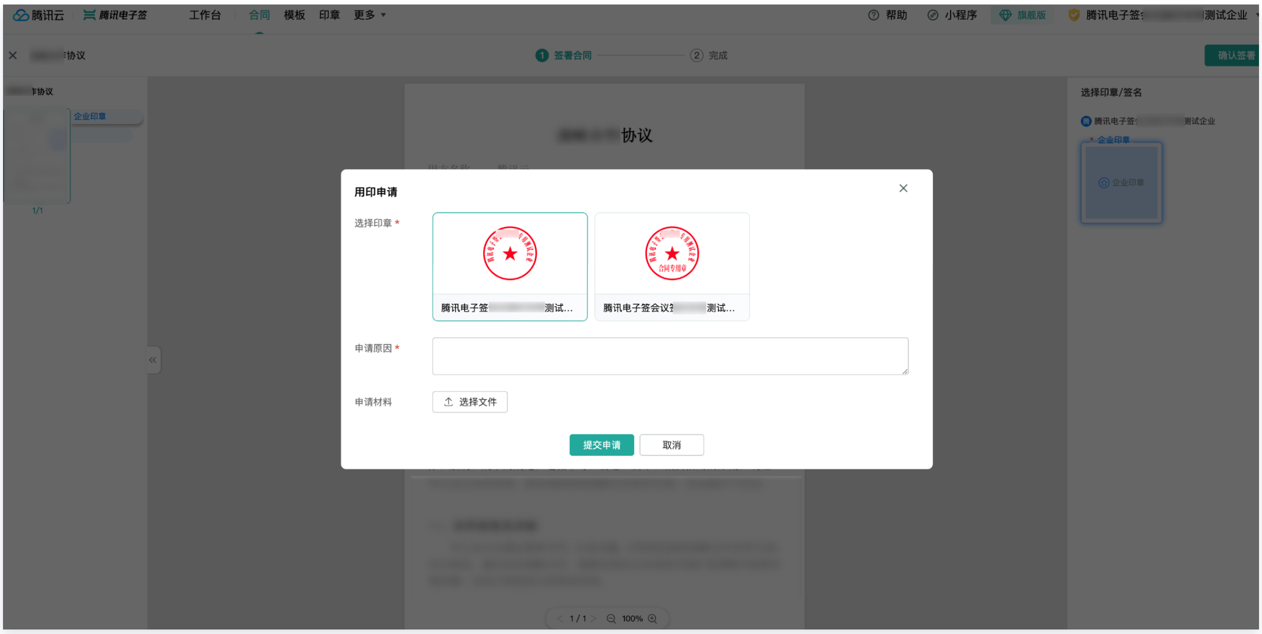
2. Select a seal.



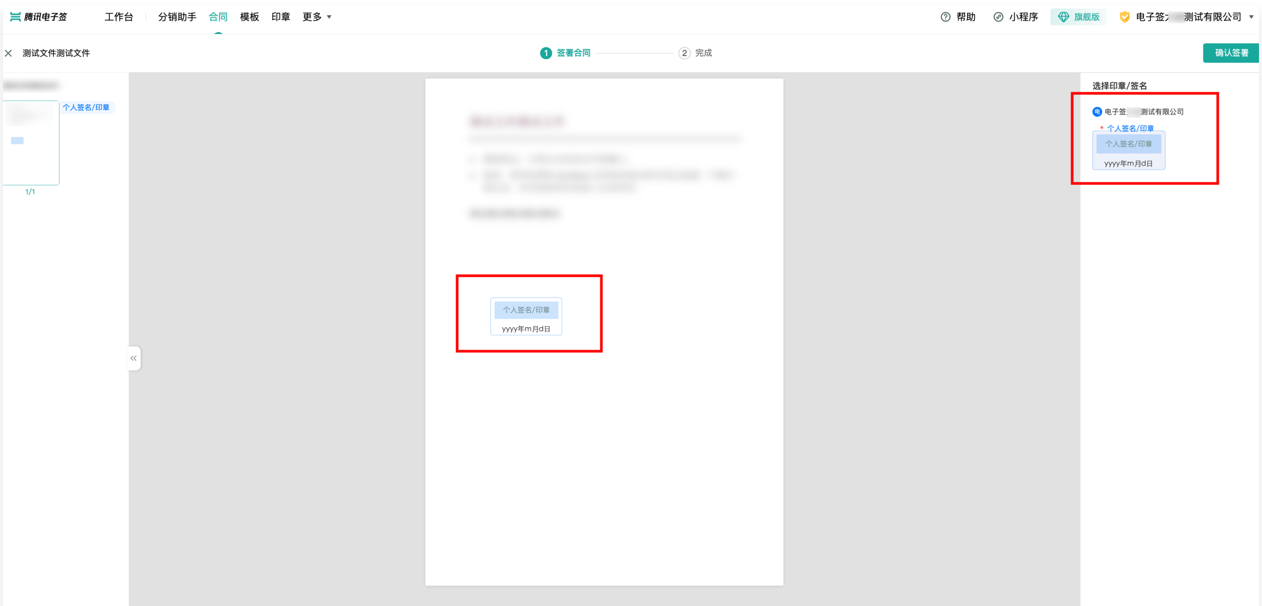
If the user does not have a company seal, they can **Submit a Seal Application** and wait for the administrator to approve it in the To-do Center, after which they can use the seal to sign this contract.



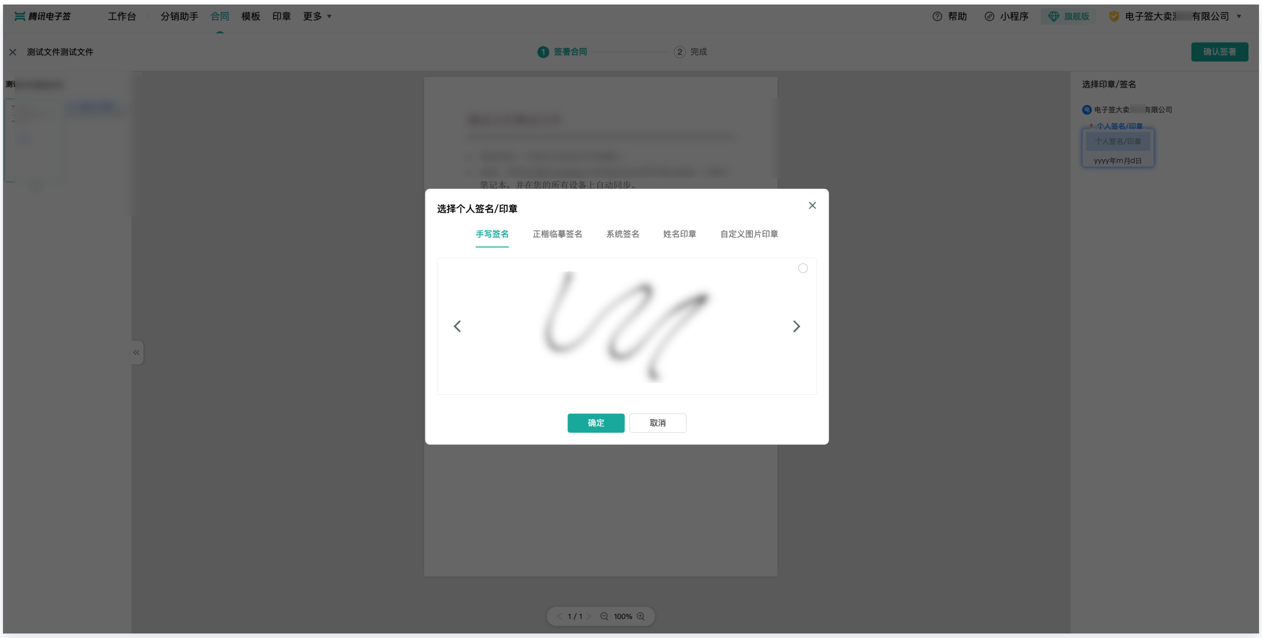
Select a seal and fill in the reason. Upload the required documents and submit the application.



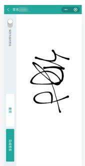
3. If the signing area needs a personal signature, you can choose the required signature style to sign.



Select Personal Signature/Seal.



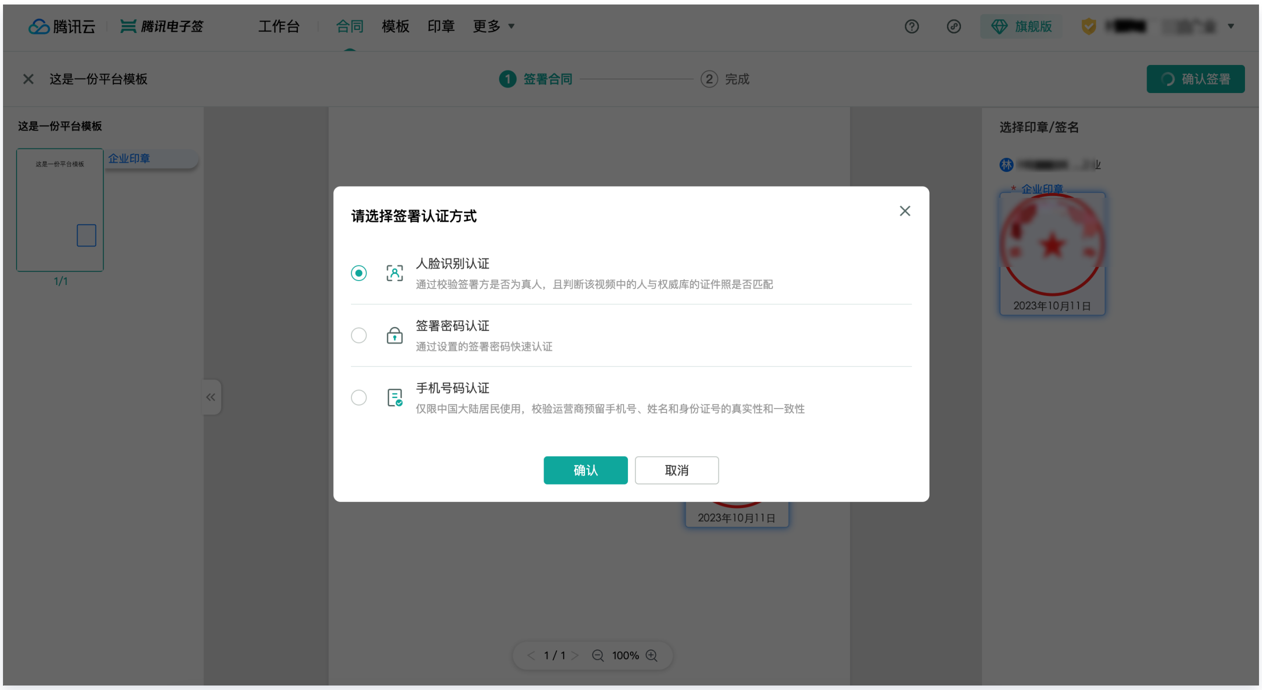
The introduction of each type of personal signature/seal that can be chosen is as follows:

Personal Signature/Seal Types	Features	Signature Example
Handwritten Signature	Users can freely write signatures, making it more in line with their real notes	
Standard Script Signature Imitation	Users need to carefully write their names stroke by stroke, and through AI Image Analysis technology, ensure the accuracy of their signatures	
System Signature	No signature is required from the user; the system automatically generates a signature based on the user's name	
Name Seal	No user upload is required; the name seal is automatically generated based on the user's name	

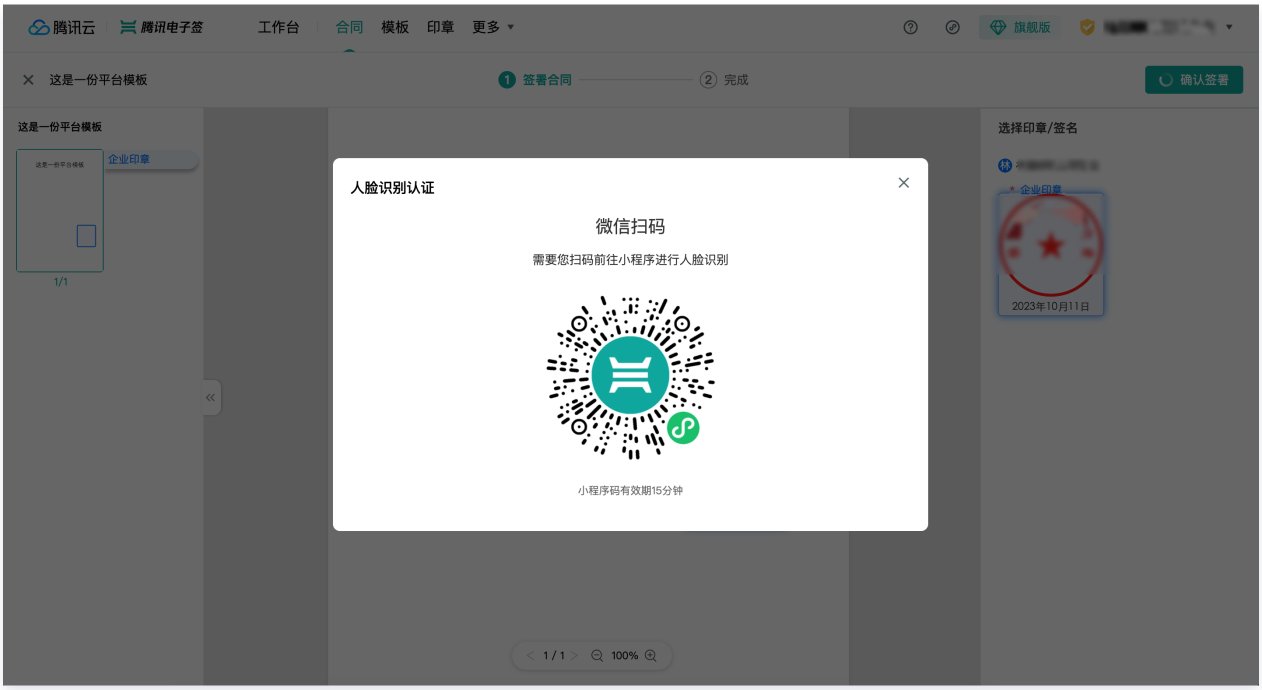
Custom Image Seal	Users can upload images of their name seals or practice seals (e.g., certified public accountant practice seals)	

4. click **Confirm Signing** in the top right corner.

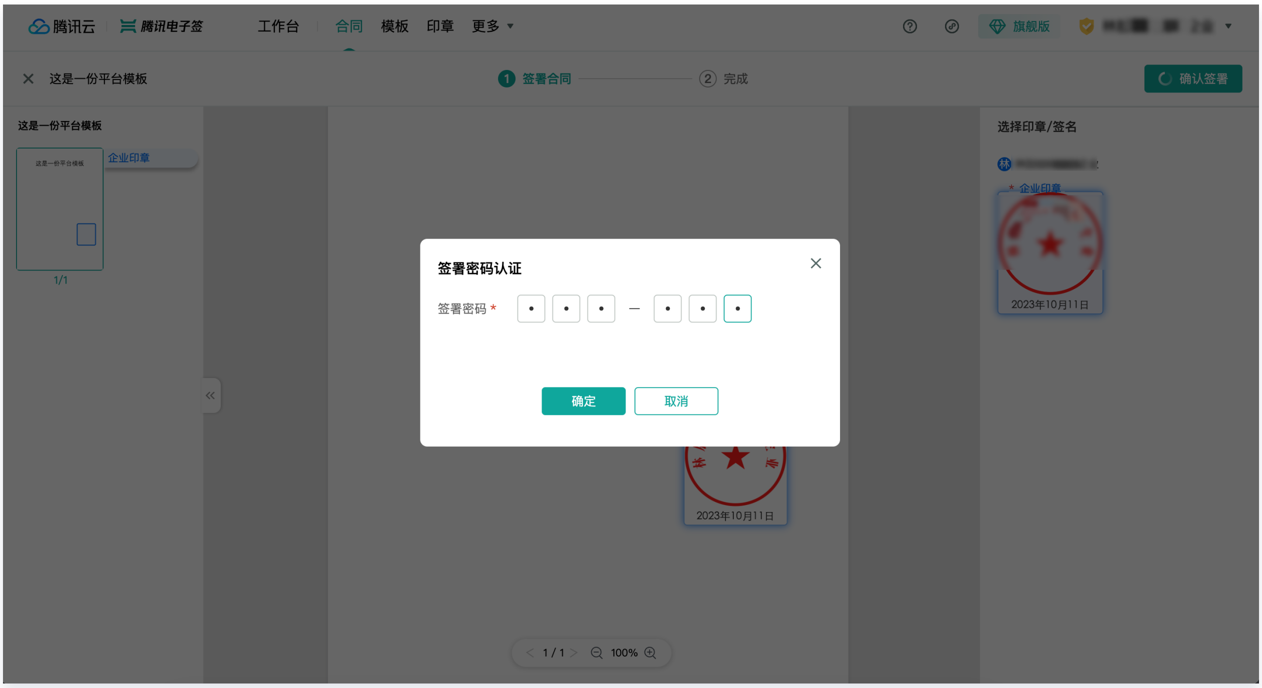
If the initiator has set multiple signing authentication methods, the signer will need to choose one for authentication.



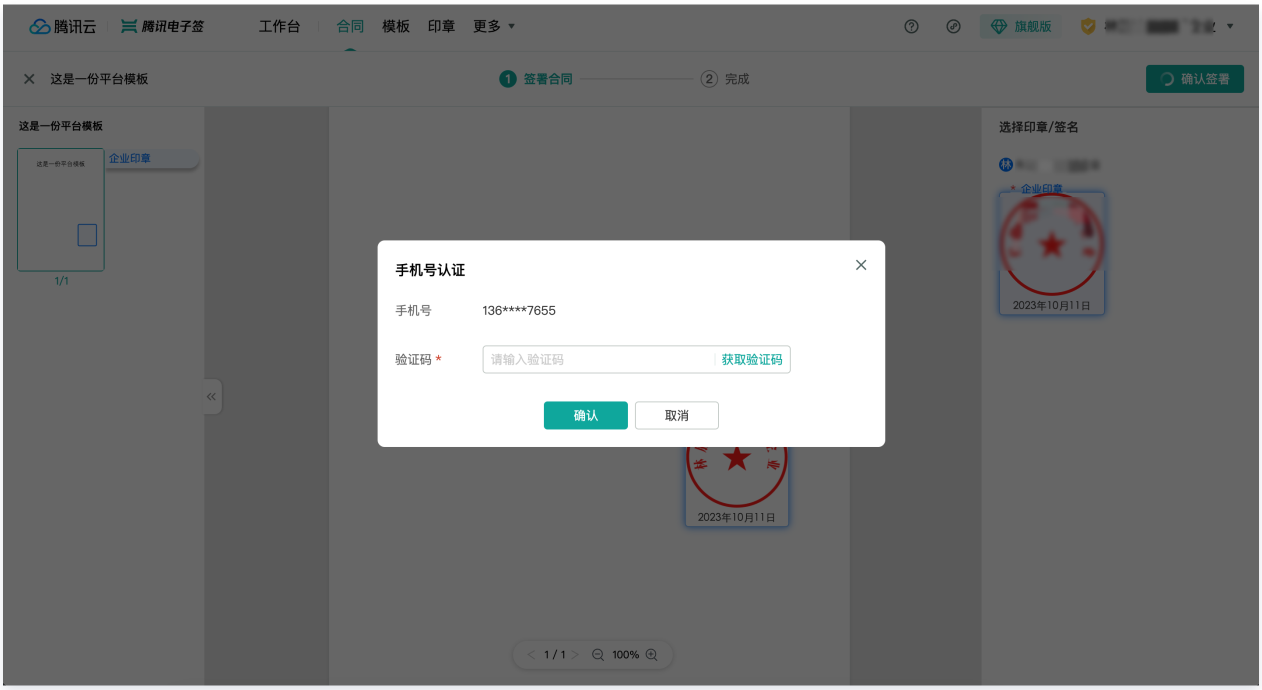
- Face Recognition Authentication: Perform Face Recognition through WeChat Scan Code.



- Signature password authentication: Enter a 6-digit password to sign. If you are setting the password for the first time, you need to enter an SMS Captcha for identity verification.



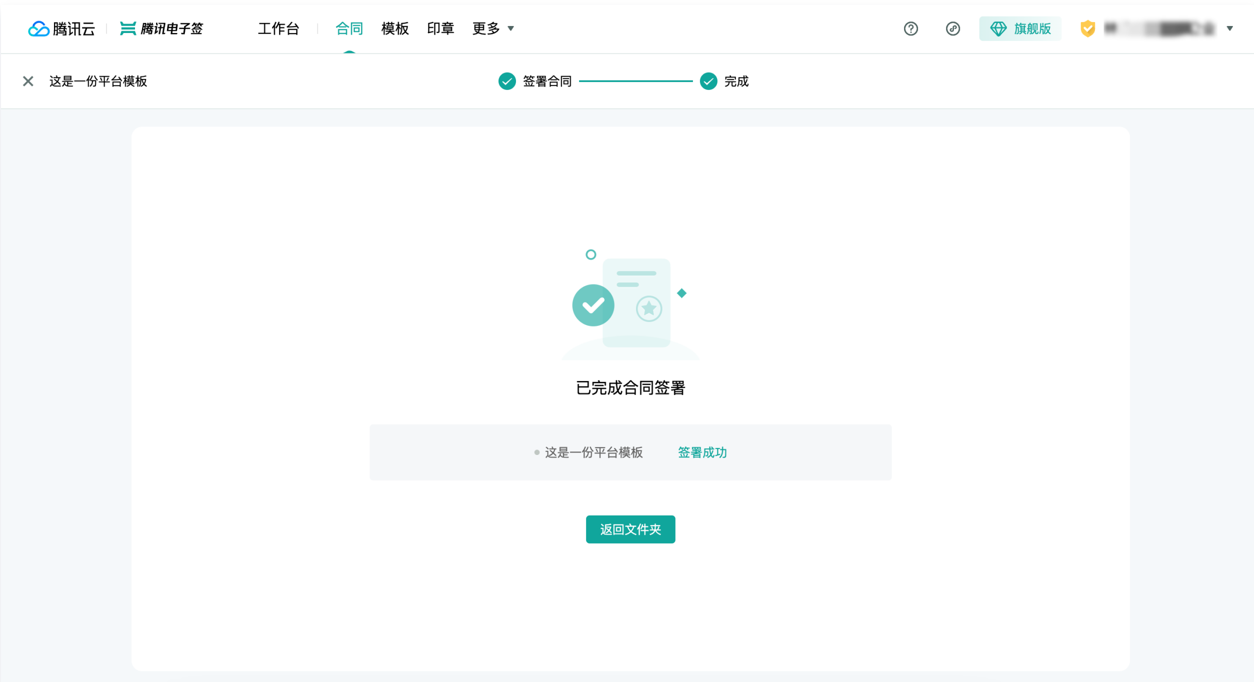
- Mobile NVS: Obtain an SMS Captcha to sign.



If signing on the Tencent E-Sign Service mini program and the contract signature authentication method is set to use Face ID or Fingerprint Recognition, you can choose Face ID or Fingerprint Recognition when signing on the mini program.

> **Note:**
> Face ID or Fingerprint Recognition signing requires your mobile device to support Face ID or Fingerprint Recognition capabilities. Typically, iPhone devices support Face ID, and Android devices support Fingerprint Recognition.

5. Successful contract signing.

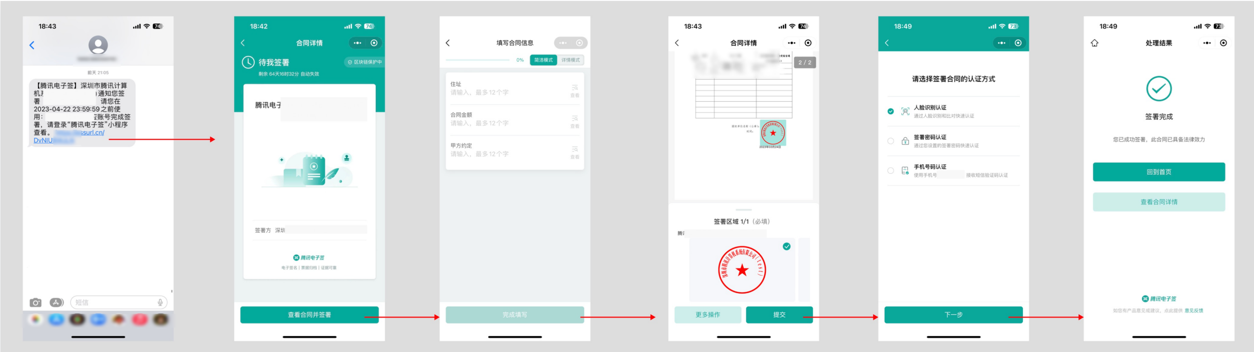


Note:

> Before completing the signature, you can **Refuse to sign the contract**. Once a party refuses, the contract signing process will terminate.

Mobile Client Signing

After the signer receives the signing SMS, they can click the link in the SMS and follow the steps below to complete the signing (they can also click the signing prompt shared by the other party in the WeChat chat box).



If the user does not have corporate seal authority, they can apply for seal usage following the steps below. The administrator can approve it in the To-do Center, and then the user can use the seal to sign this contract.

If the user needs to sign with a personal signature/seal, they can choose the required signature type to sign the contract.

The introduction of each type of personal signature/seal that can be chosen is as follows:

Personal Signature/Seal Types	Features	Signature Example

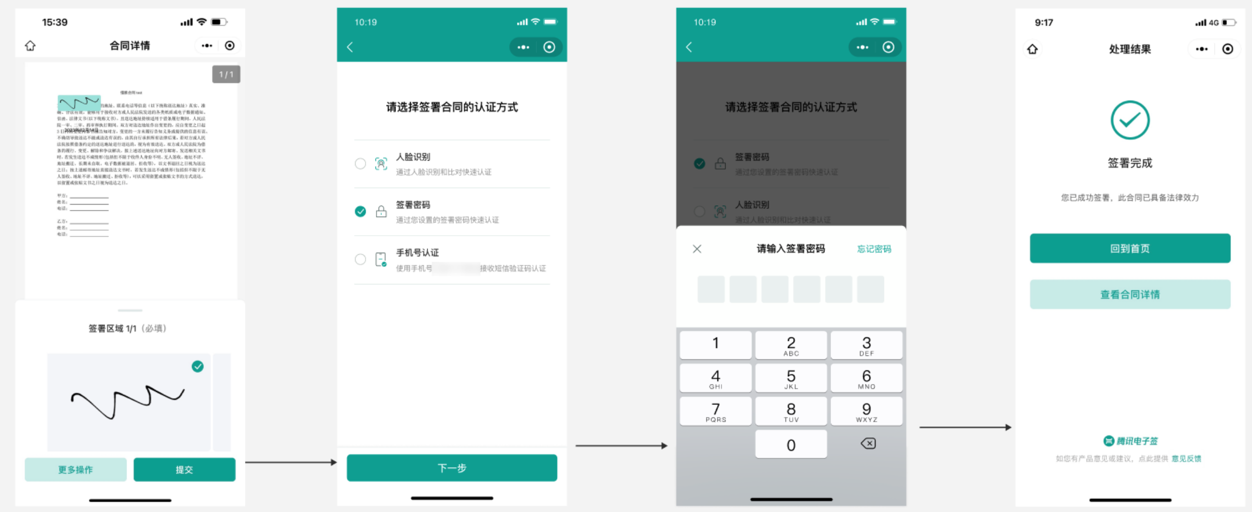
Handwritten Signature	Users can freely write signatures, making it more in line with their real notes	
Standard Script Signature Imitation	Users need to carefully write their names stroke by stroke, and through AI Image Analysis technology, ensure the accuracy of their signatures	
System Signature	No signature is required from the user; the system automatically generates a signature based on the user's name	
Name Seal	No user upload is required; the name seal is automatically generated based on the user's name	
Custom Image Seal	Users can upload images of their name seals or practice seals (e.g., certified public accountant practice seals)	

Users can choose the contract signature authentication method when initiating the contract. The currently supported authentication methods are as follows:

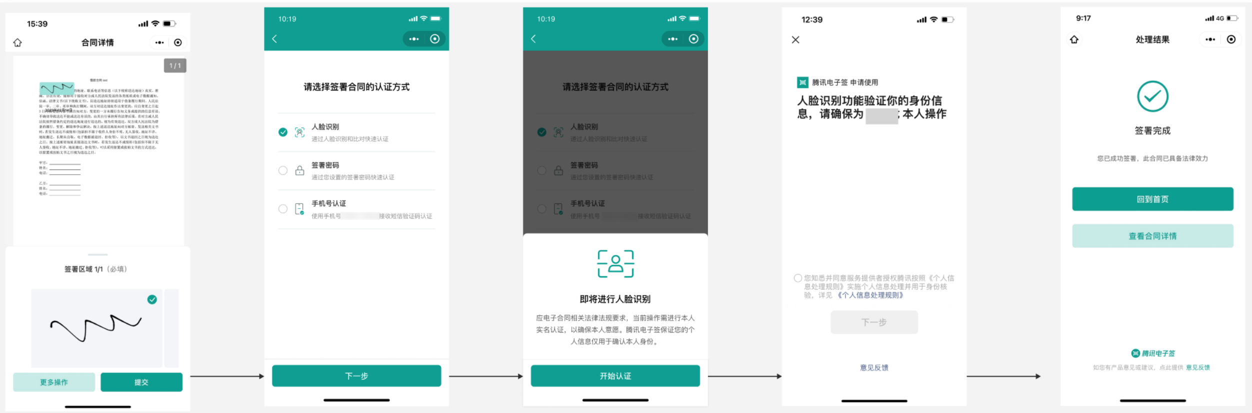
- Mobile Number Authentication: For Chinese mainland residents only, complete signature authentication by receiving an SMS Captcha and verifying the consistency of the mobile number, name, and ID card number.

Note:
If the signatory has already real-name logged in to the Tencent E-Sign Service Mini Program and the reserved mobile number when the contract was initiated matches the currently logged-in mobile number, the signatory only needs to correctly fill in the SMS Captcha to complete the signing.

- Signature Password: Quickly complete signature authentication with a signature password set by the signatory.



- Face Recognition: Compare the current operator's facial information with the authoritative database to complete the signature authentication.



- Face ID: Compare the current operator's Face ID information with the data entered in the device to complete the signature authentication.

- Fingerprint Recognition: Compare the current operator's fingerprint information with the data entered in the device to complete the signature authentication.


11:05
合同详情
1 / 2
签署区域 1/1（必填）
更多操作
确认
10:19
请选择签署合同的认证方式
手机号认证
使用手机号 178****7510 接收短信验证码验证
面容ID
通过您设备的面容ID快速验证
指纹识别
通过您设备的指纹对比快速验证
签署密码
通过您设置的签署密码快速验证
人脸识别
通过人脸识别和对比快速验证
验证人脸并授权指纹识别
即将进行指纹认证
应电子合同相关法律法规要求，当前操作需进行本人实名认证，以确保本人意愿。腾讯电子签保证您的个人信息仅用于确认本人身份。
我已阅读并同意《面容/指纹签署服务授权协议》
开始认证
使用其他认证方式
处理结果
签署完成
完成（5S）

Automatic signing of contracts

Last updated：2024-08-01 16:26:34

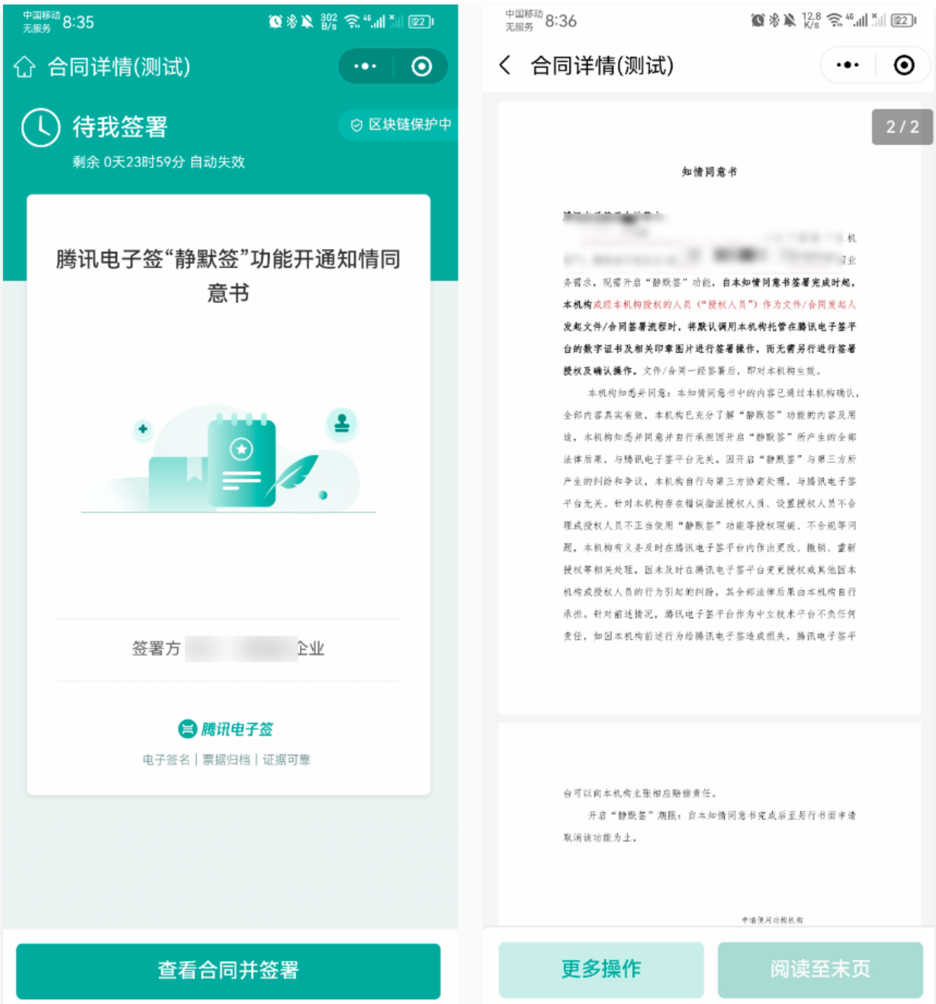
Automatic signing means that the initiating company can complete the stamping without manually selecting a seal and Face Recognition. For example, if a company initiates a labor contract (signed between an individual and the company), and this contract is set for automatic signing by the company, the company will automatically stamp it once the individual completes their part.

Activate automatic signing service

1. In Enterprise Settings > Extended Services, select **Automatic Signing by Enterprise** service to activate. A super administrator/ legal representative can directly click to activate. Non-super administrators/ non-legal representatives will need to apply for **Extended Services** > **Automatic Signing by Enterprise** permissions to activate and manage the service.

2. Click **Activate**, and scan the code using WeChat.

3. Complete agreement signing and activation on the mobile terminal.



4. This **Automatic Signing by Enterprise** is marked as **Activated** and can be managed.

Authorized use of automatic signing

Automatic signing authorization for this company

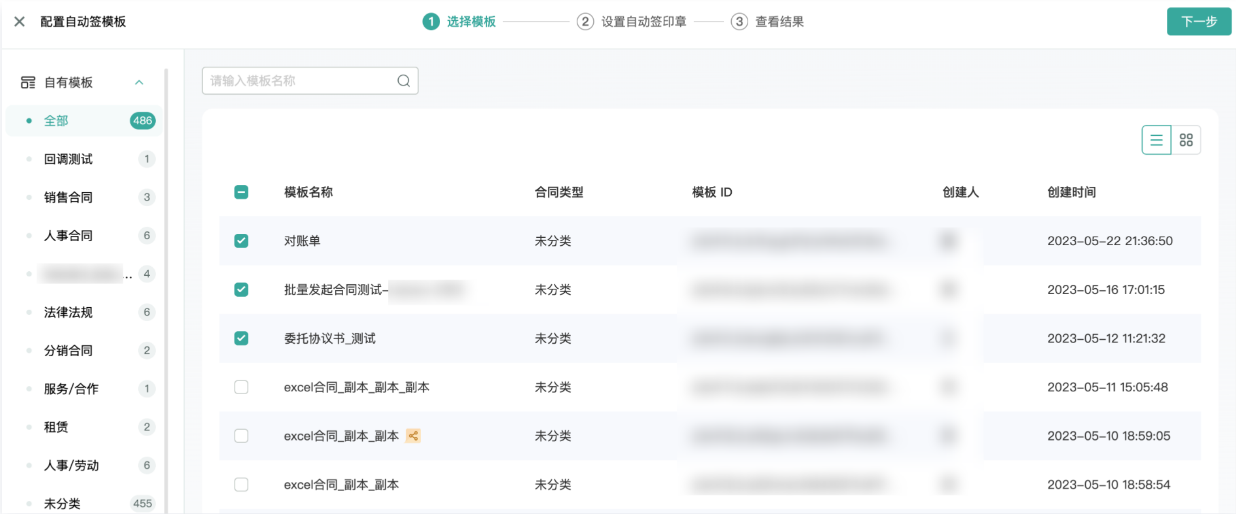
You can perform the following operations for this company:

- Add/Cancel automatic signing template.
- Add/Cancel automatic signing authorization for employees.

Automatic signing template

Use the added automatic signing template to initiate a contract, and our company will automatically sign it.

1. Select template.



2. Set automatic signing seal.

Select a seal.

3. Viewing the Result.

Employee Auto-Sign Authorization

Only employees with auto-sign authorization can initiate auto-sign contracts or configure auto-sign templates in template management.

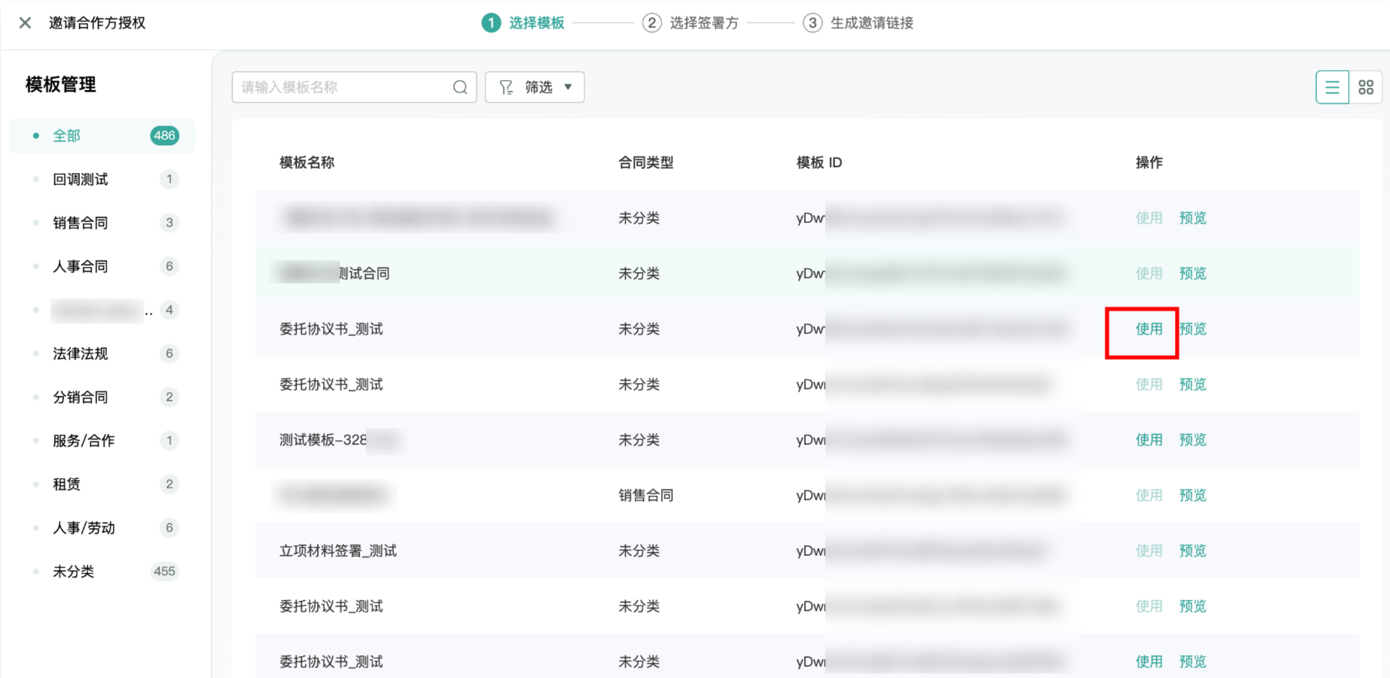
Enterprise Partner Authorization

> **Note:**
> **Enterprise Partner Authorization** can only be operated by a legal representative/super administrator. Employees with **Scalability Service** > **Enterprise Auto-Signing** permissions can only manage **auto-sign authorization within their own enterprise.**

Option 1: Invite the partner to authorize me

If you frequently sign a certain agreement with a partner, you can choose to invite the partner to **authorize auto-sign based on a template.**

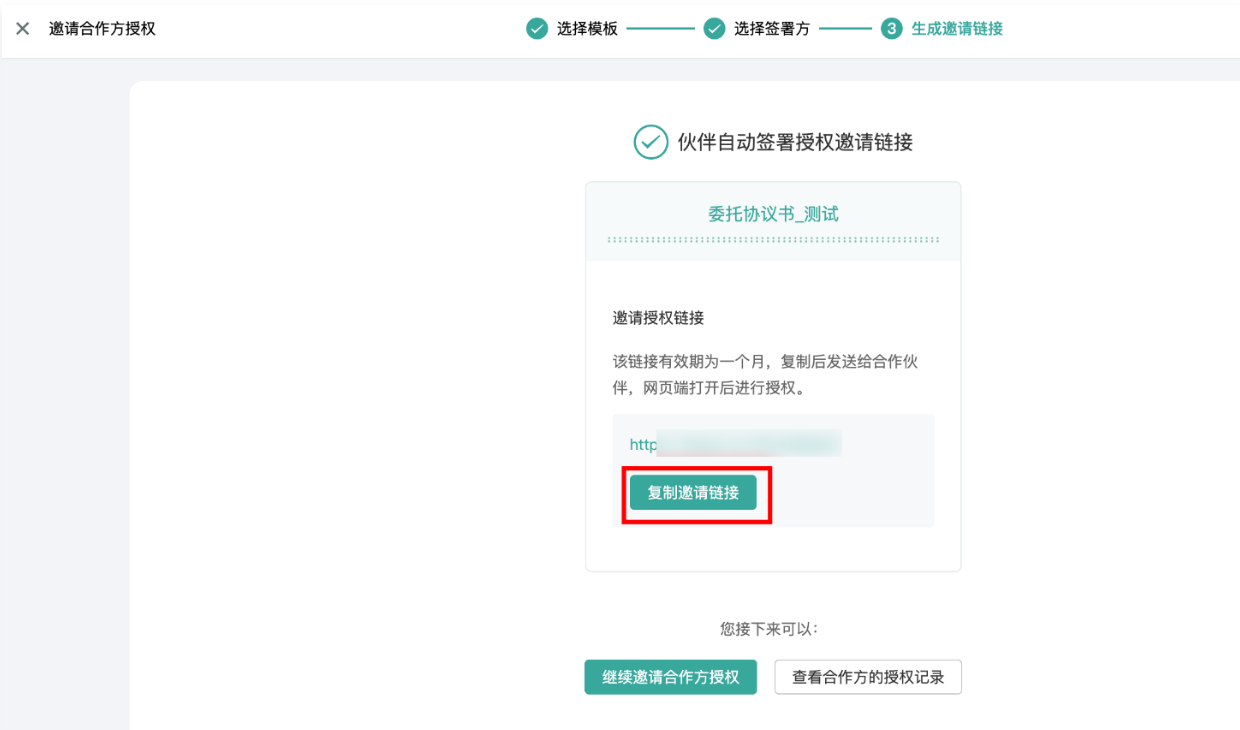
1. Select template.



> **Note:**
> If the corresponding operation **Usage** is grayed out, hovering the mouse over it will display the reason for the inaccessibility.

2. Select the signing party.

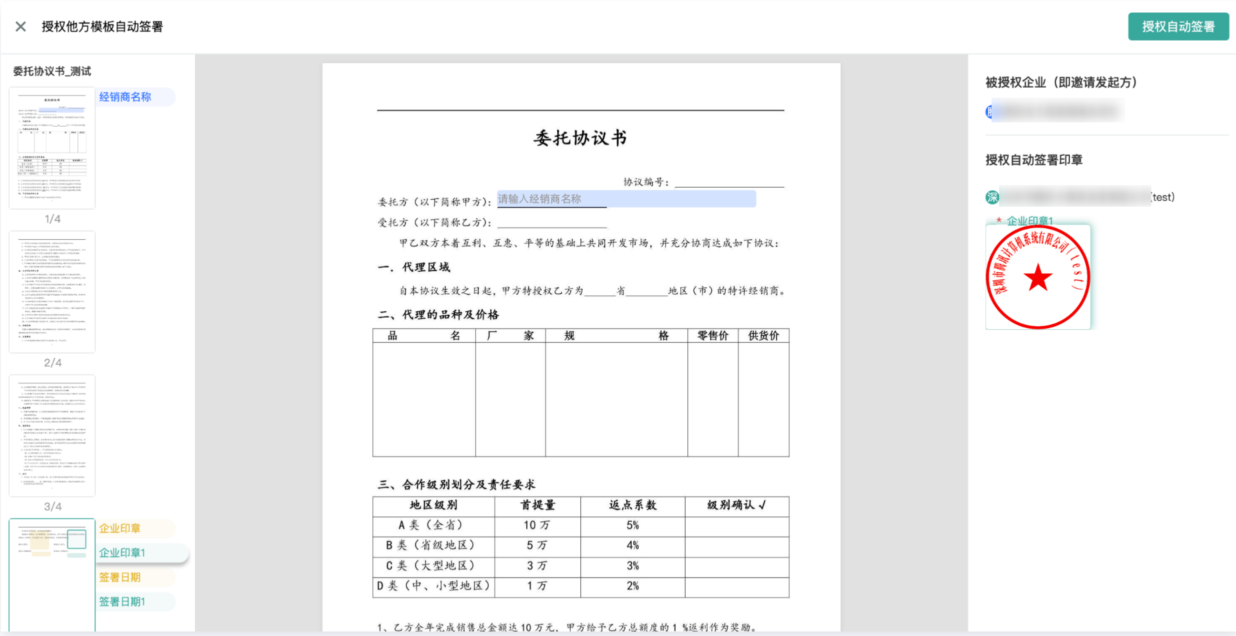
3. Generate an invitation link.



Note:
- Send the auto-sign authorization invitation link to different partners for authorization.
- The partner must be a super administrator to perform the authorization operation.
- The invitation link is valid for one month.

4. Partner Authorization.

click **Next**.



5. View Authorization Records.

> **Note:**
> The authorized party may cancel or reauthorize the seal at any time.

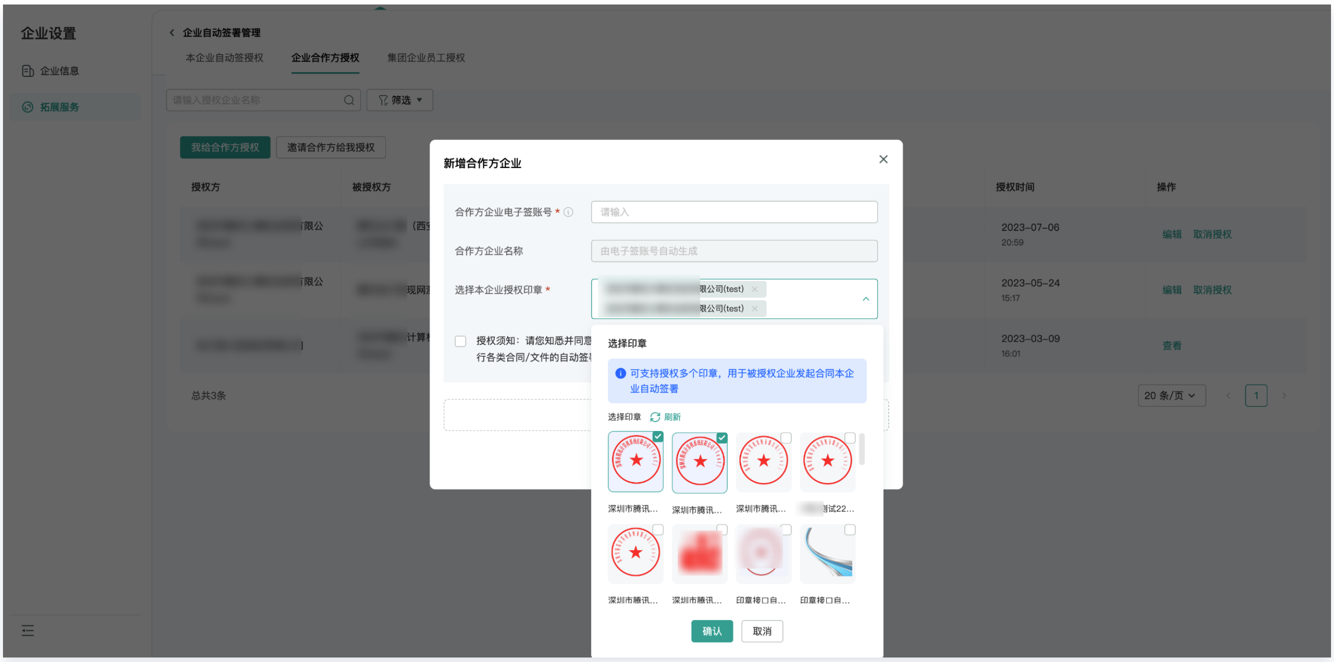
6. The authorized party initiates this template contract to the authorizing party, who then automatically signs.

Option 2: Let the partner directly authorize me

If you do not want the partner to authorize by template individually, you can opt for direct authorization from the partner. However, this feature carries some risks and requires clear communication with the partner, who must voluntarily authorize. After authorization, the authorized party can initiate the contract through the interface by uploading the file and specifying auto-signature by the authorizing party.

1. Partner Authorization.

Enter the electronic signature account of the authorized enterprise and select the corporate electronic seal for auto-signature authorization.



> **Note:**
> - Multiple seals can be authorized to the authorized enterprise.
> - The authorized party can generate an invitation authorization link through the interface and provide it to the authorizing party. The interface can specify the types of seals to be authorized (multiple types can be specified).

2. The authorized party initiates the other party's auto-sign contract through the interface.

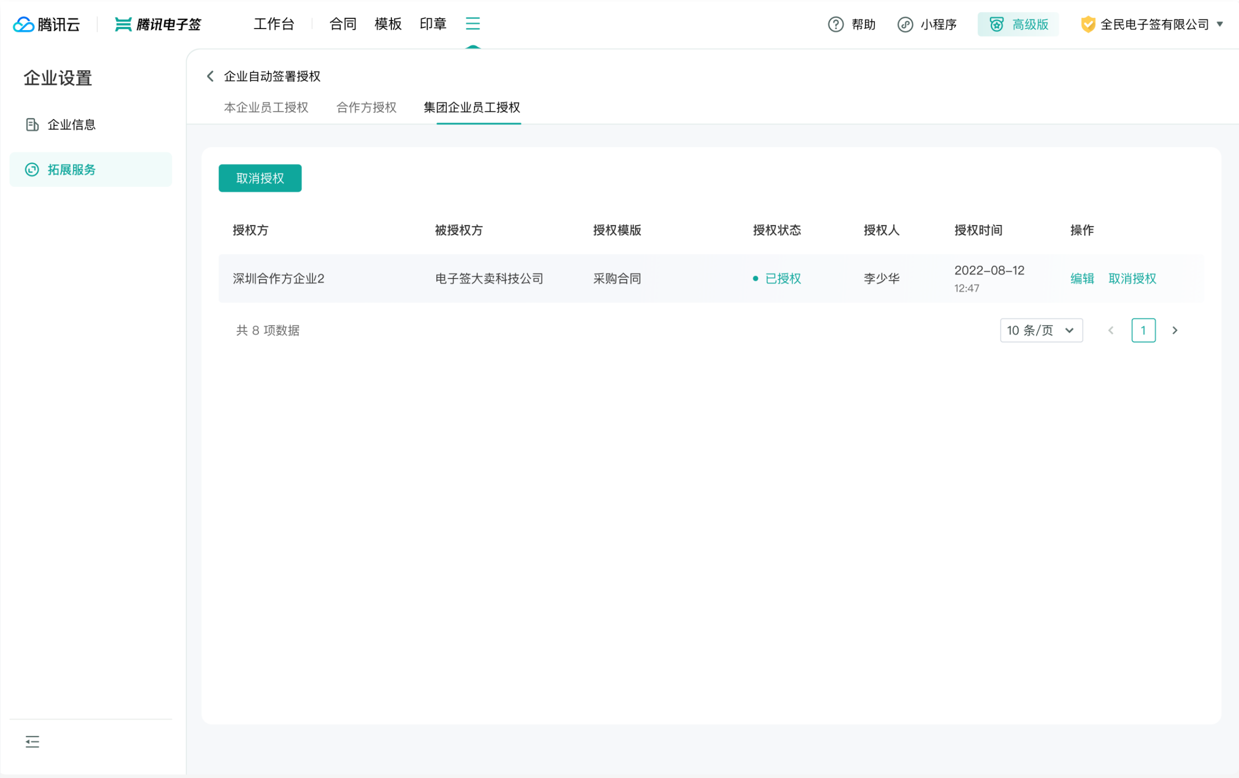
   For self-built enterprise applications, please refer to Create Signing Process Using PDF Files.

> **Note:**
> To initiate the other party's auto-sign contract through the interface, you must first contact Tencent E-Sign Service Operations to enable this capability. Your enterprise information, relationship with the authorizing enterprise, and business scenarios will be reviewed.

Group Enterprise Employee Authorization

> **Note:**
> **Group Enterprise Employee Authorization** can only be operated by a legal representative/super administrator. Employees with **Extended Services** > **Automatic Signing by Enterprise** permissions can only manage **Automatic Signing Authorization for the Enterprise**.

In Group Management Mode, the parent enterprise needs to initiate and automatically sign contracts on behalf of the sub-enterprises. This requires sub-enterprises to authorize the parent enterprise employees. The authorization records will be displayed here.


腾讯云
腾讯电子签
工作台
合同
模板
印章
帮助
小程序
高级版
全民电子签有限公司
企业设置
企业信息
拓展服务
企业自动签署授权
本企业员工授权
合作方授权
集团企业员工授权
取消授权
授权方
被授权方
授权模版
授权状态
授权人
授权时间
操作
深圳合作方企业2
电子签大卖科技公司
采购合同
已授权
李少华
2022-08-12
12:47
编辑
取消授权
共 8 项数据
10 条/页
1

Batch Signing of Contracts

Last updated：2024-08-01 15:54:25

The batch signing feature refers to the ability to sign multiple contracts at once using Face Recognition, reducing the repetitive action of Face Recognition confirmation for each contract. Currently, this feature only supports batch signing for corporate signatories.

Authorized employees can batch sign

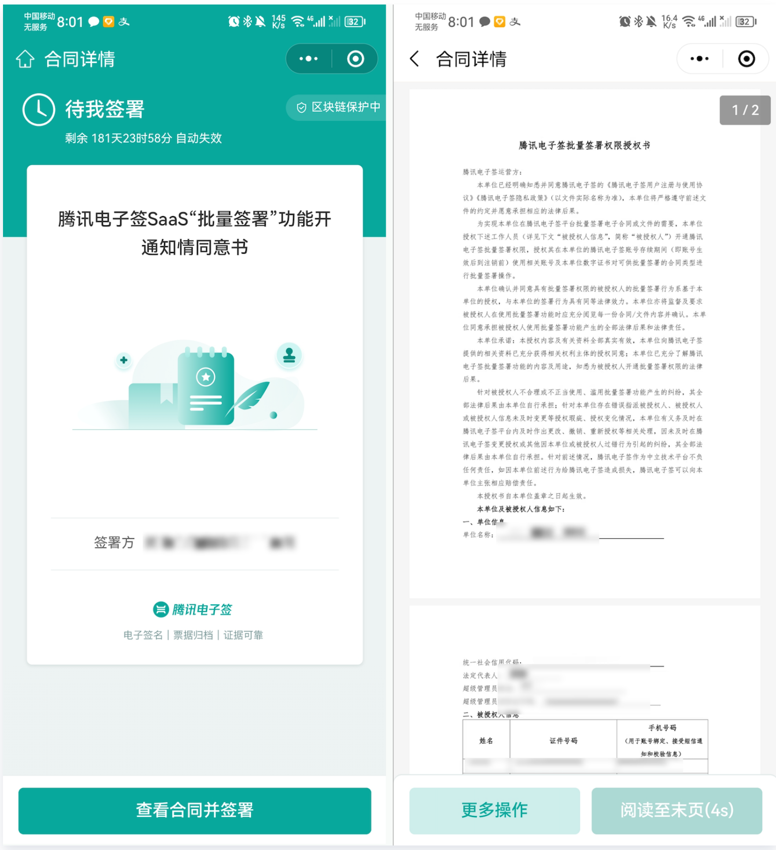
1. In Enterprise Settings > Extended Services > Batch Signing, click **Start Authorization**.

Employees can be selected in batches to add authorization.

2. Click **Add Authorization** and select the employees to be authorized for batch signing.

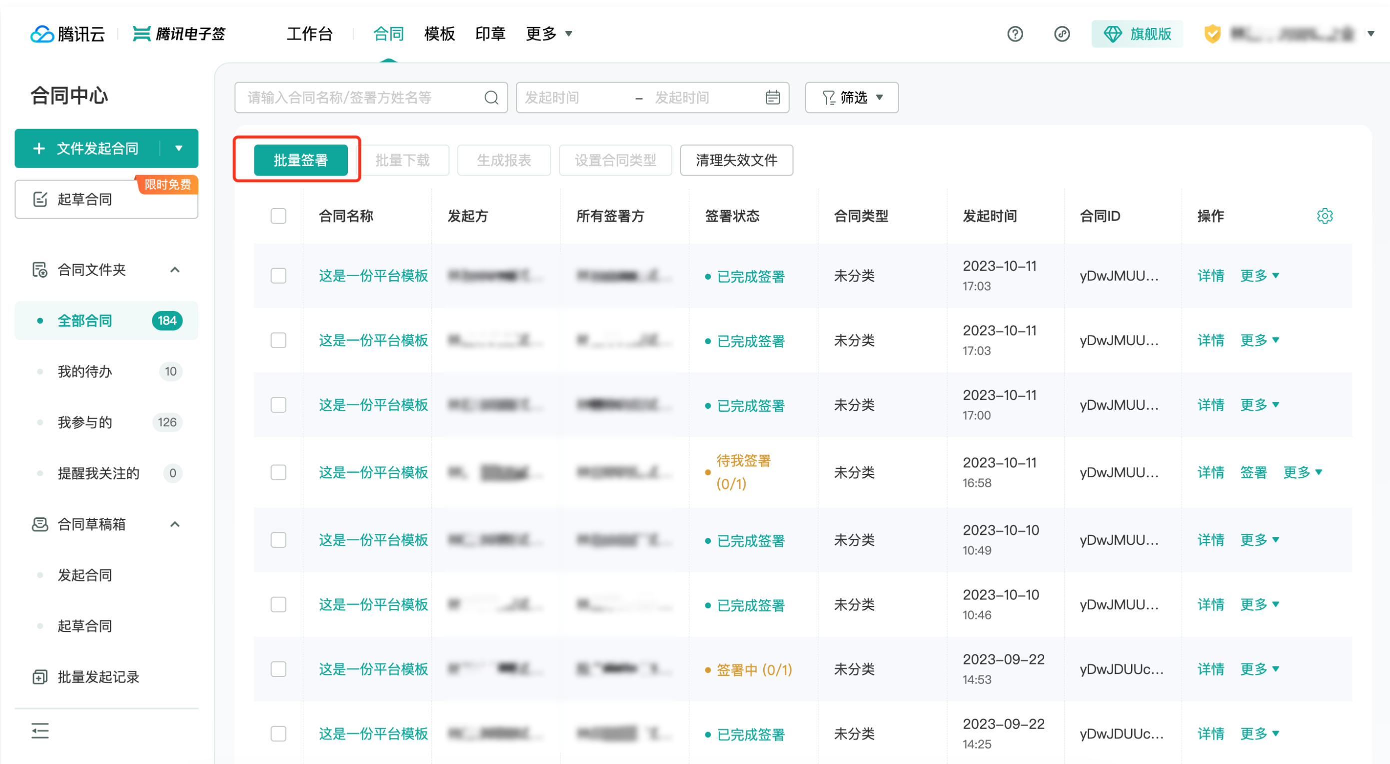
3. Scan QR Code for authorization.

4. View the consent form and complete the signing.

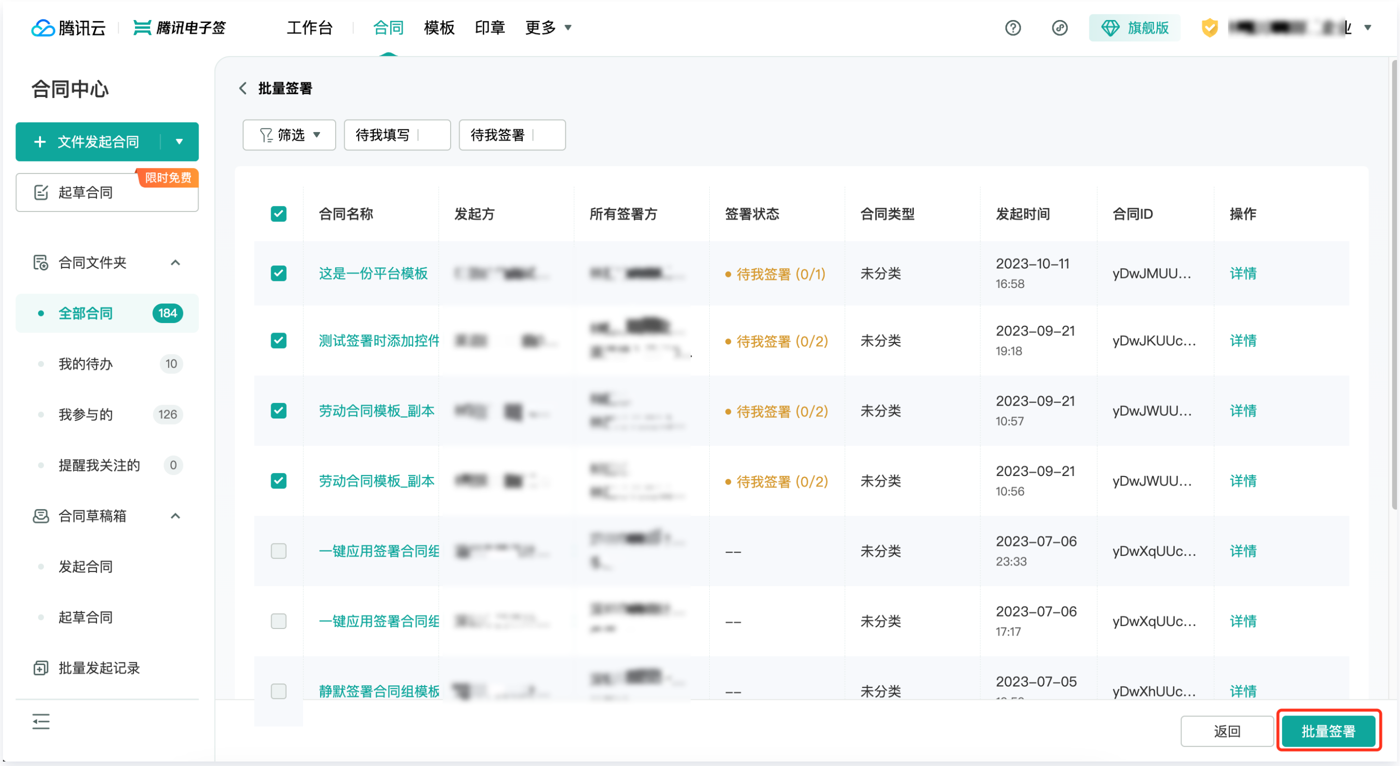


Batch signing can be done on the computer web version

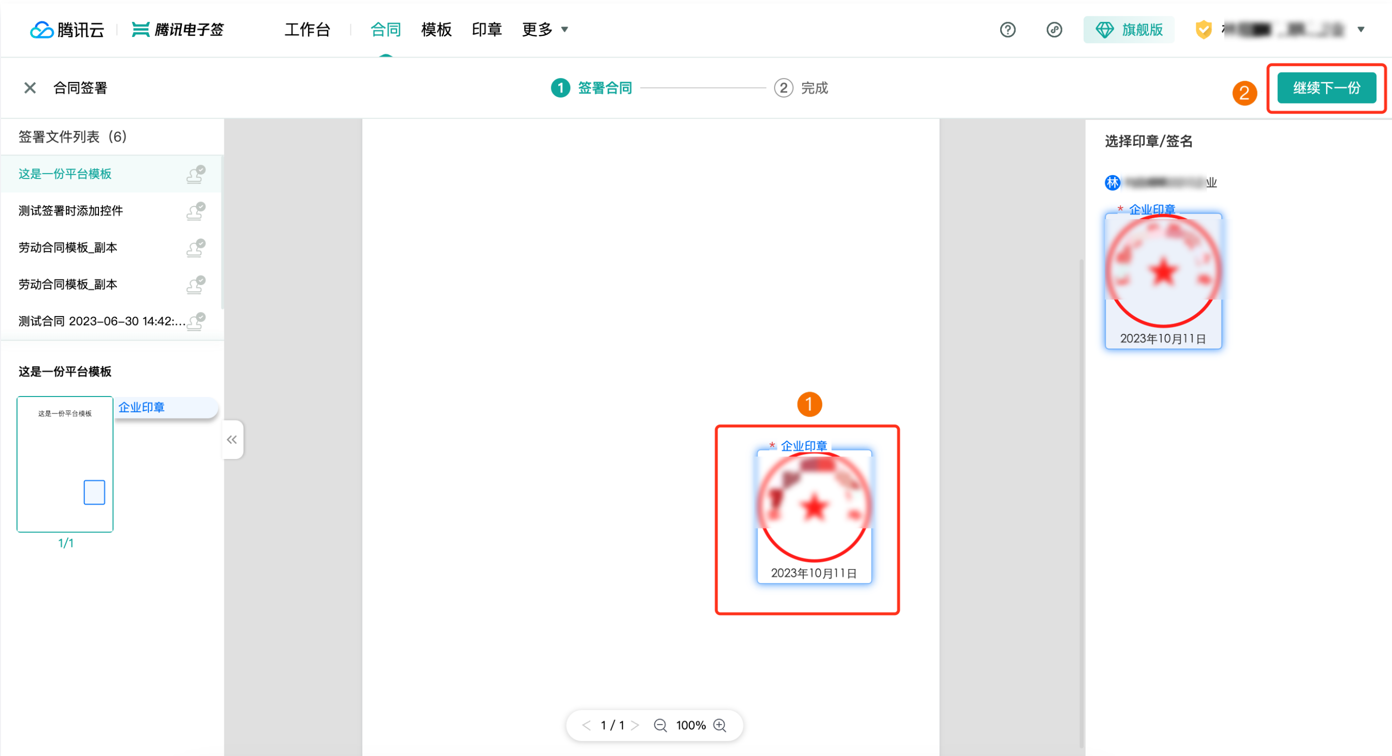
1. In the Contract Center, click **Batch Signing**.



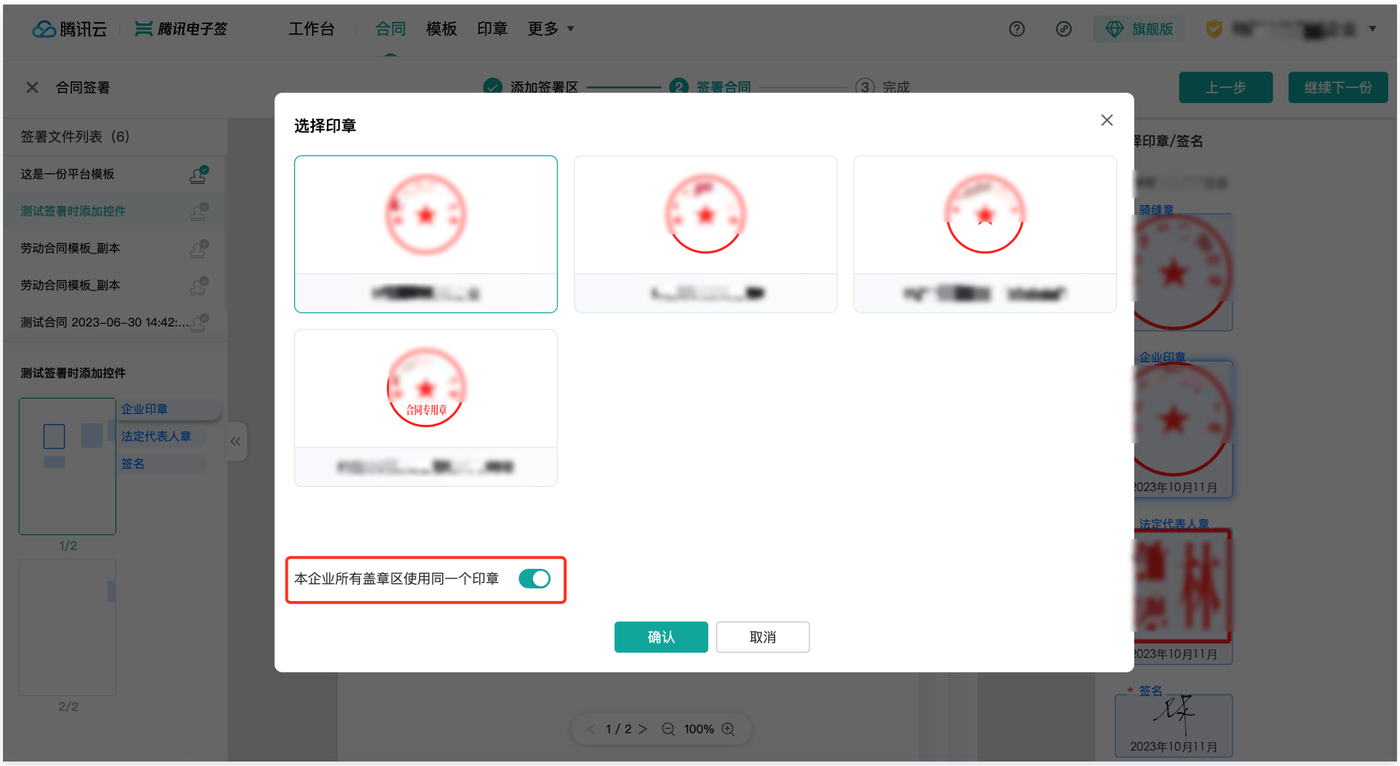
2. Enter the list and select the contracts to be signed this time.



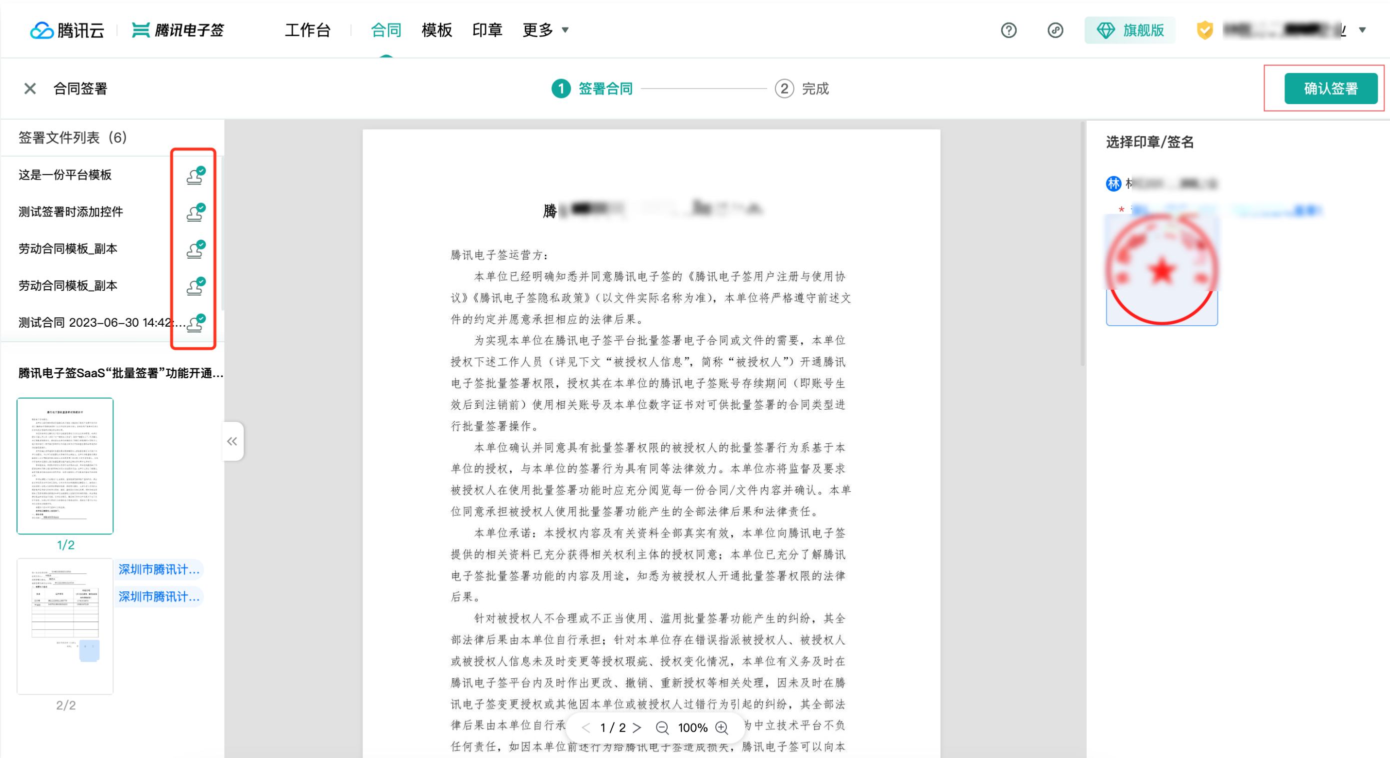
3. Stamp the contracts.



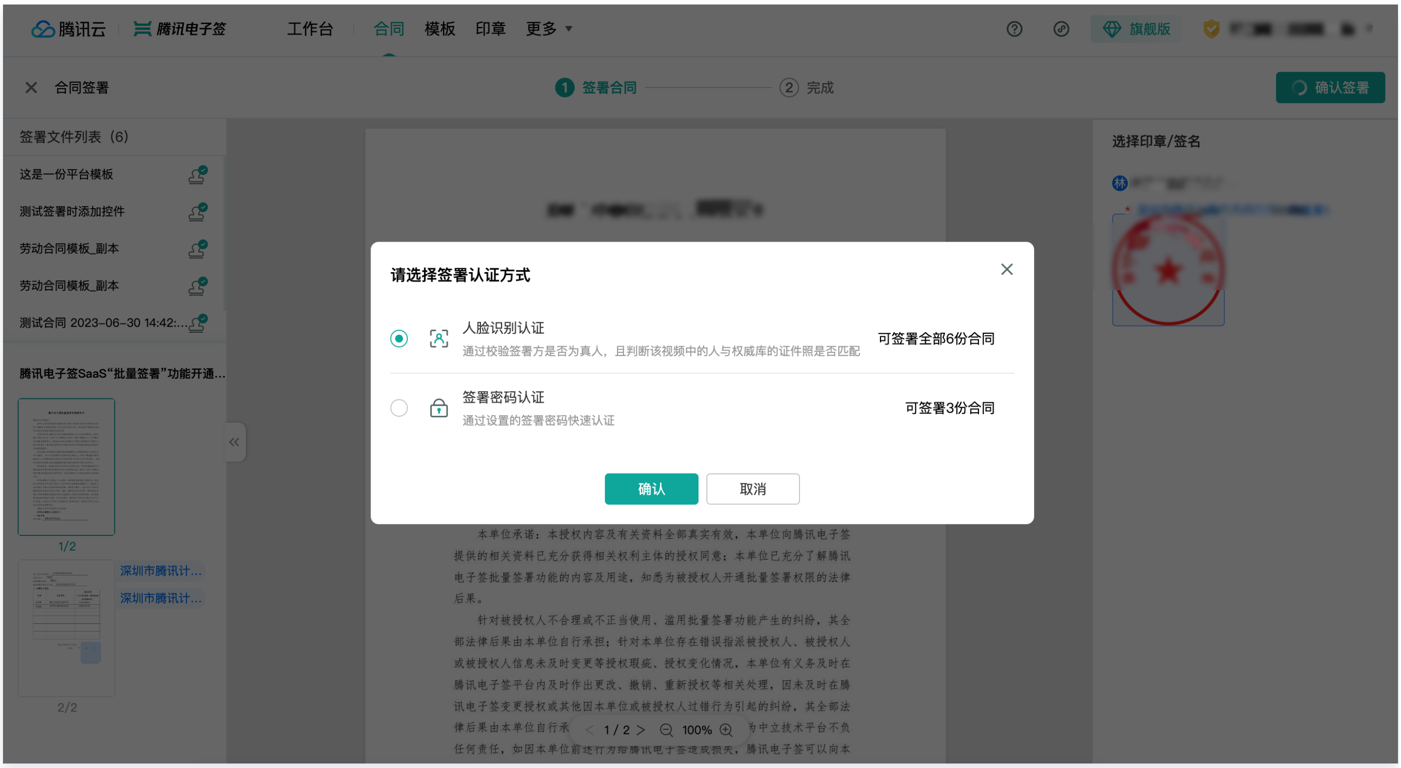
If all contracts use the same seal, you can turn on the switch for **using the same seal for all stamping areas** when selecting the seal. Confirming this will stamp all contracts with the same seal.



For contracts that have already been stamped or signed, the **Stamp** icon in the top left directory will be highlighted. Once all contracts have been stamped or signed, click the **Confirm Signing** button in the top right corner.



If there are multiple authentication methods, one needs to be selected for signing.



4. Signing successful.

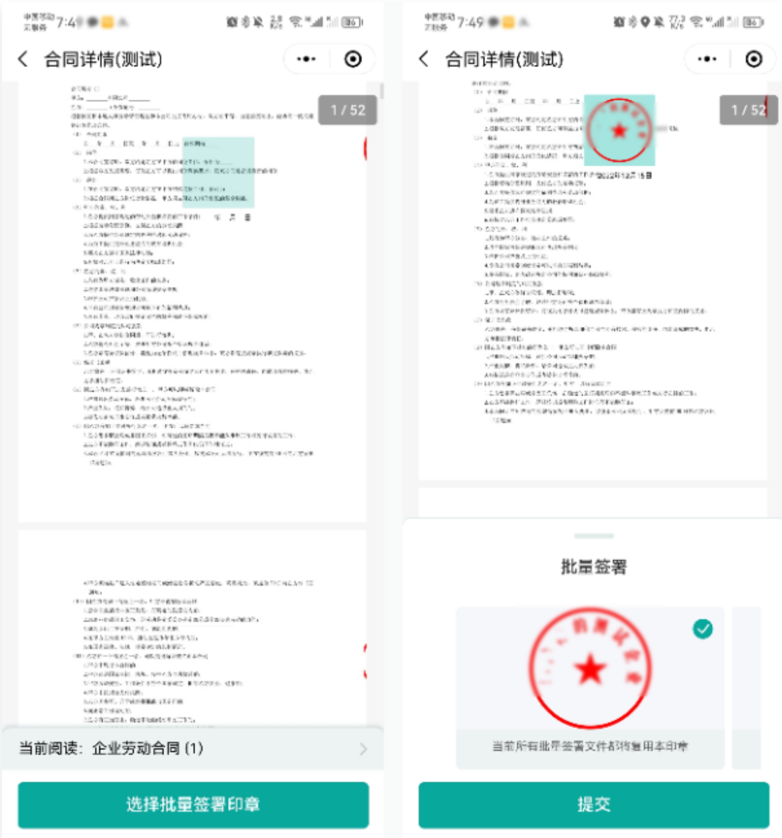
Batch signing can be conducted on the mini programs

1. Log in to Tencent E-Sign Service mini program, enter the folder, click the **Batch Signing** button in the top right corner, and go to the contract selection page.

2. Select the contracts that need to be signed in bulk.

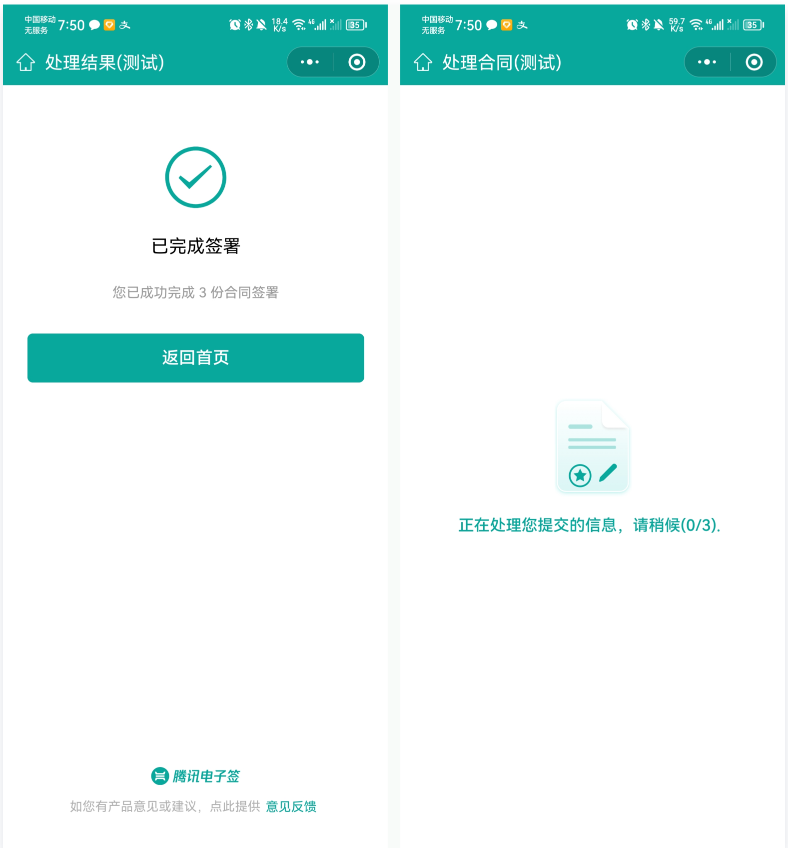
3. Follow the interface prompts to choose the contract signing method.

4. Select **Bulk Signing Seal** and **Submit**.



5. After submission, confirm the content of the selected contracts, click **Confirm and Proceed to Next Document**. After confirmation, proceed with the contract signing certification.

6. You can return to the homepage after completing the signing.

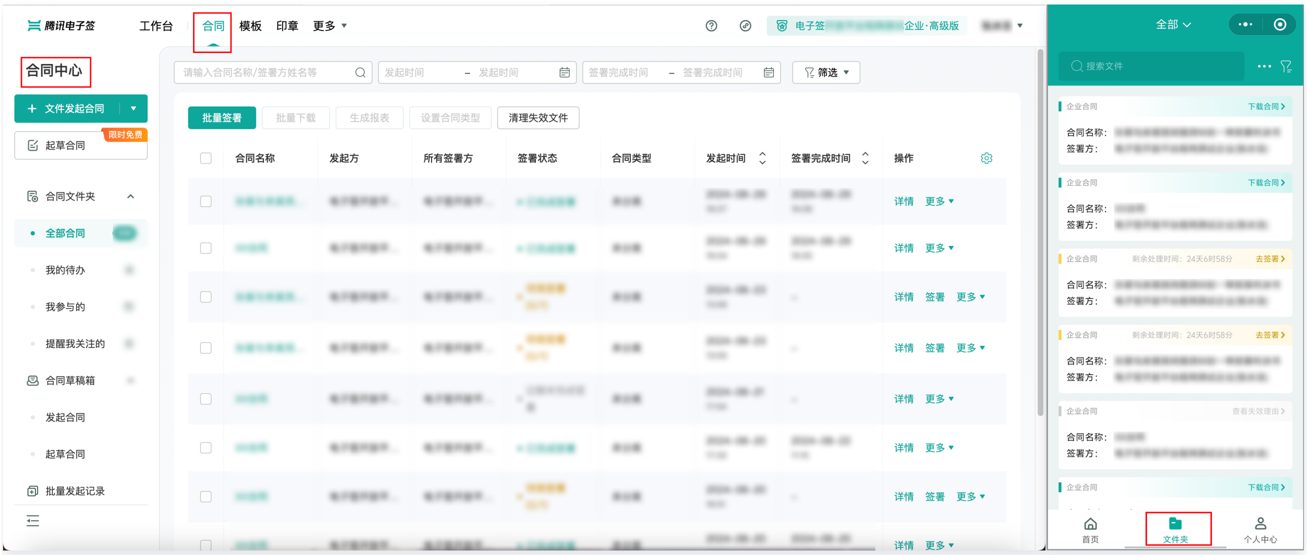

7:50
处理结果(测试)
已完成签署
您已成功完成 3 份合同签署
返回首页
腾讯电子签
如您有产品意见或建议，点此提供 意见反馈
7:50
处理合同(测试)
正在处理您提交的信息，请稍候(0/3).

Contract Management

Last updated：2024-09-03 15:48:13

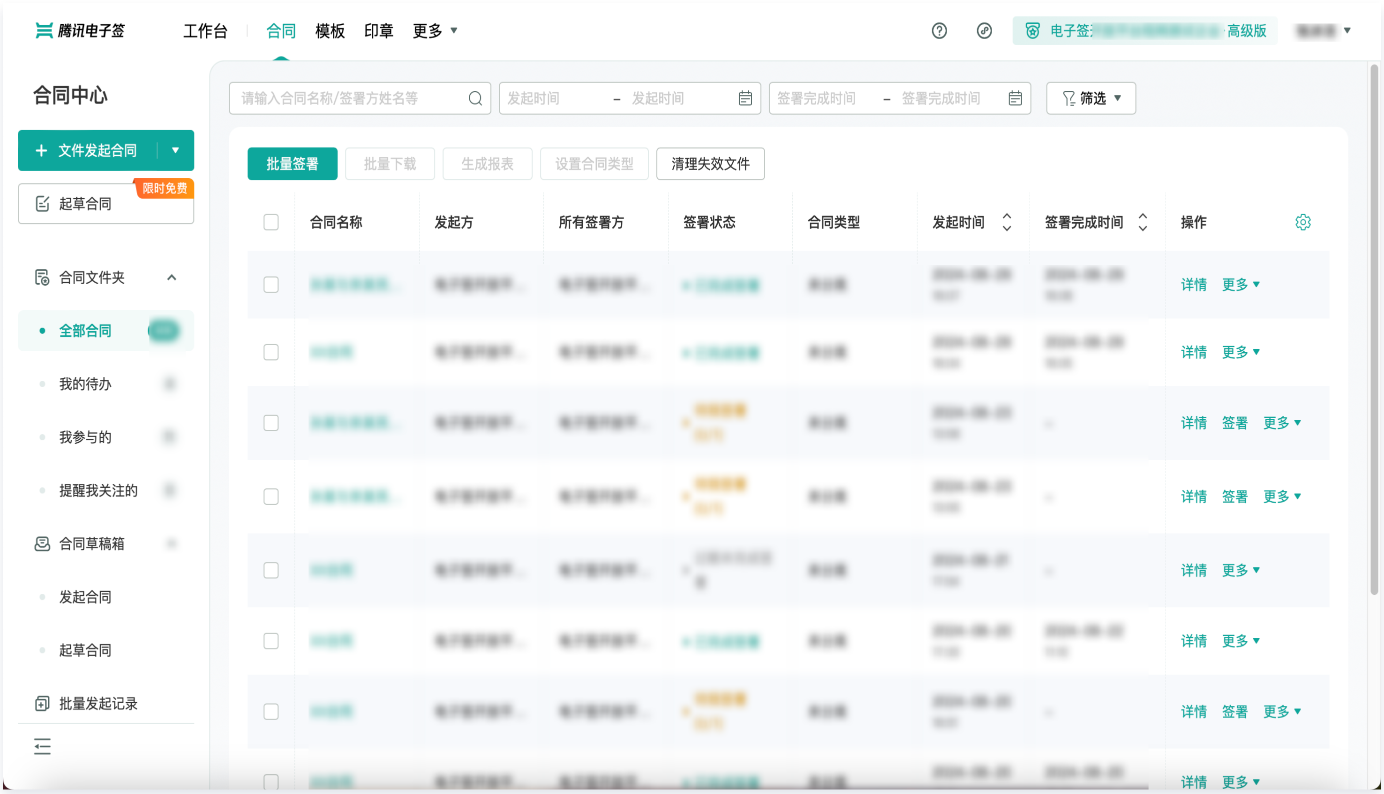
Manage Contracts

For contract management, **Web Version** click on Contract at the top-**Contract Center**, **Mini Program Platform** at the bottom-**Folder**.



Introduction to Global Page

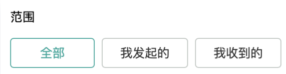
Web Version



1.Query contract list at the top

You can search by entering the contract name/signatory name (company name and name of both signatory and initiator), initiation time, and signature completion time. You can also click on the filter to find suitable filtering options for the query.

Filter Options:

- Scope 

- Status 

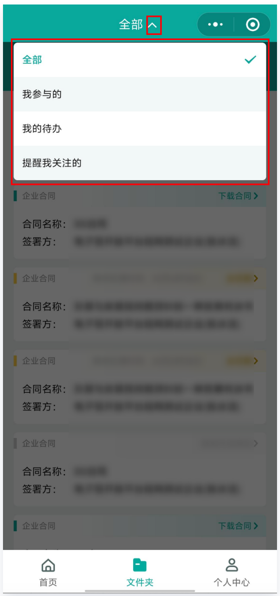
- Type: Contract type, including both user-defined contract types and system contract types.

2.Left Navigation Bar

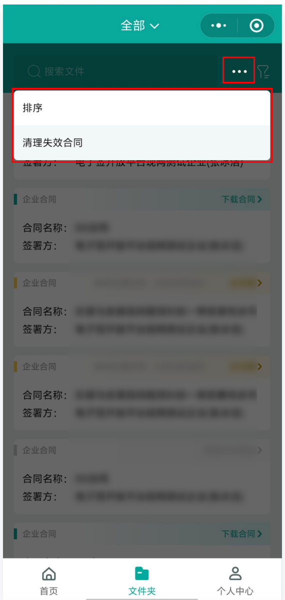
Operation Name	Description
Contract Folders	This section will display the initiated contracts and their related information in a list format on the page, including the contract name, initiator, all signatories, signature status, contract type, initiation time, expiration reminder date, signing deadline, contract ID, and completion time. You can click the gear icon in the top-right corner to adjust the displayed information items and their order. • All Contracts: Display all initiated contracts that the current employee has permission to view. • My Pending Tasks: All contracts that I need to fill out and sign. • My Participation: Includes contracts that I initiated and contracts I participated in signing. • Remind Me of Attention: All contracts CC'd to me.
Contract Draft Box	• Initiated Contracts: In the contract initiation process, all records saved as drafts. • Drafted Contracts: In the contract drafting process, all records of uncompleted initiations.
Batch Initiation Records	All batch records of historical batch initiations.
Contract Types Settings	Displays the currently existing custom contract types and system contract types along with approval branch numbers, descriptions, creators, and creation times for each contract type. Custom contract types can be added, edited, and deleted.

Mini Program Platform

1.Top small arrowhead: Click the small arrowhead next to 'All' to quickly filter out contracts related to me: those I am involved in, my pending tasks, and contracts that need my attention.



2.Three dots in the upper right corner: Click to sort contracts by creation time or expiration time, or to clear expired contracts.



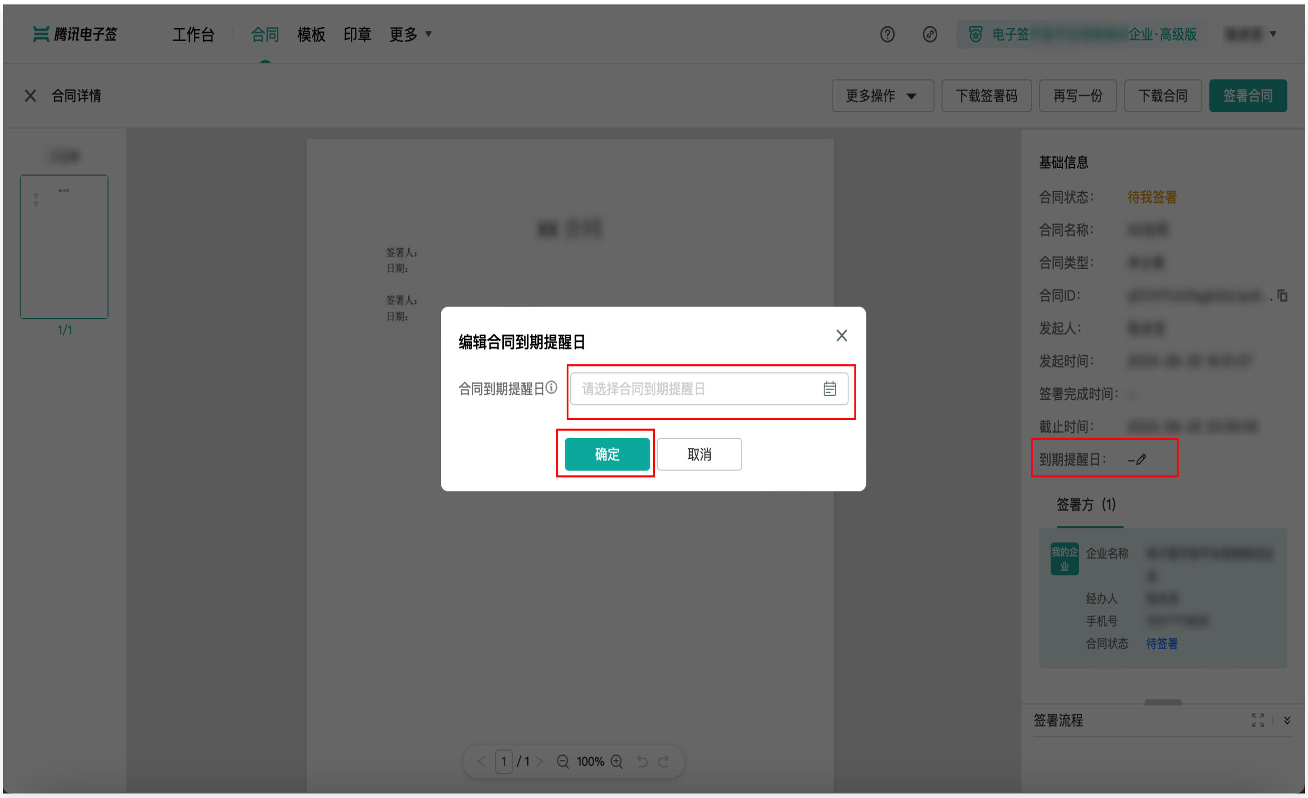
3.Filter in the upper right corner: Click the filter icon to filter contracts in the floating layer by range, status, type, creation time range, and signature completion time range.

4.The main section of the page is the contract list. Contracts of different statuses have different colors: pending signature contracts are yellow, signed contracts are green, and expired contracts are gray.

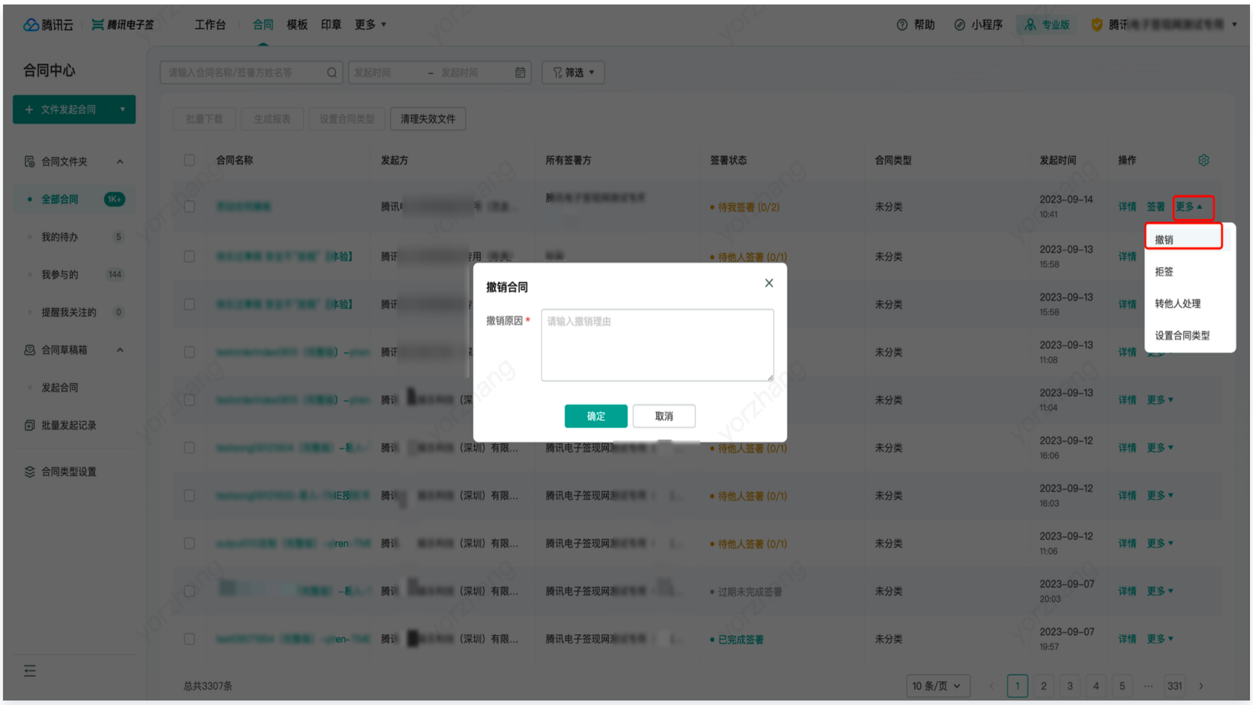
Actions for a single contract

Web Version

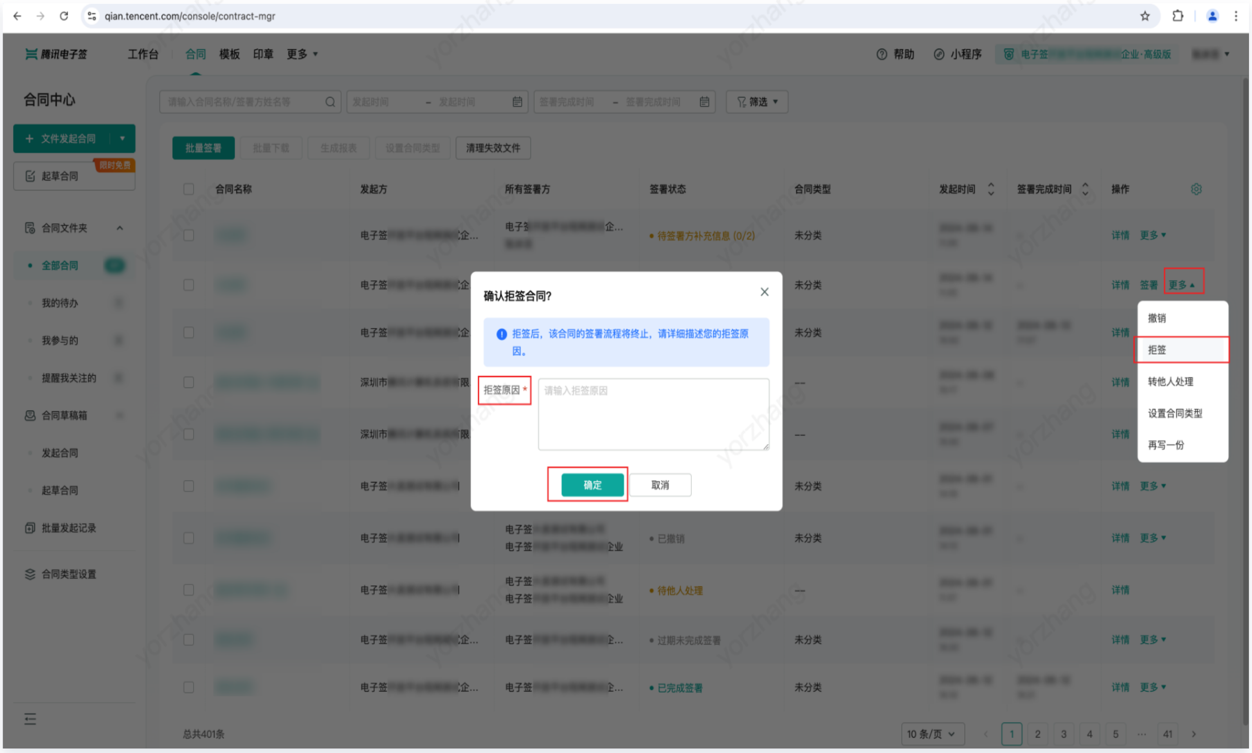
- Contract Folders
  - Details: Click to enter the contract details page to view the contract content, basic information, and type of signature, and perform the following operations.
  - More Actions: Revoke (this option appears for contracts initiated by me), Refuse to Sign (this option appears for contracts pending my signature), Forward to Others for Processing (this option appears for contracts pending my signature)
  - Download Signature Code: After downloading the signature code, it can be sent to the signatory for scanning to sign.
  - Duplicate: Generate a contract using this contract as a template, and the content you filled in last time will be automatically populated
  - Download Contract: Download the contract as a PDF version.
  - Sign Contract (this option appears for contracts pending my signature).
  - Set Expiration Reminder Date: Find the Expiration Reminder Date in the basic information and click the pencil icon to set it.



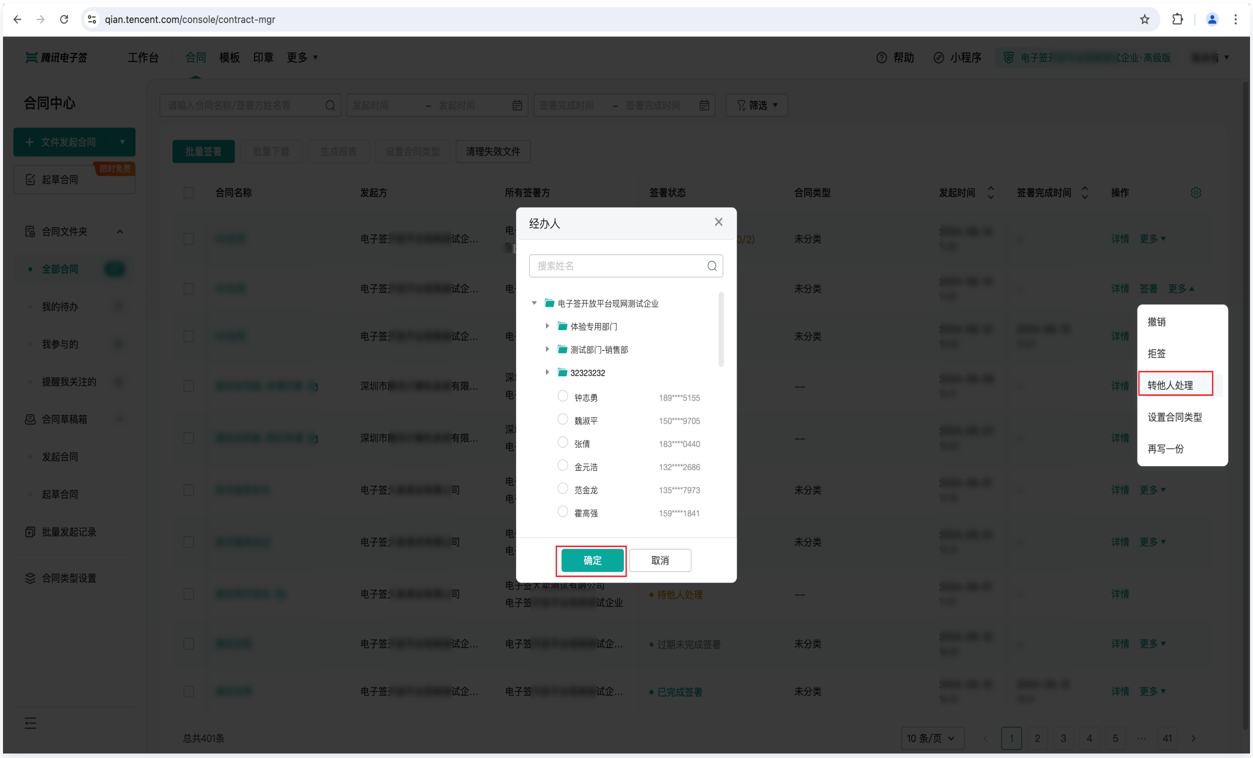
- More:
  - Revoke: The initiator can revoke the contract if <signatures from both parties have not been completed</1>.



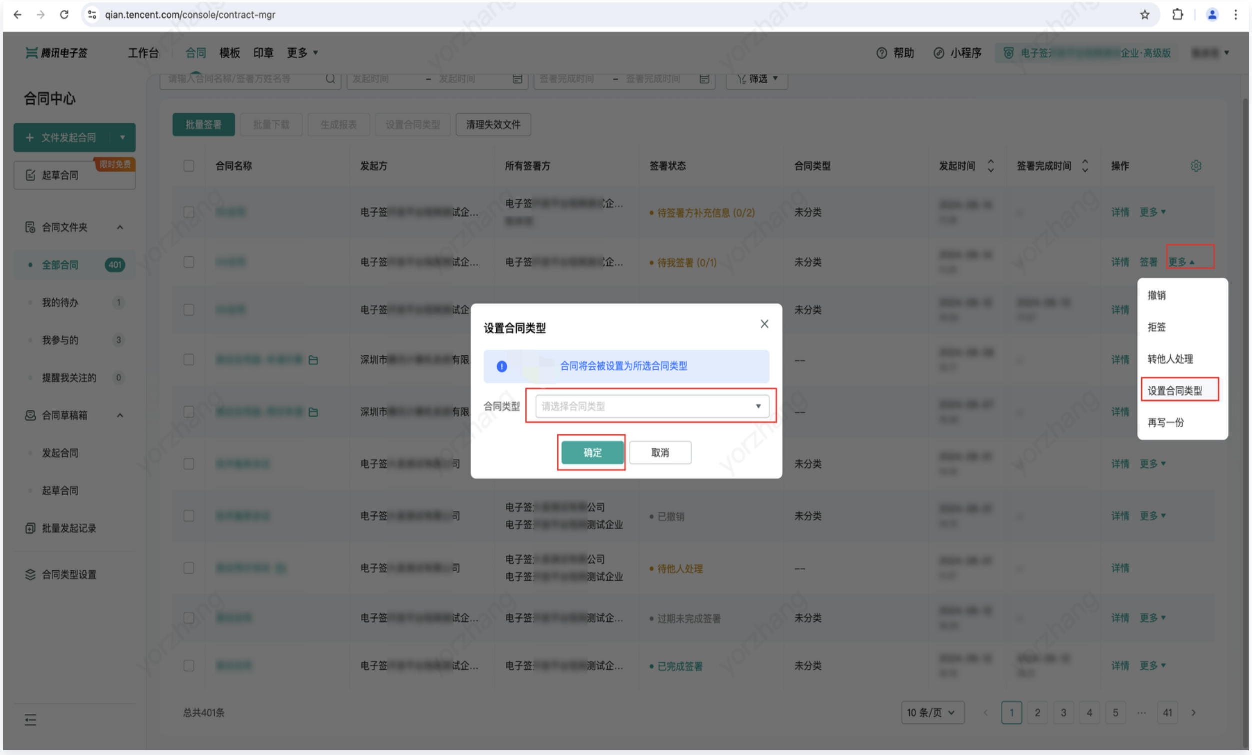
  - Refusal: For contracts pending my handling, you can choose to refuse to sign based on the actual situation.



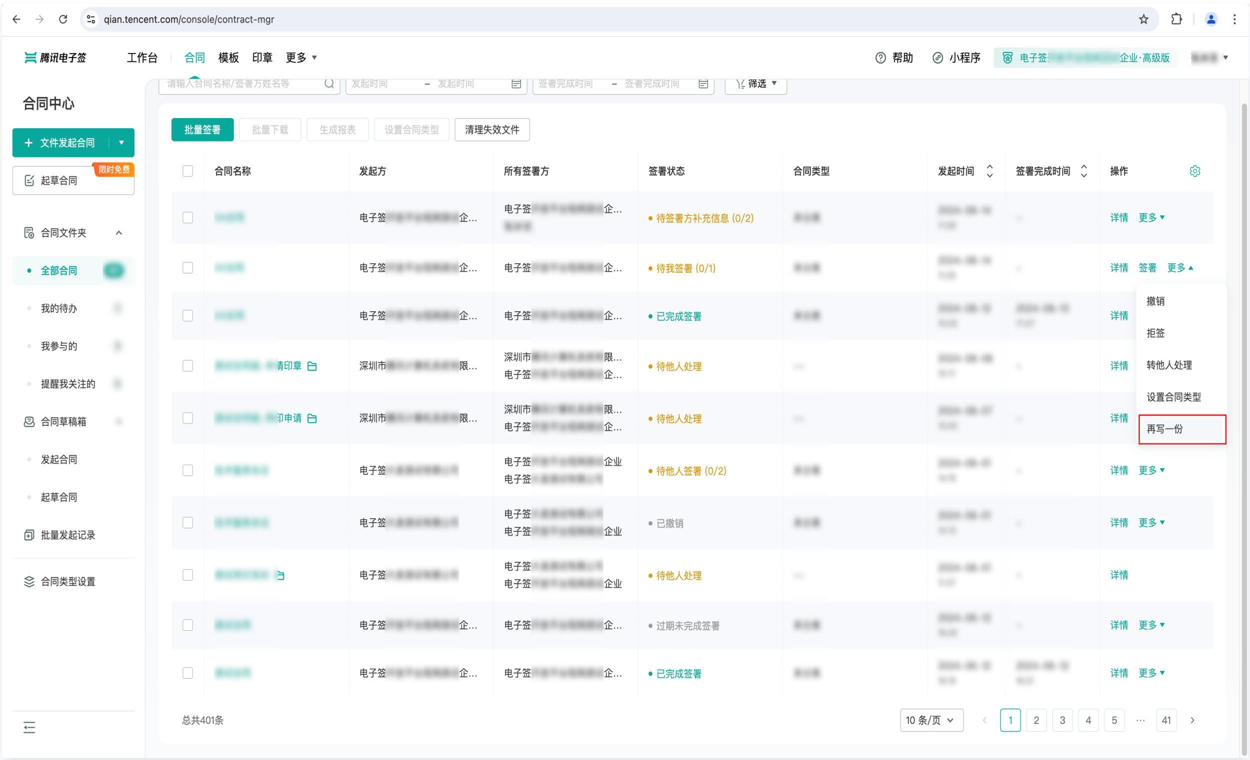
- Forward to Others for Processing: For contracts pending my handling, you can choose to forward it to other company personnel based on the actual situation. If the contract has already been supplemented and completed by the handler, forwarding to others will no longer be supported.



- Set Contract Type: For uncategorized contracts, you can classify them by setting the contract type for easier search and management.



○ Duplicate: Generate a contract using a previously initiated contract as a template, and the content you filled in last time will be automatically populated.



- Contract Draft Box:
  - Initiate Contract: You can click Edit to continue editing the initiation process or delete this record.

- Draft Contract: You can click Details to view drafting contract details or click More to download the contract and delete this record.

Mini Program Platform

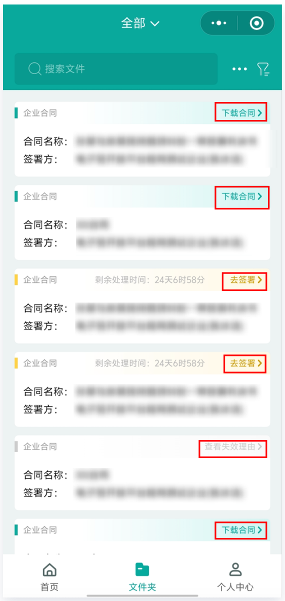
- Pending Signature Contract: Click to Sign to proceed with signature. For details, see Contract Signing.
- Signed Contract:
  - Click Download Contract to send the PDF contract to WeChat or Email.
  - Click the contract card to view the contract. Click View Contract to see the contract file. Click More Actions at the bottom left for the following options:

    - Duplicate: Generate a contract using a previously initiated contract as a template, and the content you filled in last time will be automatically populated.
    - Request Signature Report: If you encounter legal disputes and need the Tencent E-Sign Service to issue a proof of contract signature intent, you can request a signature report.
      - Click Request Signature Report, read the page content to understand the basic information of the signature report, then click **Request Signature Report** at the bottom, provide your email information, and complete the application. The signature report will be sent to your email within 24 hours and you will be notified of the result via SMS.

- ○ Apply for a Notary Office Verification Report: If you encounter legal disputes and need to further prove the authenticity and probative force of your documents, you can apply for a Notary Office Verification Report.

  Click Apply
- ○ View basic contract information

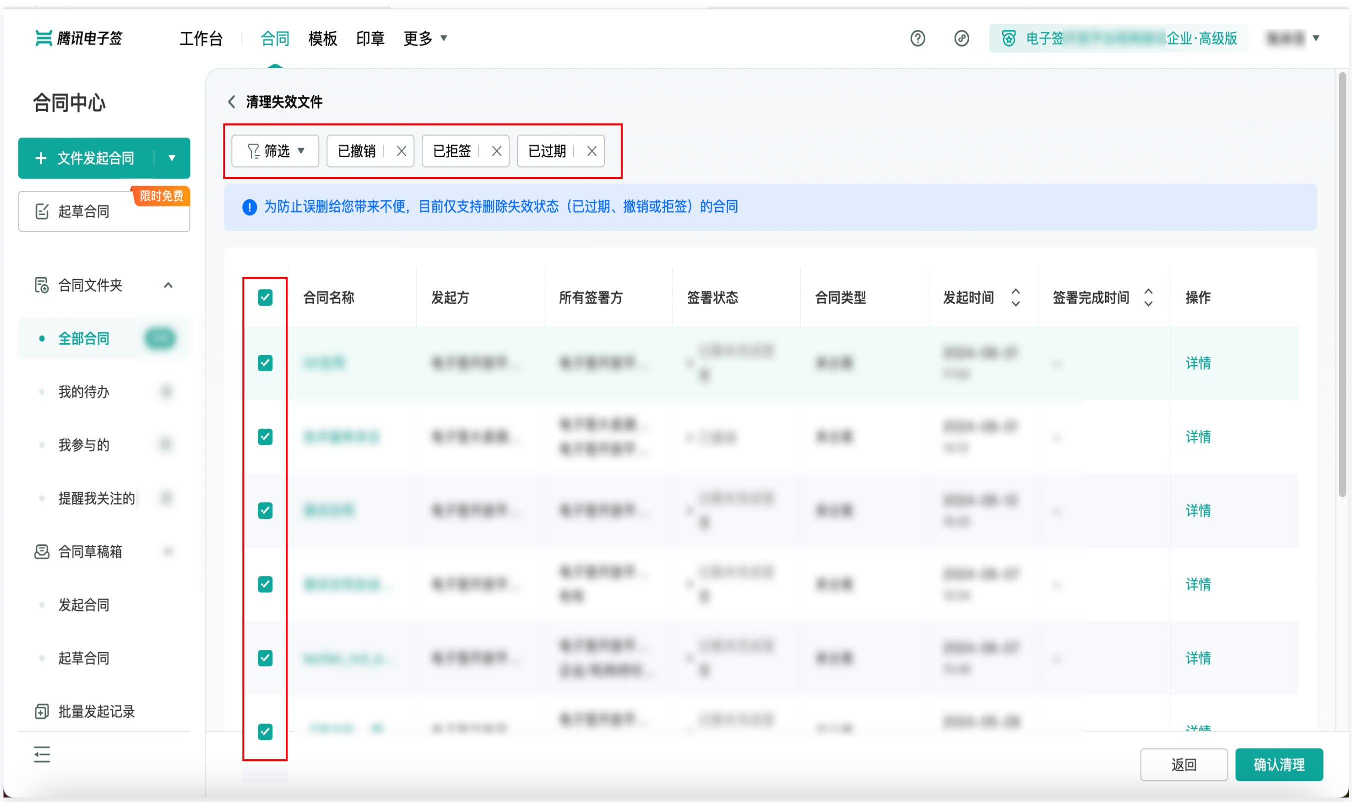
- Invalid Contract: You can click to view the reasons for invalidity.



Batch operation

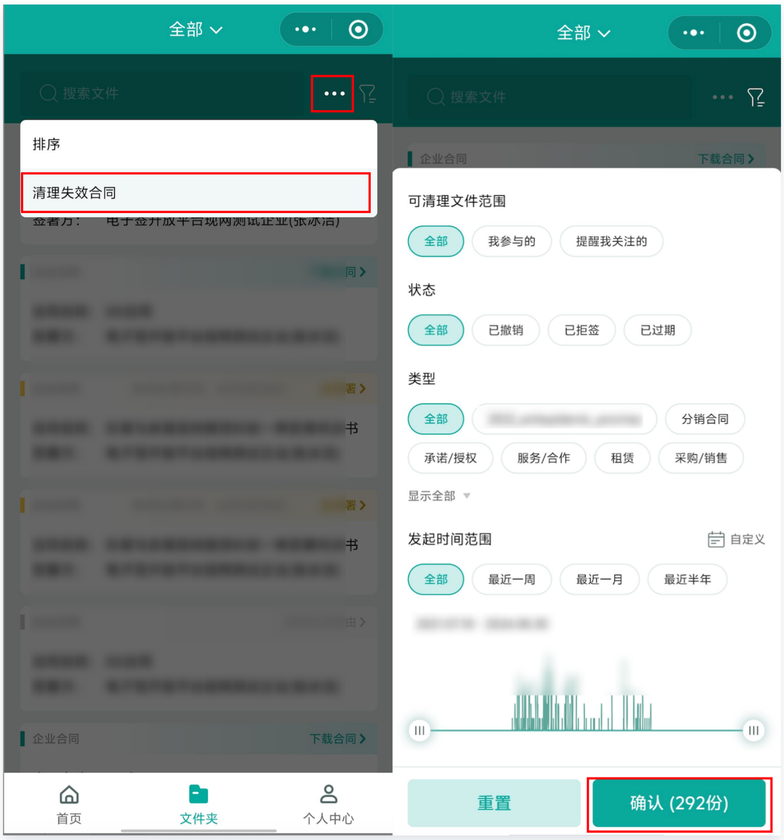
Web Version

- Batch Download: You can batch download selected contract files without any restrictions on their current status.
- Generate Reports: You can batch generate selected contract signing report information.
- Set Contract Type: You can set the type for selected contracts. Users can self-define contract types.
- Clear Invalid Files: You can delete revoked, refused, and expired contracts. Click 'Clear Invalid Files' to filter based on the tags above, or select contracts by clicking the checkboxes. Click 'Confirm Cleanup' to delete. This only removes them from the enterprise contract list.



Mini Program Platform

Clear Invalid Contracts: Click the three dots in the top right corner to select 'Clear Invalid Contracts'. Filter the contracts you want to clear in the overlay, and the number of hit contracts within that range will be displayed at the bottom right. Click to clear.



Contract Tools

In the navigation bar at the top of the Electronic Signature homepage, select Products, and find the rightmost column **Contract Tools**. Contract Tools has two features: **Contract Signature Verification and Contract Comparison.**

Contract Termination

The main application scenario is to perform termination operations on a previously signed contract (signing process). The template termination agreement is provided by the official and has undergone legal review. Currently, self-definition is not supported. Only interface-initiated termination is supported. For details, please refer to the interface Initiate Termination Agreement.

Contract Validation

The Contract Validation feature allows you to upload PDF files signed on any electronic contract platform to check if they have been tampered with.

- Web Version: Open the Contract Validation page on your computer, upload the signed PDF file, and the system will provide the validation results.

- Mini-program Version: In the **Tencent E-Sign Service mini-program** > **Personal Center**, you can see the **Contract Validation** entry. Follow the prompts to select the contract PDF file in the WeChat conversation, and the system will provide the validation results.

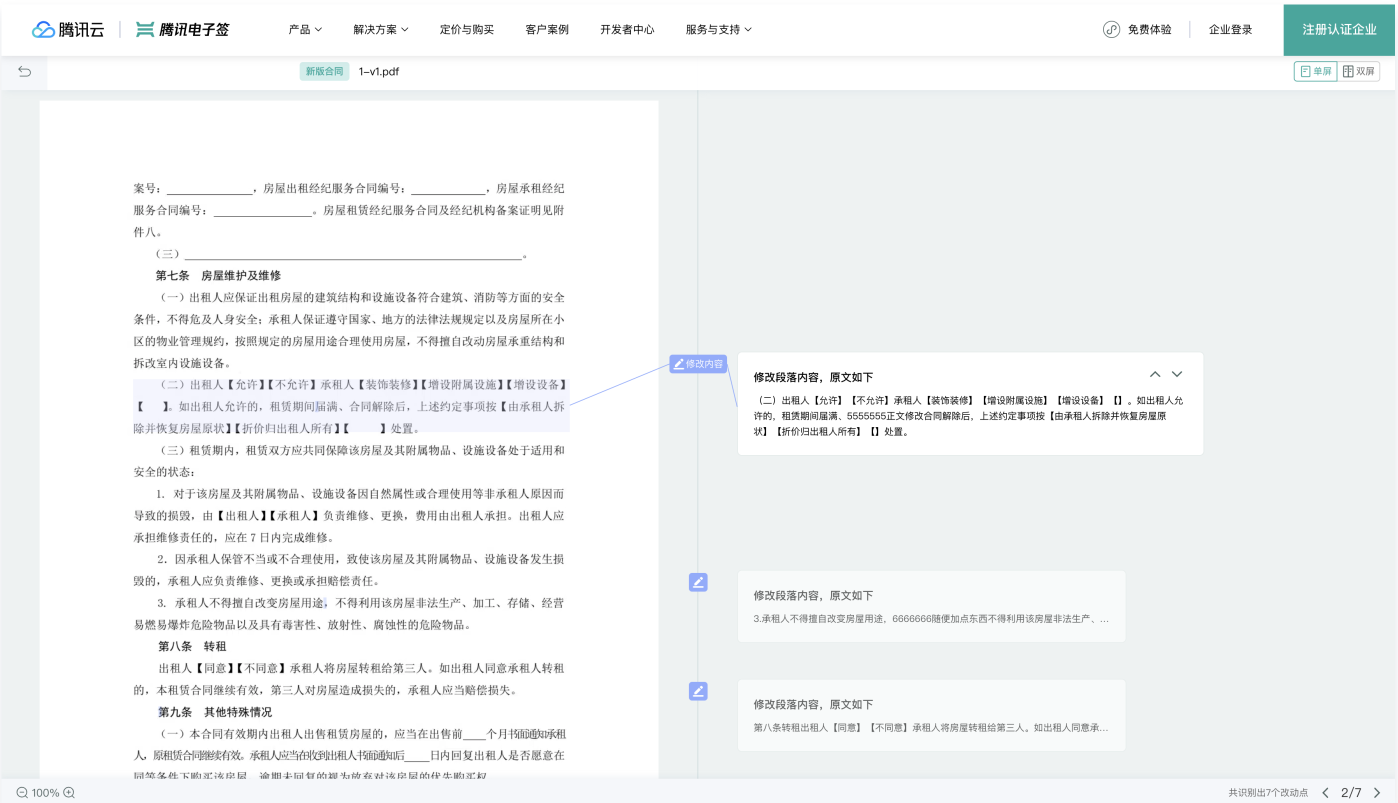
The Signature Verification results are as follows:

Verification Result	Description
File not tampered with	The contract has not been modified after signing.
File tampered with	The contract has been modified after signing.
Signature verification failed	No electronic signature in the contract or the file format is corrupted.

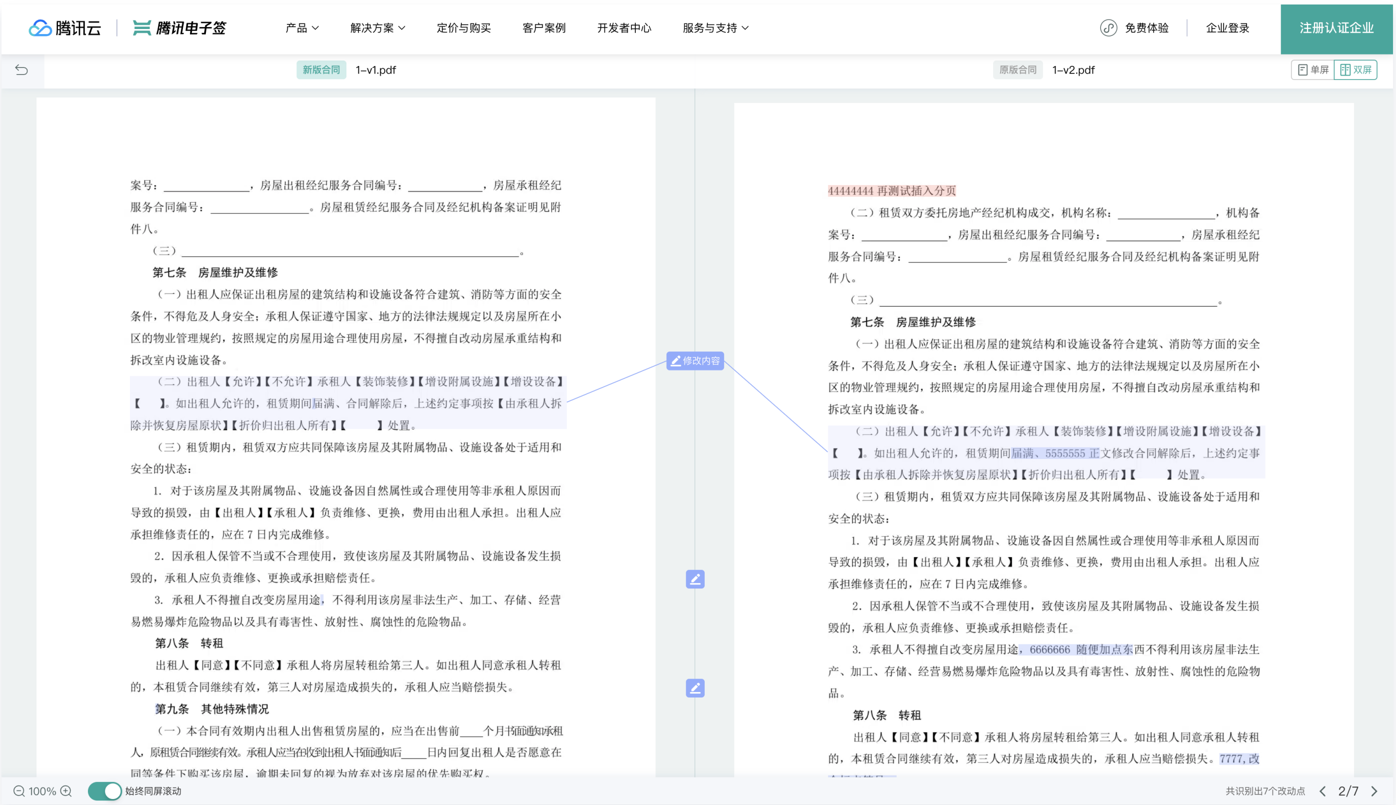
Contract Comparison

If you need to compare the content differences between 2 contracts, you can use the Contract Comparison tool. After entering the page, you need to upload both the new and original versions of the contracts, only PDF files are currently supported. After uploading, click **Start Comparison**.

The system will intelligently compare the content differences between the two files and mark the differences in the contract text. Currently, text and table additions, modifications, and deletions are supported. The system will default to single-screen viewing mode. You can click the colored blocks in the contract text, the icon in the middle of the page, or the card on the right to view specific difference descriptions.



Click the dual-screen icon in the upper right corner of the page, you can also switch to dual-screen mode to view the contract comparison results. In dual-screen mode, you can directly view the new and original contracts for comparison.



If you find the comparison results inaccurate, you can provide feedback through the pop-up window in the red frame. We will record your feedback and continuously optimize the feature.

Contract Approval

This feature requires approval before initiating a contract. Once approved, the number of contracts will be deducted, and the signers will be notified. If the approval is not granted, the initiator can adjust the contract content and re-initiate the

approval process.
Approvers can go to the To-do Center for approvals. To modify the approvers, refer to Approval Process Configuration.

Use cases

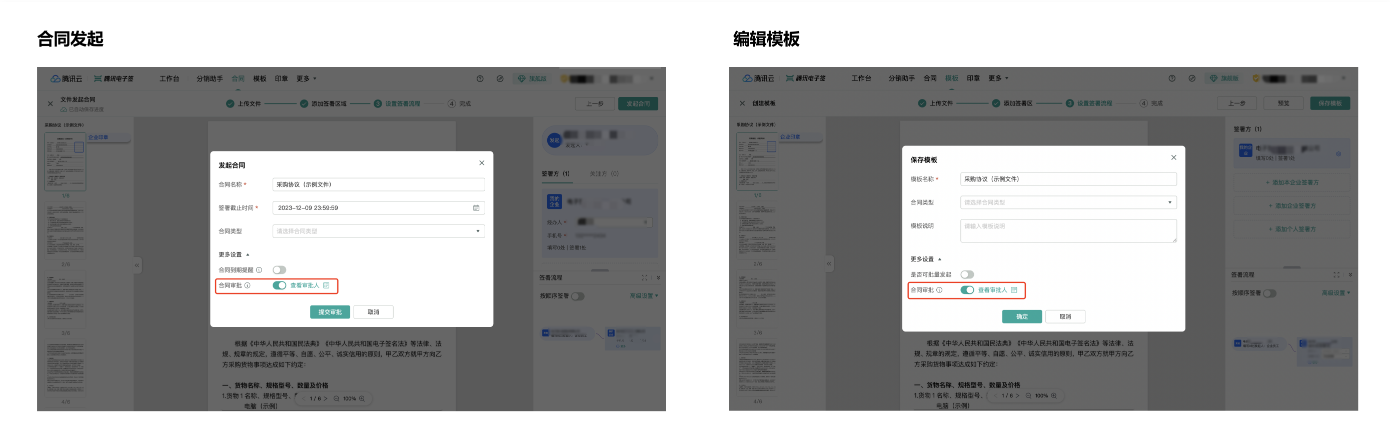
The internal process of the company requires managerial approval before initiating a contract, which can then be sent to employees/users for signing. Such contracts can be set to require contract approval.

Usage

- When initiating a contract through files, templates, or the draft box, it supports post-approval initiation.
- When creating or editing a contract template, you can set the template to require approval and save it. Subsequently, all users using that template will need approval when initiating.

Currently supported on the web and mini-program platforms

- Web: When initiating a contract or confirming the edit of a template, click **More Settings** to toggle the **Contract Approval** switch. Once toggled, you can view the approval list.



- Mini-program: When initiating a contract, go to **Setting Signature Information Page** > **More Settings**. When editing a template, go to **Template Settings Page** to toggle the **Contract Approval** switch. Once toggled, you can view the approval list.

Signature Approval

This feature requires approval from the initiator's approver before the signer can sign the contract. If the approval is not granted, the signer cannot sign.
Approvers can go to the To-do Center for approvals.

Use cases (Examples)

- After a company initiates a contract, the other party needs to complete filling in the contract and get approval from the initiating company before both parties can sign.
- When a company initiates a sequentially signed contract, before the last signer signs, the initiator company needs to confirm the contract terms and the other signers' signatures are correct. After approval, the last signer can sign, completing the contract.

Usage

- When initiating contracts through files or templates, it is possible to set one or more signing parties to require approval before signing.
- When creating or editing contract templates, you can set the corresponding signing party in the template to require signing approval. After saving the template, all employees using it for initiation will need approval before the corresponding signing party can sign. If you want the signing party to no longer need approval and sign directly, you must clear the signing approver in the template's signing process and then initiate it again.

Approval Flow Engine

- Supports the built-in approval flow in Tencent E-Sign Service, the default approval flow in WeChat Work, and custom WeChat Work approval flows.
- The approval flow used for signing approval currently depends on the **Enterprise Settings** >**Extended Services** >**Approval Flow Configuration**, and the selected approval flow engine. For switching methods, refer to Approval Process Configuration. For example, if the WeChat Work approval flow engine is selected in the current **Approval**

Process Configuration, all signing approvals will trigger the WeChat Work approval flow, requiring approval in the WeChat Work approval application and not on the Tencent E-Sign Service web or mini-program platforms.

Currently supported on the web and mini-program platforms

- Web: During the contract initiation and template editing **Signing Process setup** phase, click **Signing Process**, hover over a signing party's **More**, and click **Add** next to Signing Approval. After clicking, you can add an approver for that signing party, specifying a role or member.

- Mini-program: If the **templates initiated on the web have signing approval set**, when using the template to initiate a contract on the mini-program, you can view the list of approvers for each signing party that requires approval through **Signature Information Page** >**More Information** >**Sign Approval**.


设置签署信息-更多信息
查看签署审批人
14:32
设置签署信息
签署方
顺序签
企业
由我填
个人
待乙方填写
由我填
更多信息
提醒其他人关注合同进展
合同名称
更多信息
合同签署认证方式
查看签署方签署合同的实名认证方式
签署审批
查看本企业签署人进行签署前的审批人
取消
14:33
签署审批
企业
审批成员
个人
乙方
审批成员
企业合同管理员
多人审批时
或签（一名审批人同意即可）

Template-related
Creating template

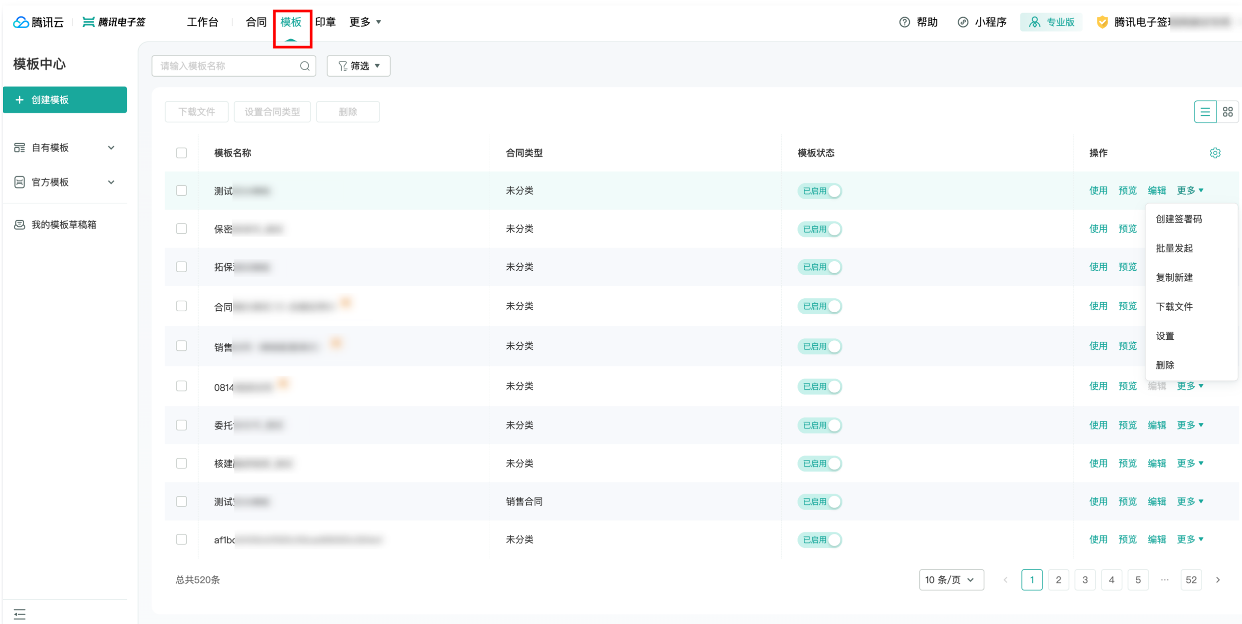
Last updated：2024-09-03 16:43:36

For frequently used standard contracts, you can configure them as contract templates. When initiating a contract, you can directly select the template. This document guides you on how to configure templates in Tencent E-Sign Service.

Web

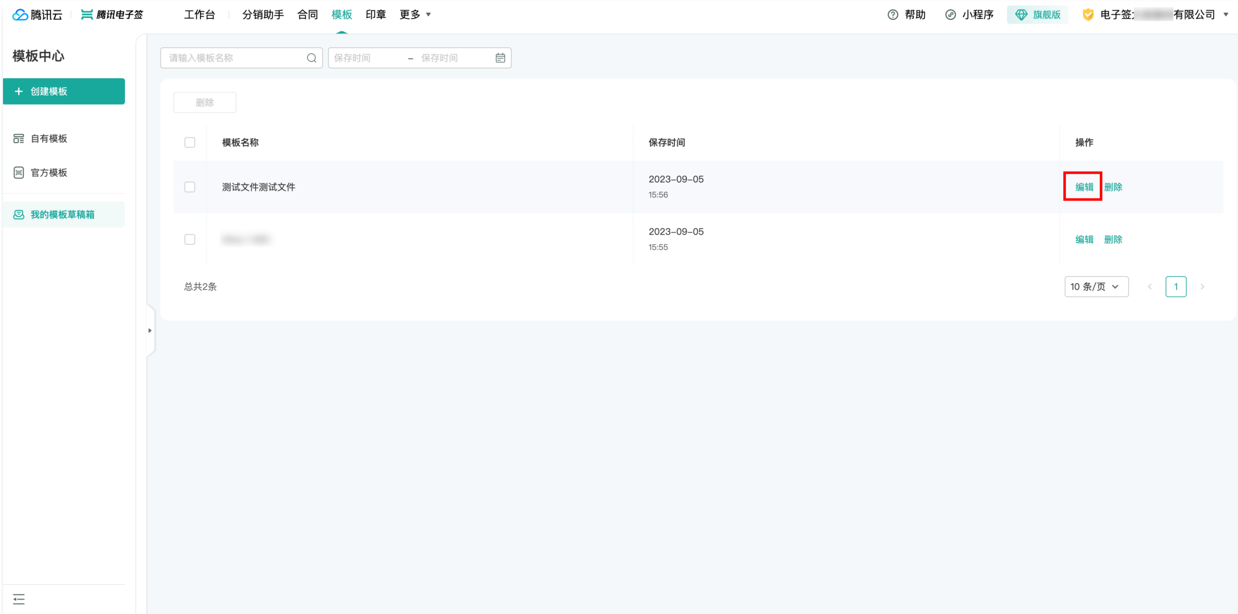
Access Entry

Log in to Tencent E-Sign Service console, enter Template Center, click the top-left **+ Create Template** to start the template creation process.



Alternatively, you can click **My Templates Draft Box** to view the drafts saved when creating previous templates. You can click **Edit** to continue creating the template using the draft.

> **Note:**
> If you exit at any step while creating a template, you can find and continue editing it in the Draft Box.



Operation step

Step 1: Upload the File

Drag or click to upload the file that needs to be signed. PDF, Word, Excel, Image, and TXT formats are supported. Click **Next**.

Step 2: Set up Fill-in Area/Signing Area, Add Watermark

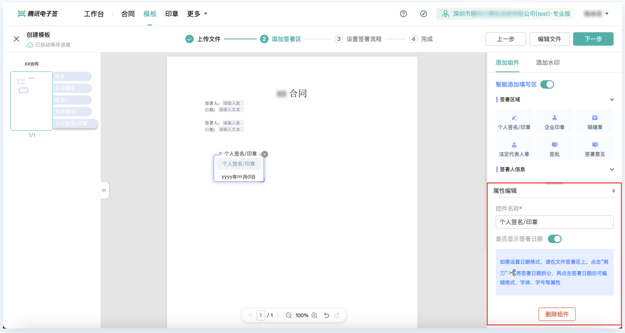
This step completes the **Excavate** action of the contract document, adding controls to the fields that need filling and signing.

Manually add Fill-in Area and Signing Area

Add controls to the contract document by **dragging** them from the right side. Below are all the controls/components.

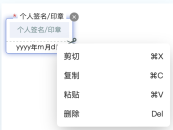
Global Controls Universal Operations:

- **Add**: Find the desired control on the right, drag it to the appropriate position on the contract document.
- **Change**: After dragging to the contract document, click the control, and in the bottom-right corner, edit the properties accordingly (all controls support name changes; other properties vary by control).



- **Delete**: Click the control, then click **Delete Component** in the property editor. Alternatively, click the "x" in the top-right corner of the control.

- **Cut, Copy, Paste, Delete**: Click to select the control, right-click to choose the action or use shortcuts.



- **Resize**: Click to select the control, move the mouse to the bottom-right corner until a bottom-right-arrow ↘ appears, then drag to resize.
- **Batch Selection**: Hold down the left mouse button in a blank area to include all controls you want to select within a rectangular dashed selection box. After selecting multiple controls, you can **Move** or **Align** them.

1. Sign Area.

Control/Component Name	Control/Component Icon	Available Version	Related Screenshots	Control/Component Overview

Personal Signature/ Seal	个人签名/印章	all	• Control Style  • Dashed Scissors 	1. Feature: Allows signing a personal signature or personal seal at the control insert point during signing. 2. Signing Date: Supports splitting with personal signature/seal and placing it anywhere. Style can be changed and it can be deleted. ○ Split: Click on the personal signature/seal control in the contract document. Once the dashed scissors icon appears, click to split. The split date part can be dragged to any position. Place the date part close to the signature part to restore. ○ Change Style: After splitting, click on the date part to change the name, date format, font, font size, alignment, etc., in the bottom-right corner property editor. ○ Delete: click to select the entire unsplit widget, turn off the display sign date switch in property editing; or click delete component in property editing; or click "x" in the top right corner of the date.
Enterprise Seal	企业印章	all	• Control Style  • Dashed Scissors  • Application Page and Specific Enterprise Seal Type 	1. Feature: Allows signing an enterprise seal at the control insert point during signing. 2. Application Page: You can choose the current page or all pages. If you choose all pages, the enterprise seal control will be inserted at the same position on all pages of the contract. 3. Specify Corporate Seal Type: ○ By default, no selection is made, any type of corporate seal can be used during signing ○ Click to specify the type of seal for the selected control. Options include Corporate Official Seal, Contract-specific Seal, Financial Seal, and HR-specific Seal. After selection, only the specified seal can be used during signing. 4. Signing Date: Supports splitting from the corporate seal and placing it in any position. Style can be changed and it can be deleted. ○ Split: Click the corporate seal control in the contract template. When the dashed scissors icon appears, click to split. The split date part can be dragged to any position. Move the date part close to the seal part to restore. ○ Change Style: After splitting, click on the date part to change the name, date format, font, font size, alignment, etc., in the bottom-right corner property editor. ○ Delete: click to select the entire unsplit widget, turn off the display sign date switch in property editing; or click delete component in property editing; or click "x" in the top right corner of the date.

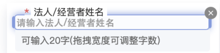
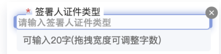
Page Seal		Advanced Edition and above	• Control Style 	1. Feature: Allows signing through interleaved seals at the insertion point of the control during signing. 2. Specify Corporate Seal Type: ○ By default, no selection is made, any type of corporate seal can be used during signing ○ Click to specify the type of interleaved seal for the selected control. Options include Corporate Official Seal, Contract-specific Seal, Financial Seal, and HR-specific Seal. After selection, only the specified seal can be used during signing.
Legal Representative Seal		all	• Control Style  • Dashed Scissors 	1. Feature: Allows signing through the Legal Representative Seal at the insertion point of the control during signing. 2. Signing Date: Supports splitting from the corporate seal and placing it in any position. Style can be changed and it can be deleted. ○ Split: Click the Legal Representative Seal control in the contract template. When the dashed scissors icon appears, click to split. The split date part can be dragged to any position. Move the date part close to the seal part to restore. ○ Change Style: After splitting, click on the date part to change the name, date format, font, font size, alignment, etc., in the bottom-right corner property editor. ○ Delete: click to select the entire unsplit widget, turn off the display sign date switch in property editing; or click delete component in property editing; or click "x" in the top right corner of the date.
Approval		Professional version and above	• Control Style  • Approval Comments 	1. Feature: When signing, you can sign with your personal signature or seal at the control point, then provide approval comments and annotation remarks. 2. Signing Date: Supports splitting with personal signature/seal and placing it anywhere. Style can be changed and it can be deleted. ○ Split: Click the personal signature/seal part in the signing control of the contract template, a dashed scissor icon will appear. Click to split. The split date part can be dragged to any position. Move the date part close to the seal part to restore. ○ Change style: After splitting, click the date part to change the control name, date format, font, font size, alignment, etc., in the lower right corner property editing. ○ Delete: click to select the entire unsplit widget, turn off the display sign date switch in property editing; or click delete

				component in property editing; or click "x" in the top right corner of the date. 3. Approval Comments: Can be finely adjusted and deleted. ◦ Click the Approval Comments bar, and make detailed adjustments in the property editing on the right: ◦ Single or multiple selection, option content (default is approved and not approved), add options, modify font, font size, alignment, fill-in prompt (the gray words displayed in the approval comments box, default is please select approval comments), required or not. ◦ Delete: Click the "x" in the top right corner of the control or delete component in the property editing. 4. Annotation Remarks: Can be finely adjusted and deleted. ◦ Click the Annotation Remarks box, and modify the fill-in prompt (the gray words displayed in the annotation remarks box, default is please enter annotation remarks), font, font size, alignment, required or not, delete component in the property editing on the right.
Signing Comments		Professional version and above	• Control Style 	1. Feature: When signing, you can provide signing comments at the control point. 2. Select the control and adjust in the property editing on the right: ◦ Modify font, font size, and alignment. ◦ Signing Method: Statement Concatenation. The signer will add signing opinions through statement concatenation during signing. ◦ Sign Opinion: The content of the sign opinion defaults to "I agree to sign"; click the text box to modify. ◦ Required: Turn the required switch on or off. ◦ Delete components. You can also directly click the "x" in the upper right corner of the control.

2. Signer Information.

> **Note:**
> - The Signer Information control will automatically fetch the signer's real-name authentication information without the need for manual input.
> - The Signer Information control can be clicked and selected, and then you can modify the fill-in prompt (gray text shown in the text box), font, font size, alignment, application page (current page/all pages, if all pages are selected, the control will be added to the same position on all pages of the contract), required status, etc., in the property editing bar on the right.

- The Signer Information control can enter up to 20 characters by default. Click to select the control, then drag the mouse to the sides of the text box to adjust the width and modify the maximum input characters.

Control/Component Name	Control/Component Icon	Control/Component Style
Full Company Name		
Unified Social Credit Code		
Legal Person/Operator's Name		
Signer's Name		
Signer's Mobile Number		
Signer Document Type		
Signer's ID Number		

3. Fill-in Area.

Single-line Text, Multi-line Text, Checkbox, Selector, Numbers, Date, Image, Attachment, Email, Address, Education, Gender, Province, City, District, Data Table.

Note:

- Fill-in Text Controls:
  - You can click to select, then modify the fill-in prompt (gray text displayed in the text box), font, font size, alignment, application page (current page/all pages; if you choose all pages, the control will be added at that position on all contract pages), and whether it is required in the right-side attribute edit bar.
  - There is a default maximum number of characters that can be entered. Click to select the control, then move the mouse to drag the sides of the text box to adjust the width and modify the maximum number of characters allowed.
- Attachment: Attachments in the contract only support image uploads. Attachments between contract pages support uploading images and files.
- Address: The web version only supports text input for addresses, while the app version allows selecting a location based on the map.
- Province, City, District: You can select various provinces, autonomous regions, directly controlled municipalities, and special administrative regions of China.
- Data Table: Currently, only API usage is supported. If needed, please refer to Custom Application API Documentation / Third-Party Application API Documentation .

Intelligent Add Fill-in Area and Signing Area

After uploading the file, parse the file and recommend controls to add to the contract, reducing the user's manual addition work. You can turn off the Intelligent Add Fill-in Area switch in the upper right corner to clear the recommended controls with one click.

Watermarking

click the top of the sidebar**Add Watermark,** you can add watermark settings to the current template.

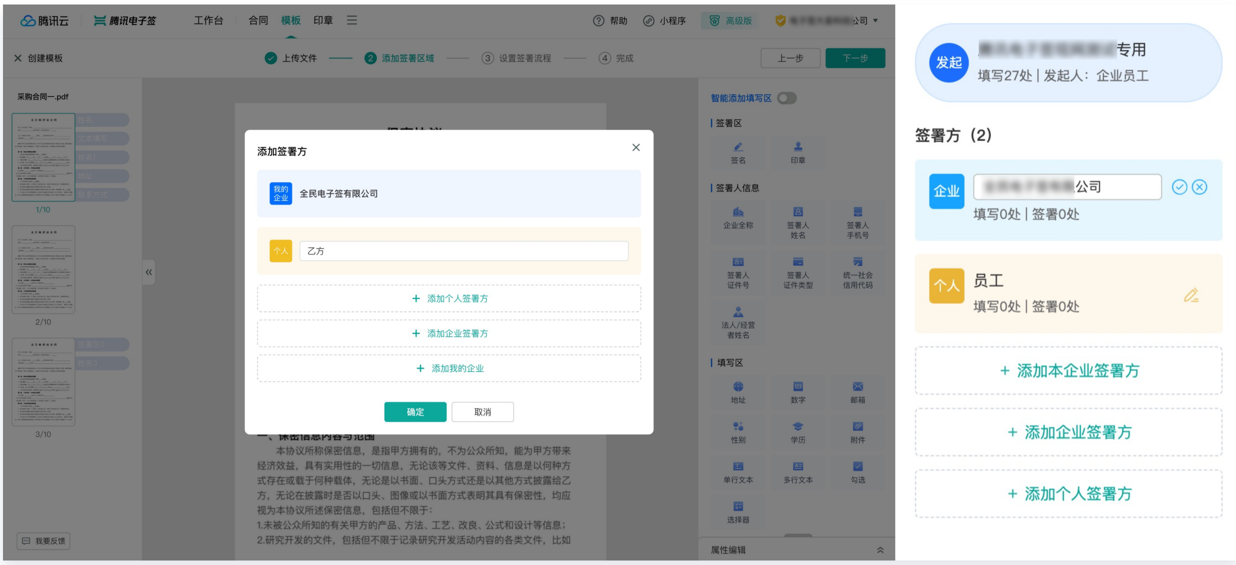
- Visitor Information: To prevent employees from taking screenshots of the contract's privacy content for dissemination, when enabled, the viewer’ s name and last four digits of the phone number will be displayed when viewing contracts initiated from this template,**Downloaded Contract PDF will not have a watermark.**
- Custom Content: You can input custom content as a watermark. When viewing contracts initiated from this template, the contract will display the predefined watermark content,**the downloaded PDF will also contain the watermark.**

If you need to modify document content or collaborate online with colleagues to continue drafting the content, click the upper right corner of the page**Edit Document,**using the online editing feature. For detailed instructions, please refer to Contract Drafting - Step 2 and Subsequent Steps Guide. The uploaded file must be in Word format and less than 10MB to use the edit document feature.

Step 3: Set Signature Settings

1. Add Signatory.

   Entering this step, a window will pop up allowing you to quickly**add a signatory.**Click **OK,** then you can adjust the signatory on the right side of the page.

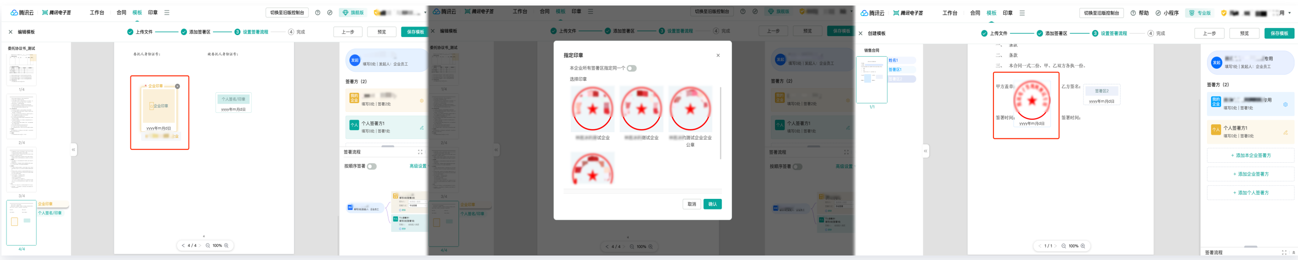


2. Designate Fill-in/Signing Areas for different signatories.

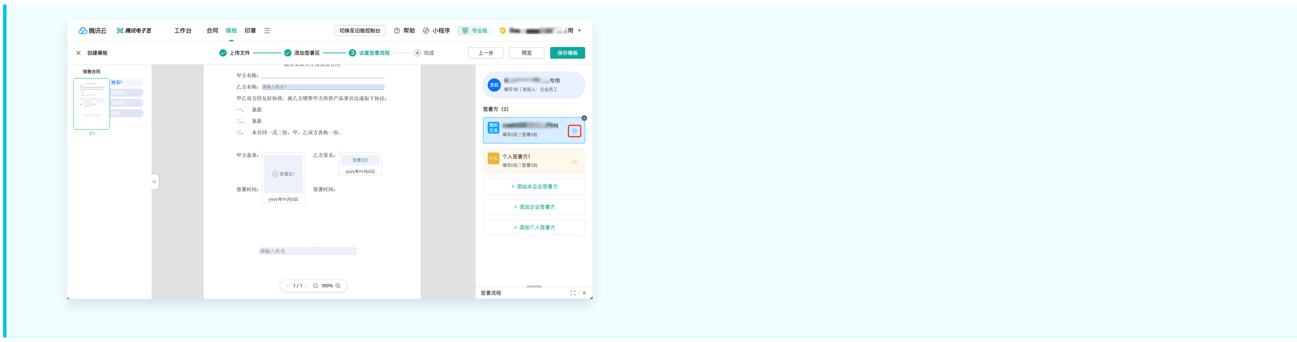
After completing the signatory setup, the controls on the contract document will be **designated to specific signatories,** ensuring that each signatory fills in or signs their respective sections when this template is used to initiate contracts.

- Different signatories are distinguished by **Color** and **Name**. When the mouse hovers over the control, the signatory assigned to that control will be displayed. You can change the signatory assigned to the current control by selecting from the drop-down list.
- Supports selecting multiple fill/sign areas and assigning signatories in bulk.

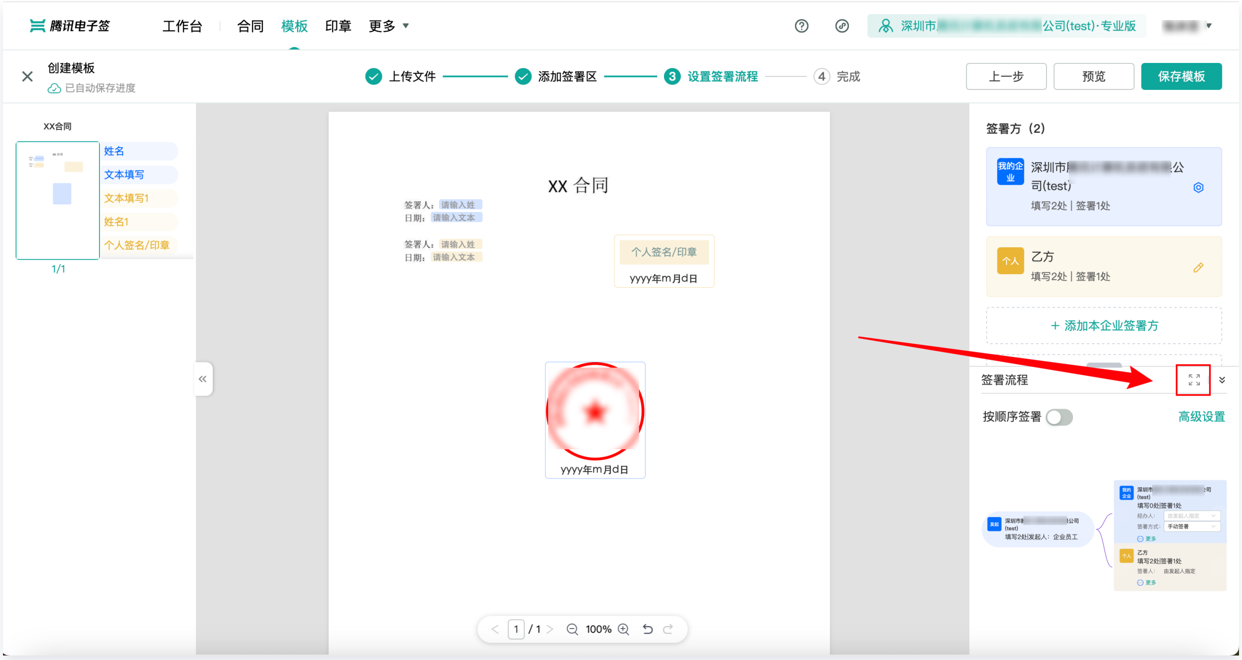
- For our enterprise's seal control, you can directly **Designated Seal**. When initiating a contract using this template, the agent cannot change the seal.
  - Click **Corporate Seal Control**. The seal selection panel will pop up. Choose the designated seal.



> **Note:**
> The initiator and the signatory from our enterprise are defaulted to the same role. If initiation and signing are different roles, please click the **Settings** icon on the right-side signatory card and select **Different Initiator and Signatory**. Fill out the controls separately. This will split the initiator and the enterprise signatory into two roles. You can assign controls that need to be filled out by the enterprise signatory to other employees for signing.

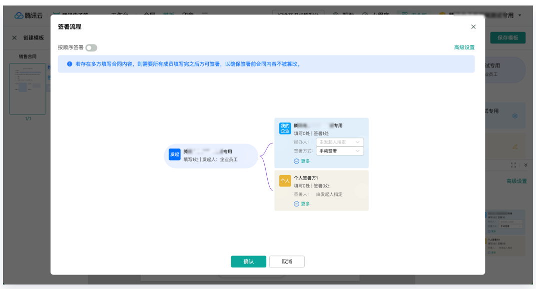


3. Set up the signing process.
   Click the **Signing Process** thumbnail at the bottom right of the page to open it in full screen view.



- **Signing order**: The default is unordered signing. It can be changed to sequential signing by manually dragging the toggle blocks to adjust the order of signing.

  Unordered Signing (Default) | Sequential Signing



- **Designated Agent**: Click the agent of My Enterprise card. Select from the drop-down list to designate a fixed agent for the template. For contracts initiated using this template, the enterprise agent cannot change.

- **Automatic Signing**: If the enterprise needs automatic stamping without manual operation, you can use the automatic signing feature.
  In the Signatory Card of your company in the flowchart, select the signing method as **Automatic Signing**. After selecting, go back to the contract and choose the fixed automatic seal signature in your company's signing area.

> **Note:**
> The automatic signing feature needs to be enabled in **Enterprise Settings** > **Expand Services**. For detailed operations, refer to Automatic Signing.

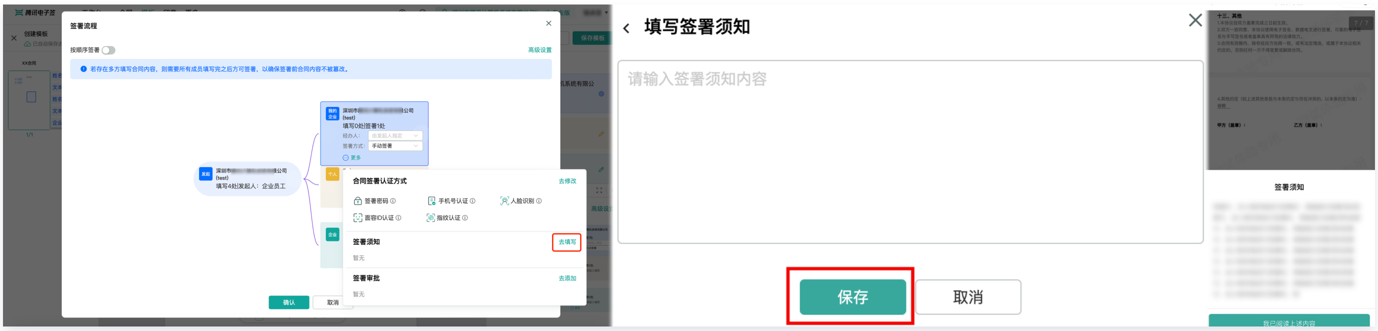
- **More:** Click **More** below the process card to modify each signatory's contract signing authentication method, signing instructions, and signing approval.

Contract Signing Authentication Method

Tencent E-Sign Service supports five signing authentication methods to confirm the identity of the signatory: signing password, phone number verification (3 elements of phone number ISP), Face Recognition, Face ID (available on mini-programs, usable on iPhones), and fingerprint (mini-program only).

Signing Instructions

Customers can configure custom signing instructions for the corresponding signatory. This will prompt a pop-up when the signatory signs in the mini-program.
Use Cases: Require the signatory to confirm the accuracy of contract-related elements before signing.



Note:
- Can be configured for a specific signatory, content not exceeding 200 words.
- Supports configuration of HTTP access links. (Contact Electronic Signature Operation for whitelist processing to enable redirection)

Signature Approval

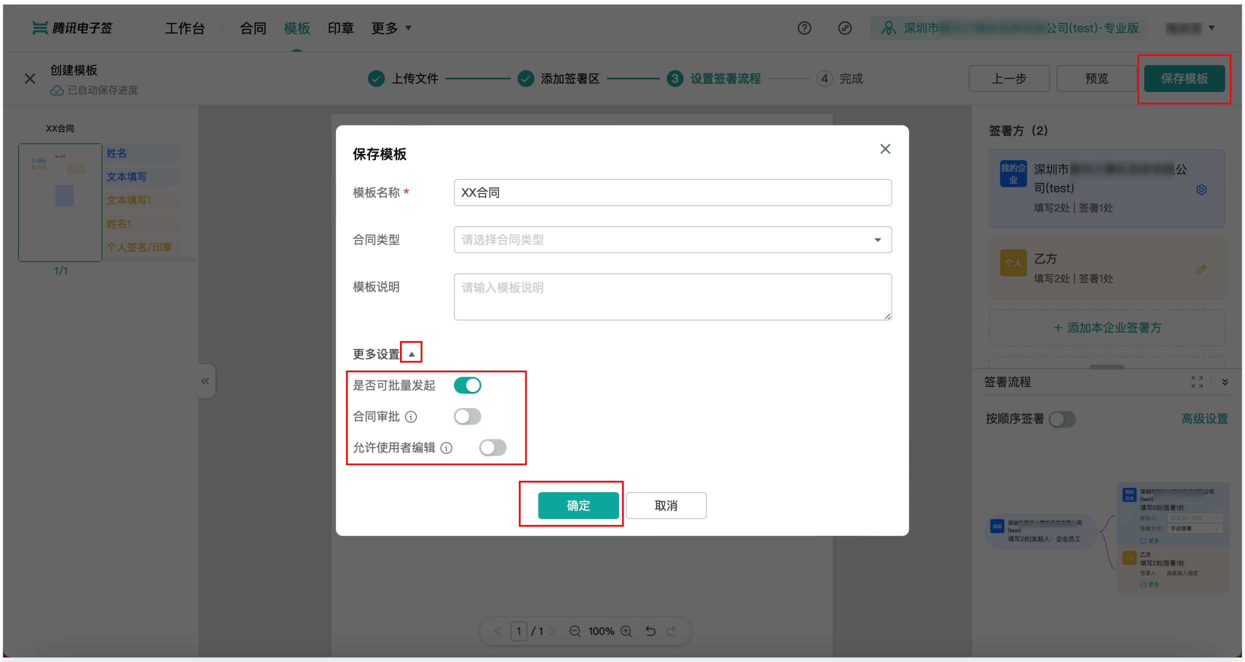
Approve before the signatory signs. The approver can choose **specified roles** or **specified members**. For **multi-person approval**, you can set **or sign** or **joint signature**.

- **Advanced settings:**
  - Set the global signing **authentication method**: The aforementioned five signing methods are still valid, but the authentication method through advanced settings applies to all signatories.
  - **Individual signatories will only need to verify their mobile number when viewing the contract**: By default, individual signatories are required to perform real-name authentication when viewing contracts (only for those who have not been authenticated). If you want to reduce the steps for individual signatories to shorten the signing process, you can set it so that individuals do not need real-name authentication when viewing the contract, just verify whether the phone number used for logging in matches the initial phone number.

Step 4: Save the Template

Click the **Save template** in the upper right corner, enter the **template name** and other information, then click **Confirm** to successfully save the template.

- You can click the bottom **More settings** to choose **whether batch initiation is allowed**, **whether contract approval is needed**, and **whether users are allowed to edit**.
- If the save fails, please return according to the prompt content in the popup and click **Back** to modify and save again.



Mini Program

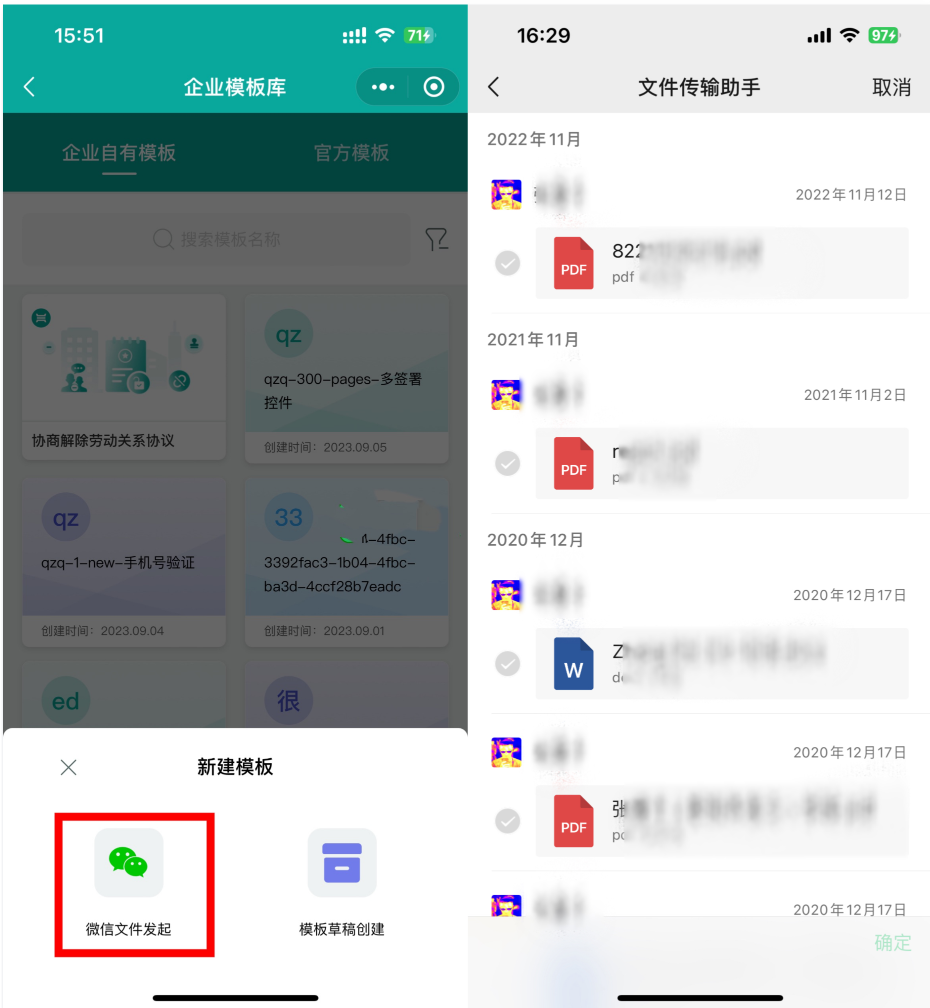
Access Entry

Enter the Tencent E-Sign Service mini program Enterprise Edition homepage, click **Corporate Template Library**, and click **Create New Template** at the bottom of the page to enter the creation process.

Operation step

Step 1: Upload the File

Click **WeChat File Initiation** to proceed to the contract template file selection step. Choose the template file in WeChat chat, currently supporting Word, PDF, and Excel formats.



Step 2: Set the Signatory

You can define basic settings such as the template name and contract type, and add involved contract signatories. The system will also automatically parse the signatories based on the template file you uploaded.

Step 3: Set the Signing Authentication Method

Click **Advanced settings** at the bottom, you can set the **contract signing authentication methods**. Currently supporting Face Recognition, signature password, mobile number authentication, FaceID authentication, and fingerprint authentication. For detailed information, please refer to Contract Signing-Mobile Signing.

- After selecting each authentication method, a **All signatories** button will appear below. Click to set whether the authentication method applies to different signatories. After setting, click **Confirm**.
- Click the bottom **More settings** to choose **whether to enable only SMS Captcha verification when viewing the contract.** By default, individual signatories are required to perform real-name authentication when viewing contracts (only for those who haven't been authenticated). If you want to reduce the steps for individual signatories to shorten the signing process, you can set it so that individuals do not need real-name authentication when viewing the contract, just verify whether the phone number used for logging in matches the initial phone number.

Step 4: Set Fill-in Area/Signing Area

The system will automatically add fill-in and signing areas for the files you uploaded. You can also click the bottom button to **Add fill area** yourself.

- The fill-in area is used for entering text content during the subsequent contract initiation/signature steps. Checkbox fields are typically used for marking options in the contract template during these steps. The signing area is intended for stamping or handwritten signatures during the contract signing.
- You can also assign each signing/fill-in area to specific signatories/fillers according to the template content. Additionally, you can switch to menus like Fill-in/Signing Settings to configure control properties in detail.

Step 5: Save the Template

In the final step, you can review the fill-in and signing areas in the contract to ensure they are correctly set. Click the bottom-right **Complete Template Creation** to finish the creation process, and a success message will appear.


15:53
检查模板
1 / 3
请核对填写信息
填写方
我的企业
甲方
填写区名称
姓名
填写限制
不限，最多28个字
返回编辑
完成模板创建
15:53
模板创建成功
模板已保存到您的企业模板库中
查看模板
体验合同流程
腾讯电子签
如您有产品意见或建议，点此提供 意见反馈

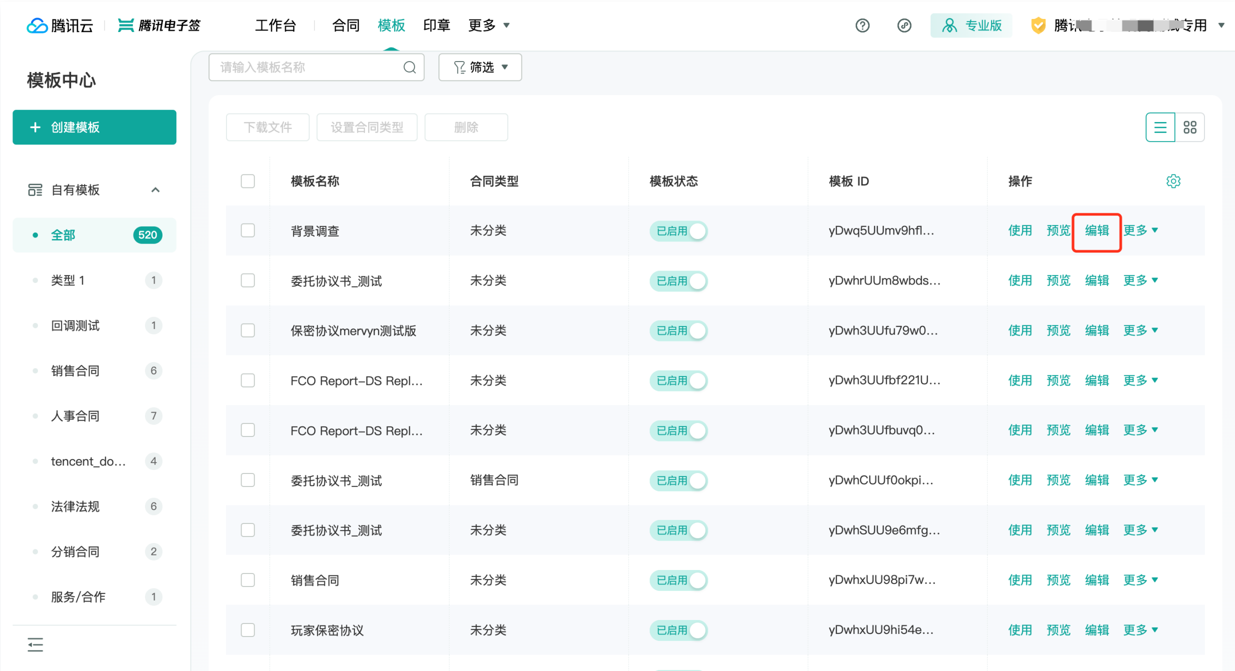
Template Management

Last updated：2024-09-03 15:55:08

Web Version

Edit Template

- Operation Path: In the template list, click **Edit** to enter the template editing process.
- Modification Scope: Support modifications to template files, template filling/signing area, signatories, etc.
- Impact After Editing:
  - Editing will not affect contracts that have already been initiated using the template.
  - Editing will override the original content and cannot be undone.

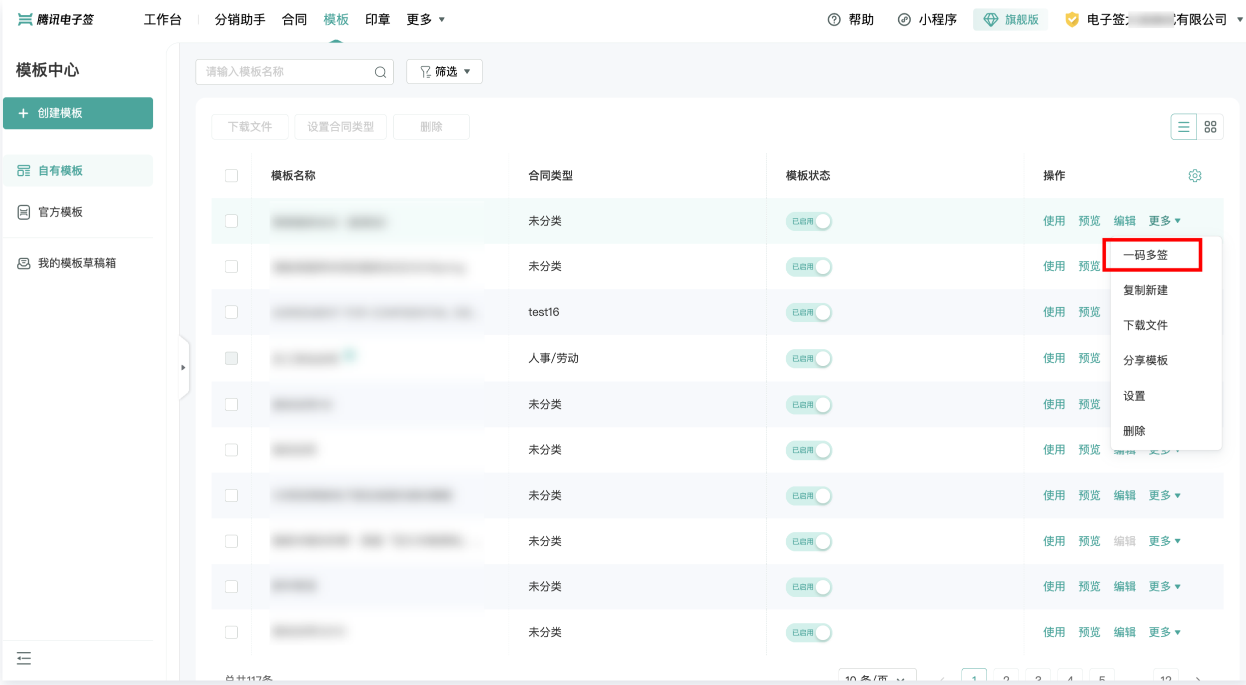


One QR Code for Multiple Signatures

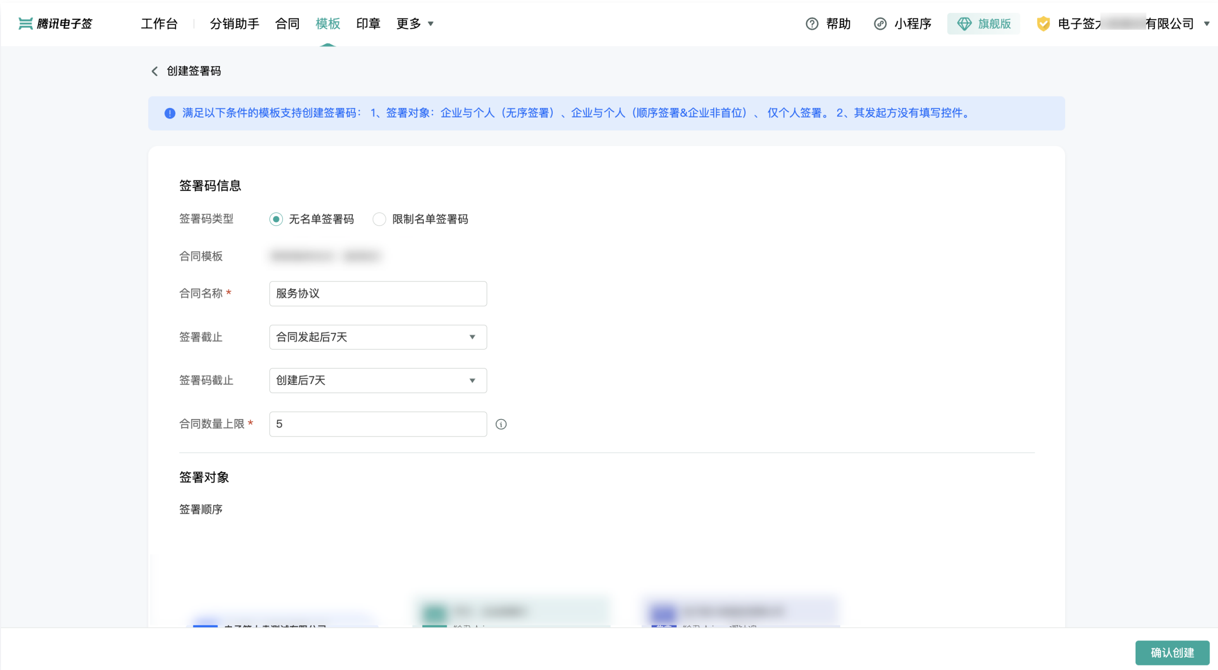
The web version supports generating signature codes through contract templates. Multiple people can scan the code to sign the contract at once, suitable for bulk onboarding, event check-in, agreement signing (such as game beta confidentiality agreements, security protocols, etc.).

> **Note:**
> Templates that meet the following conditions support creating signing QR codes:
> 1. Signing Party: Corporates and Individuals (Unordered Signing), Corporates and Individuals (Sequential Signing & Non-first Place Corporate), Individual Signing Only.
> 2. The initiator does not need to fill in any content (i.e., no initiator filling control).

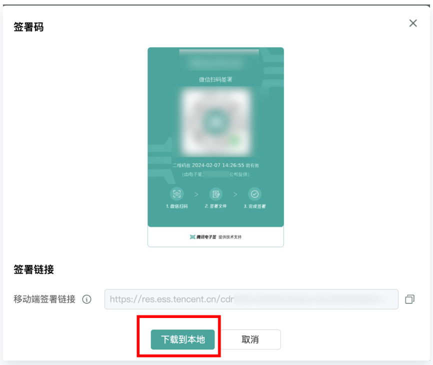
1. Operation Path: In the template list, click **More > One QR Code for Multiple Signatures** to enter the settings page.



2. Set the signature code information. Once the setup is complete, click the bottom right **Confirm Creation.**
   - QR Code Type.
   - Contract Name.
   - Signature Deadline, QR Code Deadline.
   - Maximum Number of Contract Initiations (default is 5, can be adjusted as per your requirements).

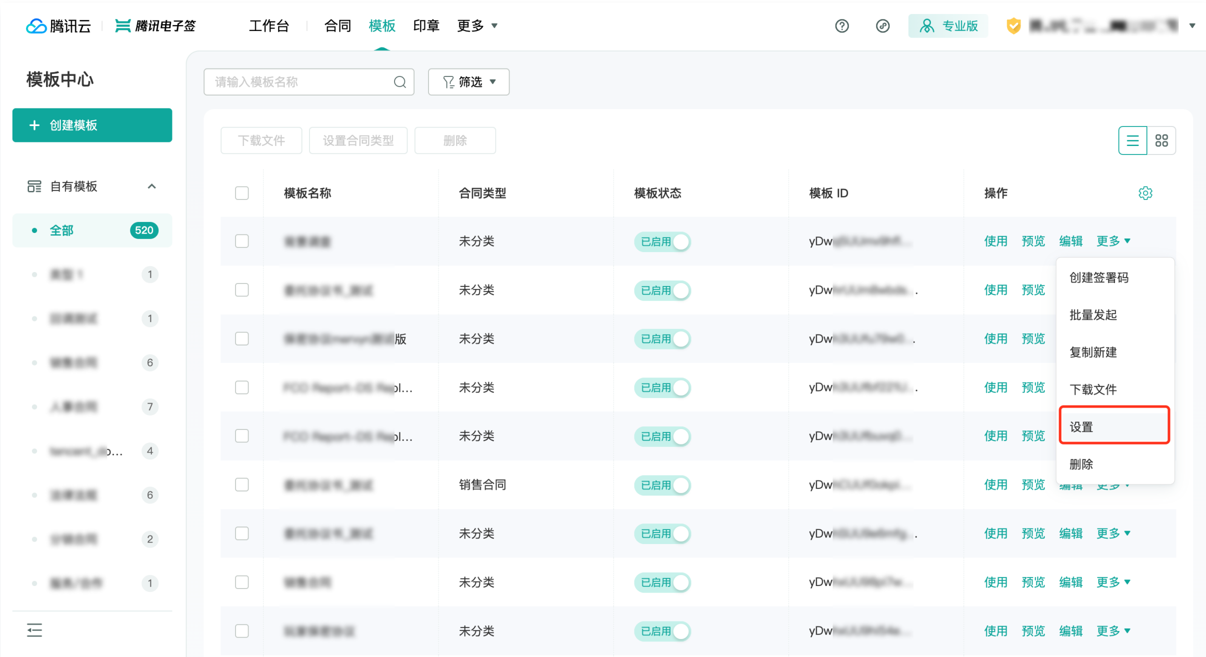


3. Obtain Signature Code: After the signature code is created, click **Download to Local** and send the code to different signatories. You can also copy the signature link and send it to the signing party for signing.

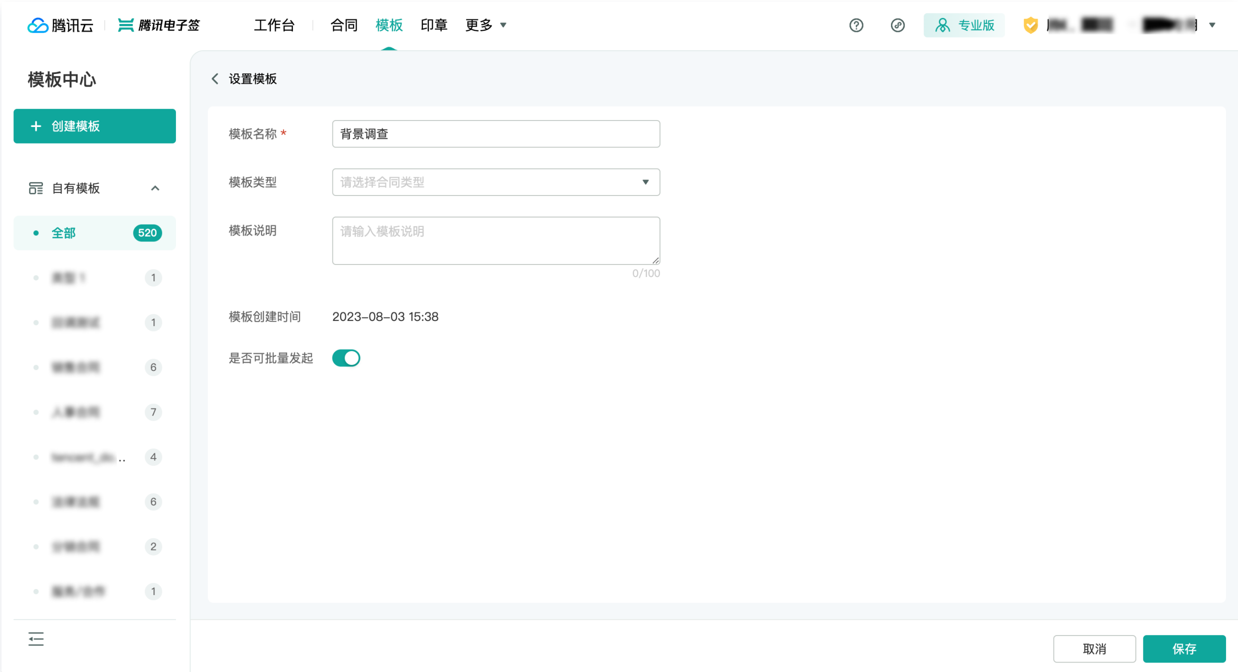


Template Settings

If you only need to update the template name, the type of contract the template belongs to, the template description, and whether bulk initiation is allowed, you can quickly edit through the **Template Settings** feature.
Operation Path: In the template list, click **More** > **Settings** to enter the settings page.

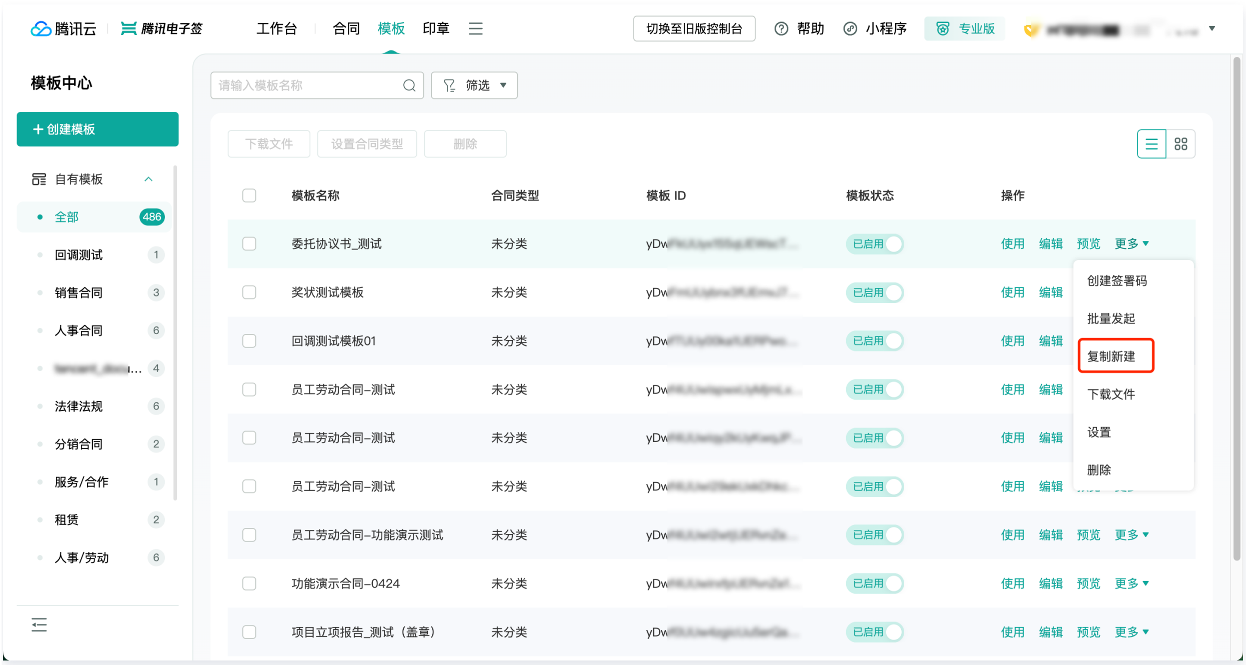


Set the required content and click **Save**.



Copy to New

In the template list, click **More** > **Copy to New**, to create a new replica of the selected template.



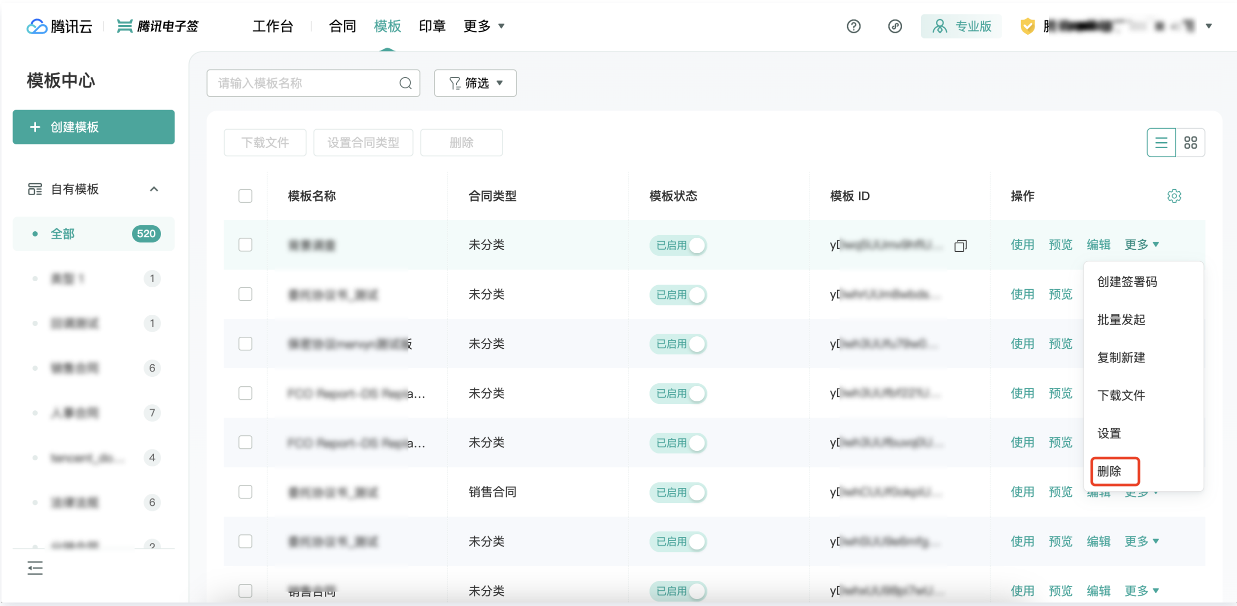
After the copy is successful, you can directly make a second modification to the template.

Deleting a Callback Template

In the Contract List and the More Operations dropdown list of Preview Contract, you can delete the template.

- Deleting a template does not impact contracts that have already been initiated using it.
- Deleted templates cannot be recovered.

Operation Path: Enter the template list, click **More** > **Delete**.

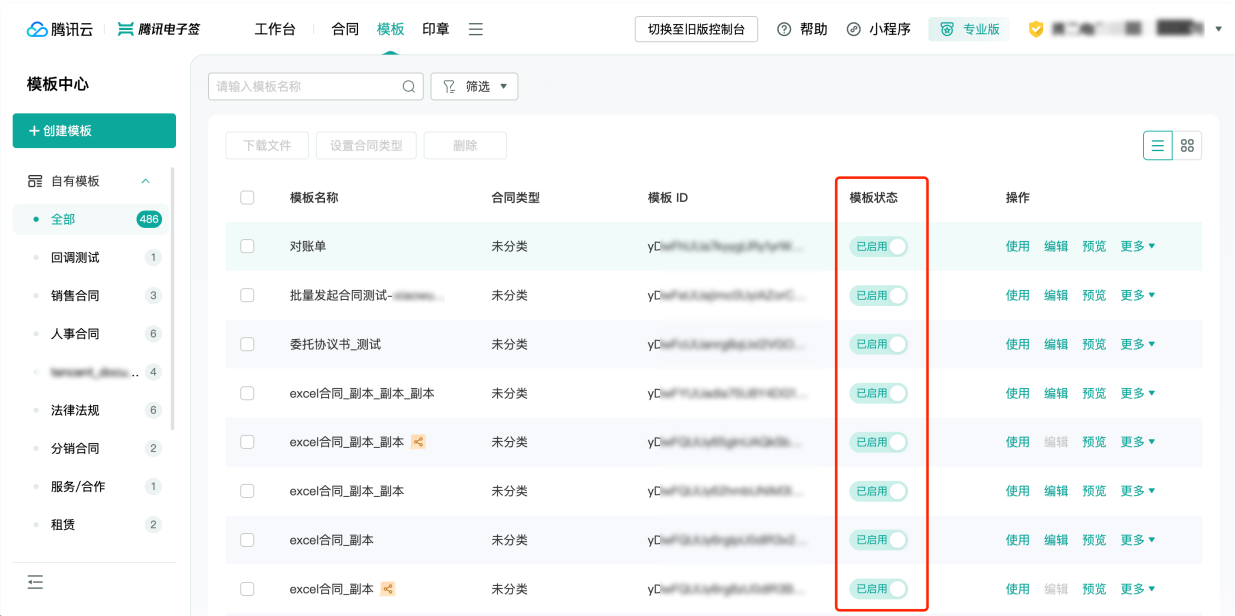


Operation Path: In the template list click the preview button, on the preview page click **More Operations** > **Delete**.

Enable/Disable

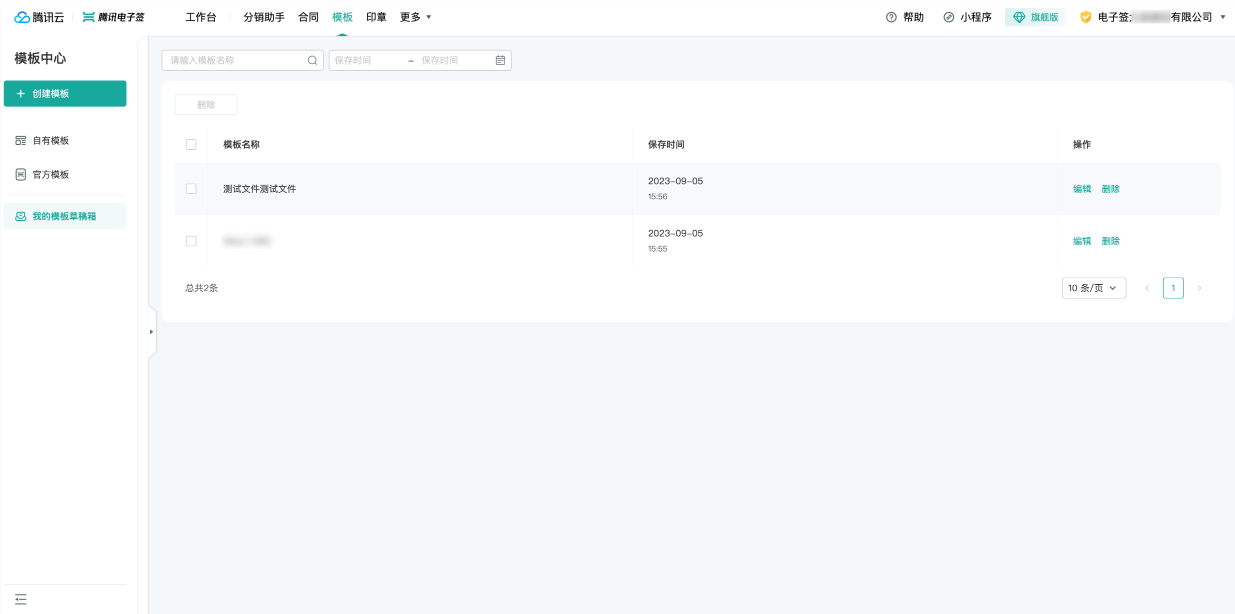
Besides regular template operations such as editing, downloading, and deleting, you can manage the enable/disable status of templates in your corporate templates.

- When a template is enabled, you can directly use it to initiate contracts (i.e., the template will appear in the list of selectable templates for initiating contracts and bulk initiation).
- When a template is disabled, it cannot be used to send contracts. If you need to use a disabled template, please enable it in the corporate templates section of Template Management.



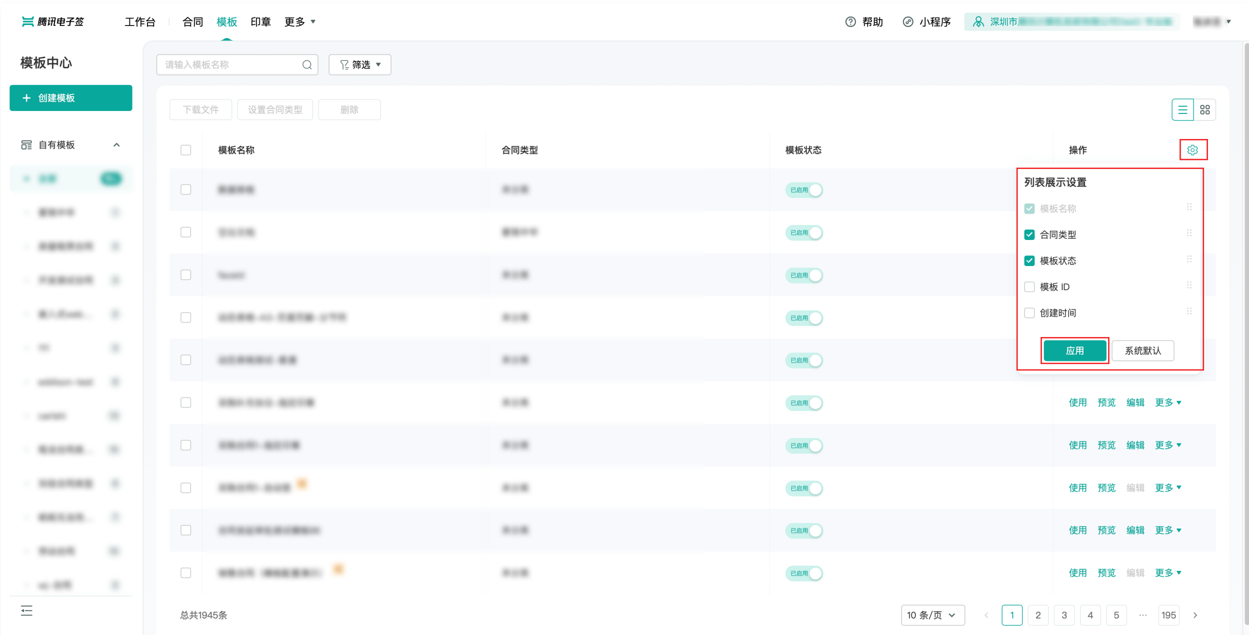
My Template Draft Box

You can view the draft records saved during template creation in **My Template Draft Box**. You can click **Edit** to continue creating the template using the draft, or click **Delete** to delete the draft.



Custom Definition List Display

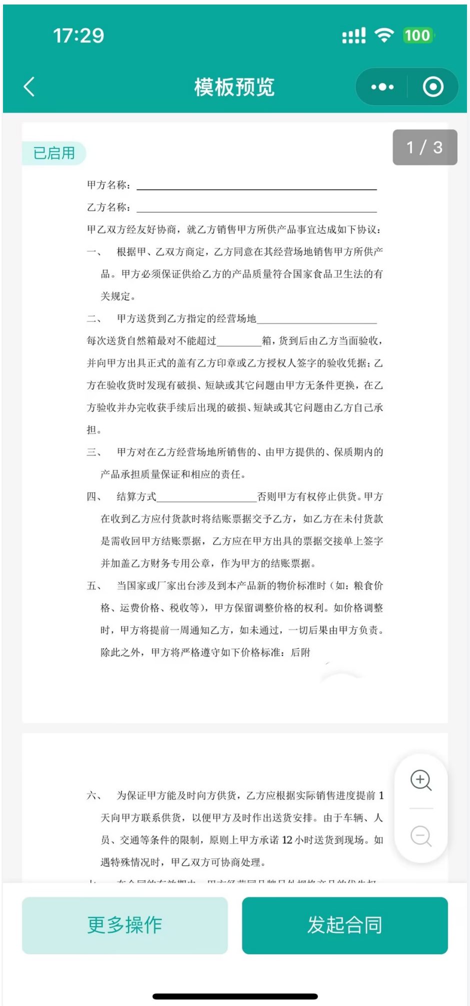
The default list display shows Template Name, Contract Type, and Template Status in sequence. To adjust, you can click the **Gear Icon** to choose which items to display; there are five options. Click the checkbox on the left to select whether to display it, and drag the six dots on the right to adjust the order (Template Name cannot be removed or dragged). Click **Apply** to take effect, or click **System Default** to restore the default display.



Mini Program

View Template

On the main page of Tencent E-Sign Service Mini Program, click **Corporate Template Library** to view the list of corporate templates. Click any card to view the template file content.



Deleting a Callback Template

On the template preview page, click the **More Operations** button in the bottom left corner to see **Delete Template**. Click and confirm to delete the template.

- Deleting a template does not impact contracts that have already been initiated using it.
- Deleted templates cannot be recovered.

Edit Template

On the template preview page, click the **More Operations** button in the bottom left corner to see **Edit Template.** Click to enter the template editing process, with basic operations similar to Create Template.

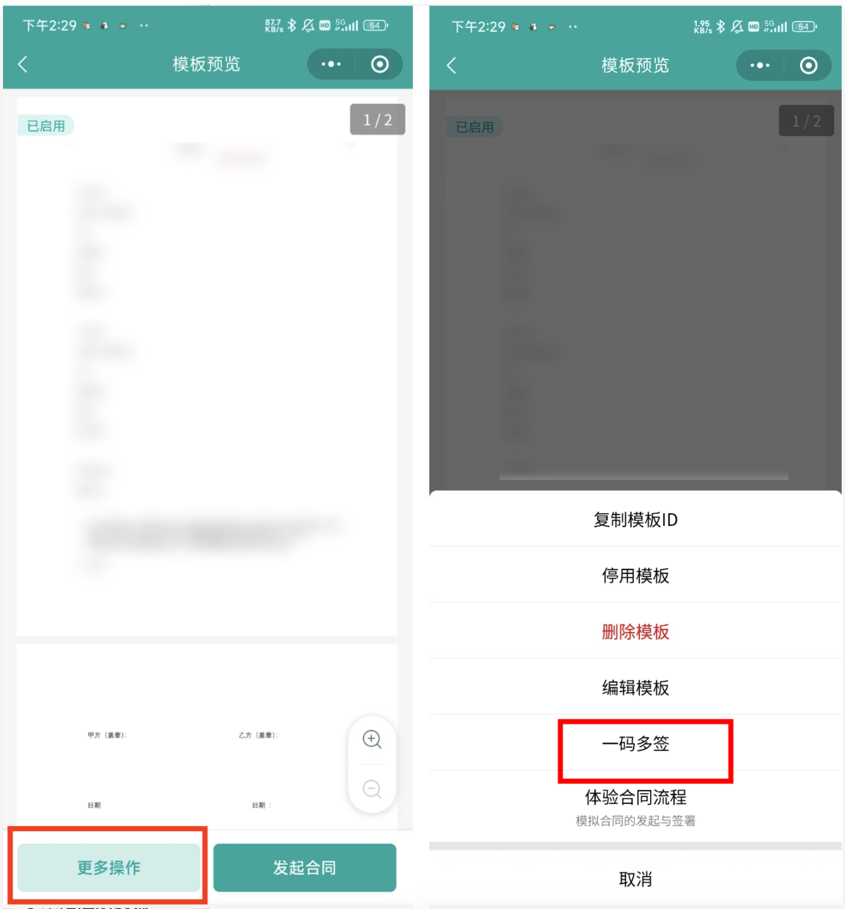
- Modification Scope: All contents such as template filling/signing area, signatories, etc.
- Edit Restriction: Templates created on the web version cannot be edited on the Mini Program platform.
- Impact After Editing:
  - Editing will not affect contracts that have already been initiated using the template.
  - Editing will override the original content and cannot be undone.

One QR Code for Multiple Signatures

The Mini Program allows generating signature codes through contract templates. Multiple people can sign the contract by scanning the code in bulk onboarding, event check-in, or agreement signing (e.g., game beta confidentiality agreements, security protocols).

> **Note:**
> Templates that meet the following conditions support creating signature codes:
> 1. Signing Party: Corporates and Individuals (Unordered Signing), Corporates and Individuals (Sequential Signing & Non-first Place Corporate), Individual Signing Only.
> 2. The initiator does not need to fill in any content (i.e., no initiator filling control).

1. Operation Path: In Template Management, select the template you need to generate a signature for. On the template details page, click **More Operations** > Multi-signature with One Code to enter the settings page.



2. Set the signature code information. Once the setup is complete, click **Create Immediately.**
    - Contract Name.
    - Signature Deadline, QR Code Deadline.
    - Maximum Number of Contract Initiations (default is 5, can be adjusted as per your requirements).

> **Note:**
> Currently, the Mini Program only supports creating **Unsigned List Signing Codes.** If you need to specify signatories, please log in to the web console's template management to create a **Restricted List Signing Code.**

3. Obtain Signature Code: After the signature code is created, directly send it to different signatories. You can also click **Download to Local**, and send the signature code image to different signatories. Alternatively, copy the signature link and send it to the signing party for signing.

My Template Draft Box

You can view the draft records saved during template creation in **Personal Center** > **My Drafts** > **Template Draft Box**. Click on the card to continue creating the template.

Enable/Disable

On the template preview page, click the bottom left **More Operations** to see **Deactivate/Activate Template**. Click to operate the template's activation or deactivation.

- When a template is enabled, you can directly use it to initiate contracts (i.e., the template will appear in the list of selectable templates for initiating contracts and bulk initiation).
- When a template is disabled, it cannot be used to send contracts. If you need to use a disabled template to send contracts, please enable it in the Corporate Template Library.

Experience Contract Process

Before formally enabling a template to initiate contracts, you can use the **Experience Contract Process** feature to check if the template is correctly configured. This feature simulates the contract initiation steps for each signatory, making it convenient for you to pre-check the template. On the template preview page, click the bottom left **More Operations** to see **Experience Contract Process**, then click to enter the experience process.

On the Experience Contract Process homepage, you can click any signatory or initiator to experience their action process.

You can experience steps such as filling out and signing the contract. The experience process will not deduct contract quotas, allowing you to conduct multiple trials and confirmations.


16:46
签署合同
2 / 3
签署区域 1/1（必填）
确认
16:46
签署合同
2 / 3
签署区域 1/1（必填）
重签
确认
填写合同信息
0%
简洁模式
详情模式
甲方名称
请输入，最多28个字
查看
乙方名称
请输入，最多28个字
查看
经营场地
请输入，最多14个字
查看
货量
请输入，最多8个字
查看
结算方式
请输入，最多11个字
查看
完成填写

Seal-related
Add Seal

Last updated：2024-08-12 10:08:50

If corporate employees need to use the corporate seal or the legal representative seal, the seal must be added first. This document guides you on how to add a seal in the Tencent E-Sign Service.

Prerequisites

1. Please complete the activation of the Electronic Signature Service first. Refer to the Activation Guide document for the activation guide.
2. Create Role and complete the creation and activation of corporate employees as per Organizational Structure Management.

> **Description of creating seal-related review rules:**
> - Depending on the operator, the type of seal being created, and the method of addition, there will be situations where **No review is required** and **Review is required**.
> - When a review is required, there will be different review processes. Please refer to the **Review process displayed on the page**. The seal can be successfully added only after all review processes are completed.
> - Some approval processes involve **Approval Nodes**. The handlers of approval nodes are the legal representatives and members with enterprise seal administrator role permissions.
>   - When the legal person or the Enterprise Super Administrator creates a seal, there is no need for an approval node.
>   - When members with Corporate Seal Administrator role permissions create a seal, the approval node consists of other members with Corporate Seal Administrator role permissions and the legal person, excluding the member who created the seal.
> - Some approval processes involve **Electronic Signature Platform Review**, which is reviewed by the Electronic Signing Operations Team and typically completed within 1-3 business days.

Add Corporate Seal

Web

1. Super Administrators or employees with seal management authority can scan the QR code with WeChat to log in to the Tencent E-Sign Service Console. If using WeCom Tencent E-Sign Service, related personnel can also directly open the Tencent E-Sign Service app in the WeCom workspace for operations.

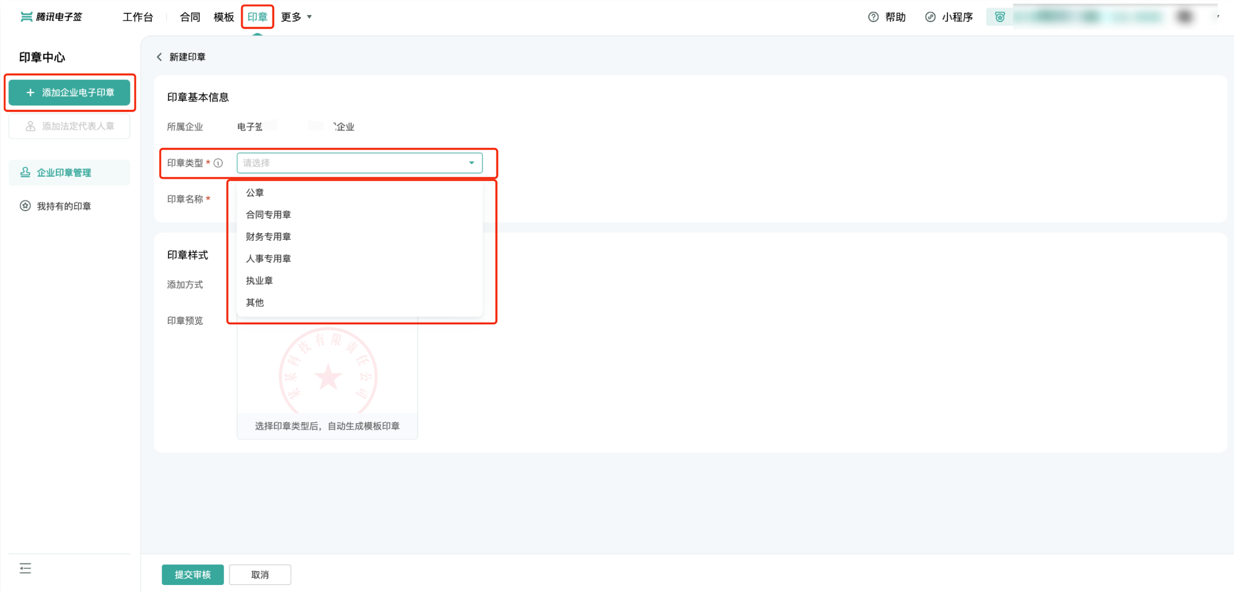
2. Add Seal.

> **Note:**
> - Tencent E-Sign Service currently categorizes seals into: Official Seal, Contract-specific Seal, Financial Seal, HR-specific Seal, Practice Seal, and Others.
>   - Among these, the Official Seal, Contract-specific Seal, Financial Seal, and HR-specific Seal are collectively referred to as **Corporate Common Seals.**
>   - Except for Practice seal, other types of seals can be created through both Templates and Image Upload methods.
> - Other than the Practice Seal, other types of seals have a corresponding **quantity limit** (see the table below). If the number of seals of that type and style has reached the limit, it will be grayed out and **unable to add**.

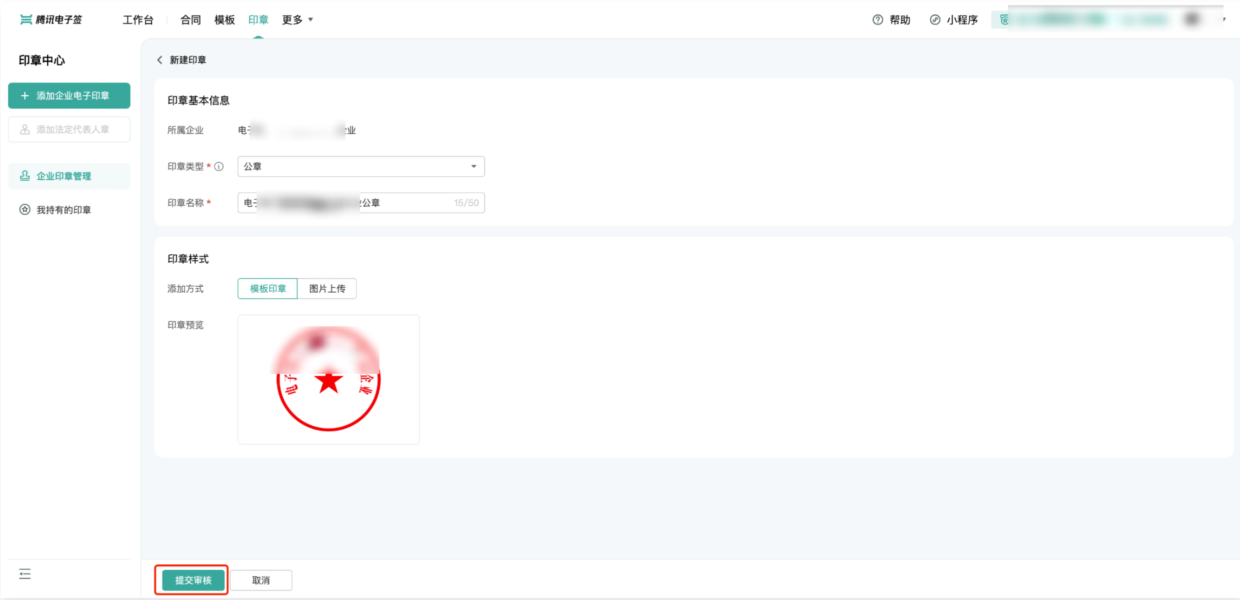
Seal Type	Number of Template Seals that can be created	Number of Image Upload Seals that can be created
Official Seal	1. You can only choose one method to create one	
Special Seal for Contracts	1	No limit
Special Seal for Finance	1	No limit
Special Seal for Human Resources	1	No limit
Other	1	No limit

Corporate General Seal

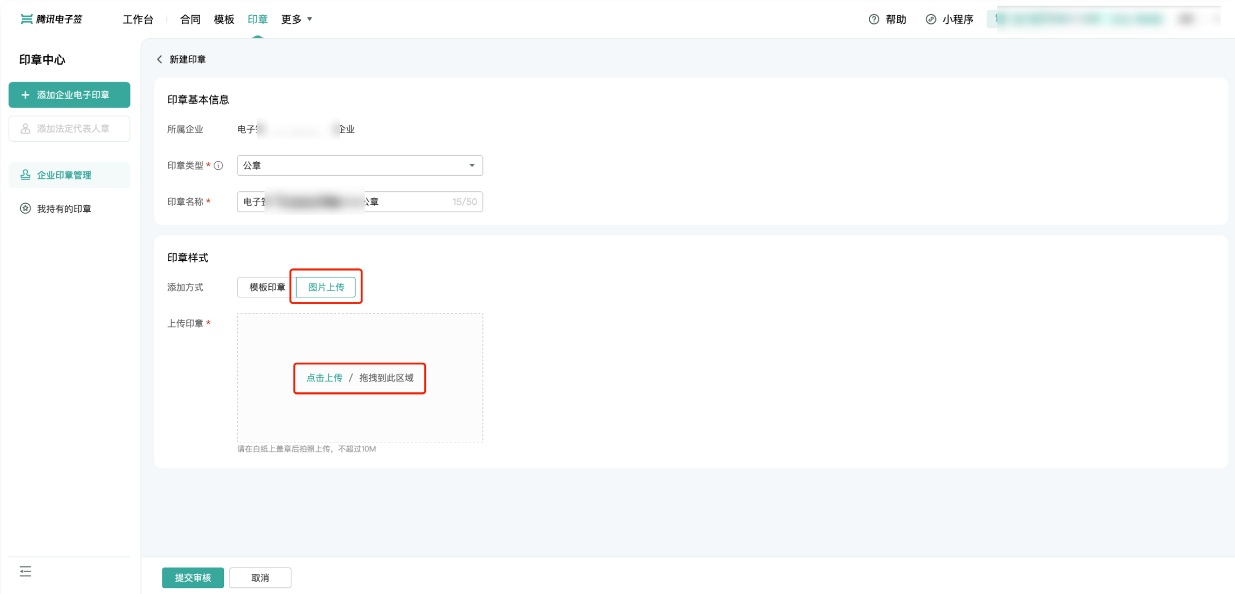
1. Enter the **Seal** module, click **Add Corporate Electronic Seal**, confirm **Instructions for Adding Corporate Electronic Seals** to start creating the seal, select the desired **Seal Type**. After choosing the seal type, the **Seal Name** will be automatically filled (you can also click the text box to edit if needed). The seal style will default to Template **Seal**.



2. If a Template **Seal** is needed, directly click **Submit for Review.** When the Enterprise Super Administrator or Legal Person submits, the seal can be generated immediately; other employees will need to wait for the Enterprise Super Administrator's approval to generate the seal.



3. If you need to upload a seal via **Image Upload**, please select image upload in **Add Method**, then click **Click to Upload** or drag and drop to upload images.

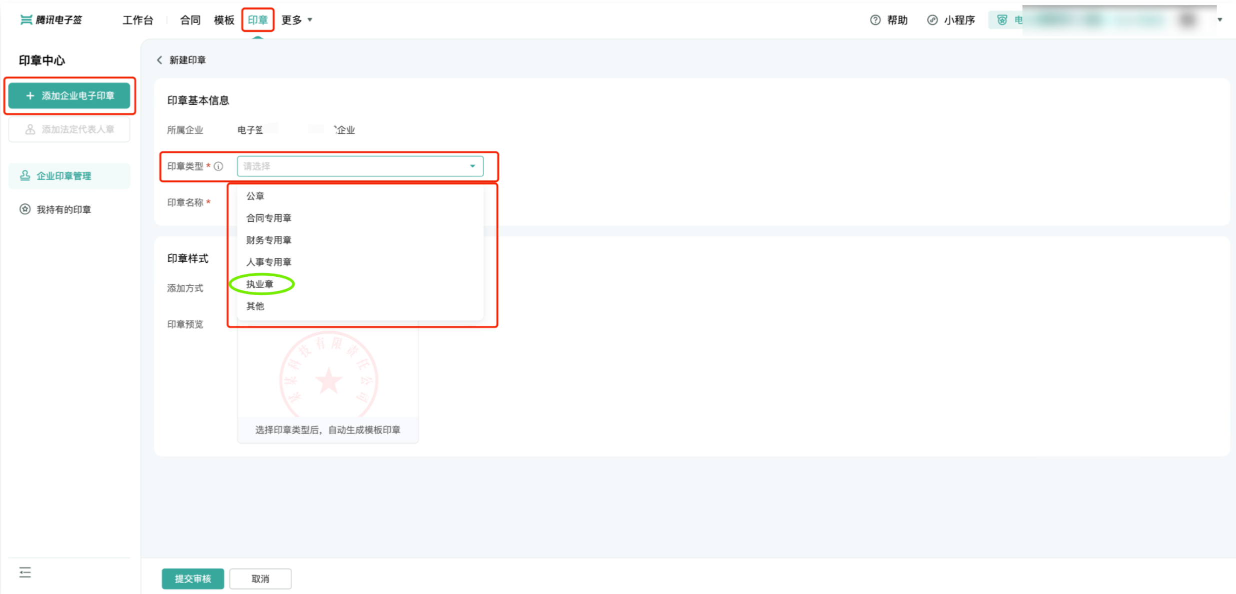


4. After the upload is successful, you can zoom in and out with the mouse and manually crop to adjust the seal image selection range. If you need to replace the image, click **Reupload** and repeat the above actions. Once the seal fits the selection box completely, choose the desired **Seal Color**, and then click **Submit for Review**.

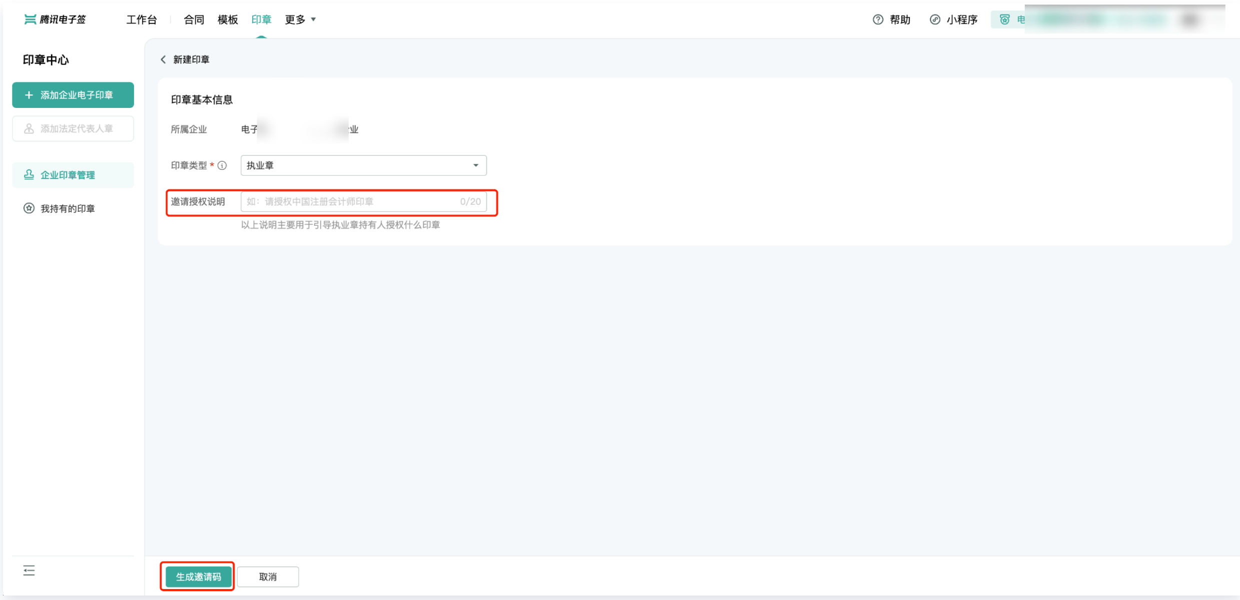
5. After successful submission, the seal review process will be displayed on the page. Once the review is approved, the seal can be successfully added.

Professional Seal

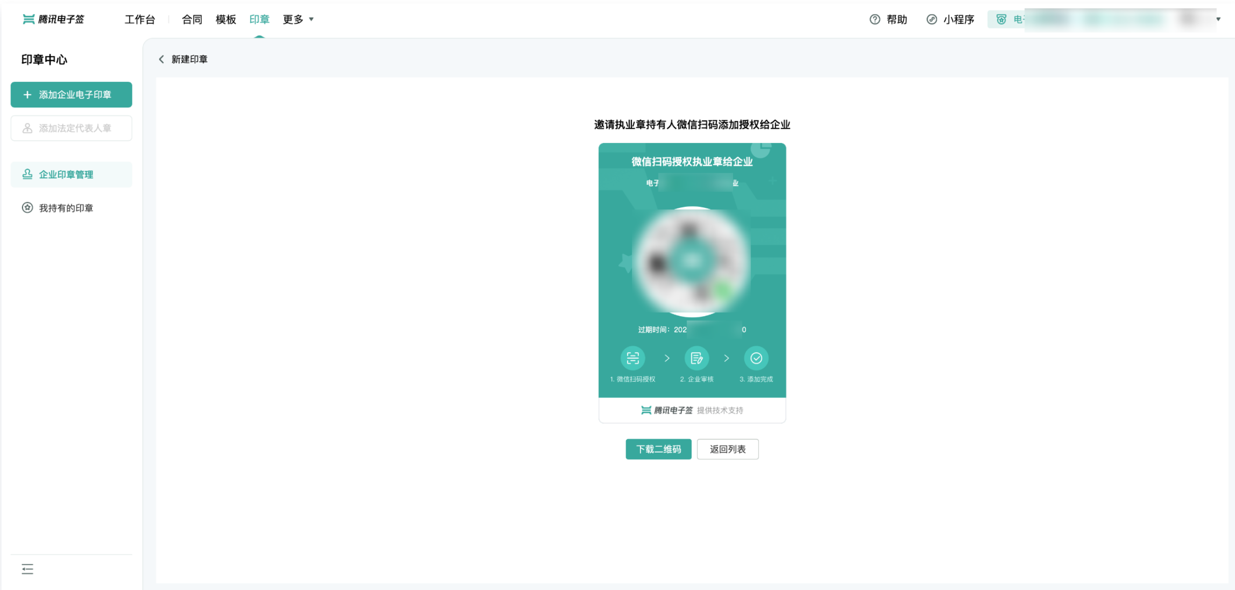
1. Enter the **Seal** module, click **Add Corporate Electronic Seal**, confirm **Instructions for Adding Corporate Electronic Seals** to start creating the seal, and select **Seal Type** as **Professional Seal**.



2. In the **Invitation Authorization Instructions** specify which seal the professional seal holder needs to authorize, then click **Generate Invitation Code.**



3. After generating the invitation code, click **Download QR Code** and send it to the professional seal holder to invite them to authorize the professional seal.



4. Professional seal holder authorization.

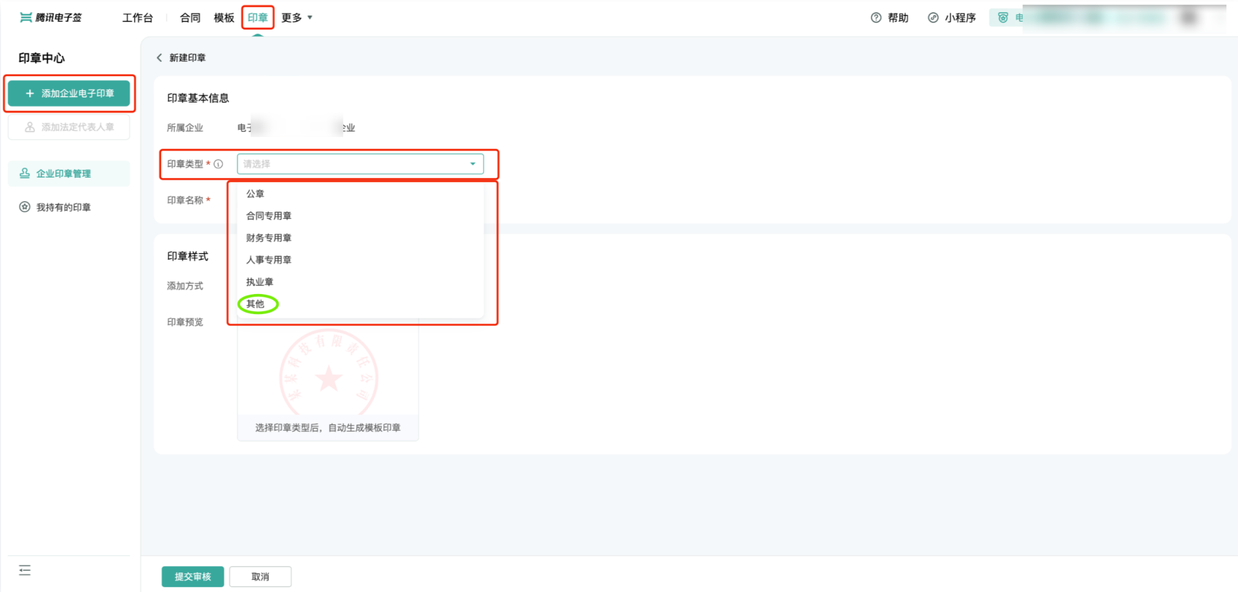
   4.1 Scan the corporate invitation QR code for professional seal authorization with WeChat. The authorization page will appear. Click **Go to My Seal for Authorization** to navigate to the personal seal list. If you have not uploaded a personal seal or the required seal is not available, please **Add** the corresponding seal first.

4.2 Select the required seal, click **Confirm Authorization** > **Submit Authorization** > **Agree**, and a **Authorization Successful** prompt will appear indicating the authorization is complete.

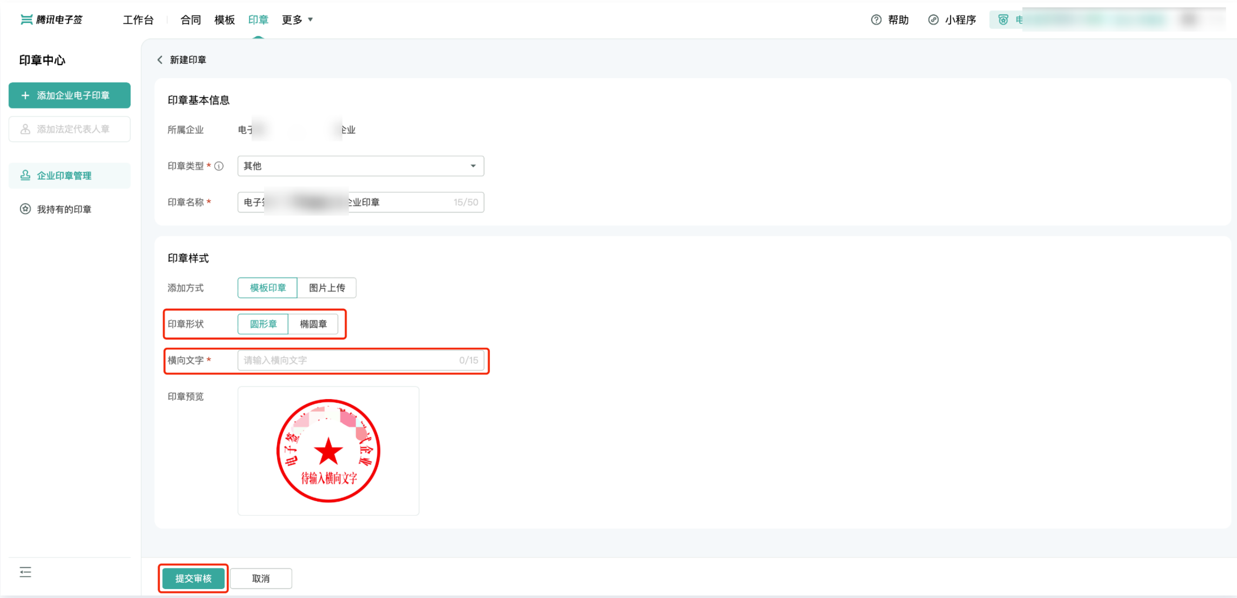
5. Once authorization is successful, the review process will be displayed. After approval, the seal will be successfully added.

Other types of seals

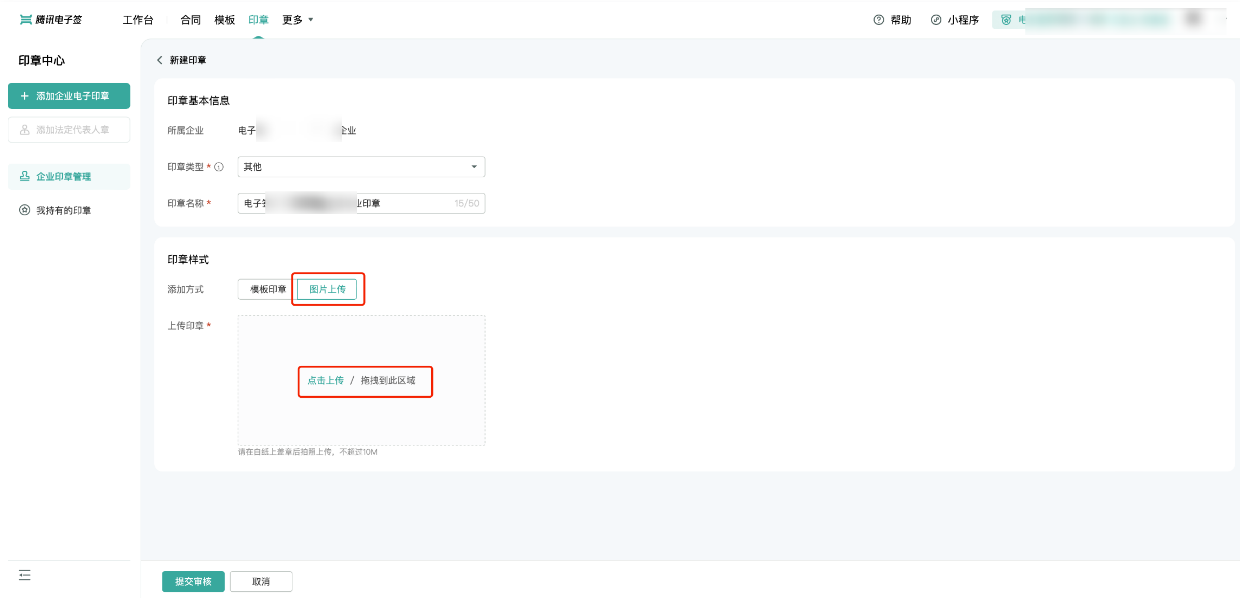
1. Enter the **Template Seal** module, click **Add Corporate Electronic Seal**, confirm **Instructions for Adding Corporate Electronic Seals** to start creating the seal, select **Other** in the **Seal Type**. After choosing the seal type, the **Seal Name** will be automatically filled (you can also click the text box to edit if needed). The seal style will default to the Template **Seal** style.



2. If a **Template Seal** is needed, choose the appropriate **Seal Shape** and enter the required **Horizontal Text**, then click **Submit for Review.**

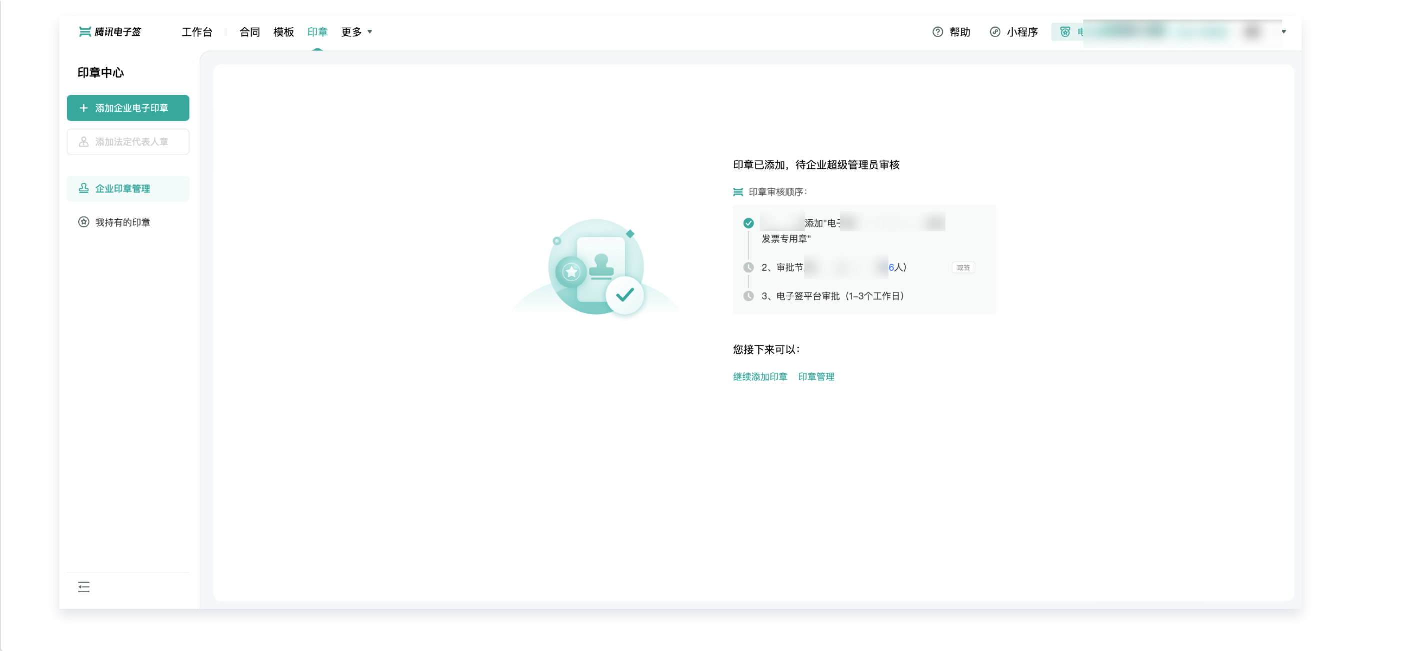


3. If you need to upload a seal via **Image Upload**, please select image upload in **Add Method**, then click **Click to Upload** or drag and drop to upload images.



4. After the upload is successful, you can zoom in and out with the mouse and manually crop to adjust the seal image selection range. If you need to replace the image, click **Reupload** and repeat the above actions. Once the seal fits the selection box completely, choose the desired **Seal Color**, and then click **Submit for Review**.

5. After successful submission, the seal review process will be displayed on the page. Once the review is approved, the seal can be successfully added.



Mobile Version

1. Open the **Tencent E-Sign Service** mini-program, go to the **Corporate Homepage**'s **Seal Management** page, click at the bottom **Add Seal**, then choose to add a **Corporate Electronic Seal**.

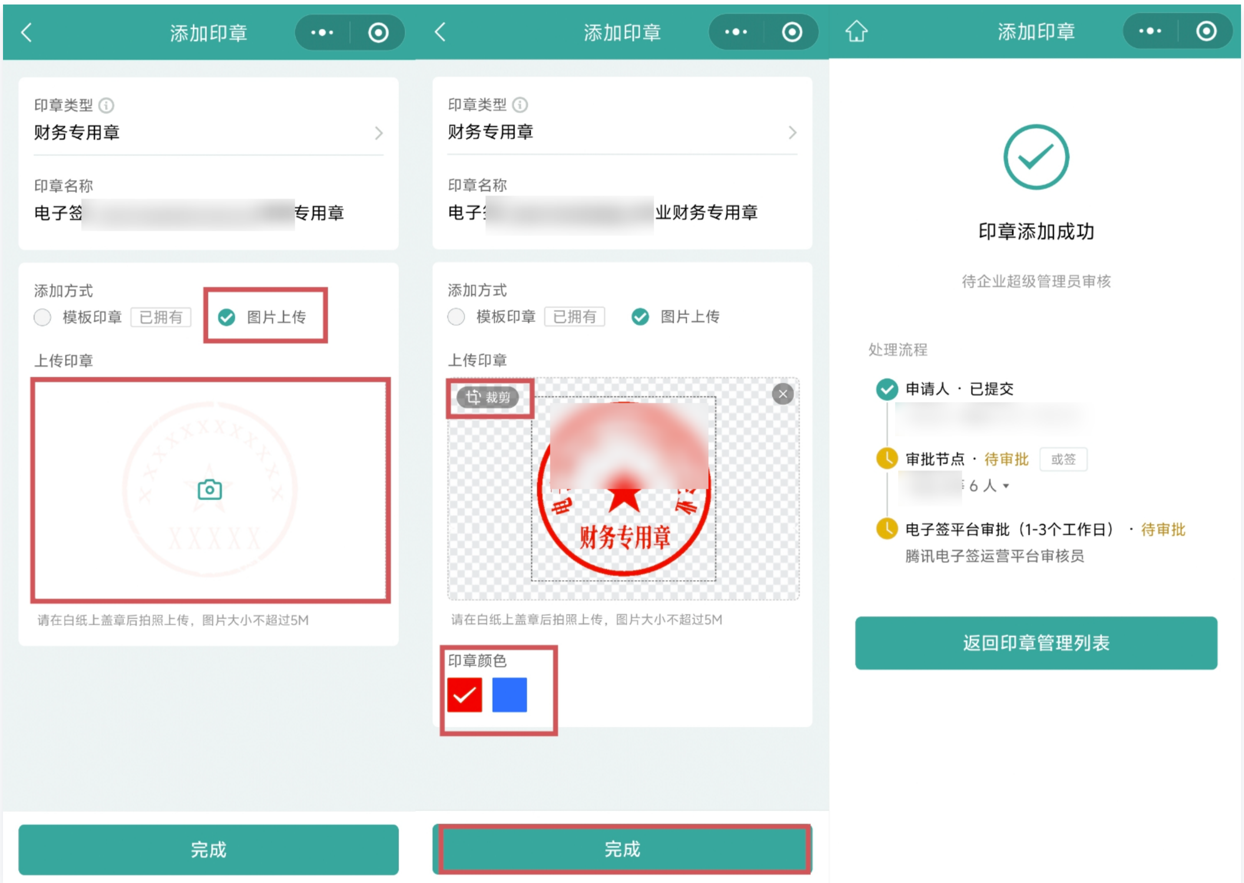
2. Add Seal.

General Corporate Seal

1. After reading the Instructions for Adding Seals, click **Seal Type**, choose the desired seal type from the floating layer at the bottom. Once the seal type is selected, the **Seal Name** will be automatically filled in (you can edit it if

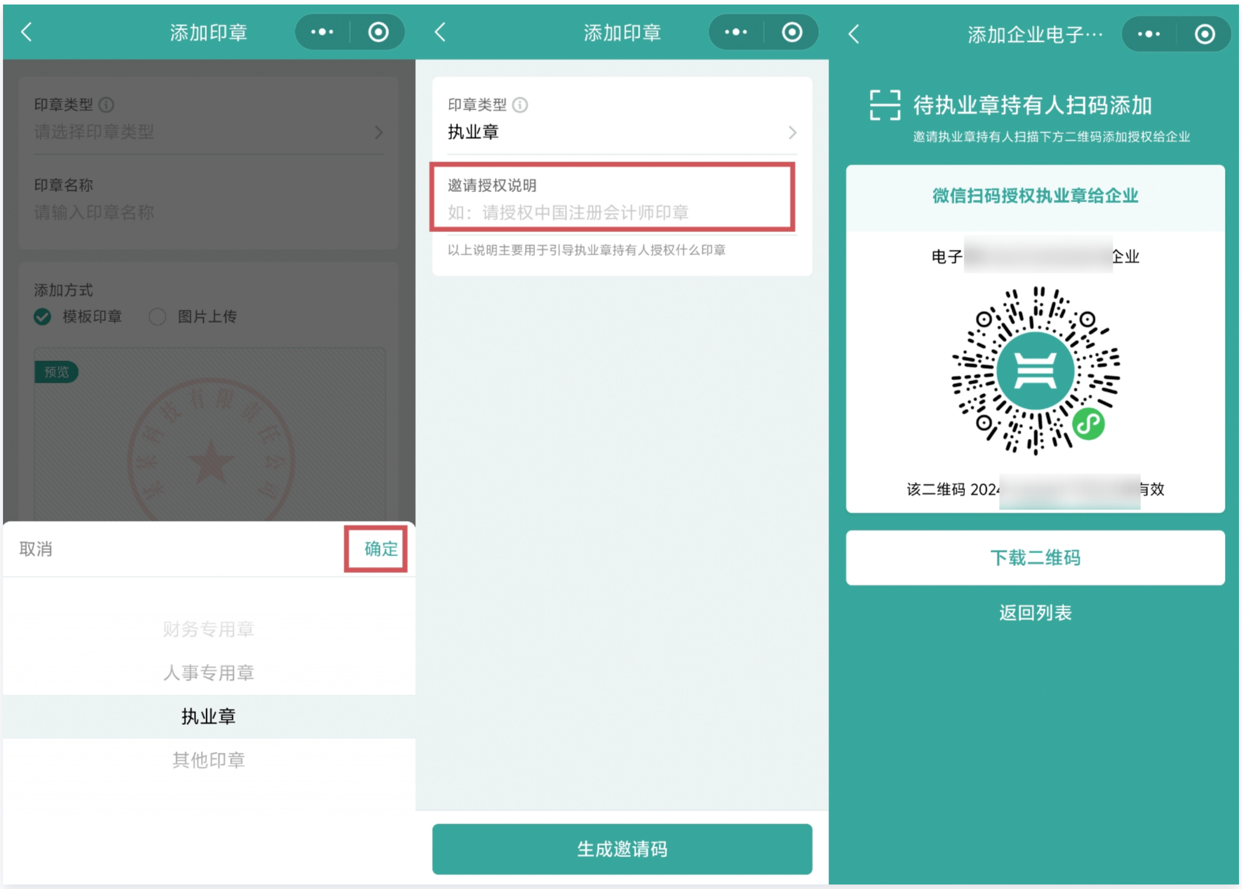
needed) and the default **Template Seal** style is shown. If you need a Template Seal, click **Complete**.

2. If you need to **Image Upload** seal, select image upload in the add method, then click **Upload Seal Area** to choose an image. You can use the **Cropping** option in the upper left corner to accurately select and adjust the seal. Ensure the seal completely fills and is complete in the selection box. After selecting the desired **Seal Color**, click **Done** to complete. The seal review process will be displayed on the page, and after approval, the seal will be successfully added.



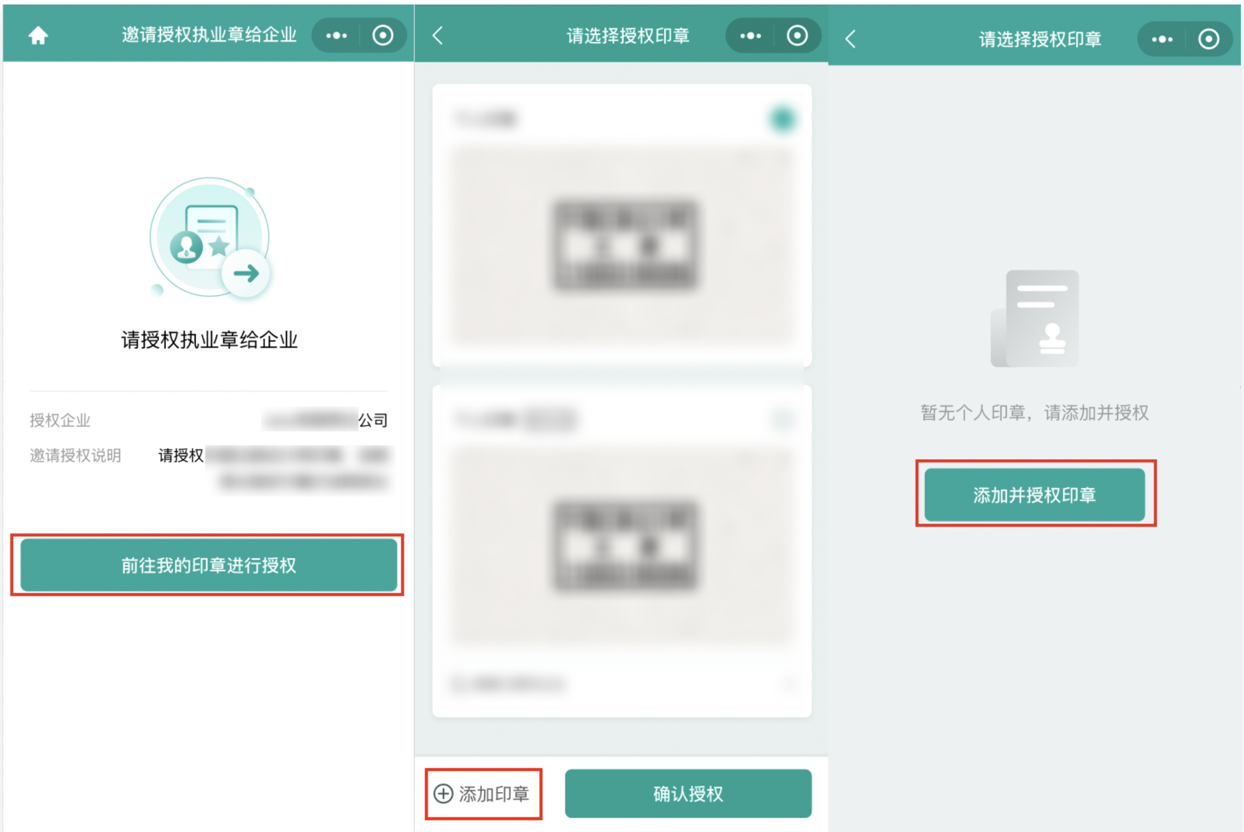
Professional Seal

1. After reading the **Instructions for Adding Seals**, click **Seal Type**. In the floating layer that appears at the bottom, choose **Professional Seal** and click **Confirm**. In the **Invitation Authorization Instructions**, specify which seal the professional seal holder needs to authorize, then click **Generate Invitation Code**. After that, click **Download QR Code** and send it to the professional seal holder for authorization.



2. Professional seal holder authorization.

2.1 Scan the enterprise-issued professional seal authorization invitation QR code with WeChat. When the authorization page appears, click **Go to My Seals for Authorization** to jump to the personal seal list. If you have not uploaded any personal seals, or if the required seal is not available, please add the corresponding seal first.



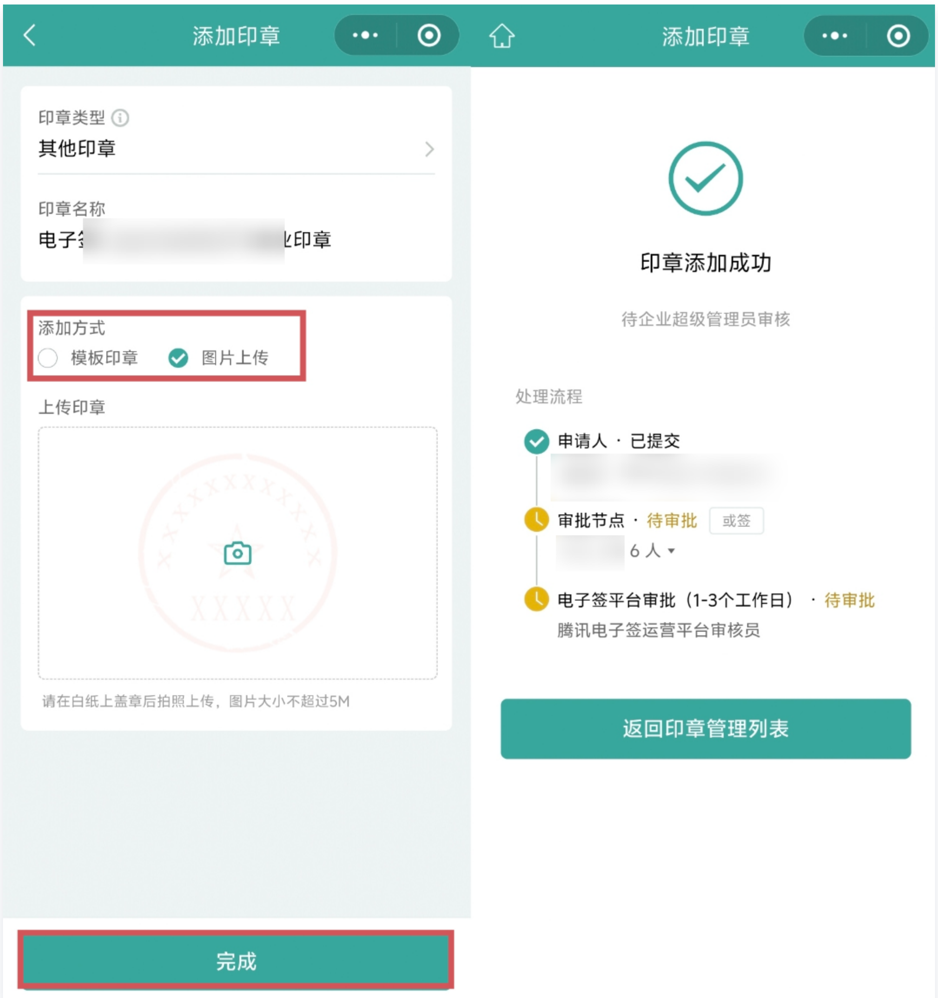
2.2 Select the required seal, click **Confirm Authorization** > **Submit Authorization** > **Agree**, and a successful authorization prompt will pop up, indicating that the authorization is successful.

3. Once authorization is successful, the review process will be displayed. After approval, the seal will be successfully added.

Other types of seals

1. After reading the **Instructions for Adding Seals**, click **Seal Type**, choose **Other seals** from the floating layer at the bottom, and click **Confirm**. **Add Method** default option is **Template Seal**. If a Template Seal is needed, choose the appropriate **Seal Shape** and enter the required **Horizontal Text**, then click **Complete**.

2. To upload a seal via **Image Upload**, choose Image Upload in **Add Method**, then click **Upload Seal Frame** to upload an image. Once the upload is successful, you can click **Cropping** to adjust the selection range of the seal image to fit and fill the selection frame completely. Then, choose the required **Seal Color**, and click **Complete**. The seal review process will be displayed on the page, and the seal can be successfully added once the review process is approved.

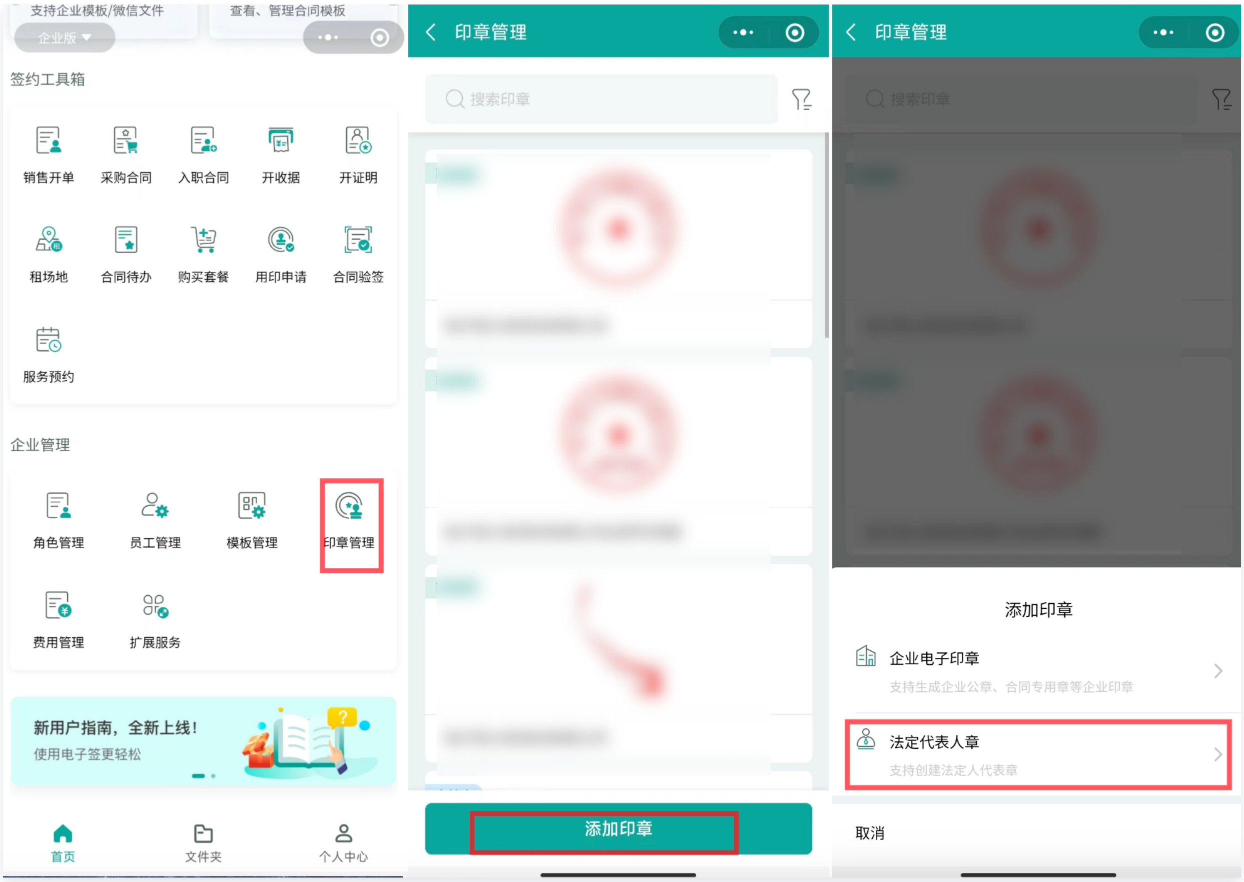


Add Legal Representative Seal

> **Note:**
> Only the **legal representative himself** or other employees authorized by the **corporate entity** can add the legal representative's seal.

Mobile Version

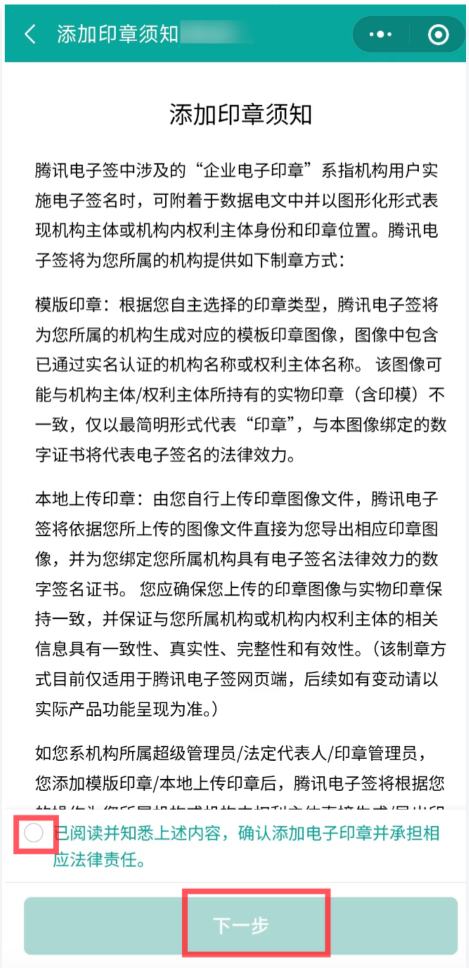
1. Enter the **Tencent E-Sign Service** mini programs, log in to enter the corresponding enterprise.
2. Enter the **Corporate Management** > **Seal Management** module, click the **Add Seal** at the bottom of the list, select to add **Legal Representative Seal**.



Didn't find the option to add a legal representative seal?
Please confirm the **organization category** of your enterprise. Currently, only organizations starting with a Unified Social Credit Code can create a legal representative seal (see the table below).

Management Department	Organization Category	First two digits of the Unified Social Credit Code
Civil Affairs 5	Social Organization 1	51
	Private Non-enterprise Unit 2	52
	Foundation 3	53
Industry and Commerce 9	Enterprise 1	91

3. Please read the **Legal Representative Seal Addition Notice**, and after confirming it is correct, click **Next**.



4. If the operator is the Legal Representative, they will directly enter the creation page; if not, they will enter the authorization process. After authorization, they can enter the creation page.

Template Seal
The system automatically generates several styles of Legal Representative Seal based on the name of the Legal Representative. You can choose the desired style and click **Complete** to create the Legal Representative Seal.

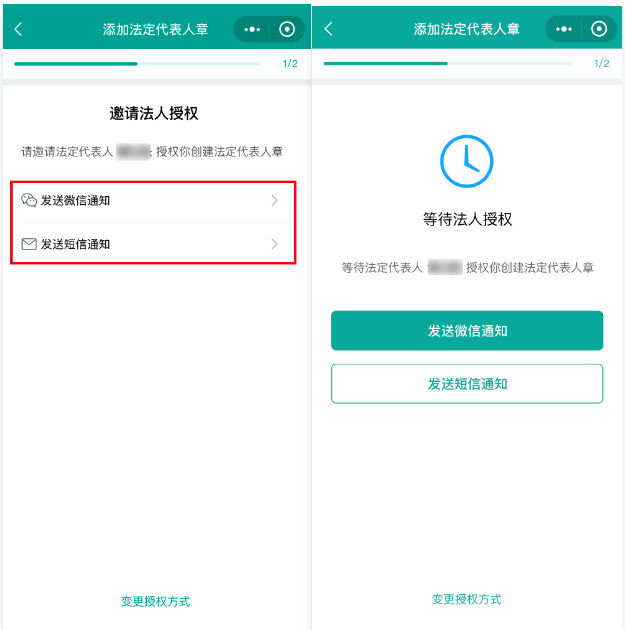
Image Upload

You can stamp on white paper and upload a photo of the Legal Representative Seal or import an electronic version of the seal. Click **Complete** to submit for review. The Electronic Signing Platform will review your seal within 1–3 business days. Once approved, the seal will be activated.

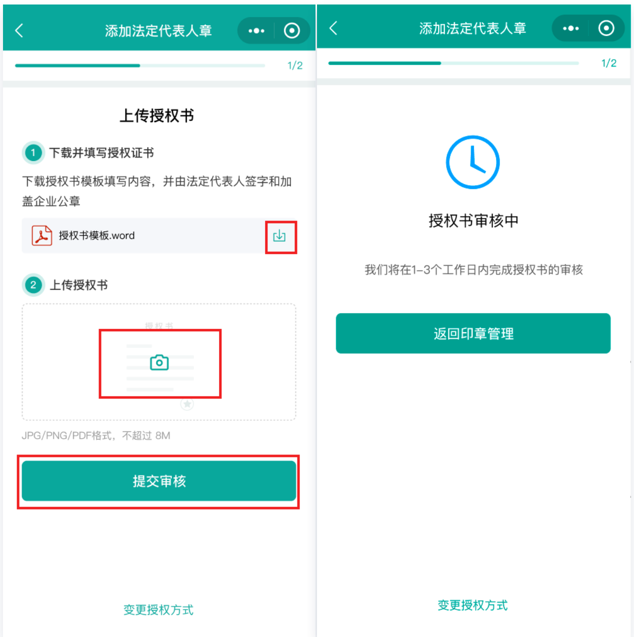
Authorization process

1. Please ensure that the operator has **Seal Administrator** and **Approval Authority for Single Use of Seal** permissions first.
2. You can obtain the legal representative’s authorization through **Invite Corporate Authorization** and **Upload Authorization Letter** methods.

- **Invite Corporate Authorization:** click **Invite Corporate Authorization**, choose an appropriate method to **Send Notification** to the legal representative. After sending the notification, the page will show **Waiting for Corporate Authorization.** The legal representative will complete the authorization by following the prompts in the notification. The operator can then proceed to the legal representative seal creation page.



- **Upload Authorization Letter:** click **Upload Authorization** Letter, download the authorization letter template, fill in the content, have it signed by the legal representative and stamped with the corporate official seal, then upload the authorization letter. Click **Submit for Review**. Once approved, the operator can enter the page to create the legal representative seal.



Web

1. log in to the **Electronic Signature Console**.
   The legal representative scans the QR code to log in to the Tencent E-Sign Service Console.

2. Enter the **Seal Center** module, click **Add Legal Representative Seal**, use Mobile Phone Scan Code to add **Legal Representative Seal**. The subsequent steps are consistent with Add Legal Representative Seal on Mobile Terminal.


腾讯云
腾讯电子签
工作台
分销助手
合同
模板
印章
切换至旧版控制台
帮助
小程序
旗舰版
印章中心
添加企业电子印章
添加法定代表人章
企业印章管理
我持有的印章
筛选
添加法定代表人章
扫码添加法定代表人章
1
2
3

Seal Management

Last updated：2024-08-01 15:56:49

After adding the corporate seal or the legal representative seal, enterprise employees can manage the seals. This document guides you on how to operate seal management in Tencent E-Sign Service.

Prerequisites

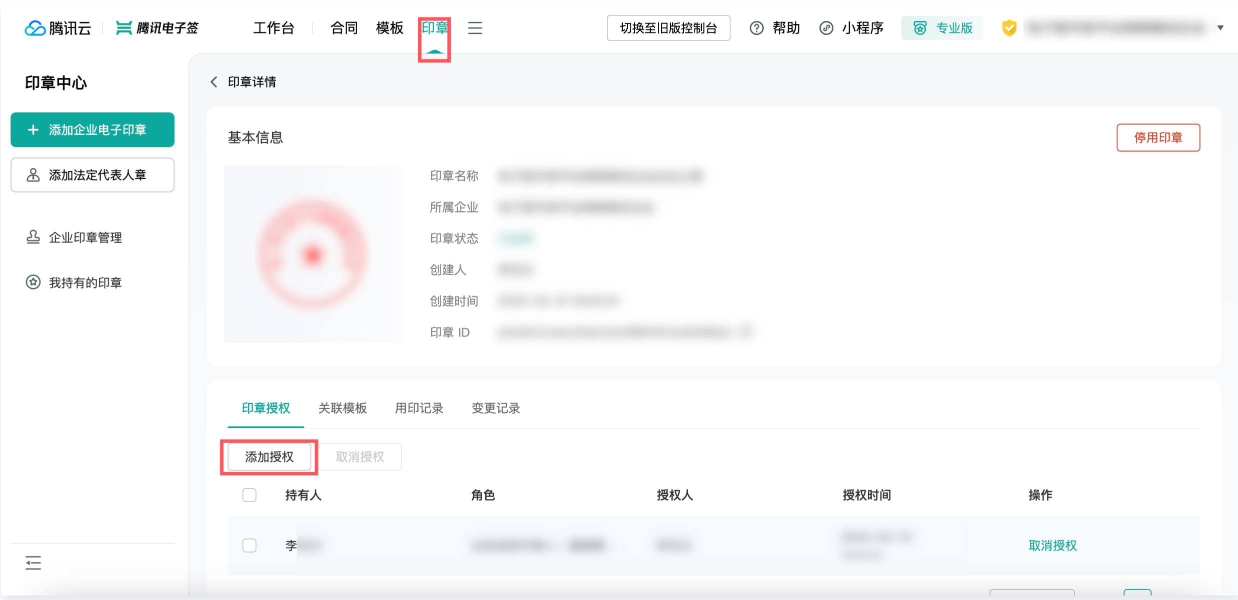
1. Please complete the activation of the Electronic Signature Service first. Refer to the Activation Guide document for the activation guide.
2. Create Role and complete the creation and activation of corporate employees according to Organizational Structure Management.
3. Follow the Seal Addition guide to add corporate seals.

Manage corporate seals

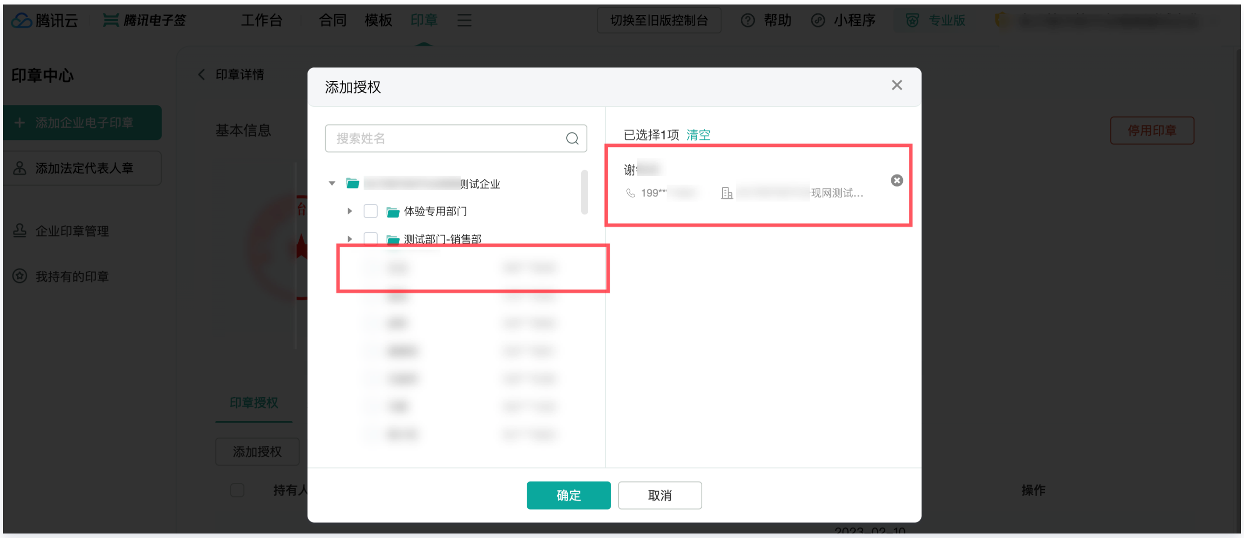
Web

Seal Authorization

1. Click to enter the **Seal** management page, select the seal to be authorized, view seal details, and click **Add Authorization**.



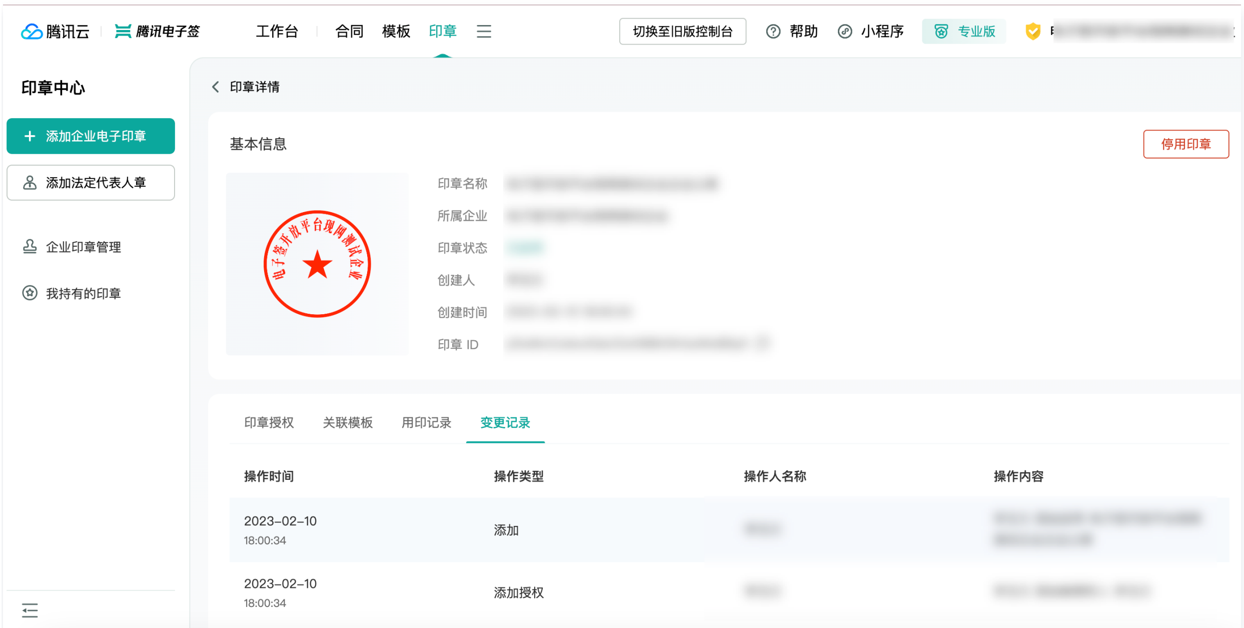
2. Select an employee and click **Confirm** to add.



Scan the QR code to enter the mini program and complete the Face Recognition to complete the seal authorization.

View Seal Records and Change Records

Click Seal Details to view the **Seal Records** and **Change Records**.



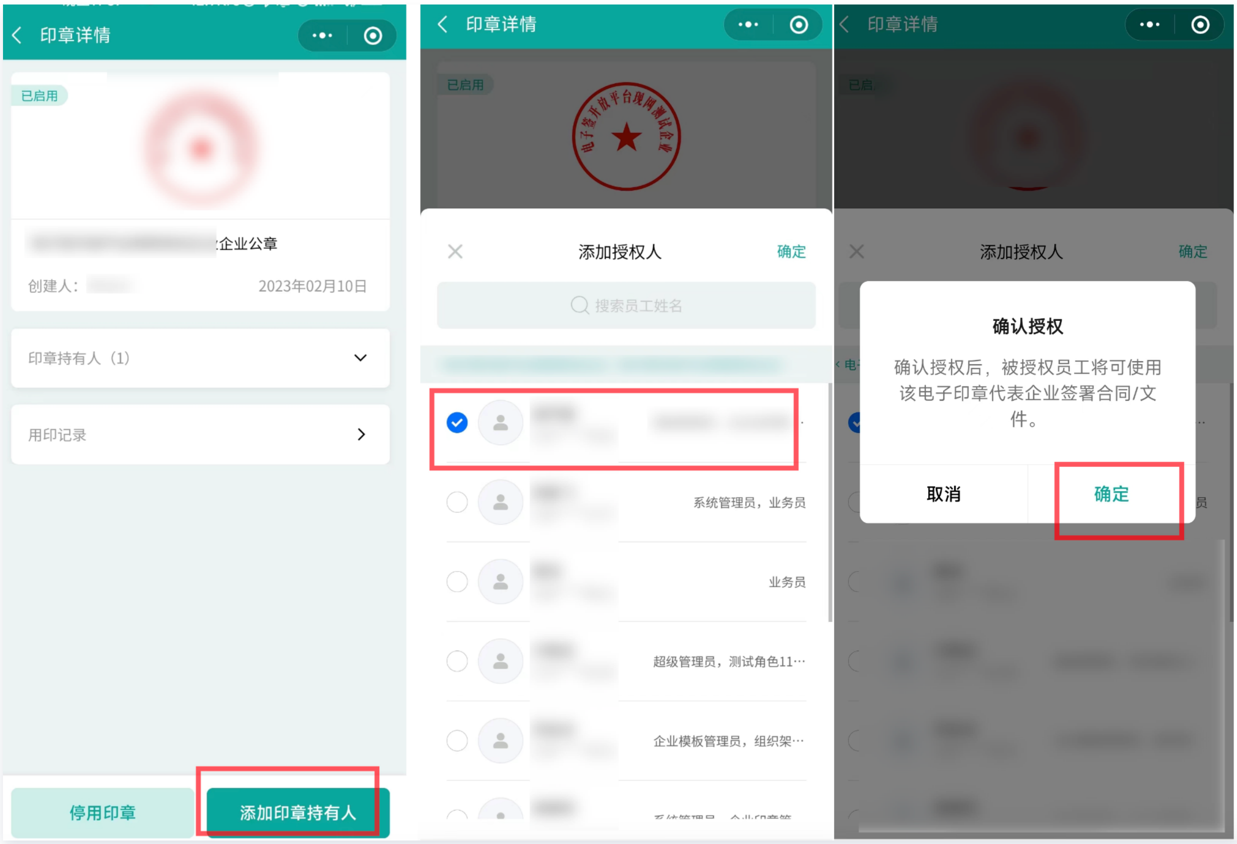
Mobile Version

1. Log in to the Tencent E-Sign Service mini program.

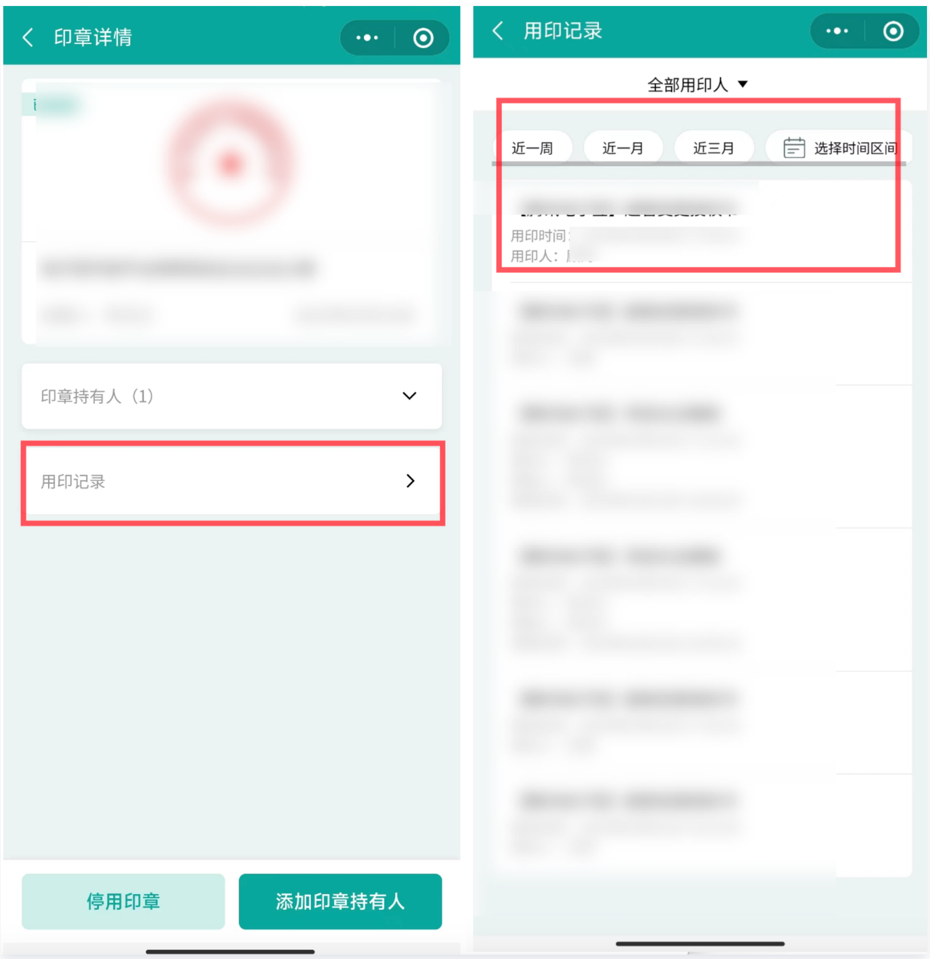
Enter the Tencent E-Sign Service mini program, log in, and go to the corresponding enterprise. Enter the **Enterprise Management** > **Seal Management** module, select the seal you want to manage, and click to enter the seal details page.

2. Add Seal Holder.

   Click **Add Seal Holder**, select the corresponding enterprise employee to be added, and click **Confirm**. After completing the Face Recognition, the addition is successful.



3. Click **Seal Records** to view the seal's usage records.



Manage the Legal Representative Seal

> **Note:**
> Only the Legal Representative has the authority to create, activate/deactivate, authorize seal holders, and delete the Legal Representative Seal. Regular employees can use the Legal Representative Seal only after being authorized by the Legal Representative.

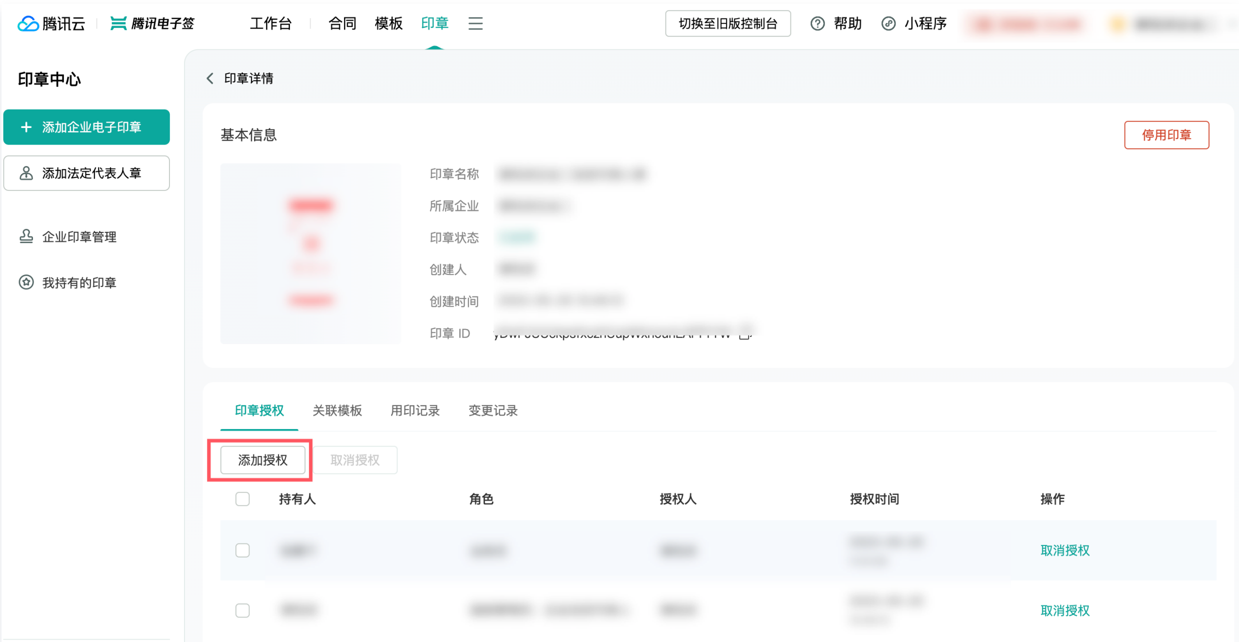
The following focuses on how to add a Legal Representative Seal Holder. Other operations can refer to the procedures for managing corporate seals.

Add Legal Representative Seal Holder

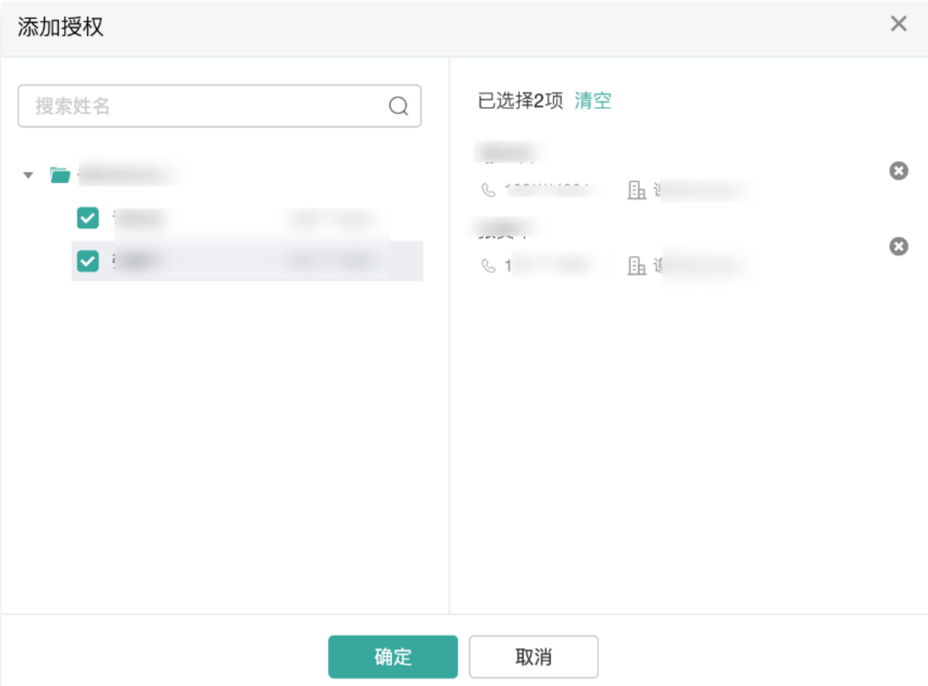
Web

1. Log in to the Tencent E-Sign Service console, enter the Seal Module, and click on Legal Representative Seal to enter the seal details page.

2. Click **Add Authorization**.



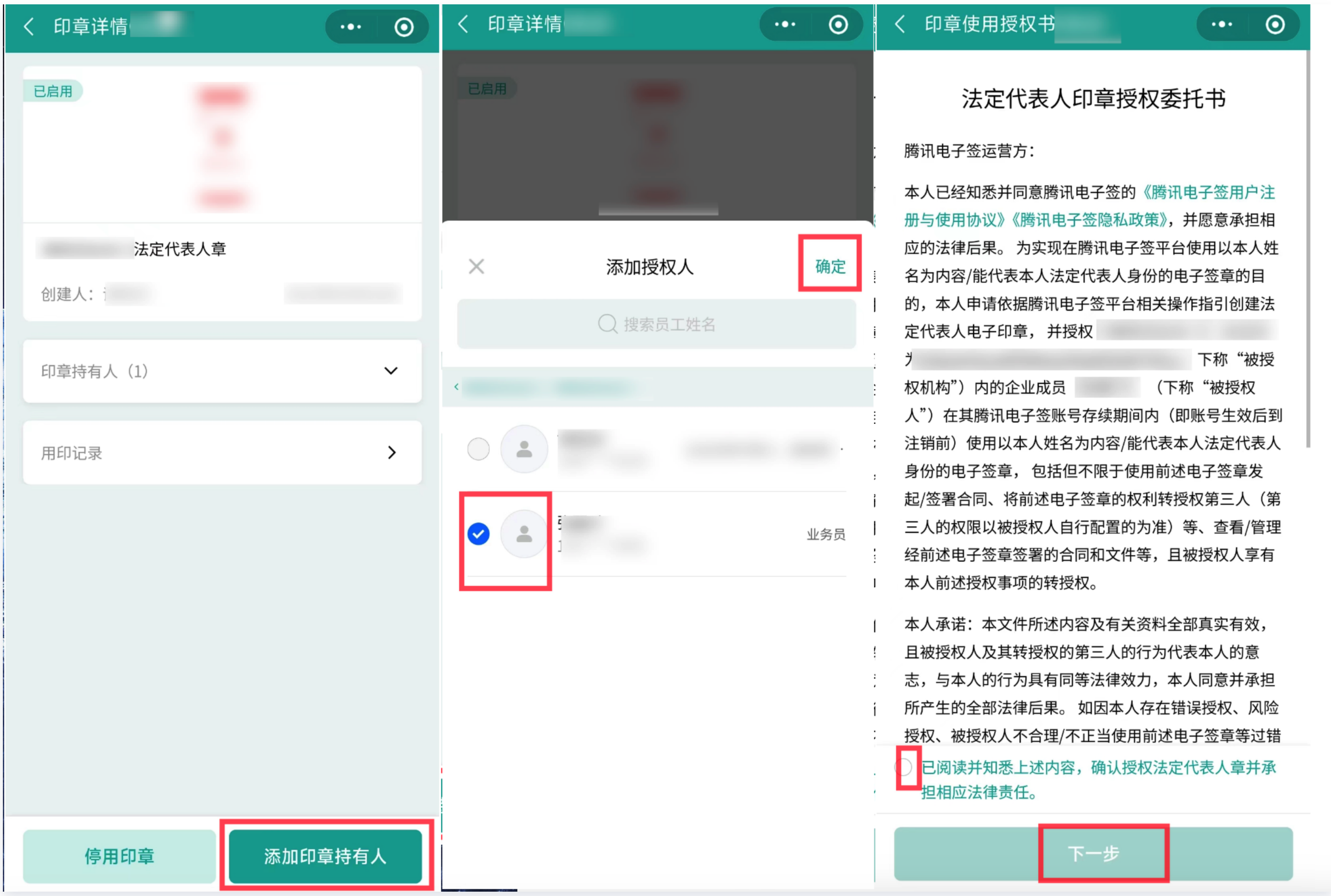
Select the employee to be authorized.



3. After confirmation, scan the QR code to enter the mobile version to sign the authorization letter. The holder will be added successfully.

Mobile Version

1. The Legal Representative enters the Seal Management Module, clicks on Legal Representative Seal to enter the details page.
2. Click **Add Seal Holder**, select the employee to be added, read the Legal Representative Seal Authorization Letter, check **I have read and understood**, and then click **Next** to add successfully.

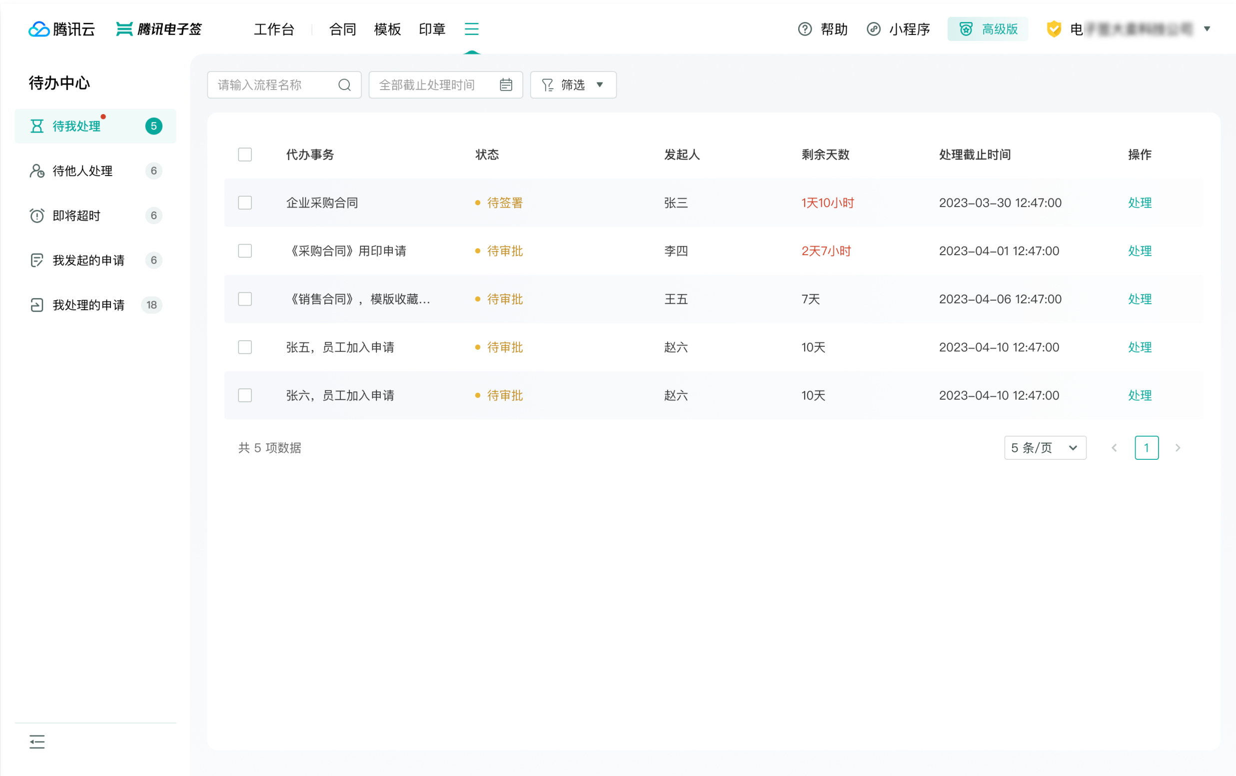

印章详情
已启用
法定代表人章
创建人:
印章持有人（1）
用印记录
停用印章
添加印章持有人
印章详情
已启用
添加授权人
确定
搜索员工姓名
业务员
印章使用授权书
法定代表人印章授权委托书
腾讯电子签运营方：
本人已经知悉并同意腾讯电子签的《腾讯电子签用户注册与使用协议》《腾讯电子签隐私政策》，并愿意承担相应的法律后果。为实现在腾讯电子签平台使用以本人姓名为内容/能代表本人身份的电子签章的目的，本人申请依据腾讯电子签平台相关操作指引创建法定代表人电子印章，并授权
下称“被授权机构”）内的企业成员
（下称“被授权人”）在其腾讯电子签账号存续期间内（即账号生效后到注销前）使用以本人姓名为内容/能代表本人法定代表人身份的电子签章，包括但不限于使用前述电子签章发起/签署合同、将前述电子签章的权利转授权第三人（第三人的权限以被授权人自行配置的为准）等、查看/管理经前述电子签章签署的合同和文件等，且被授权人享有本人前述授权事项的转授权。
本人承诺：本文件所述内容及有关资料全部真实有效，且被授权人及其转授权的第三人的行为代表本人的意志，与本人的行为具有同等法律效力，本人同意并承担所产生的全部法律后果。如因本人存在错误授权、风险授权、被授权人不合理/不正当使用前述电子签章等过错
已阅读并知悉上述内容，确认授权法定代表人章并承担相应法律责任。
下一步

Pending Center

Last updated：2024-08-01 15:57:09

This section aggregates current contract to-dos (Contract Completion, Contract Signing, Contract Expiration), approval to-dos (including Seal Application, Template Collection Application, Employee Joining Application, Contract Approval, etc.) for employees in the enterprise.

- Web Version:



- Mobile Terminal:

Quick Classification Entry

Quick Access	Pending Task Items
To Be Handled by Me	• Contracts Pending My Completion or Signing • Approvals and Notifications Pending My Review
To Be Handled by Others	• Contracts I Have Handled or Initiated, Pending Others' Completion or Signing • Applications I Have Handled or Initiated, Pending Others' Review
About to Timeout	• Contracts with less than 3 days remaining for signing • Applications with less than 3 days remaining for processing
Applications I Initiated	All Application Forms I Initiated
Applications I Handled	All Application Forms I Handled

Type of Pending Task

Transaction Type	Status	Status Description	Operation
Contract Signing	To Be Signed	Contract Pending My or Others' Completion/Signing	Processing
Contract Expiration Reminder	To Be Processed	Contract Expiry Reminder Notification	Processing

Seal Application	To Be Processed	After submission by the applicant, it is pending review	Processing
	Approved	Process/node approval passed	Viewing
	Rejected	Process/node approval denied	Viewing
	Expired	Process/node exceeded the deadline without processing	Viewing
	Canceled	• Applicant canceled • Application for materials was automatically canceled due to an abnormality	Viewing
Employee join application	To Be Processed	After submission by the applicant, it is pending review	Processing
	Approved	Process/node approval passed	Viewing
	Rejected	Process/node approval denied	Viewing
Template favorite request	To Be Processed	After submission by the applicant, it is pending review	Processing
	Approved	Process/node approval passed	Viewing
	Rejected	Process/node approval denied	Viewing
	Expired	Process/node exceeded the deadline without processing	Viewing
	Canceled	Applicant canceled the material request due to an exception	Viewing
Contract Approval	To Be Processed	After submission by the applicant, it is pending review	Processing
	Approved	Process/node approval passed	Viewing
	Rejected	Process/node approval denied	Viewing
	Expired	Process/node exceeded the deadline without processing	Viewing
	Canceled	• Applicant canceled the approval process • Applicant revoked the contract	Viewing

Enterprise Settings
Enterprises and Residents of Hong Kong (China), Macao (China), and Taiwan (China) Sign Contracts

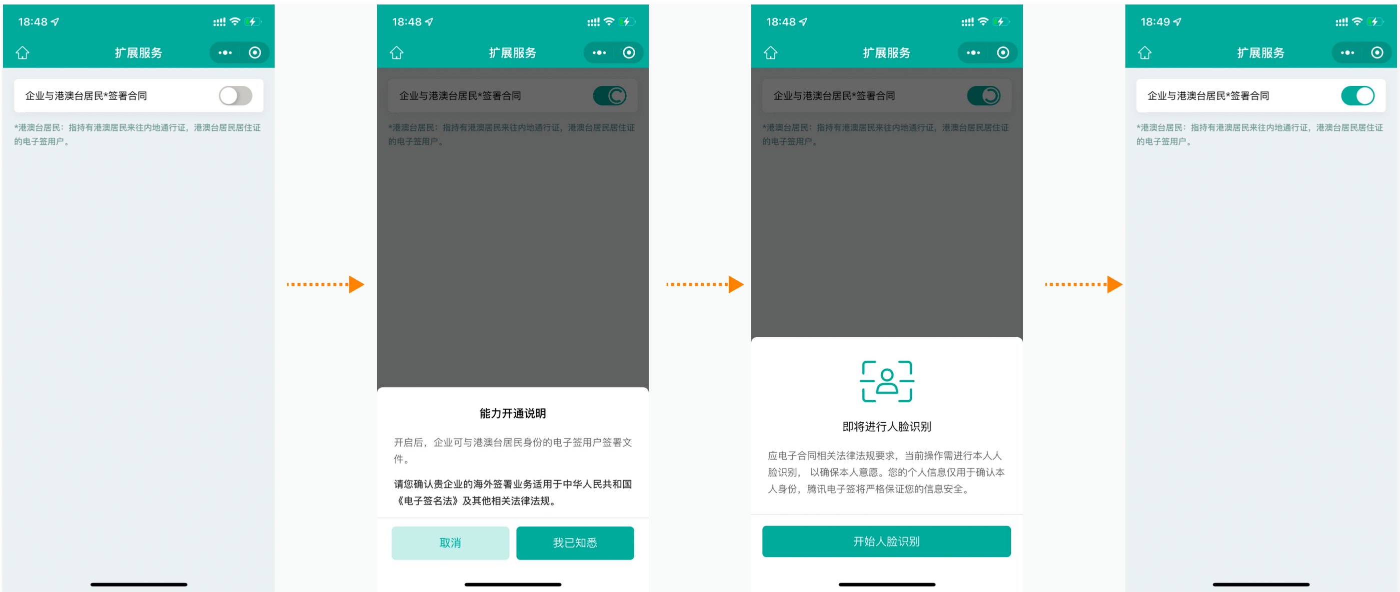
Last updated：2024-08-01 15:57:44

After enabling this expanded service, enterprises will be able to sign contracts with individuals holding Hong Kong and Macao Residents' Travel Permit to Mainland China and Hong Kong (China), Macao (China), and Taiwan (China) Residence Permit.

Activate Service

Log in to the Web Console, click the **More** icon in the top navigation bar, and enable it in **Enterprise Settings** > **Expand Services**.

After scanning the QR code, perform a face scan operation on the mobile terminal to complete the activation.



Use Service

On the web console, mobile terminal, and API interface, contracts can be initiated for residents of Hong Kong (China), Macao (China), and Taiwan (China) and signed normally.

Age Limit for Extended Signatory

Last updated：2024-08-01 15:58:00

Tencent E-Sign Service sets the signing age limit for Individual Signatories at 18 to 75 years old. This document primarily explains how enterprises can extend the age limit for Individual Signatories.

Prerequisites

- Please complete the Tencent E-Sign Service Enterprise Authentication first. For authentication guidelines, see the Enterprise Authentication document.
- Enterprise administrators and legal representatives have the default authority to extend the age limit for signatories. Other employees need to apply for permission to do this. Once the application is approved, they can proceed.

Configuration Path

1. Log in to Tencent Electronic Signatures Webpage, or open the Tencent E-Sign Service app in the Workbench page of the Enterprise WeChat desktop client. Click on the top navigation bar to find **Enterprise Settings**.

2. Go to **Enterprise Settings** > **Extended Services** > **Age Limit for Extended Signatory** > Activate.

3. After selecting the agreement, click **Confirm Activation** to enable the service.

Note:
Once this service is activated, contracts issued by the enterprise can be signed by Individual Signatories aged 16 years and above. If the service is deactivated, issued contracts will only support Individual Signatories aged 18 to 75 years old.

Individual Signing Party Only Verifies Mobile Phone to View Contract

Last updated：2024-08-01 15:58:16

Description

Unsigned individual signatories can verify their identity through either **Face Recognition Real-name Authentication** or **Login Mobile Phone Verification.**

Login Mobile Phone Verification only requires verifying whether the current login mobile number matches the signatory's mobile number. If they match, you can directly view the contract text, which eliminates one step of Face Recognition compared to real-name authentication. These verification methods can be configured in templates or when initiating a contract via a document.

These verification methods are only applicable to unsigned individual signing parties. Signatories who have already completed real-name authentication can directly view the contract.

Prerequisites

The service is enabled by default. If the service is disabled, please log in to Web Console, click **More** in the top navigation bar, and find Enterprise Center > Extended Services to enable it. By default, Super Administrator/Legal Person has the authority to enable it. Other employees will need to apply for **Individual Signing Party Only Verifies Mobile Phone** permission. Once the application is approved, they can enable it.

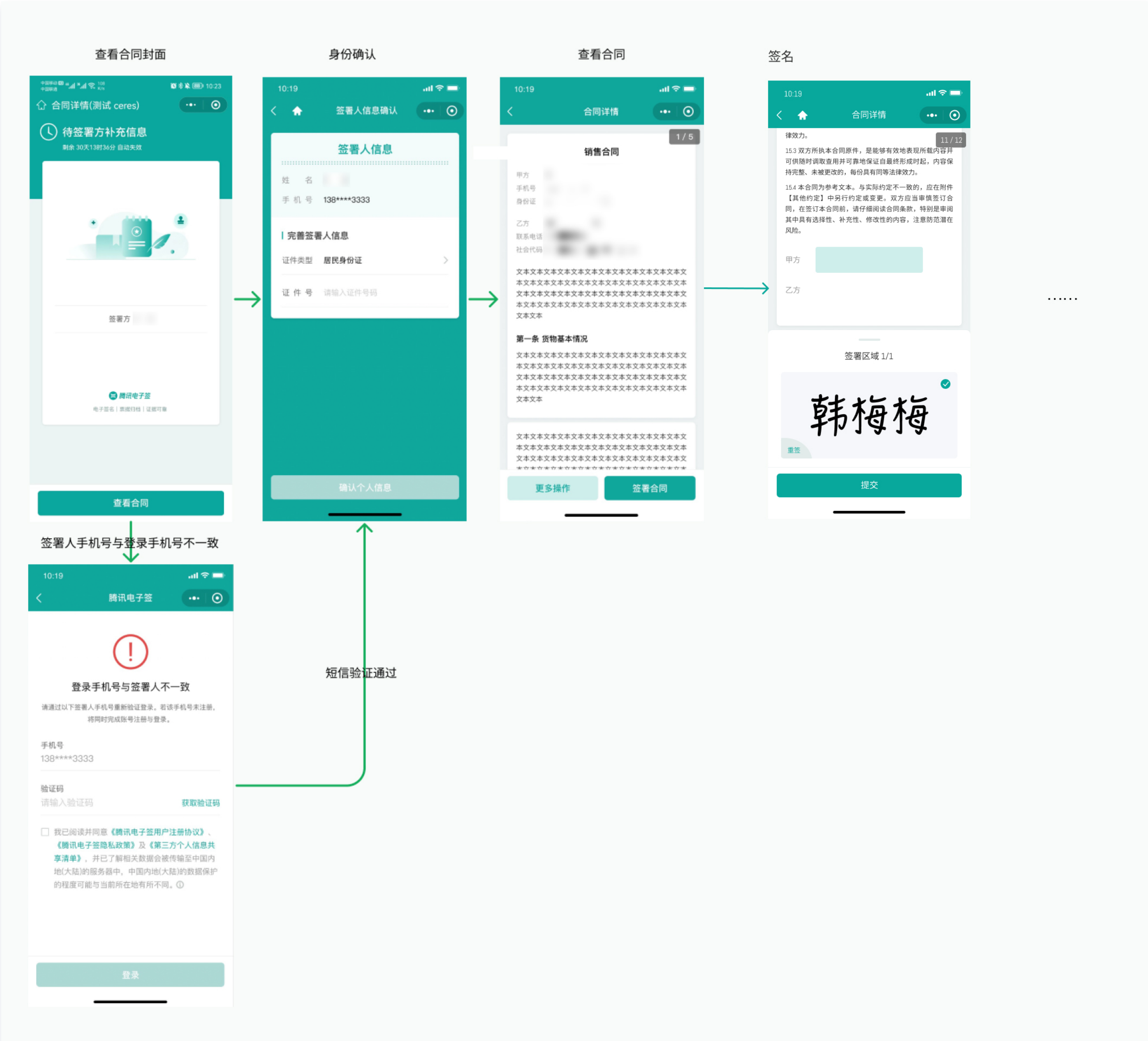
Operation step

Web Configuration

1. During the process of initiating a contract and creating contract templates, the **Advanced Settings** > <3> Set Contract Signing Authentication </3eu003e option can be seen in the bottom right corner of the page.

2. Turn on the **Individual Signing Party Only Verifies Mobile Phone to View Contract** switch to complete the configuration.

Individual Signing Effect


查看合同封面
身份确认
查看合同
签名
签署人手机号与登录手机号不一致
短信验证通过
待签署方补充信息
查看合同
签署人信息
完善签署人信息
确认个人信息
销售合同
更多操作
签署合同
签署区域 1/1
提交
登录手机号与签署人不一致
登录
......

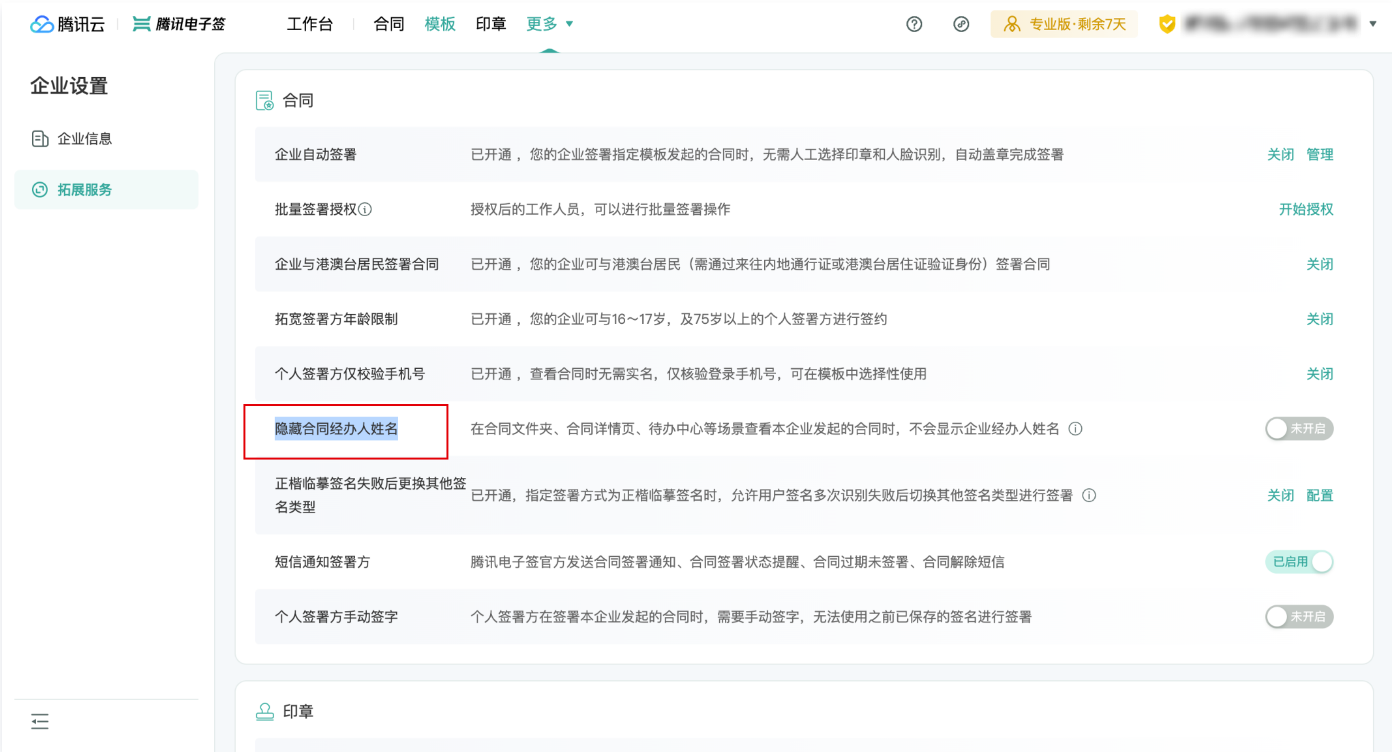
Hide Contract Handler's Name

Last updated：2024-08-01 15:58:37

Once this feature is enabled, the name of the contract initiator will be hidden from the signing parties. This is applicable when the contract is entrusted to a third party to initiate, or in scenarios where company policy requires all contracts to be uniformly initiated by an administrator account, with the administrator being the legal person.

Once enabled, the name of the contract initiator will be hidden in the **other signatories' contract list, contract details, and to-do center, etc.** as shown in the example image below.

1. Enable this feature in Enterprise Settings > Extended Services under **Hide Contract Handler's Name**.



2. After enabling, the name of the contract initiator will be hidden on the contract viewing pages of other signing parties.


开启效果
合同文件夹场景示意
合同管理
全民电子签有限公司
合同文件夹场景示意
搜索文件
企业合同
去签署
合同名称： 保密协议
签署方： 全民电子签有限公司
签署方： 全民电子签有限公司
关闭效果
合同文件夹场景示意
合同管理
全民电子签有限公司（典子谦）
合同文件夹场景示意
搜索文件
企业合同
去签署
合同名称： 保密协议
签署方： 全民电子签有限公司
签署方： 全民电子签有限公司（典子谦）

SMS Notification to Signatories

Last updated：2024-08-01 15:58:50

This feature supports enabling or disabling the official SMS notifications of the Tencent E-Sign Service, including Contract Signing Reminder, Contract Signing Completion Notification, Contract Expiration Reminder (sent to signatories one day before the contract expires), Contract Expiry Notification, and Contract Termination Reminder. The operator needs to have **Extended Services > Contract-related > SMS Notification to Signatories** permissions.

Note:

- If you integrate Tencent E-Sign Service via a self-built application and disable the **SMS Notification to Signatories** option, the API parameter specifying whether to send SMS will be ignored, and no contract will send SMS. If the **SMS Notification to Signatories** option is enabled, the API can specify whether to send SMS for the current contract.
- When the main enterprise of the group disables or enables SMS notifications, the sub-enterprises will also be synchronously disabled or enabled, and sub-enterprises are not allowed to modify the configuration individually.

Approval Workflow Configuration

Last updated：2024-09-03 15:56:10

This document mainly introduces how to configure and use the **Tencent E-Sign Service built-in approval workflow** and the **Enterprise WeChat approval workflow.**

- Tencent E-Sign Service built-in approval workflow: After the submitter submits an approval, the approver will receive relevant approval reminders in the Electronic Signature WeChat Mini Program, web version, and Enterprise Micro Electronic Signature Application, and complete the approval operation there.
- Enterprise WeChat approval workflow: After the submitter submits an approval, the approver will receive relevant approval reminders in the official approval application of Enterprise WeChat and complete the approval operation there.

Currently supports the following scenarios:

- Create Seal (Create by Template, Create by Uploading Image)
- Add Corporate Employees' Practice Seal
- Seal Application
- Template Favorites
- Permission to Operations Application
- Contract Approval

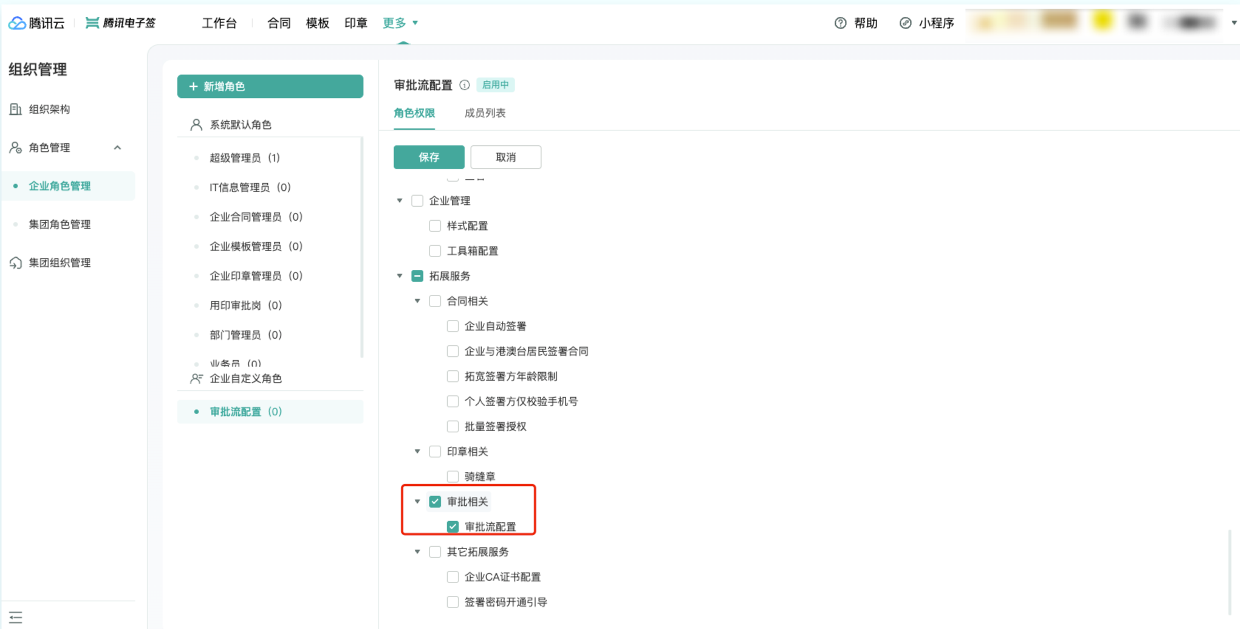
Prerequisites

- Please complete the Tencent E-Sign Service Enterprise Authentication first. For authentication guidelines, see the Enterprise Authentication document.
- Please ensure you have the **Extended Services**> **Approval Related**> **Approval Workflow Configuration** permission. If you do not have this permission, please contact your super administrator or an employee with role management authority to assign it to you.

Configuration Path

1. Log in to the Electronic Signature Web Version, or open the **Tencent E-Sign Service** application on the workbench page of the Enterprise WeChat Desktop Version, click **More** in the top navigation and find **Enterprise Settings.**

2. Open **Enterprise Settings** > **Extended Services** > **Approval Workflow Configuration** > **Configuration.**

> **Note:**
> Employees other than the legal representative and super administrator need the **Extended Services**> **Approval Related**> **Approval Workflow Configuration** permission to configure the approval process.
>
> 
>

Configuration description

Within the Tencent E-Sign Service approval workflow configuration, it integrates the **Tencent E-Sign Service built-in approval workflow** and the **Enterprise WeChat Approval Workflow**.

- Tencent E-Sign Service built-in approval workflow: Configure approvers in the Tencent E-Sign Service web version under **Approval Workflow Configuration**, and complete approvals in the Electronic Signature web version/mini program.
- WeCom - Default Approval Workflow: Configure approvers in the Tencent E-Sign Service web version under **Approval Workflow Configuration**, and complete approvals in the Enterprise WeChat Approval Application.
- WeCom - Custom Approval Workflow: In the Enterprise WeChat management console under **Approval Application** > **Template Management** > **Other**, find the templates provided by Tencent E-Sign, click **Edit** > **Rule Setting** to configure approvers, and complete approvals in the Enterprise WeChat Approval Application.

> **Note:**
> To ensure enterprise asset security, if you switch approval workflows, please ensure the new workflow is configured and tested properly before making the switch.

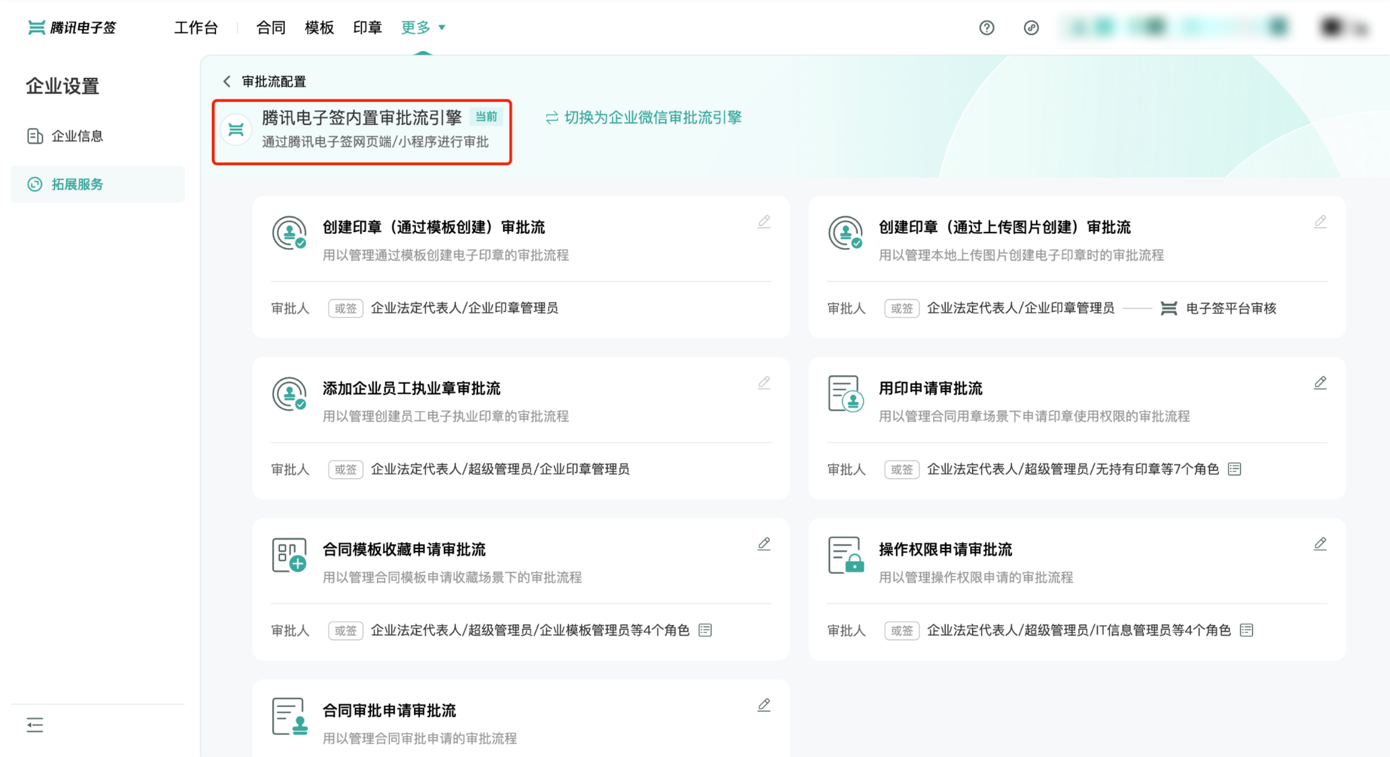
Tencent E-Sign Service built-in approval workflow

Tencent E-Sign Service built-in approval workflow means all approval operations and transitions occur within the Electronic Signature Mini Program and the web version. The specific process is as follows:

- Create Seal (via Template): First, the submitter submits a seal creation application, then the corporate legal person or corporate seal administrator reviews it. Once the review is complete, the seal creation approval workflow ends.
- Create Seal (via Image Upload): First, the submitter submits a seal creation application, then the corporate legal person or corporate seal administrator reviews it. After the review is approved, the Tencent E-Sign Service platform carries out a final review. Once this is complete, the seal creation approval workflow ends.
- To add a corporate employee's practice seal: First, the applicant submits a request to add the practice seal. Then, the corporate legal representative, super administrator, or seal manager reviews the request. Once approved, the process to add the practice seal is completed.
- Seal Application: First, the submitter submits a contract seal application, then the super administrator, corporate seal administrator, or seal approval position reviews it. Once the review is complete, the seal application approval workflow ends.
- Template Collection: First, the submitter submits a template collection application, then the super administrator or corporate template administrator reviews it. Once the review is complete, the template collection approval workflow

ends.

- Operation Permission Application: First, the submitter submits an operation permission application, then the super administrator or IT information administrator reviews it. Once the review is complete, the operation permission approval workflow ends.
- Contract Approval: First, the submitter submits an operation permission application, then the super administrator or corporate contract administrator reviews it. Once the review is complete, the operation permission approval workflow ends.



Note:

- When configuring the approval workflow:
  - Supports configuring **Multi-level Approvers**, up to a maximum of 10 approval nodes.
  - Supports two types of approvers: **Designated Role and Specified Member**.
  - Supports two types of multi-person approval methods: **Or Sign** (approval by one person is sufficient) and **Joint Signature** (all approvers must agree).
- Related roles and members need the corresponding permissions to be set as approvers in the approval workflow. The specific permission points are as follows:
  - Create Seal: Seal Management.
  - Add Employee Practice Seal: Seal Management.
  - Seal Application: Single Seal Approval.
  - Template Favorites: Template Management.
  - Operation Permission Application: Organizational Structure Management.
  - Contract Approval: Contract Folder.

Configure the Multi-level Approval Process of the Built-in Approval Workflow:

Taking Seal Application as an example:

1. click the **Editing** icon at the top right corner of the corresponding approval workflow.

2. After entering the Approval Workflow Configuration Page, you can view the most recent editor and time in the top left corner. Click on the Approval Node, set the node name, approver type (Designated Role/Member), and multi-person approval method (Or Sign, Joint Signature). If you need to add a new approver node, you can click the Plus Sign; at least one level of approval is required, with a maximum of 10 levels supported.

3. The newly added approver node also supports node name, approver type (Designated Role/Member), and multi-person approval method (Or Sign, Joint Signature), and you can delete the newly added approver node.

Example: After enabling the Tencent E-Sign Service built-in approval workflow, the approval operation view is shown.

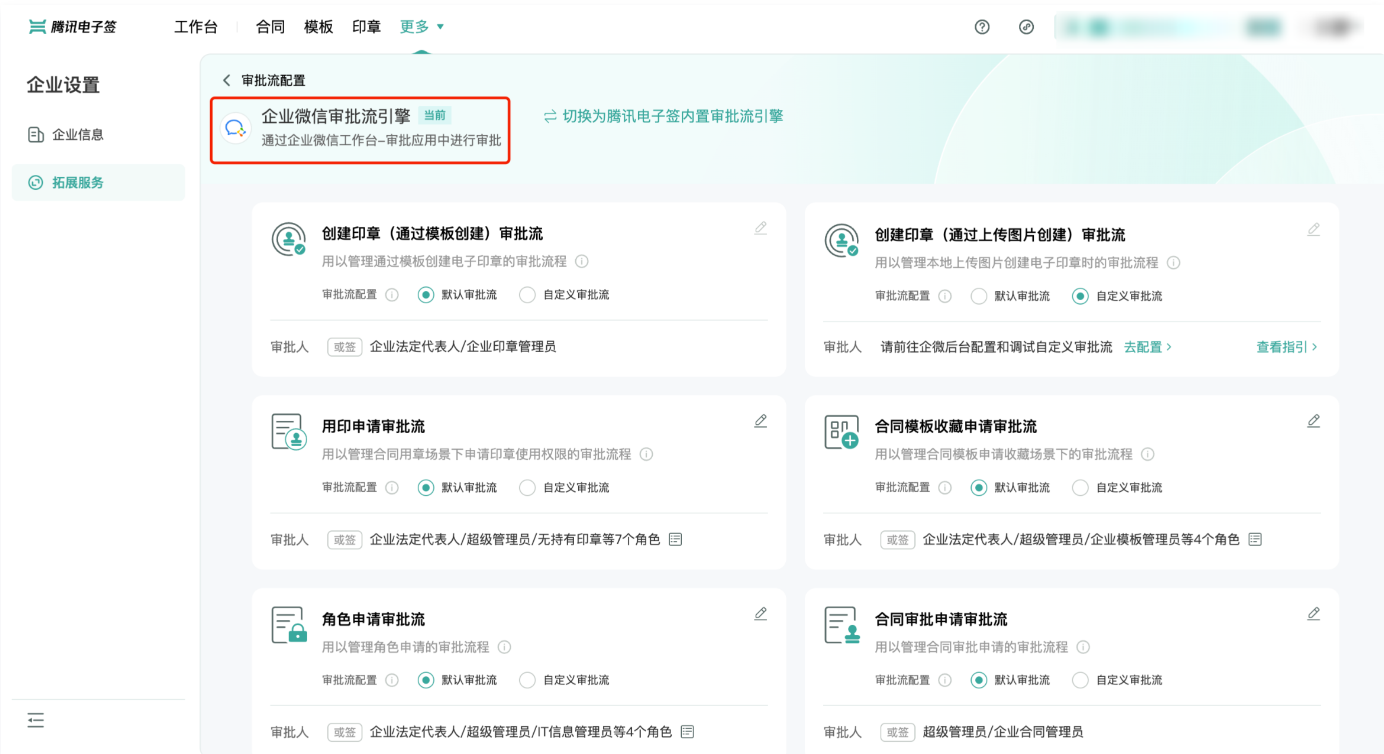
Taking Create Seal (Create by Template) as an example:

1. The submitter creates a template seal in Seal Management. When the seal is successfully added, the page will display Process Detail Handling, including process nodes, approval status, and approvers.
2. At that time, the Super Administrator will receive an SMS notification for seal approval. The Super Administrator can view the seal approval details by clicking the SMS link or by actively going to Seal Management in the mini program.
3. The Super Administrator approves in the Detail Page.
4. After the approval is completed, the submitter will receive an SMS notification of the approval result, ending the Create Seal (Create by Template) process.

Enterprise WeChat approval workflow

Enterprise WeChat Approval Workflow refers to the approval process that can be carried out in the **WeChat Work for Enterprise** > **Approval Application**, including two modes: Default Approval Workflow and Custom Approval Workflow.

> **Note:**
> - If the current enterprise has activated the Tencent E-Sign Service for WeChat Work, the approval workflow defaults to the Default Approval Workflow in the Enterprise WeChat Approval Workflow. If you want to use the Built-in Approval Workflow of Tencent E-Sign Service, please switch manually.
> - If the current enterprise has not activated the Tencent E-Sign Service for WeChat Work, the approval workflow defaults to the Built-in Approval Workflow of Tencent E-Sign Service, and it does not support the Enterprise WeChat Approval Workflow. If you need to use it, please go to the Tencent E-Sign Service application in WeChat Work for authorization and authentication. For details, please refer to the Enterprise Authentication documentation.



Mode One: Default Approval Workflow

The Default Approval Workflow is the initial approval workflow for enterprises that have activated the Tencent E-Sign Service for WeChat Work. The default approvers for each approval workflow will approve in the Enterprise WeChat Approval Application. The default approvers for each approval workflow are as follows:

- Create Seal (Create by Template): Corporate Legal Person, Super Administrator, Corporate Seal Administrator
- Create Seal (Create by Uploading Image): Corporate Legal Person, Super Administrator, Corporate Seal Administrator
- Add Corporate Employee Practice Seal: Corporate Legal Person, Super Administrator, Corporate Seal Administrator
- Seal Application: Super Administrator, Corporate Seal Administrator, Seal Approval Position (supports multi-level approver configuration)
- Template Collection: Super Administrator, Corporate Template Administrator (supports multi-level approver configuration)
- Role Application: Super Administrator, IT Information Administrator (supports multi-level approver configuration)
- Contract Approval: Super Administrator, Corporate Contract Administrator (supports multi-level approver configuration)

Note:

- When configuring the approval workflow:
  - Supports configuring **Multi-level Approvers**, up to a maximum of 10 approval nodes.
  - Supports two types of approvers: **Designated Role and Specified Member**.
  - Supports two types of multi-person approval methods: **Or Sign** (approval by one person is sufficient) and **Joint Signature** (all approvers must agree).
- Related roles and members need the corresponding permissions to be set as approvers in the approval workflow. The specific permission points are as follows:
  - Create Seal: Seal Management.
  - Add Employee Practice Seal: Seal Management.
  - Seal Application: Single Seal Approval.
  - Template Favorites: Template Management.
  - Operation Permission Application: Organizational Structure Management.
  - Contract Approval: Contract Folder.

Configure Multi-level Approval Process for Default Approval Workflow in WeChat Work:

Taking Seal Application as an example:

1. click the **Editing** icon at the top right corner of the corresponding approval workflow.

2. After entering the Approval Workflow Configuration Page, you can view the most recent editor and time in the top left corner. Click on the Approval Node, set the node name, approver type (Designated Role/Member), and multi-person approval method (Or Sign, Joint Signature). If you need to add a new approver node, you can click the Plus Sign; at least one level of approval is required, with a maximum of 10 levels supported.

3. The newly added approver node also supports node name, approver type (Designated Role/Member), and multi-person approval method (Or Sign, Joint Signature), and you can delete the newly added approver node.

Mode Two: Custom Approval Workflow

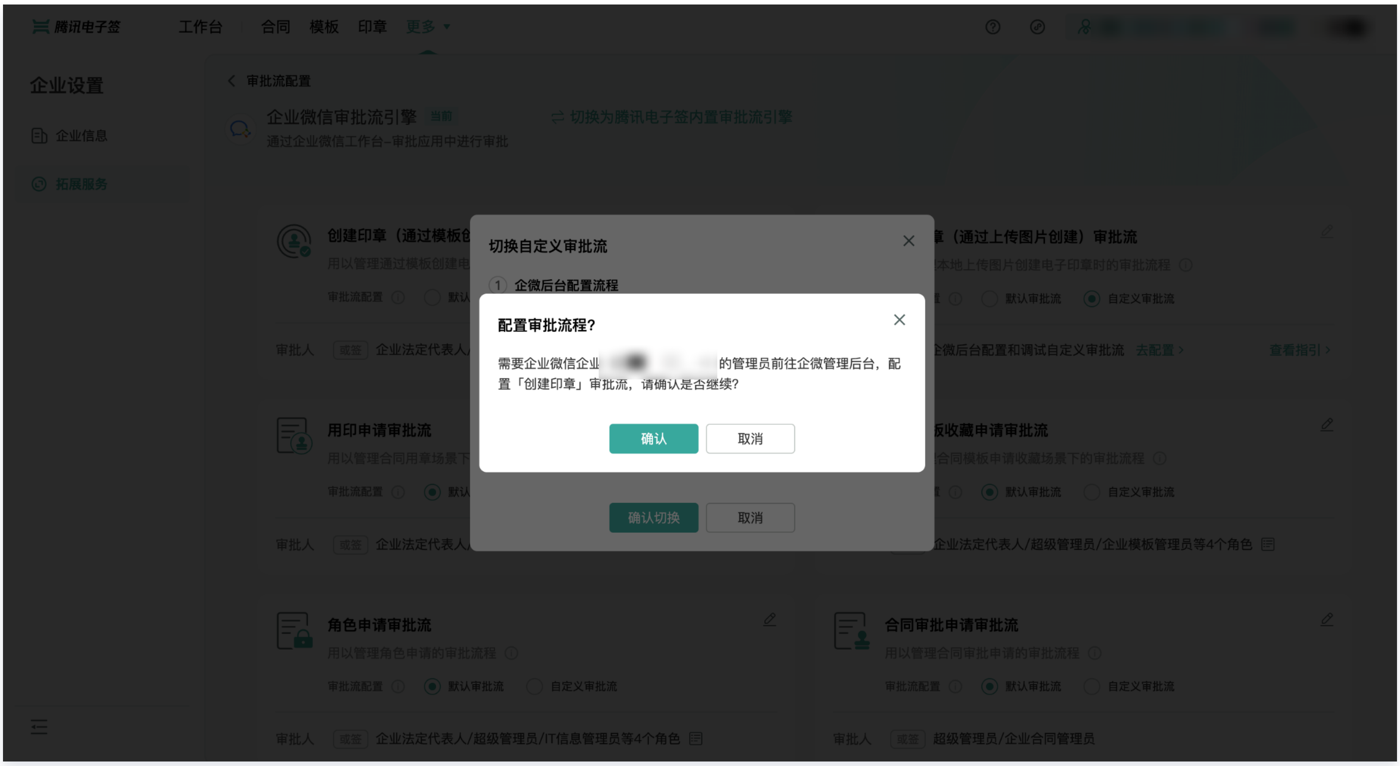
Custom Approval Workflow supports customers to configure different approval processes in the Enterprise WeChat Approval Application according to different business scenarios.
To ensure enterprise asset security, if switching to execute the Custom Approval Workflow, please make sure you have configured and tested the approval workflow properly, and confirm no errors before switching.

> **Note:**
> The Custom Enterprise WeChat Approval Workflow feature is an exclusive capability for Premium, Professional, and Enterprise Editions.

1. Please select the approval workflow to configure, click **Custom Approval Workflow** > **Go to Configure**.

2. Please confirm whether to configure the Custom Approval Workflow. The Enterprise WeChat Management Backend will open to configure the approval workflow. Please click **Confirm** to continue configuring the Custom Approval Workflow.

> **Note:**
> If you are not an Enterprise WeChat administrator, please contact the Enterprise WeChat administrator to assist you in logging in to the Enterprise WeChat Management Backend.

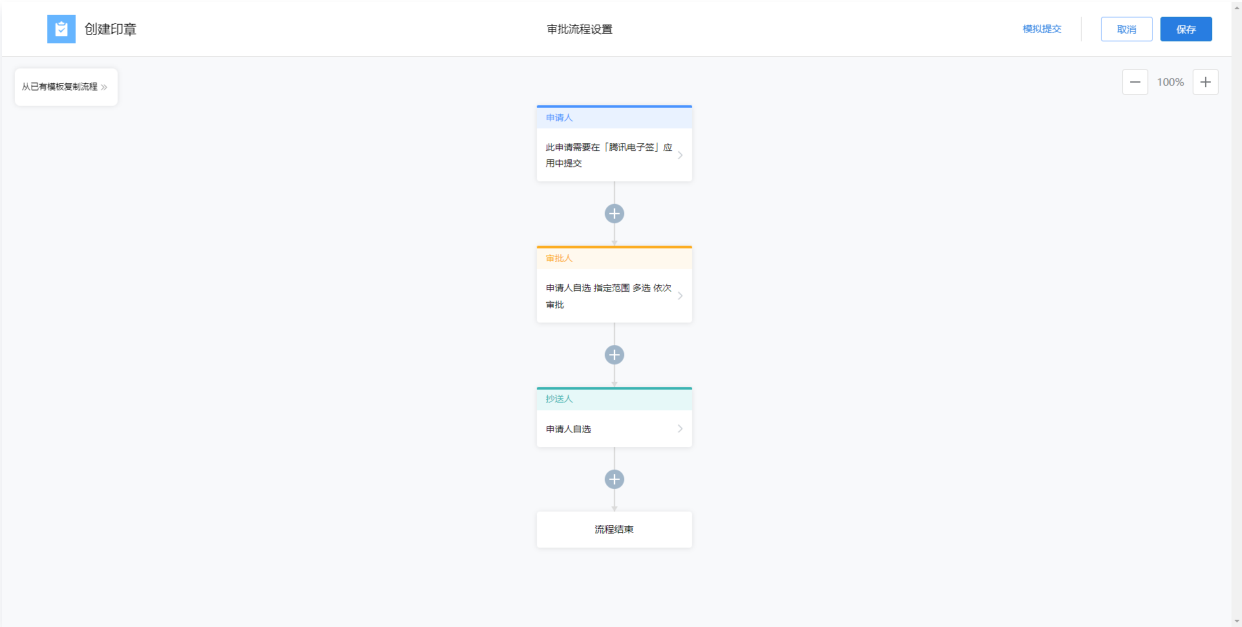


3. The system redirects to the Approval Application Details Page in the Enterprise WeChat Management Backend. Please select the required Custom Approval Workflow (e.g., Stamp Application) under **Template Management** in **Other Templates** and click **Edit** to enter.

> **Note:**
> Please ensure you are within the visible scope of the approval application. If not, please contact the Enterprise WeChat administrator to add you to the application's visible scope in the Enterprise WeChat backend.

4. Switch the page to Rule Setting, and click **Settings** to enter the Enterprise WeChat Approval Process Page.

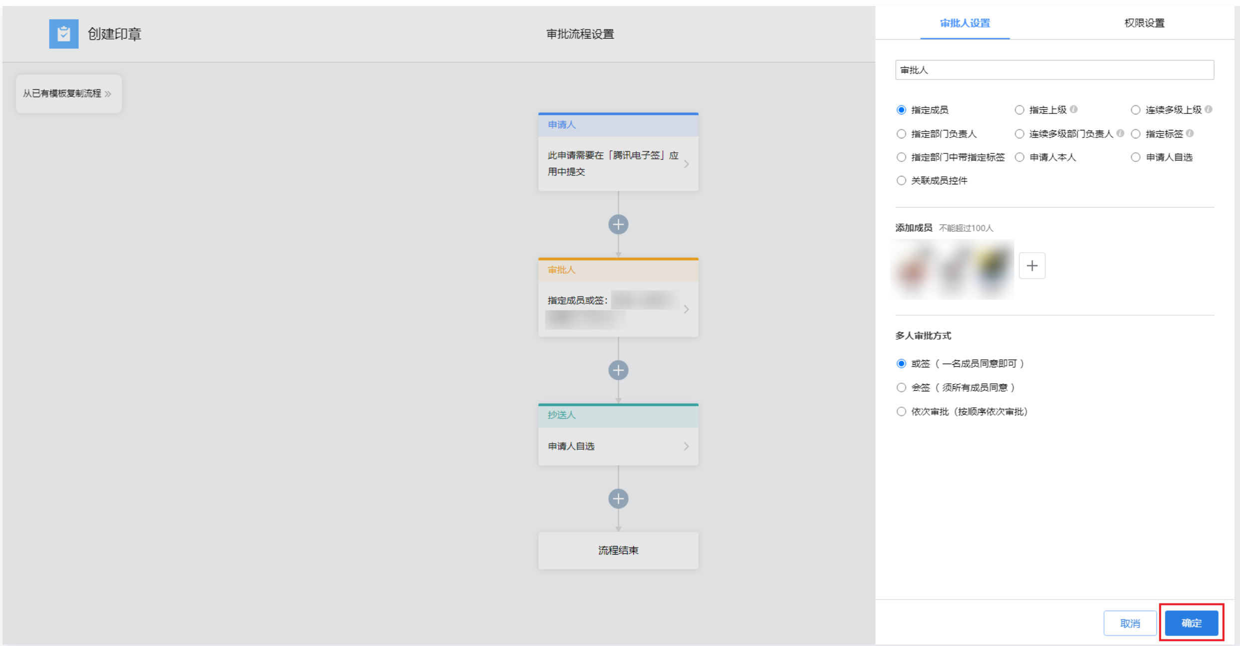
5. In the approval workflow, the applicant cannot be modified. The default scope of applicants includes all members who can submit applications within the Tencent E-Sign Service application enterprise; next, set the approver and CC.



Setting Approvers

Click on the approver card to set up the approvers, including approving members, selectable range of approvers, and multi-approver methods. Once the settings are completed, click **Confirm** to finish setting up the approvers.

> **Note:**
> Due to restrictions on the Enterprise WeChat side, in the approvals initiated by Tencent E-Sign Service as a third-party application, the approver does not support **applicant self-selection**.



Setting CC

Click on the CC card to set the CC, including the CC scope and whether to CC oneself. Once the settings are completed, click **Confirm** to finish setting up the CC.

Setting Conditional Branch

1. According to actual approval needs, if different scenarios require approval by different responsible persons, condition branches can be added. Click **+ icon** > **Conditional Branch**.

2. Click on the condition card, set the condition name, and conditional branch content. After confirming the settings are correct, click **Confirm**.

3. Configure different approvers and Cc recipients under various conditions. If no approval or Cc step is needed, simply delete the card.

6. The custom approval workflow has been set up. Click the upper right corner **Save** to save the workflow. The custom approval workflow has been configured.

7. Return to the Tencent E-Sign Service web approval workflow configuration page. Read the approval security notice, confirm you have understood the security notice without objections, then click **Confirm Switch** in the custom approval workflow pop-up.

> **Note:**
> To ensure the security of corporate assets, if switching to execute the custom approval workflow, make sure the workflow has been configured and debugged properly. Confirm it is correct before switching.

8. Confirm that the approval workflow has been successfully switched and activated.

Example: Approval operation view after enabling Enterprise WeChat approval workflow.

Taking the default approval workflow for a seal application as an example:

1. The submitter submits a seal application when signing the contract.
2. At that time, the Super Administrator and company employees with single-use seal approval permissions will receive approval notifications in Enterprise WeChat. The Super Administrator can enter the **Approval Application** > **Processing** page to view pending approval applications.
3. The Super Administrator approves the application on the application detail page.
4. After the approval is completed, the submitter will receive an approval result notification in Enterprise WeChat, ending the contract seal application process.

Approval Flow Switch

Switch to Tencent E-Sign Service built-in approval workflow

If the current approval workflow is the Enterprise WeChat approval workflow, please click **Tencent E-Sign Service built-in approval workflow** to switch, and confirm the switch in the pop-up. If you want to continue switching, please click **Confirm**.

> **Note:**
> Approval workflows that have been initiated but not yet completed can still be completed in the **Enterprise WeChat Workbench** > **Approval Application**. New approval workflows will automatically switch to the Tencent E-Sign Service built-in approval workflow.

Switch to Enterprise WeChat approval workflow

If the current approval workflow is the Tencent E-Sign Service built-in approval workflow, please click **Enterprise WeChat approval workflow** to switch and confirm the switch in the pop-up window. If you want to continue switching, please click **Confirm**.

> **Note:**
> - Approval workflows that have been initiated but not yet completed can still be completed in the Tencent E-Sign Service built-in approval workflow. Newly initiated approval workflows will automatically switch to the Enterprise WeChat approval workflow.
> - When switching to the Enterprise WeChat approval workflow for the first time, the approval workflows for all scenarios will follow the default approval process method.
> - If it is not the first time switching to the Enterprise WeChat approval workflow, the approval workflows for all scenarios will follow the approval method before the switch (for example, if the **Seal Application** in the Enterprise WeChat approval workflow was a customized approval process method before the switch, then when switching back from the Tencent E-Sign Service built-in approval workflow to the Enterprise WeChat approval workflow, the approval workflow for the **Seal Application** will also be a customized approval process method).


腾讯电子签
工作台
合同
模板
印章
更多
企业设置
企业信息
拓展服务
审批流配置
腾讯电子签内置审批流引擎
当前
切换为企业微信审批流引擎
通过腾讯电子签网页端/小程序进行审批
请确认是否切换为「企业微信审批流」引擎?
您正在将审批流引擎切换为企业微信审批流引擎，切换后，「创建印章」「用印申请」等流程将自动切换成企业微信审批流集成，您需关注如下内容：
1、审批人员需要在企业微信工作台-审批应用中进行审批相关操作。
2、已经发起还未处理完成的审批流可继续完成审批，新发起的审批流将自动切换为企业微信审批流。
3、您可以在企业微信工作台审批应用中自定义审批流程。
确认
取消
企业法定代表人/企业印章管理员
电子签平台审核
企业法定代表人/超级管理员/无持有印章等7个角色
合同模板收藏申请审批流
用以管理合同模板申请收藏场景下的审批流程
审批人
或签
企业法定代表人/超级管理员/企业模板管理员等4个角色
操作权限申请审批流
用以管理操作权限申请的审批流程
企业法定代表人/超级管理员/IT信息管理员等4个角色
合同审批申请审批流
用以管理合同审批申请的审批流程

Forced Activation of Contract Approval

Last updated：2024-08-01 15:59:30

Tencent E-Sign Service allows configuring all contract initiations within the enterprise to require approval. Contracts can only be successfully initiated after approval.

Prerequisites

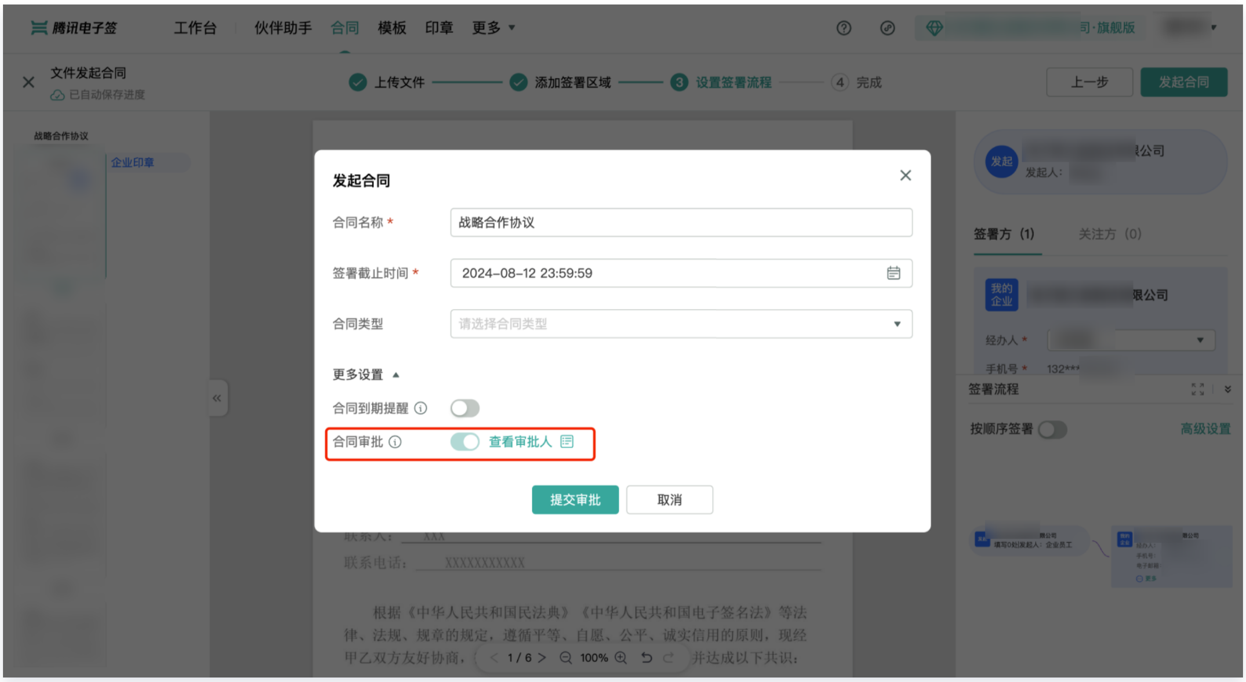
- Please complete the Tencent E-Sign Service Enterprise Authentication first. For authentication guidelines, see the Enterprise Authentication document.
- Please complete the approver configuration for the contract approval flow first. Refer to the Approval Flow Configuration document.
- The enterprise legal representative, super administrator, and roles with the **Extended Services** > **Approval Related** > **Forced Activation of Contract Approval** permission can configure this. Other employees who wish to activate it will be prompted to apply for operation permissions. Once approved, they can proceed.

Configuration Path

1. Log in to Tencent Electronic Signatures Webpage, or open the Tencent E-Sign Service app in the Workbench page of the Enterprise WeChat desktop client. Click on the top navigation bar to find **Enterprise Settings**.

2. Go to **Enterprise Settings** > **Extended Services** > **Forced Activation of Contract Approval** switch.

3. After confirming the activation, all contracts initiated via the webpage, mini-program, templates, or files will need to be approved by the relevant approver (see How to Modify Approvers) before they can be successfully initiated.



> ⚠ **Note:**
> Batch contract initiation and contract group initiation do not support contract approval activation for the time being.

Activate Signature Password Guide

Last updated：2024-08-01 15:59:44

This feature supports enabling/disabling the popup guide for activating the signature password on the contract signing completion result page (as shown in the red box below). The operator needs to have **Extended Services > Other Extended Services > Activate Signature Password Guide** permissions.

> **Note:**
> When the main group enterprise closes/opens the signature password activation guide, the subsidiary enterprises will also be synchronously closed/opened, and subsidiary enterprises are not allowed to modify the configuration independently.

Page Seal

Last updated：2024-08-01 15:59:59

The page seal is a special type of electronic seal. When a document is signed with a page seal, the same seal will appear equally on the far right side of each page. When the document is printed, the right side can be spread out to restore the complete seal, thereby preventing the risk of partial loss or replacement of the document.

Operation step

1. Activate the page seal.

   log in to the Web Console, click the **More** icon in the top navigation bar, find **Corporate Settings** > **Extended Services** to activate the Seal Over Pages service. By default, super administrators or legal representatives have the authority to activate it. Other employees who click on **Activate** will be prompted to apply for permission. Once the permission application is approved, they can activate the Seal Over Pages service. After activation, members within the company can choose the Seal Over Pages as the corporate seal method when configuring templates or initiating contracts.

2. Configure page seal for contracts or templates.
   When configuring templates or initiating contracts, select the page seal as the company's sealing method.

3. Sign the contract using the page seal.


10:19
文件详情
1 / 4
骑缝章
骑缝章落章区
上一项
签署区域 2/4
下一项
XXXXX
当前合同内全部印章位置复用本印章
提交

Organization Management
Organization Structure Management

Last updated：2024-08-01 16:00:34

In Organization Structure Management, you can add, delete, modify, and query enterprise departments and employees. Tencent E-Sign Service provides various methods to add enterprise employees, including manual addition, invitation code to join, and import table. It also supports changing the department employees belong to. This document mainly introduces how to manage enterprise departments and employees, and how to quickly add employees. For managing the organization structure using WeCom Tencent E-Sign Service, please refer to Organization Structure Management within Enterprise WeChat.

Prerequisites

- Please complete the activation of the electronic signature service first. For the activation guide, please refer to Activation Guide document.
- Please ensure that you have **Organization Structure Management** permission. If you do not have the permission, please contact the **Super Administrator** or an employee with **Role Management** permission to assign the permission to you.

Path

1. Log in to Tencent E-Sign Service Webpage, then use WeChat to scan the QR code on the screen.

2. After scanning into the console, you can hover your mouse over **More** at the top of the page. Click and a dropdown menu will appear. You can select **Organization Management** from the menu to enter the Organization Management page.

Organization Structure Page Introduction

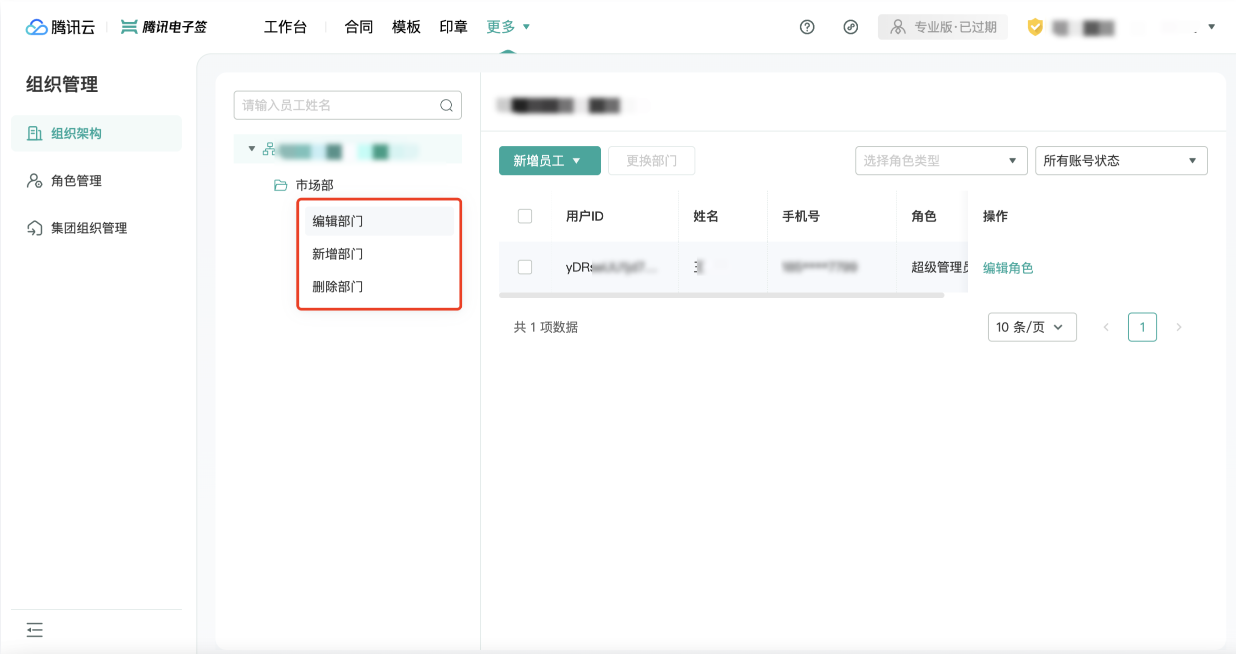
The Organization Structure Page displays enterprise department and employee information, supporting add, delete, modify, and query operations for departments and employees. It also supports precise filtering of employees based on role type, account status, and name.

> **Note:**
> For how to add, edit, and delete roles, please refer to Role Management document.

Department management

Add Department

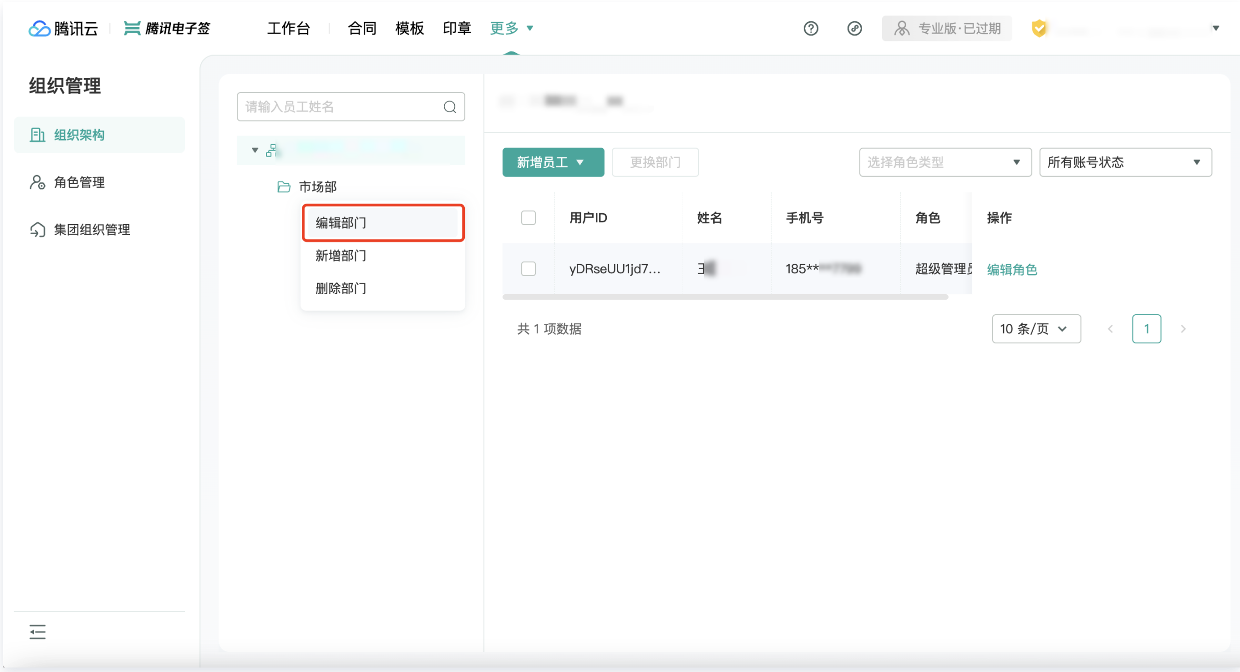
1. Select the appropriate department level in the electronic signature organization structure. Hover your mouse over the department, then click **Add Department**.



2. Confirm the location of the new department, then enter the name of the new department. If the information is correct, click **Confirm**.

Edit Department

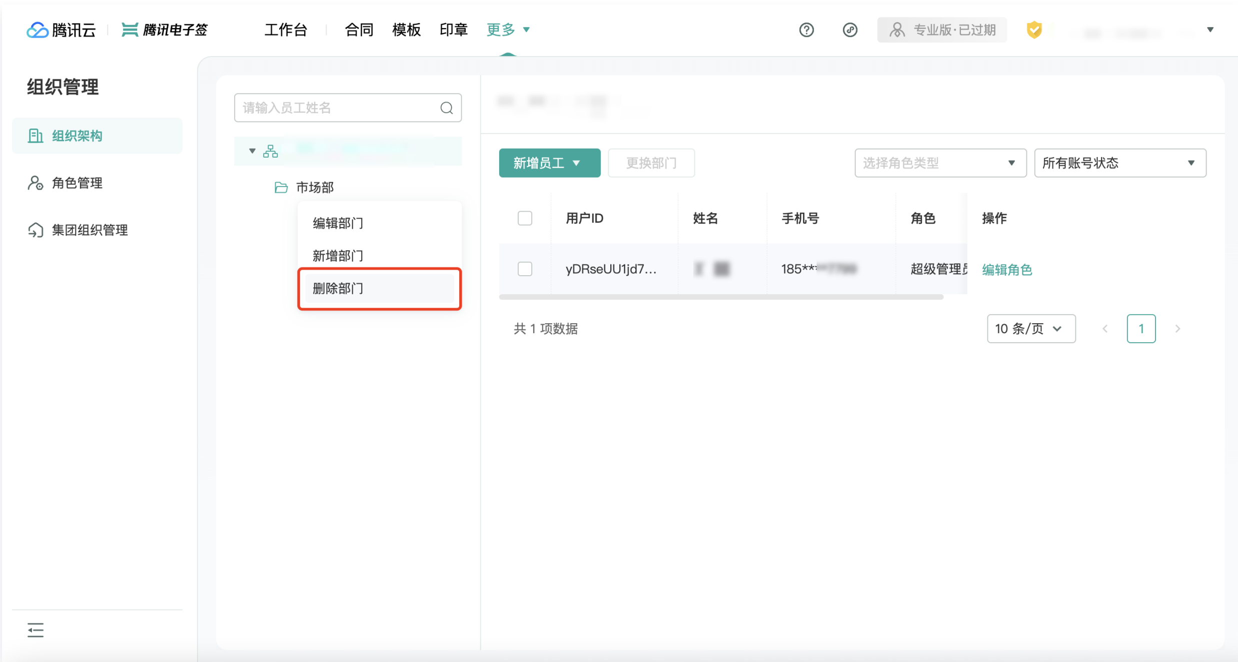
1. Select the department to be edited in the electronic signature organization structure. Hover your mouse over the department, then click **Edit Department**.



2. Confirm the name of the department being modified, then enter the new department name. If the information is correct, click **Confirm**.

Deleting a department

1. In the electronic signature organizational structure, select the department to delete, place the mouse over the department, then click **Delete department**.



2. Due to enterprise asset security concerns, select the designated department to inherit the employees and assets of the department in the current electronic signature organizational structure. After confirming that the information is correct, click **Confirm**.

3. Please double confirm whether to delete the current department and agree to transfer its employees and assets to the designated department. If correct, please click **Confirm**. The department has been successfully deleted, and the employees and assets have been transferred to the designated department.

Employee Management

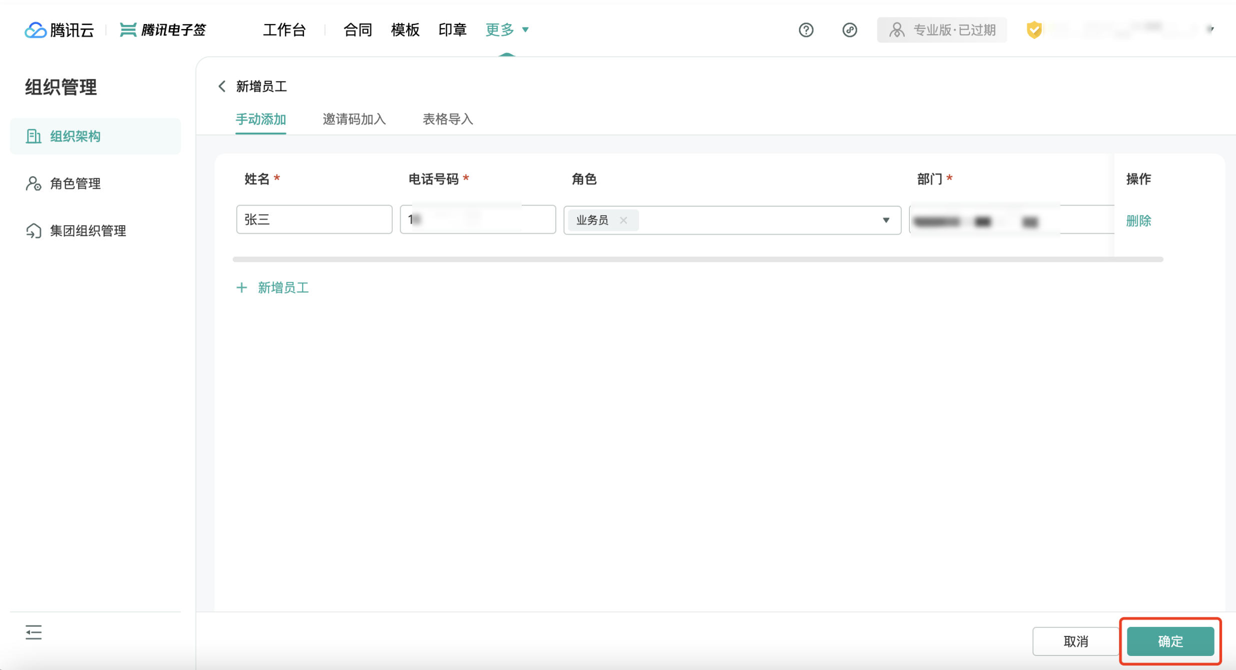
Creating Employee

On the appropriate department level page, click **Add Employee**. Tencent E-Sign Service application supports three ways to add: **Manual Addition**, **Invitation Code**, and **Import Table**.

> **Note:**
> To add employees in the Enterprise WeChat Electronic Signature application, refer to the Organization Structure Management within Enterprise WeChat documentation.

Adding IPs manually

1. This is suitable for scenarios where you add a small number of employees. Please enter the employee's name and phone number, and assign a role to the employee. After confirming that the information is correct, click **Save**.



> **Note:**

- For adding new enterprise roles, refer to the Role Management documentation.
- To add multiple employees, click **Add Employee**.
- To delete this newly added record, click **Delete**.

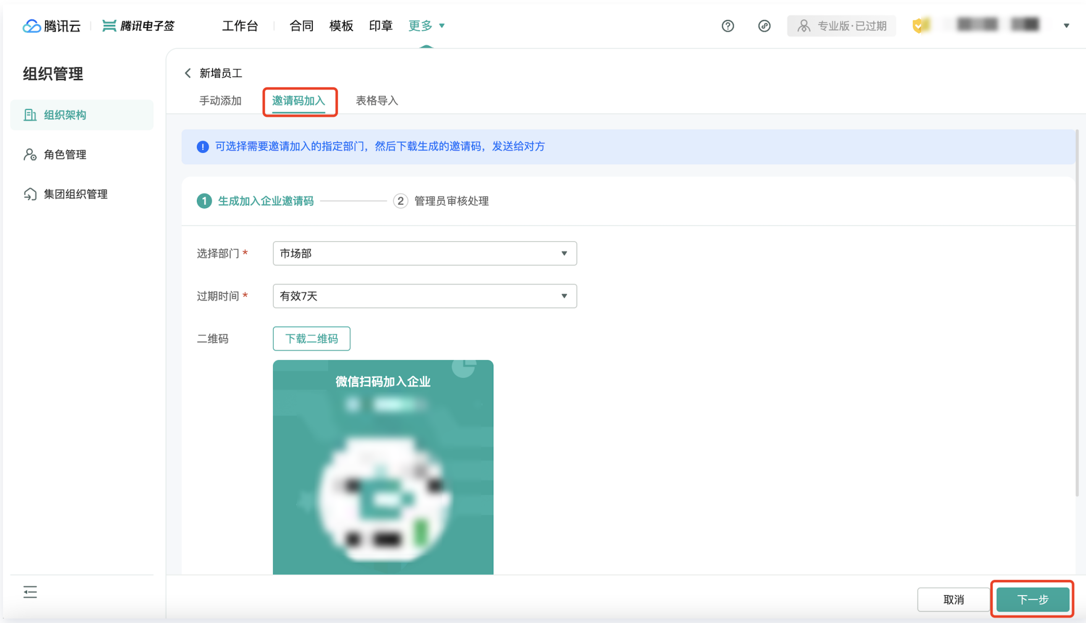
2. The employee has been successfully added. The system will automatically send an SMS inviting the new employee to complete real-name authentication and activate their account. For specific operations, refer to Employee Account Activation.

Invitation Code Joining

This is suitable for scenarios where multiple employees are added, with no limit on the number of QR scans.

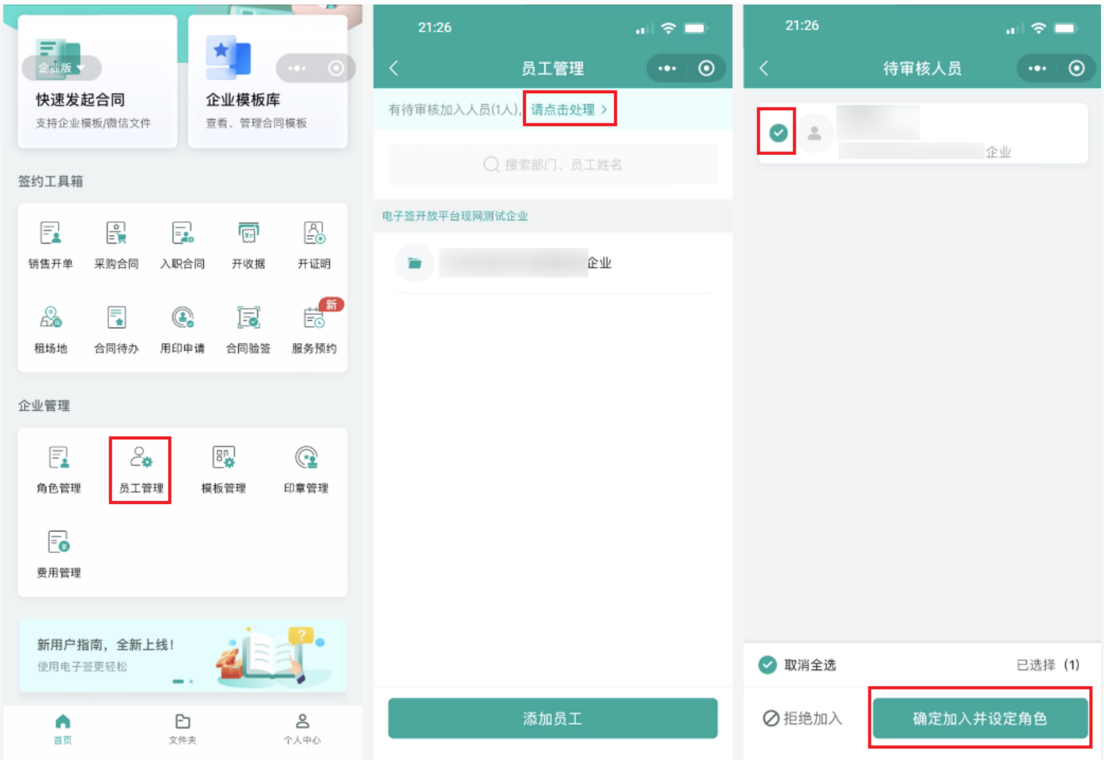
Web

1. Please select and confirm the employee's department and the validity period of the invitation code. After confirming that the information is correct, click **Download QR Code** and send the QR code to the employees to be added, then click **Next**.



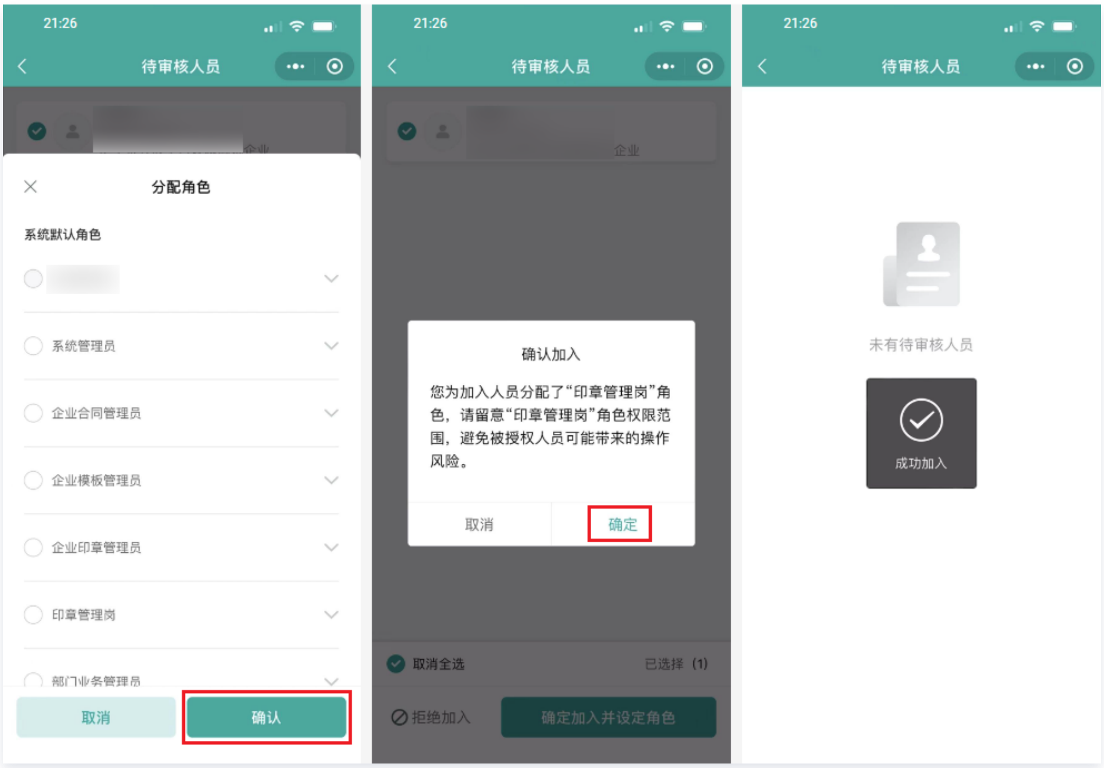
2. Support for Tencent E-Sign Service application super administrators or enterprise members with organizational structure management permissions to quickly enter the electronic signature mini program by scanning the screen QR code with WeChat to review pending members. After completing the review, click **Complete**. Subsequent reviews by administrators can be carried out directly in the employee management section of the electronic signature WeChat mini program. See step 3 for details.

3. Administrators, please go to the Tencent E-Sign Service WeChat mini program, open **Employee Management**. At the top of the Employee Management page, click **Processing**. In the review page, check the personnel records to be reviewed and proceed with the review. If you agree to let them join the enterprise, select **Confirm Joining and Set Role**. If you refuse their entry, select **Reject Joining**.



4. Please assign roles to the enterprise members who are confirmed to join. Once the assignment is complete, click **Confirm**. Then, perform a secondary confirmation of the member's joining information. If confirmed, continue by clicking **Confirm**, and the system will prompt that the member has successfully joined.

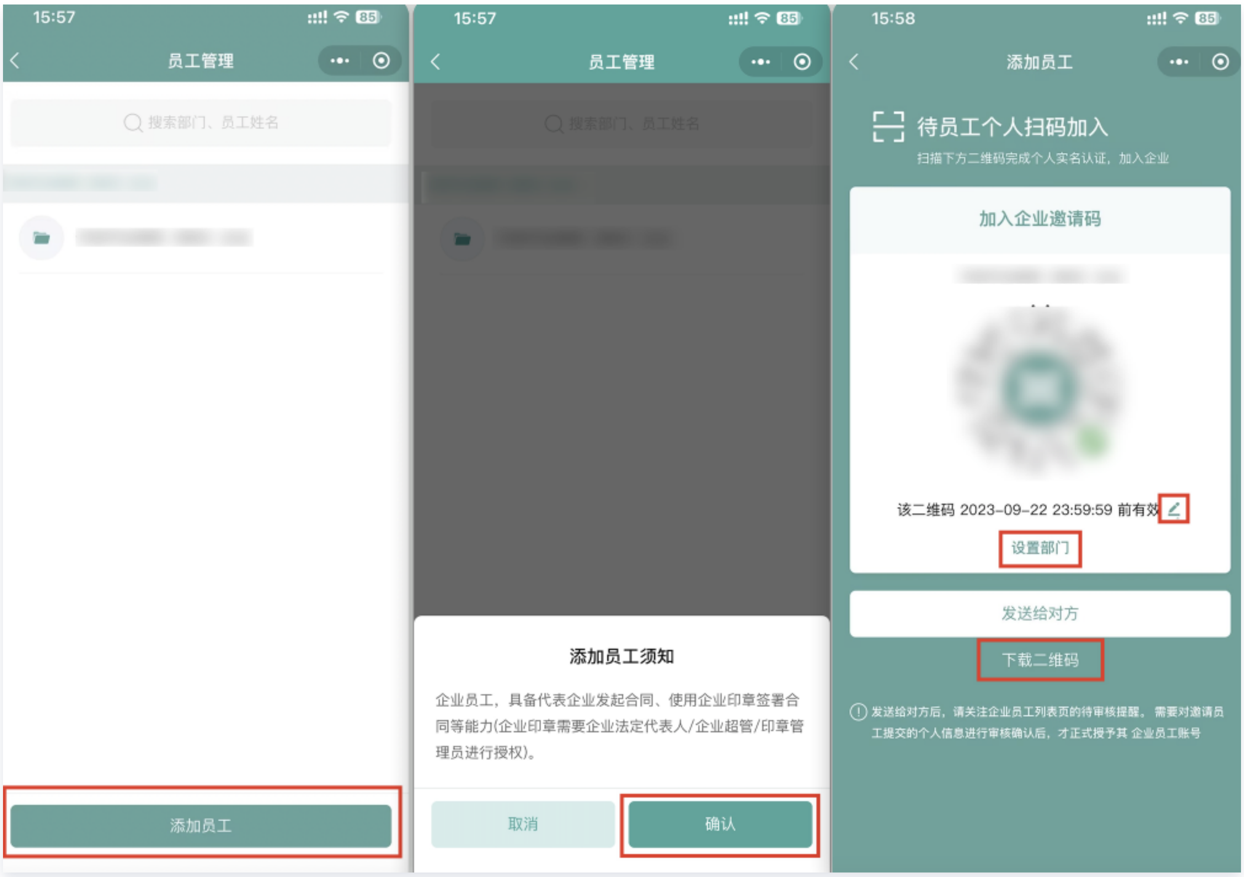
> **Note:**
> For adding new enterprise roles, refer to the Role Management documentation.



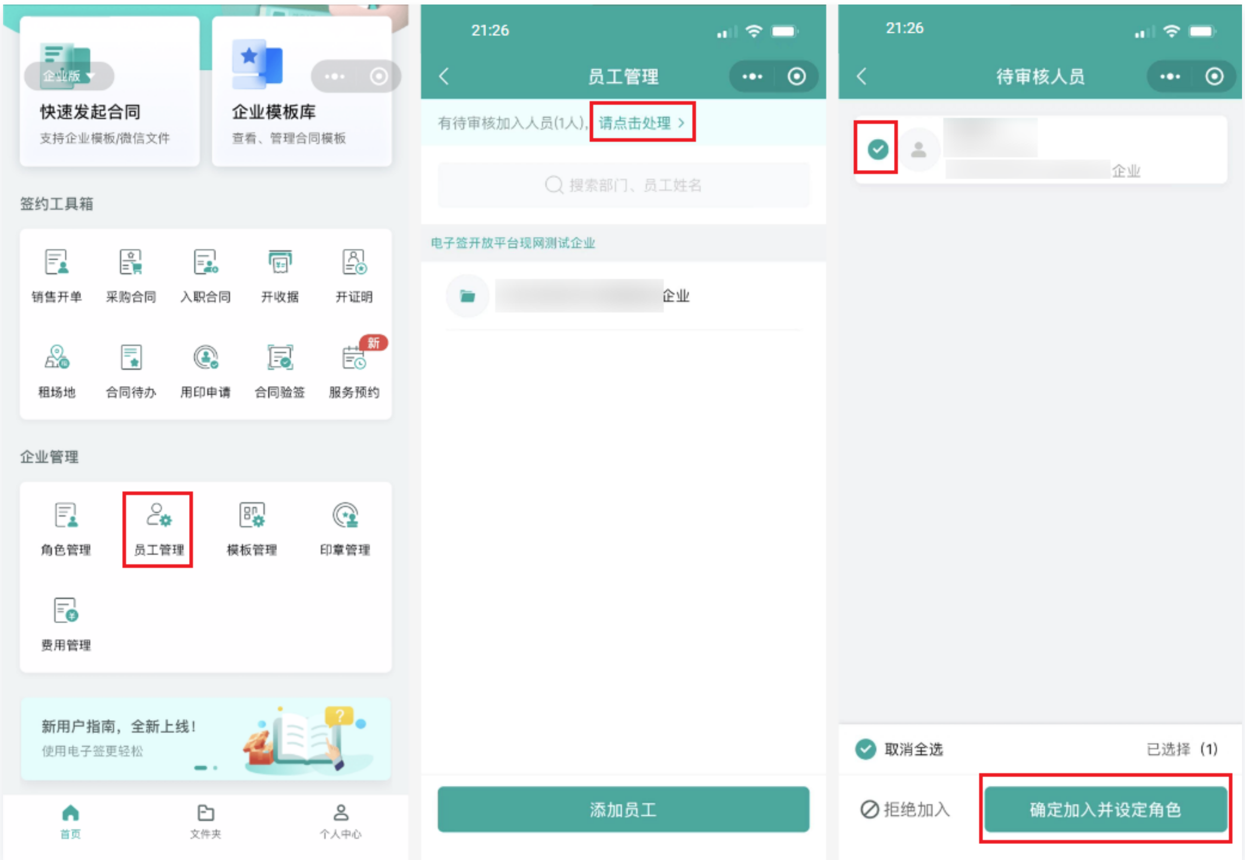
Mobile Version

1. QR code generation entrance: From the mini program homepage, enter **Employee Management**, click Add Employee at the bottom, read the employee addition notice, then click Confirm. You can then see the employee invitation QR code, which you can Download QR Code and send to the employee to be added.

> **Note:**
> You can set the QR code validity period and the department to invite the employee to join.



2. Review pending employee joining process: Administrators should go to the Tencent E-Sign Service WeChat Mini Program, open **Employee Management**, and at the top of the Employee Management page, click **Please Click to Process**. In the review page, check the personnel records to be reviewed and conduct the review. If you agree to let the member join the current enterprise, select **Confirm Joining and Set Role**; if you reject the member's joining, select **Reject Joining**.



3. Please assign roles to the enterprise members who are confirmed to join. Once the assignment is complete, click **Confirm**. Then, perform a secondary confirmation of the member's joining information. If confirmed, continue by clicking **Confirm**, and the system will prompt that the member has successfully joined.

> **Note:**
> For adding new enterprise roles, refer to the Role Management documentation.

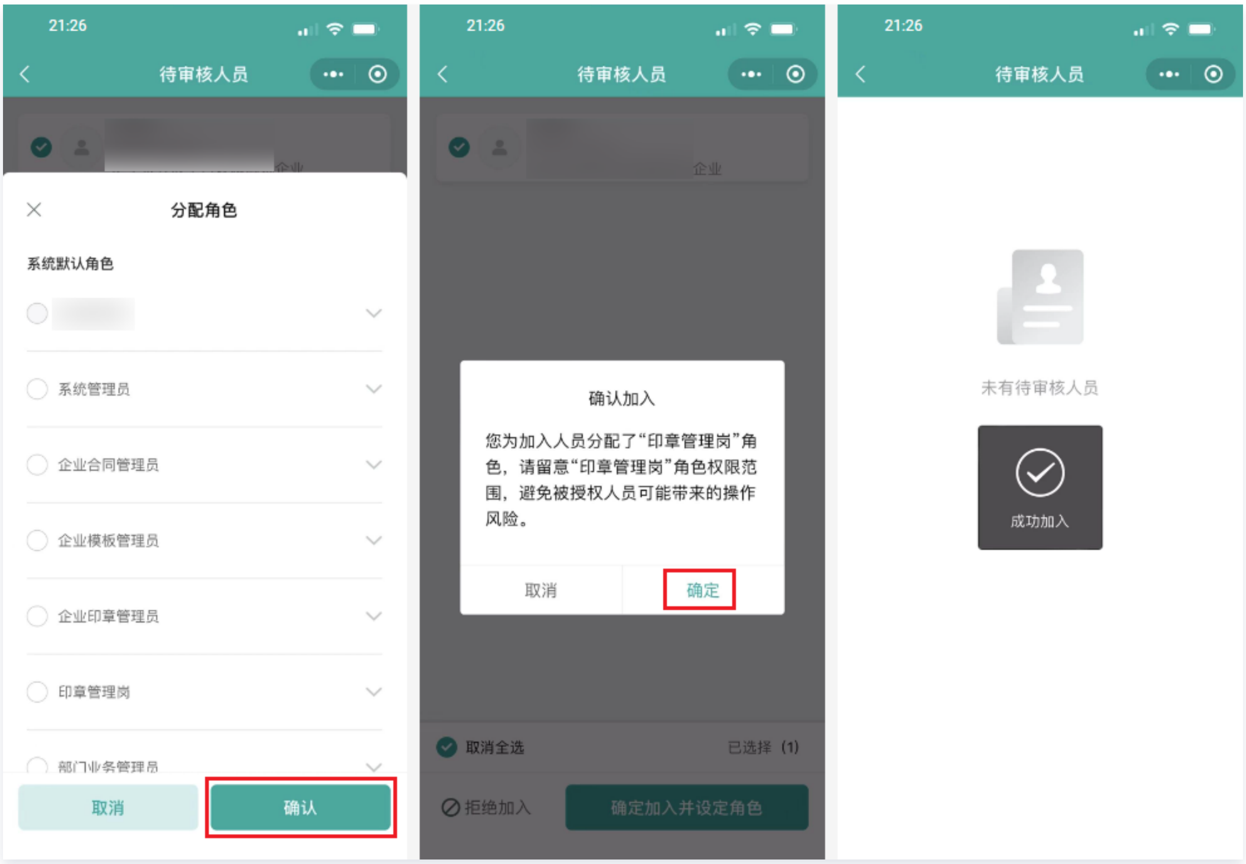


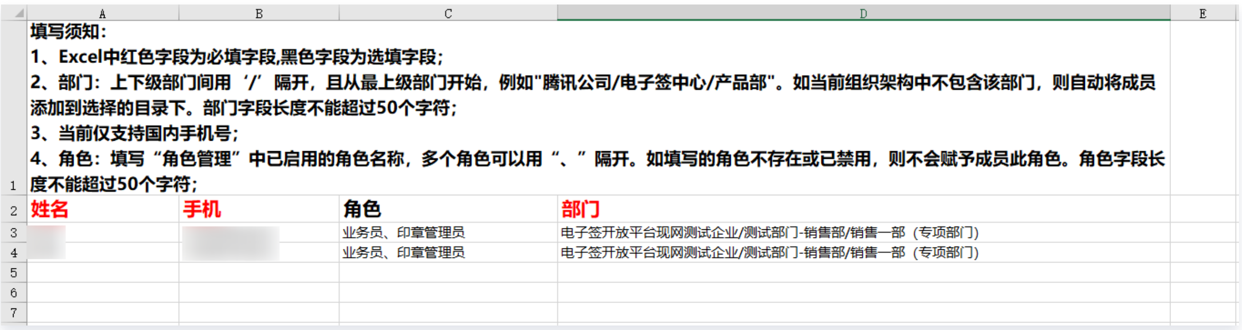
Table Import

1. Please click **Structure Import Template** to download the template to the local system.

2. Fill in the template with the new employee's name and mobile number, as well as the employee's role and department in the organizational structure. Confirm that the information is correct and save the template content.

> **Note:**
> - Please make sure to delete the example records in the template, otherwise, the template will fail to import.

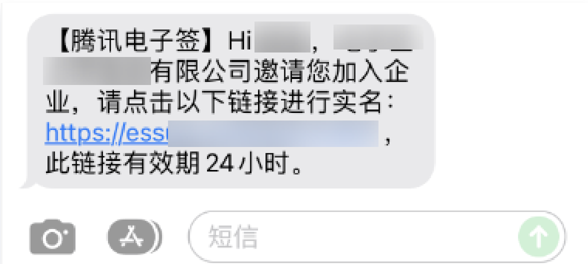
- For adding new enterprise roles, refer to the Role Management documentation.



3. Click **Click to Upload** to upload the completed structure template. After uploading, click **Import**.
4. The members have been successfully imported. Click **Complete**, and the system will automatically send an SMS inviting the new employee for real-name authentication and account activation. For detailed steps, please refer to Employee Account Activation.

Employee Account Activation

1. When enterprise employees are successfully added or approved, the system will automatically send an SMS inviting the new employee for real-name authentication. The employee should click the invitation link in the SMS to complete the real-name authentication.

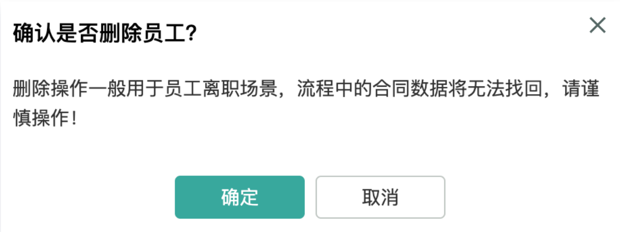


2. Once the employee completes the real-name authentication, they can use the Tencent E-Sign Service.

> **Note:**
> If the employee's SMS link has expired, please contact the super administrator or an employee with organizational structure management permissions to resend the real-name SMS in the organizational structure.

Deleting an Employee

1. Please select the unregistered employee you want to delete, then click **Delete**.

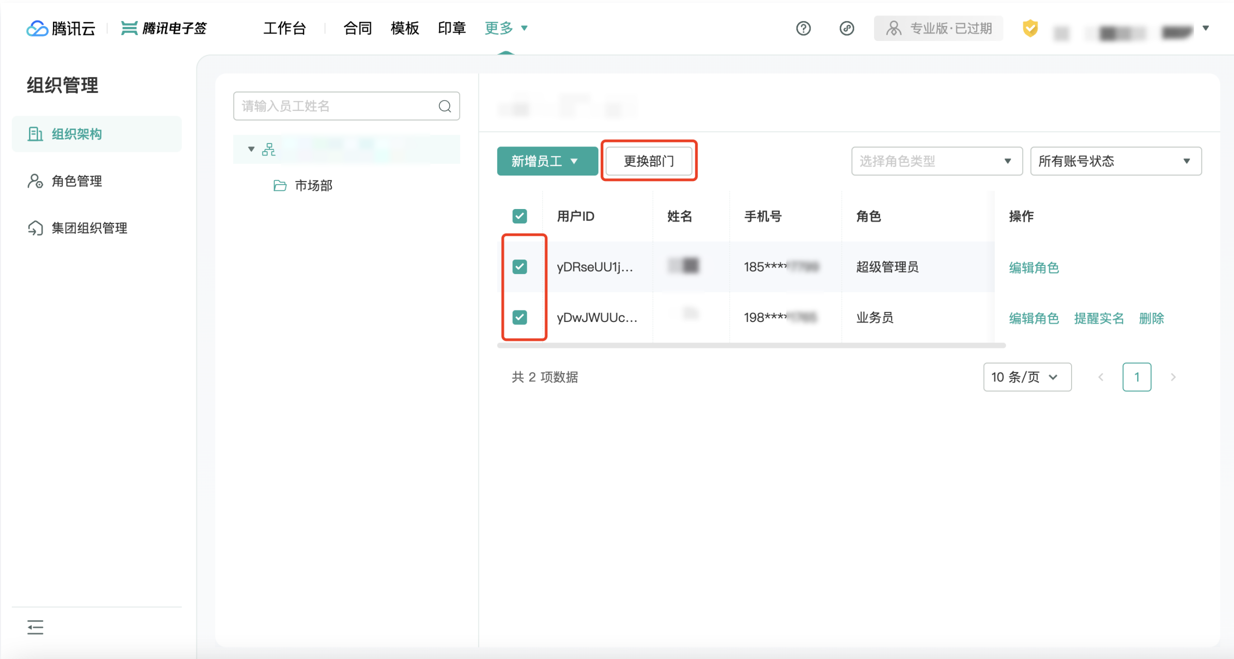


2. Please confirm again if you want to delete this employee. The deletion operation is generally used in employee resignation scenarios. Contract data in the process will be unrecoverable. Please proceed with caution. If you wish to continue deleting, please click **Confirm**.

Employee Department Change

1. When the organizational structure of the enterprise changes and employee department adjustments are needed, please select the employee, then click **Change Department**.

> **Note:**
> If the selected employee has contracts in process, changing departments is not supported. Please transfer the contract to someone else or complete the contract process before changing departments.

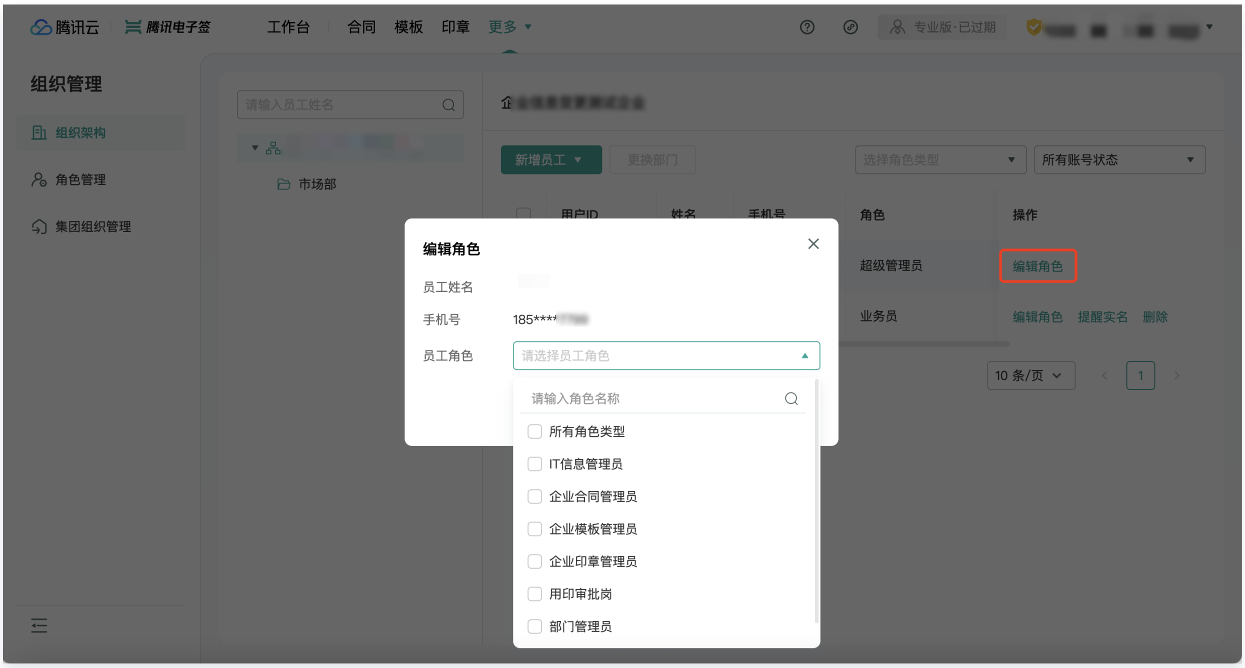


2. Please select the new department to change to. After confirming there are no mistakes, click **Confirm**.

3. The employee has successfully changed departments.

Editing Employee Role

1. Select the employee whose role you want to edit, click **Edit Role**.



2. Authorize or delete roles for the employee. After confirming the edit, click **Save**.

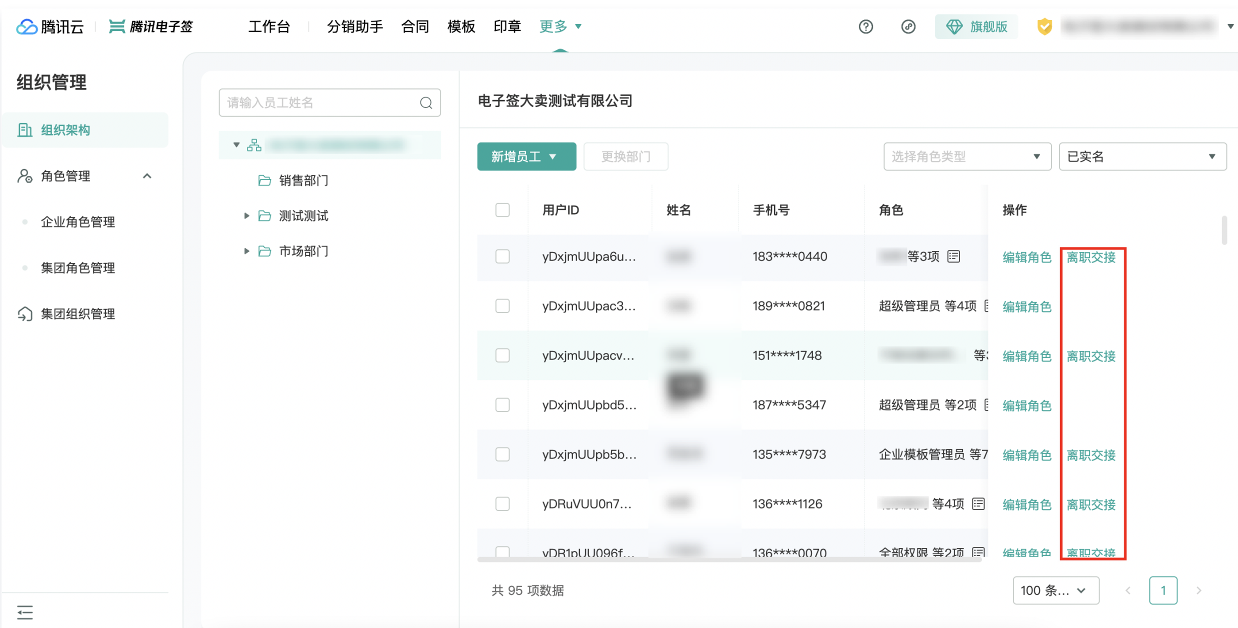
> **Note:**
> For how to add, edit, and delete roles, please refer to Role Management document.

3. The employee's role has been saved and has taken effect.

Employee Resignation Handover

Web

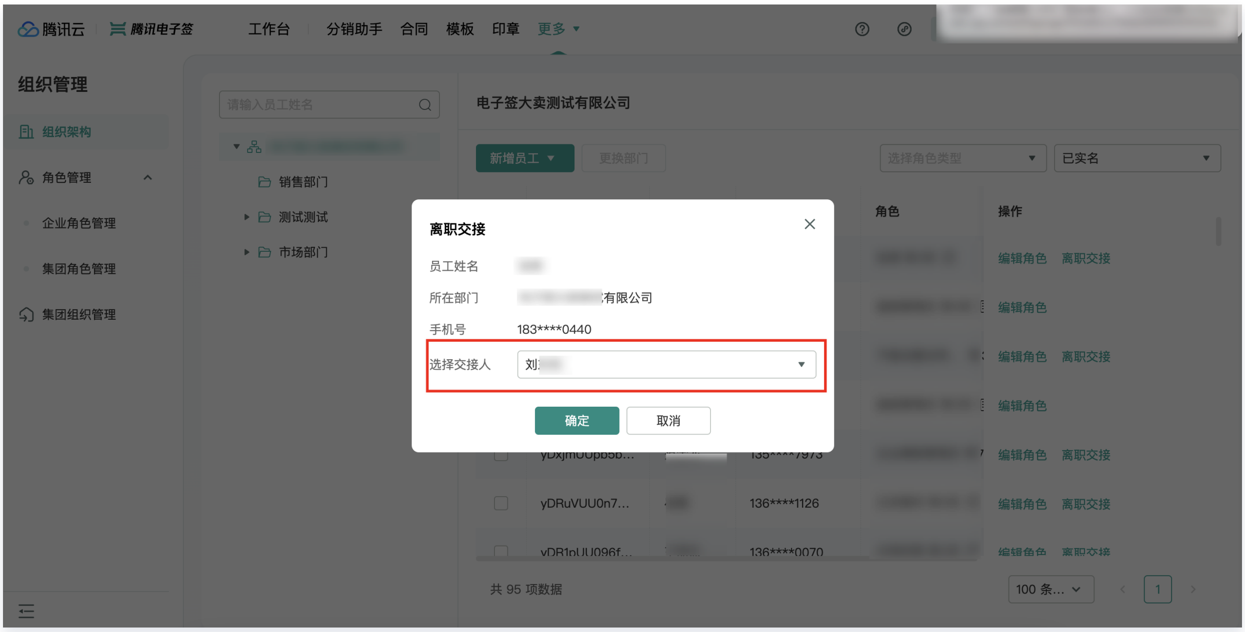
1. Entry: **Organization Management** > **Resignation Handover**.



> **Note:**

> Support for resignation of corporate legal person and super administrator is not available.

2. Select an employee within the company as the Resignation Handover Person. After handover, all pending contract data of the resigning employee will be transferred to the handover person.



3. After confirming the resignation handover information, click **Confirm** to complete the employee's resignation.

Mobile Version

1. Entry: Tencent E-Sign Service Mini Program **Homepage** > **Employee Management**.

2. Go to the employee list and select the resigning employee.

3. After entering the Employee Detail Page, click **Resign This Employee.**

4. Select the handover person. After handover, all pending contract data of the resigning employee will be transferred to the handover person.

5. Resignation handover successful.

Role management

Last updated：2024-08-01 16:00:48

Tencent E-Sign Service controls user viewing and operation permissions through roles. Administrators can assign different roles to enterprise employees in different positions to control their permissions. This document guides you on creating, editing, and deleting roles in the console.

Prerequisites

Please complete the activation of the electronic signature service first. For activation guidance, refer to the Activation Guide document.

System default roles

Roles are divided into system default roles and corporate custom Definition roles. System default roles cannot be disabled, deleted, or have their permissions edited but can have members added to them. Corporate custom Definition roles are roles added by the corporation based on its needs, with permissions set according to specific business situations, such as adding new roles like **Finance Position**, **Sales Position**, etc.
The system default roles in the corporate edition include the following roles:

Role name	Role description
Super Administrator (highest permissions for electronic signing business, e.g., Legal Affairs/Business owner)	All feature and data management permissions, only one super administrator can be set.
IT Information Administrator (IT System Head, e.g., CTO)	Permissions including organizational staff, billing module, application module, etc.
Corporate Contract Administrator (Corporate Legal Officer)	Full contract management of the enterprise, ability to apply for certification, etc.
Enterprise Template Administrator	Full template management permission capability of the enterprise.
Corporate Seal Administrator (Corporate Administrative Head)	Manage all electronic seals of the enterprise, such as adding seals, enabling/disabling seals, seal authorization, etc.
Seal Approval Position (Seal Management Position for each department)	Can manage the daily use of authorized seals, such as auditing and registering contract seal usage
Department Administrator (Contract + Seal + Template Management for the department)	All department-level (including sub-departments) contract management authority capability.
Businessman (Salesperson, Purchaser)	Initiate contracts, sign contracts (including filling out, refusal), revoke contracts, and hold seals, etc.

> **Note:**
> The default roles System Administrator, Seal Administrator and Department Business Administrator have been renamed to IT Information Administrator, Seal Approval Position, and Department Administrator respectively.

The system default roles for subaccounts include the following roles:

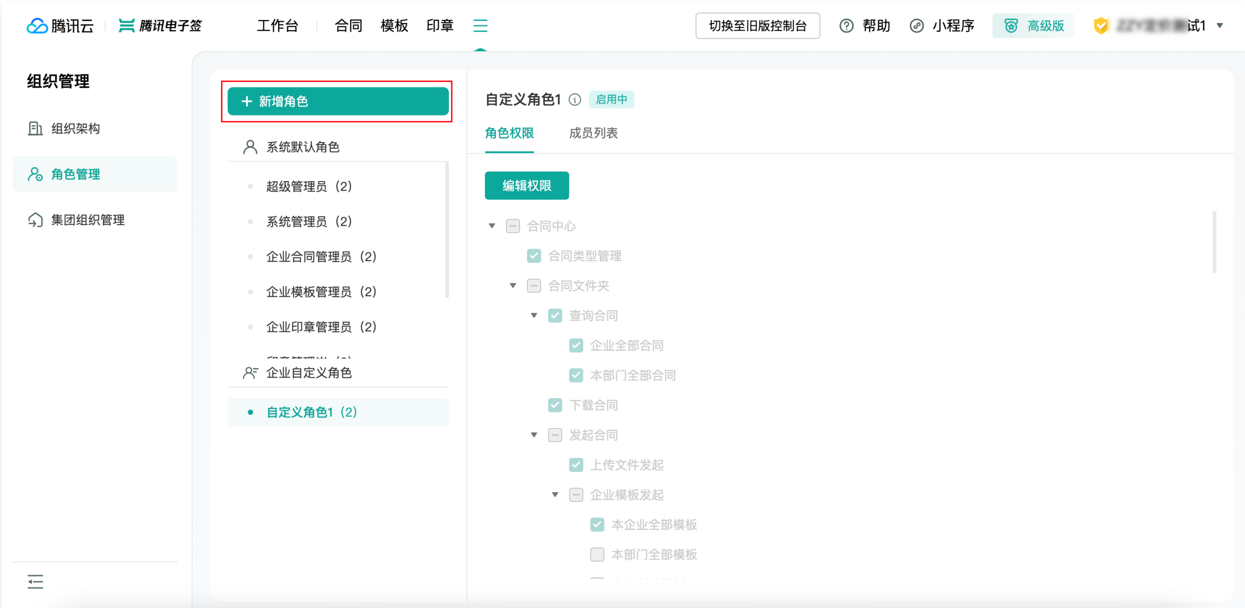
> **Note:**
> Subaccount enterprises currently do not support custom enterprise roles, only system default roles can be used.

Role name	Role description
Super Administrator (highest permissions for electronic signing business, e.g., Legal Affairs/Business owner)	All feature and data management permissions, only one super administrator can be set.
Business Administrator (IT System Head, e.g., CTO)	Full-featured and data permissions for Enterprise Contract Module, Seal Module, Template Module, etc.
Operator (Corporate Legal Officer)	Initiate contracts, sign contracts (including filling out, refusal), revoke contracts, and hold seals, etc., can view all enterprise contract data.
Businessman (Salesperson, Purchaser)	Initiate contracts, sign contracts (including filling out, refusal), revoke contracts, and hold seals, etc., can view all their related contract data.

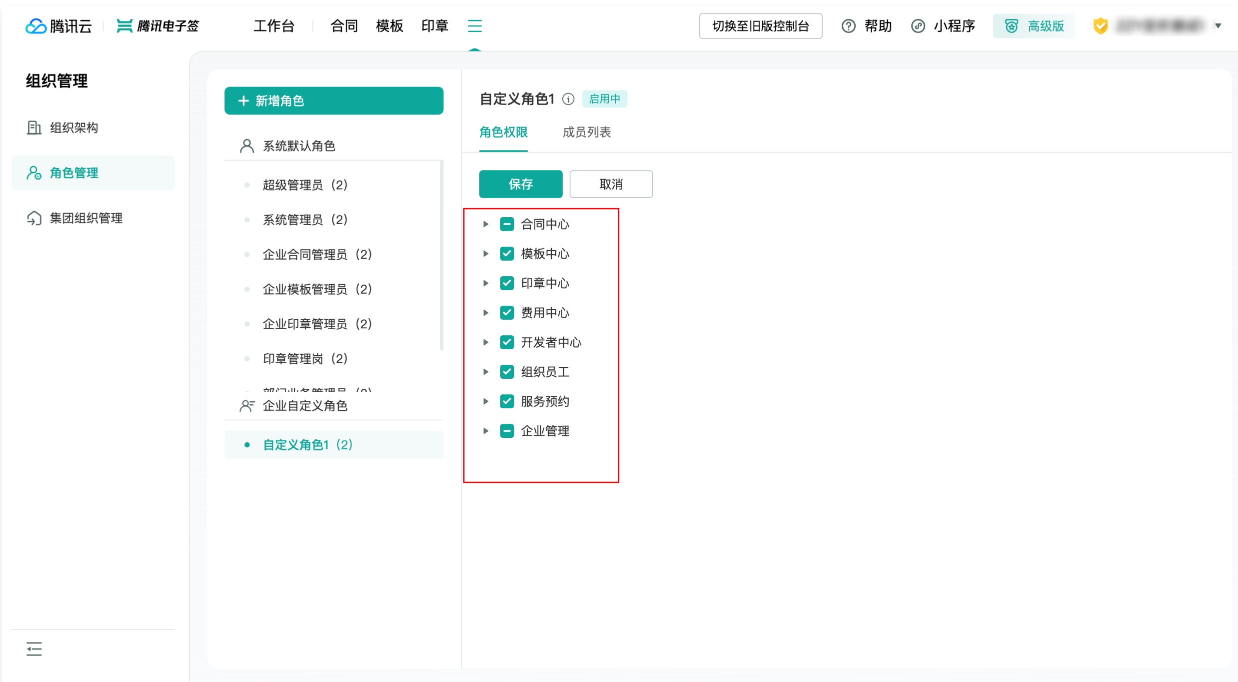
Create Custom Role

1. Super Administrator or other administrators with organizational structure management permissions can open WeChat to scan the QR code to log in to Tencent E-Sign Service Console .

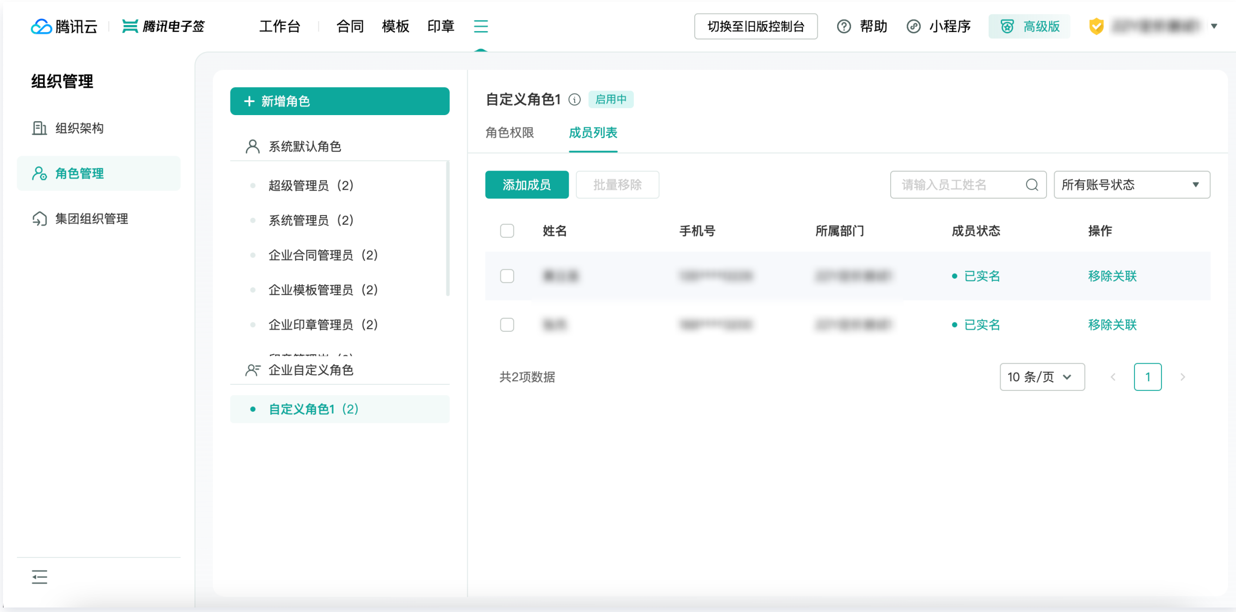
2. Go to **Organization Management** > **Role Management**, click on Add **Role**. Enter the role name and role description to create a Custom Role.



3. In the Role Permissions Tab, check the permission items that need to be associated with this role. Checking the corresponding permission items means that employees with this role can see or use the corresponding features.



4. Add role members. You can batch add members in the Role Members Tab on the Role Details page. You can also refer to the Organizational Structure Management documentation to assign roles when adding or editing employees.



> **Note:**
> - After configuring roles for employees, the employees need to re-enter the mini programs or refresh the webpage to take effect.
> - When an enterprise employee is not configured with any role, the employee can still use Tencent E-Sign Service, but the permissions are limited to viewing and signing their own contracts and cannot initiate contracts.

Edit, Disable, Delete Role

After selecting a Custom Role, you can edit or disable the role. A disabled role can be re-enabled or deleted.

Once a role is deleted, it cannot be retrieved. Members previously assigned to this role will be automatically unbound.

> **Note:**
> Default system roles cannot be edited, disabled, or deleted.

Configuring Data Permissions

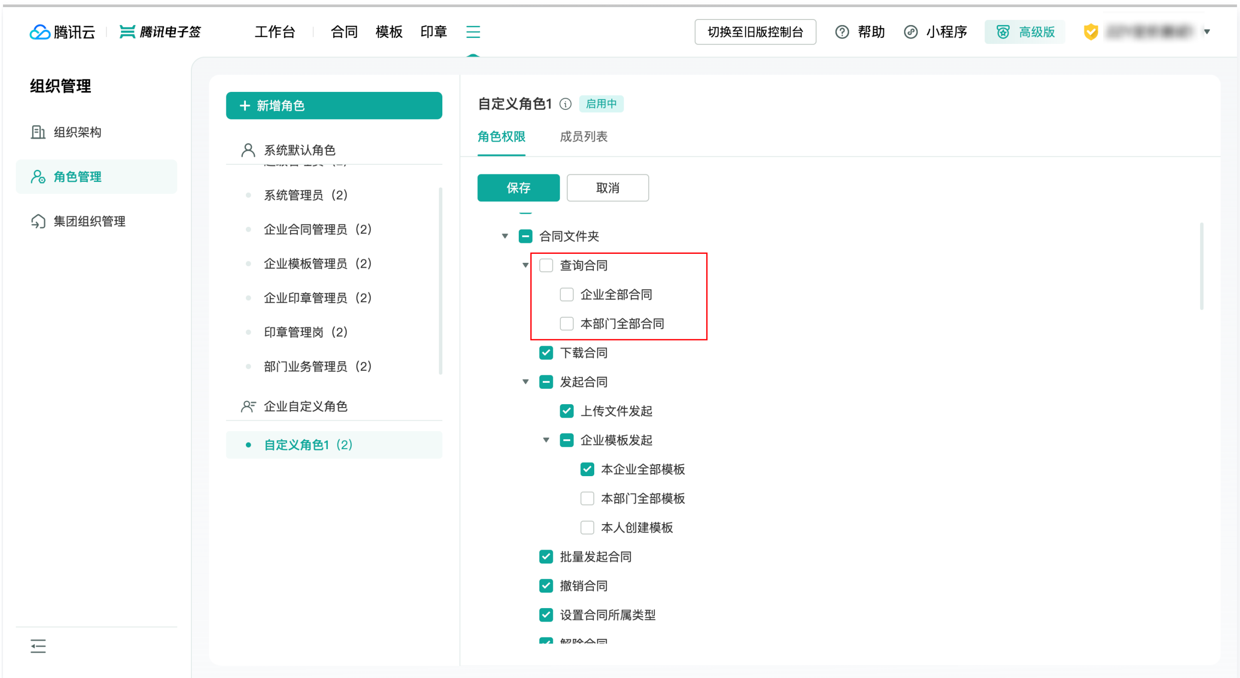
Currently supports enterprise-level and department-level contract, template, and seal data permissions.

Contract Data Permissions

Configuration Case:

- Company Head: Needs to view all contracts under the company, so select **All company contracts** when configuring the role permissions.
- Finance Position: To only view all contracts under the finance department, configure a **Finance Position** role and select **All department contracts** in the permissions. Employees granted the **Finance Position** role will be able to see all contracts under their department.

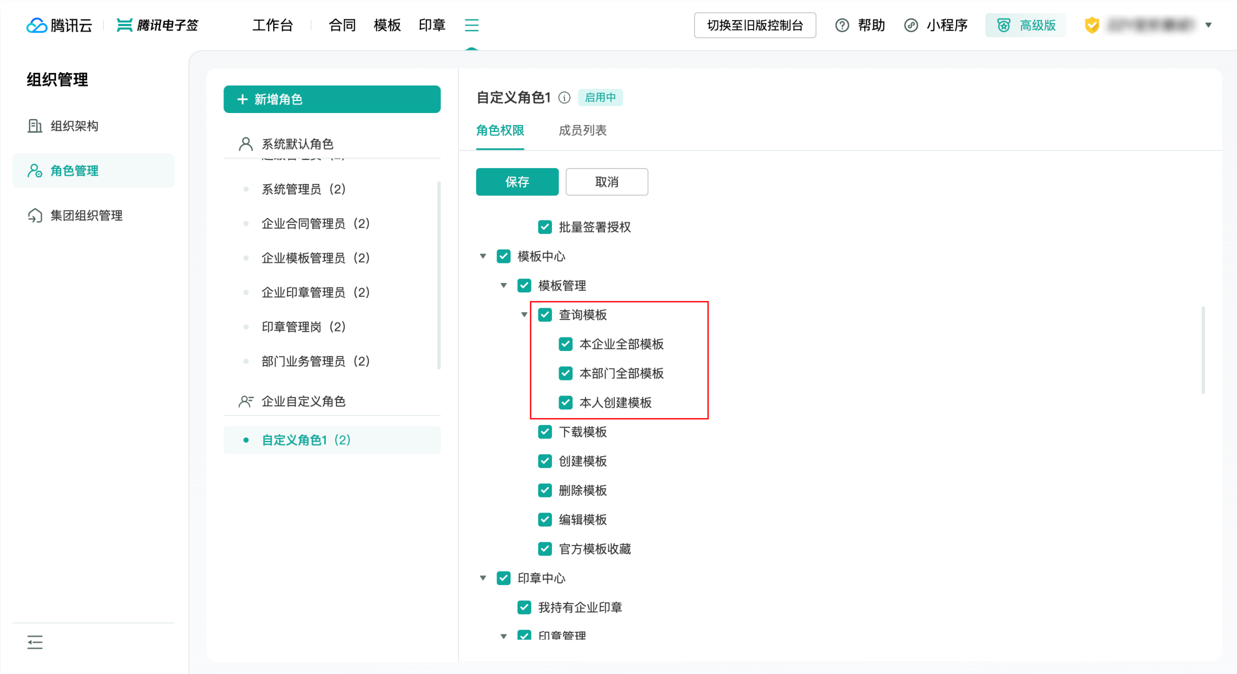
> **Note:**
> Employees can see contracts they are personally handling by default.



Template Data Permissions

Template data permissions can be configured on three levels: templates created by the user, all templates of the department, and all templates of the enterprise.

> **Note:**
> When creating a template, it will be assigned to the creator's department and become a department asset.



Configuration Case:

For example, if Department A has two persons, A and B, and Department B has two persons, C and D, and each of them creates one template.

- If A has enterprise template permissions, they can see all 4 templates across the enterprise.
- If A has department template permissions, they can see the 2 templates created by A and B.
- If A only has permission to see templates they created themselves, they can only see the one template created by A.

Stamp Data Permissions

The configuration logic is the same as template data permissions.

Contact Management

Last updated：2024-08-01 16:01:06

For frequently used signers, you can configure them as corporate or personal contacts. When initiating a contract, you can quickly fill in the contact's information. This document guides you on how to configure contacts in the Tencent E-Sign Service.

Prerequisites

Please complete the activation of the Electronic Signature Service first. Refer to the Activation Guide document for the activation guide.

Web

Step 1: Log in to the Tencent E-Sign Service web console

Log in to the Tencent E-Sign Service web console, and then use your phone to scan the QR code on the screen. If you are using the Tencent E-Sign Service in WeCom, you can also open the Tencent E-Sign Service application directly from the WeCom Workbench.

Step 2: Add Contacts

Manually add contacts

1. Enter the Contact Management Module, select the type of contact you need to add (corporate/personal contact), and click **Manual Addition**.

2. Fill in the corresponding information of the contact as prompted on the page. If you need to add multiple contacts, you can click the button at the bottom to add more contact fields.

3. After confirming the information is correct, you can click **Confirm** to submit. You will then see the corresponding contact information on the Contact Management page.

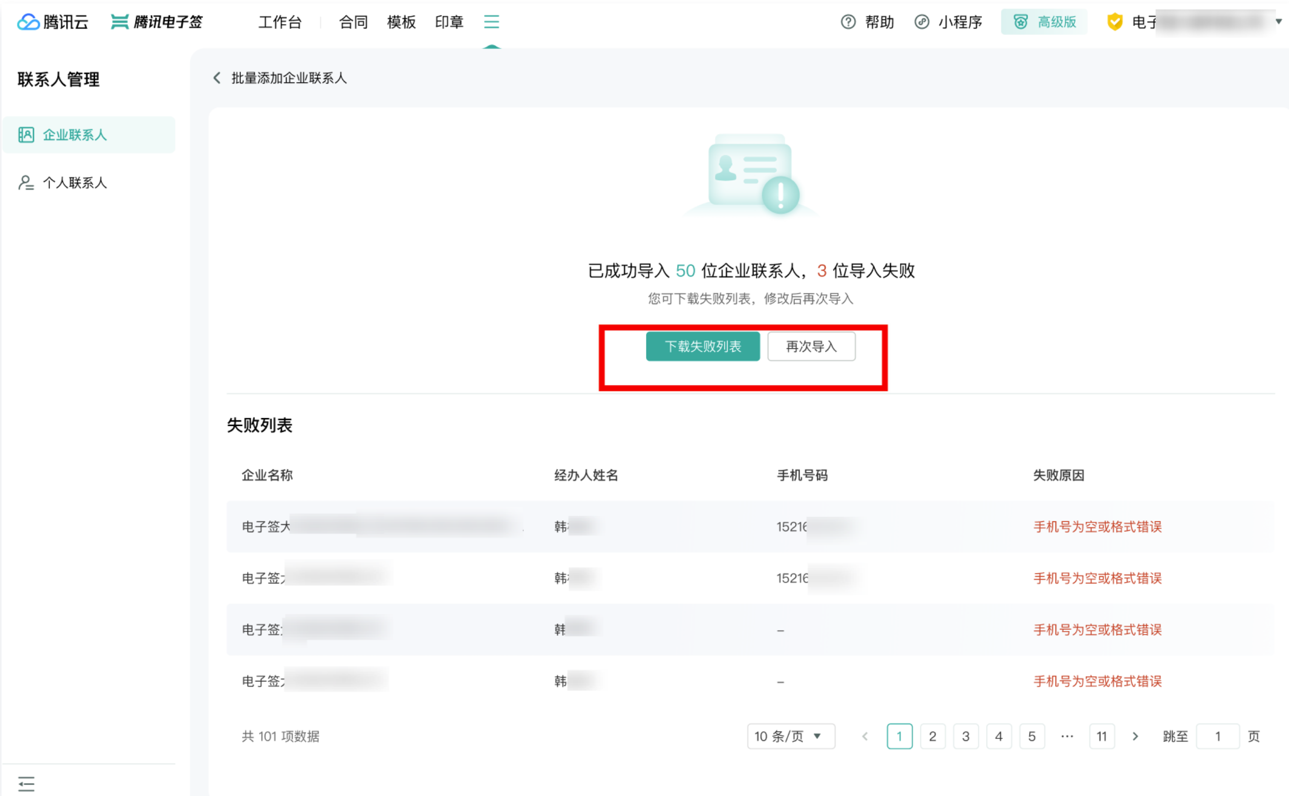
Bulk import contacts

1. Enter the Contact Management Module, select the type of contact you need to add (corporate/personal contact), and click **Bulk Instance Import**.

2. Download the corresponding contact template and fill in the contact information in bulk according to the file format.

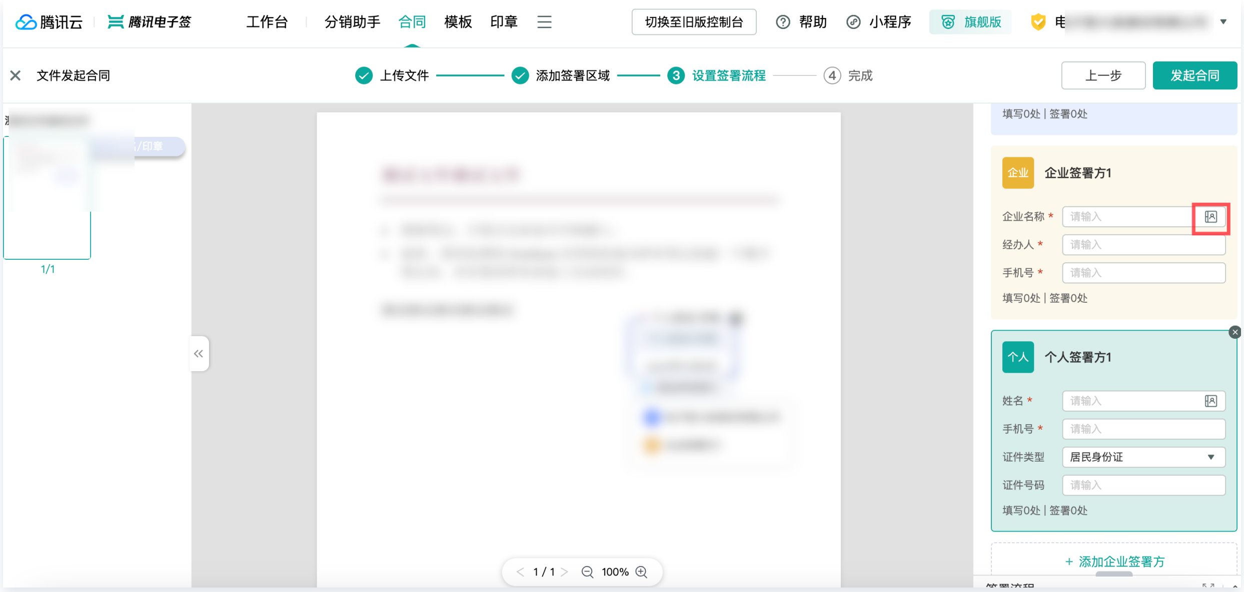
3. Upload the completed contact file and click **Import**.

4. The system will automatically recognize and import the contacts with the correct format. If there are any contacts that failed to import, you can correct the errors and import them again.

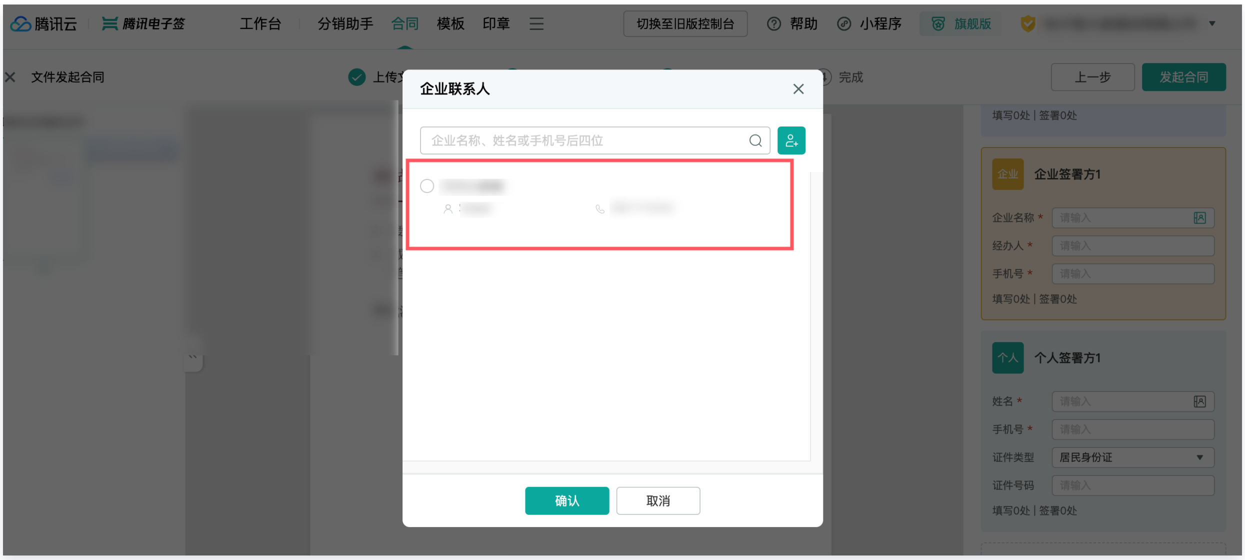


Step 3: Use Contacts

1. When initiating a contract, you can select contacts as signers. In the third step of initiating a contract, **Set up Signing Process**, click the contact icon in the signer card on the right.



2. Select previously added contacts.



3. After clicking confirm, you can quickly set the contact's information as the signer's information.

Mini Program

Step 1: Add Contacts

1. Enter the organization's Personal Center, click My Corporate Contacts, then click Create New Contact at the bottom of the contact list.

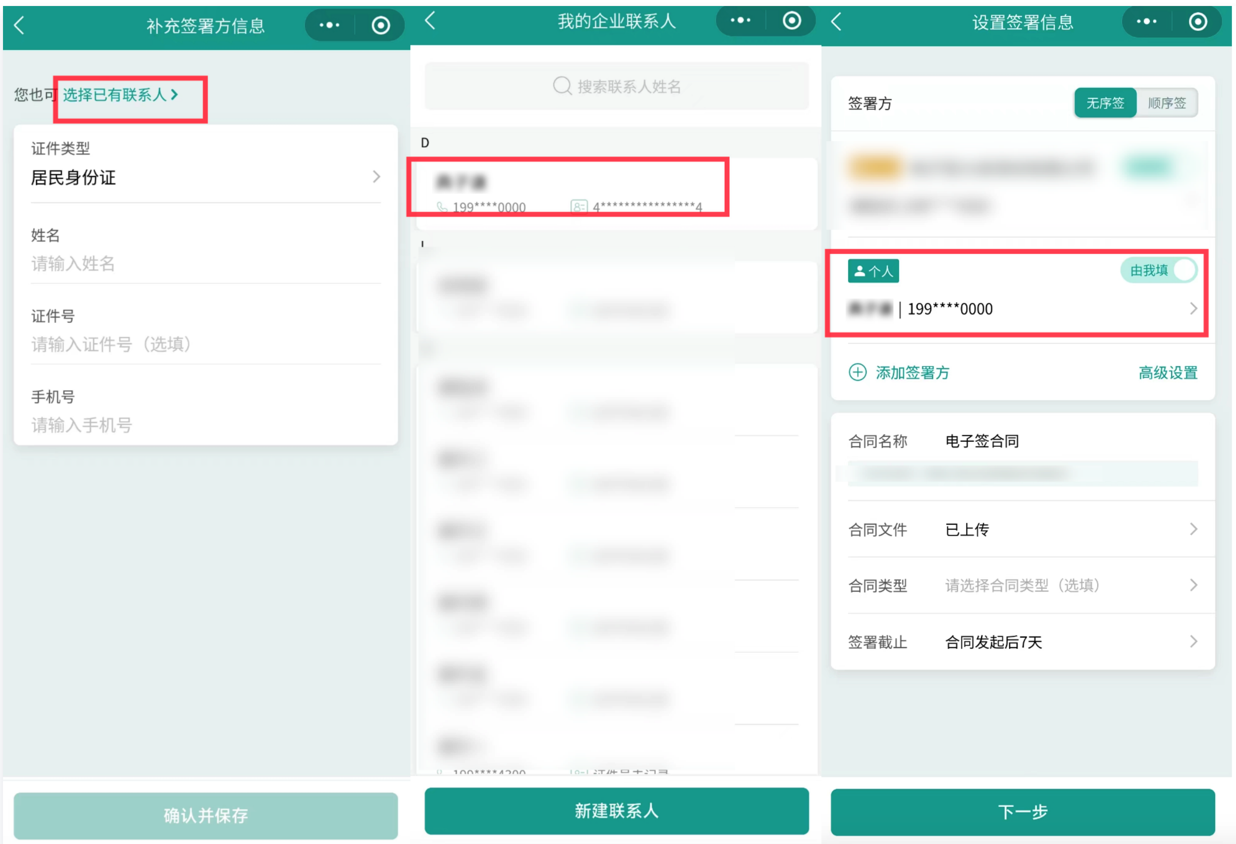
2. If you are adding contacts on mobile for the first time, you need to read **<Adding Contacts Notice>** and click **I Acknowledge and Agree** to start adding contacts.

3. Once you have filled in the relevant information for the contact based on the contact type, click Confirm and Save.

Step 2: Use Contacts

1. When initiating a contract, you can choose contacts as signers. When setting the signer information, select Filled by Me and click to complete the signer information.

2. Then click to select an existing contact and choose a contact from the contact list to set as the signer.



Enterprise and Employee Account
Enterprise Account Management
Change of Company Name

Last updated：2024-08-01 16:01:54

Operation Guide

Step 1: log in to the mini program

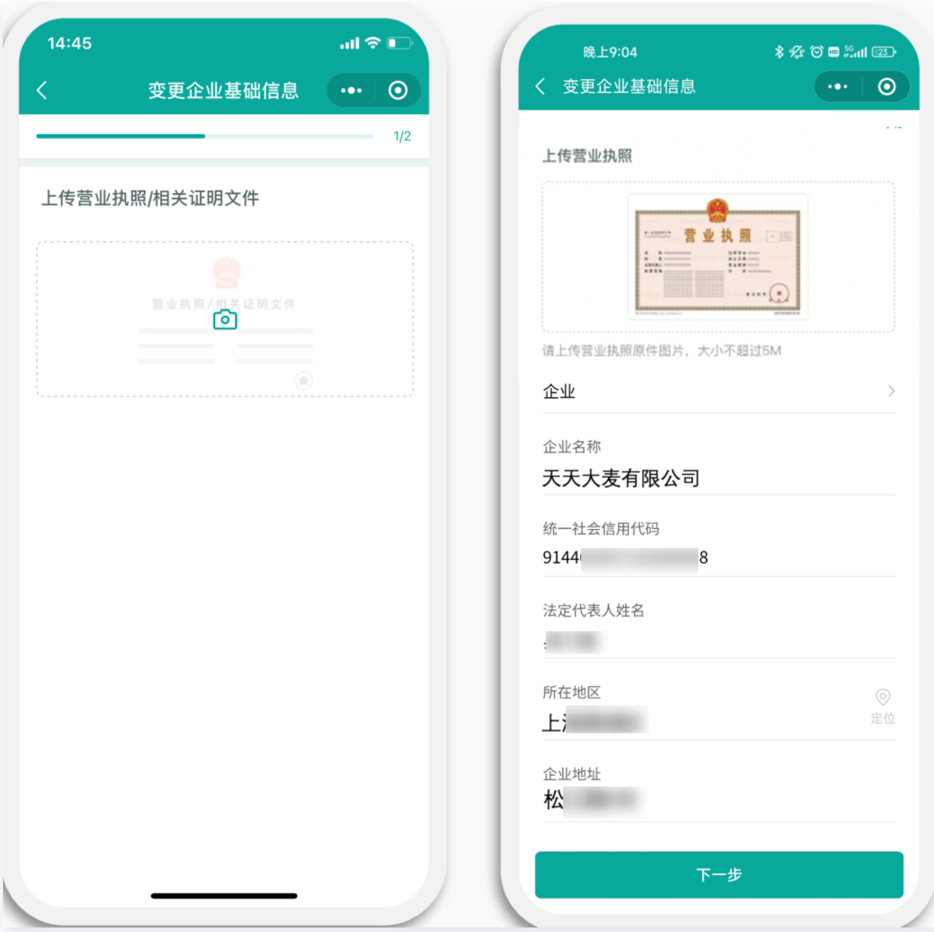
Super administrators log in to the Tencent E-Sign Service mini program (Enterprise Version), enter the **Personal Center** page, and then click on **Company Name**.

Step 2: Upload a new business license

1. On the **Company Information** page, click on **More Settings**, then select **Change Basic Company Information**.

2. Click to upload a new business license photo. The system will automatically identify the license information (including the new company name). After confirming that everything is correct, click on **Next**.

> **Note:**
> Changing company information online depends on whether your company information in the business database has been updated. If you find that the submitted company information cannot be verified, please refer to the Company Information Collection Guide.



Step 3: Change

After confirming that the company names before and after the change are correct, click on **Next** to complete the change.

Step 4: Contract Processing

During the process of changing the company name, if the page indicates that there are **pending contracts**, you need to go to the **Pending Contract List** page. Process each contract according to its specific situation to ensure that all contracts are in one of the following states: **completed, rejected, expired, revoked, or terminated**.

Step 5: Seal Processing

Before changing the company name, the seals added by the company itself (bearing the original company name) need to be manually deleted by the super administrator or employees (seal holders), and new seals bearing the new company name should be added.


4:15
处理结果
企业基础信息变更成功
当前企业下存在手动上传印章，请到印章管理中确认此部分印章是否继续启用。
印章管理
查看企业信息
16:42
企业电子印章
已启用
全民电子签有限公司
已启用
全民电子签有限公司
添加其他类型电子印章

Change the legal representative of the company

Last updated：2024-08-01 16:02:18

Operation step

Step 1: log in to the mini program

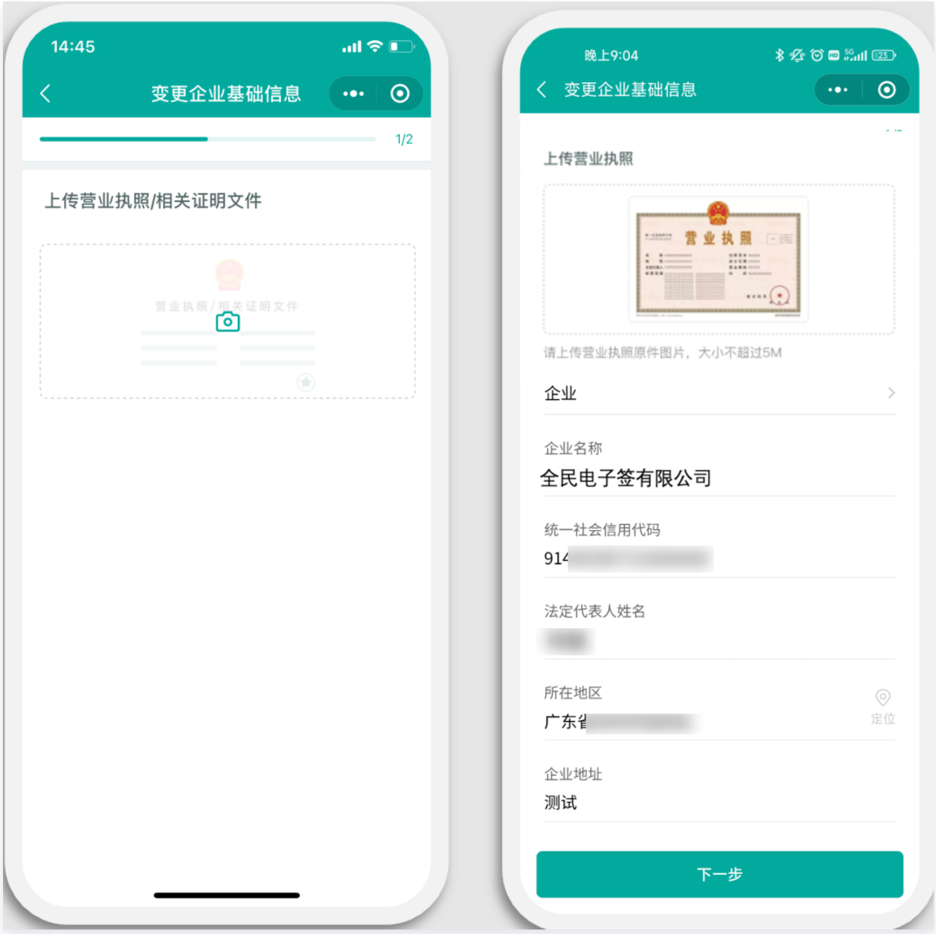
The Super Administrator logs in to the Tencent E-Sign Service Mini Program (Enterprise Edition), and after entering the Personal Center page, clicks the company name.

Step 2: Upload a new business license

1. On the Corporate Information Page, click **More Settings** and then select Change of Enterprise Basic Information.

2. Click to upload a new Business License Photo. The system will automatically recognize the license information (including the new legal representative's name). After confirming it is correct, click **Next**.

> **Note:**
> Changing company information online depends on whether your company information in the business database has been updated. If you find that the submitted company information cannot be verified, please refer to the Company Information Collection Guide.



Step 3: Change the legal representative

Fill in the contact information of the new legal representative (the new legal representative will receive an SMS notification and can complete real-name authentication according to the prompts). After confirming that the names of the old and new legal representatives are correct, click **Next** to complete the change of the legal representative.

Change Tencent Cloud Account

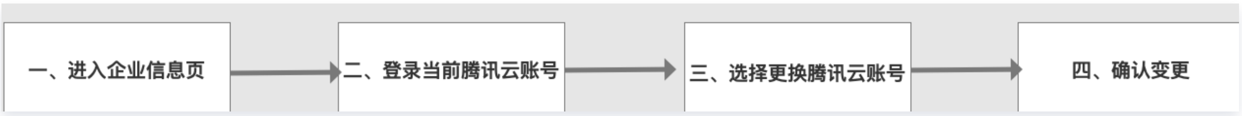
Last updated：2024-08-01 16:02:37

Note:
- This feature is currently open only to Corporate Legal Representatives and Super Administrators.
- This feature is temporarily unavailable in the WeCom Tencent Cloud Electronic Signatures Mini Program. Please operate on the WeChat Tencent Cloud Electronic Signatures Mini Program.

Warning:
- If you have integrated the Electronic Signature API and change the Tencent Cloud account, the original AK/SK will be invalid and the interface will be unavailable. After the change, you need to use the new UIN's key (AK/SK) to call the interface.
- If your current Tencent Cloud account has already placed orders and has invoicing requirements, please complete the invoicing with the current Tencent Cloud account before making the change.

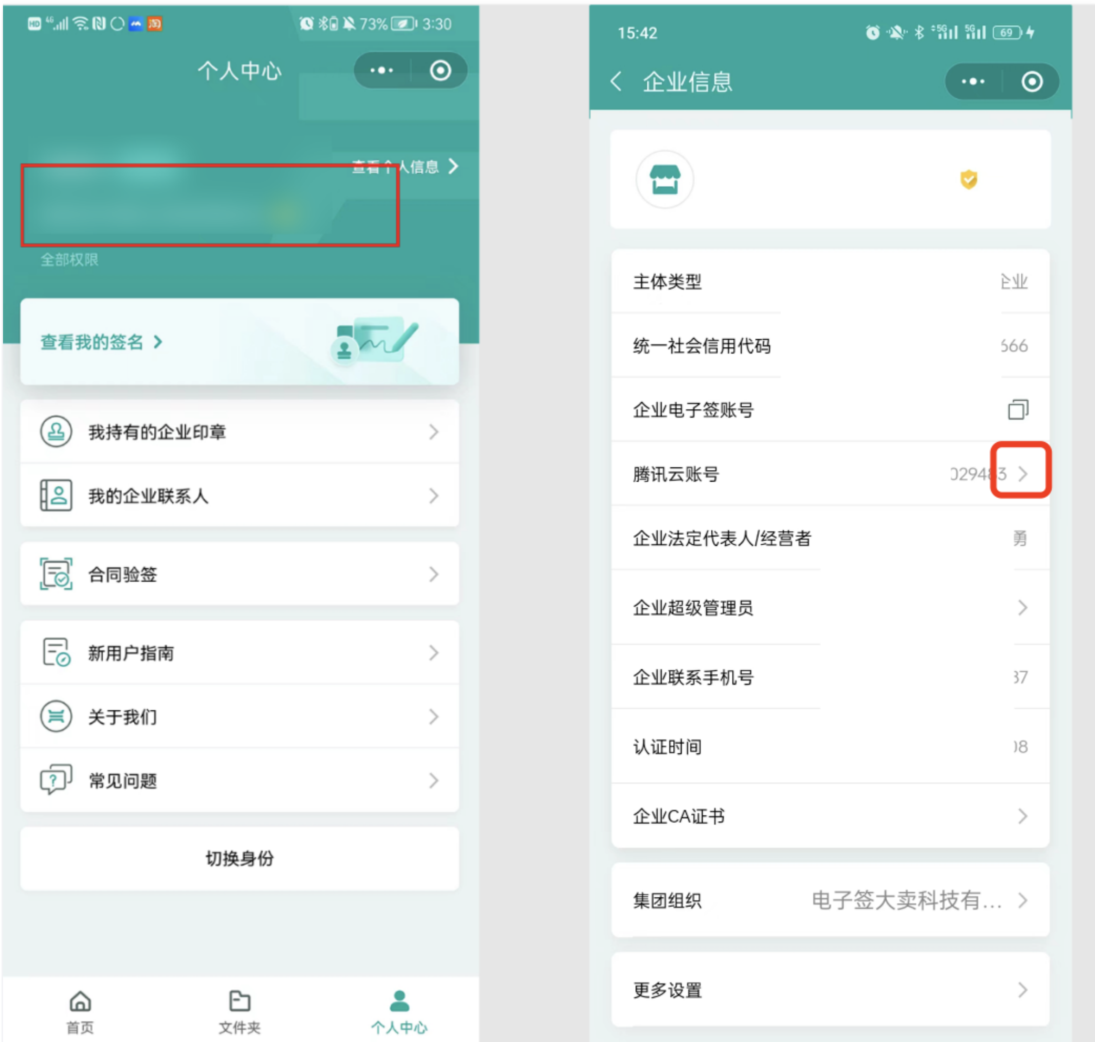
Operation step

Tencent E-Sign Service Mobile Terminal has launched the change Tencent Cloud account feature. The specific operation steps are as follows:



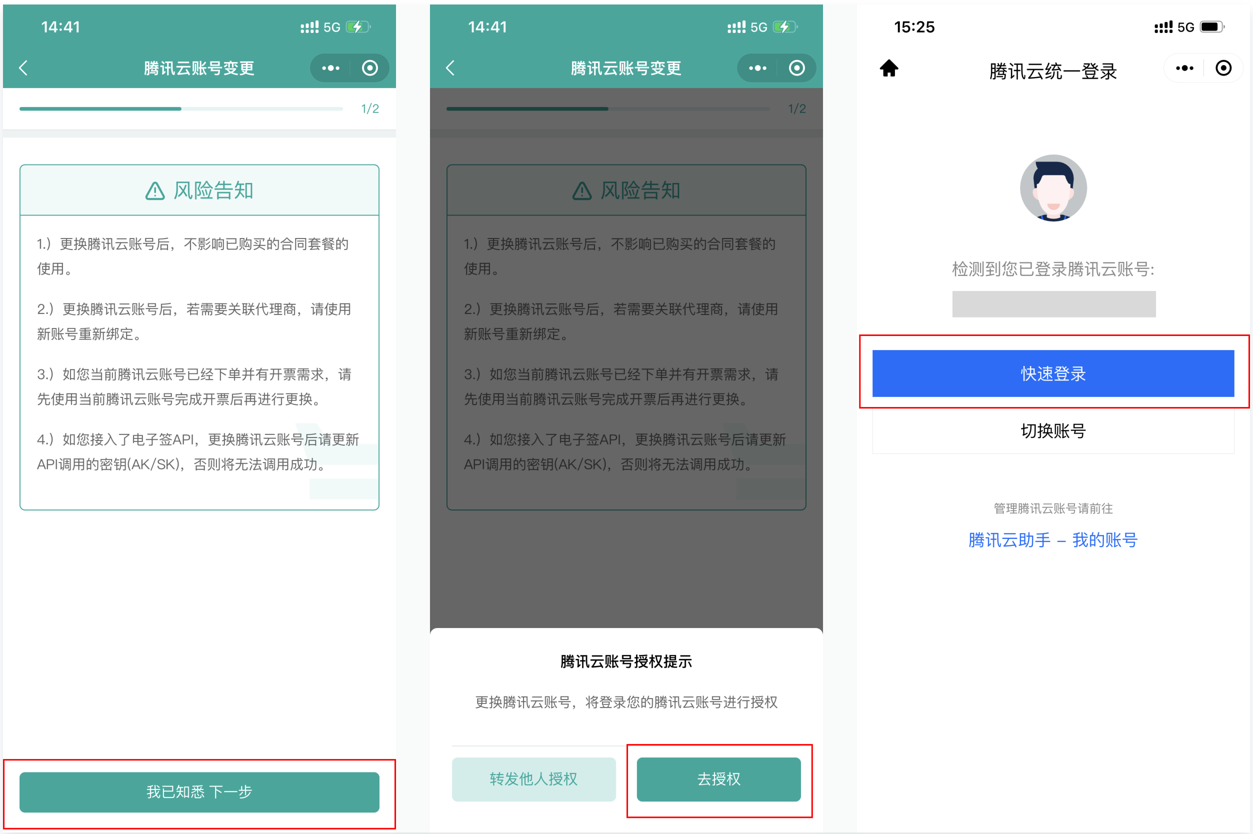
Step 1: Enter the Corporate Information Page

Log in to the Tencent E-Sign Service Mini Program, enter **Personal Center**, click **Enterprise Name** to enter the Corporate Information Page, click the **arrow after Tencent Cloud Account** to change the Tencent Cloud account.



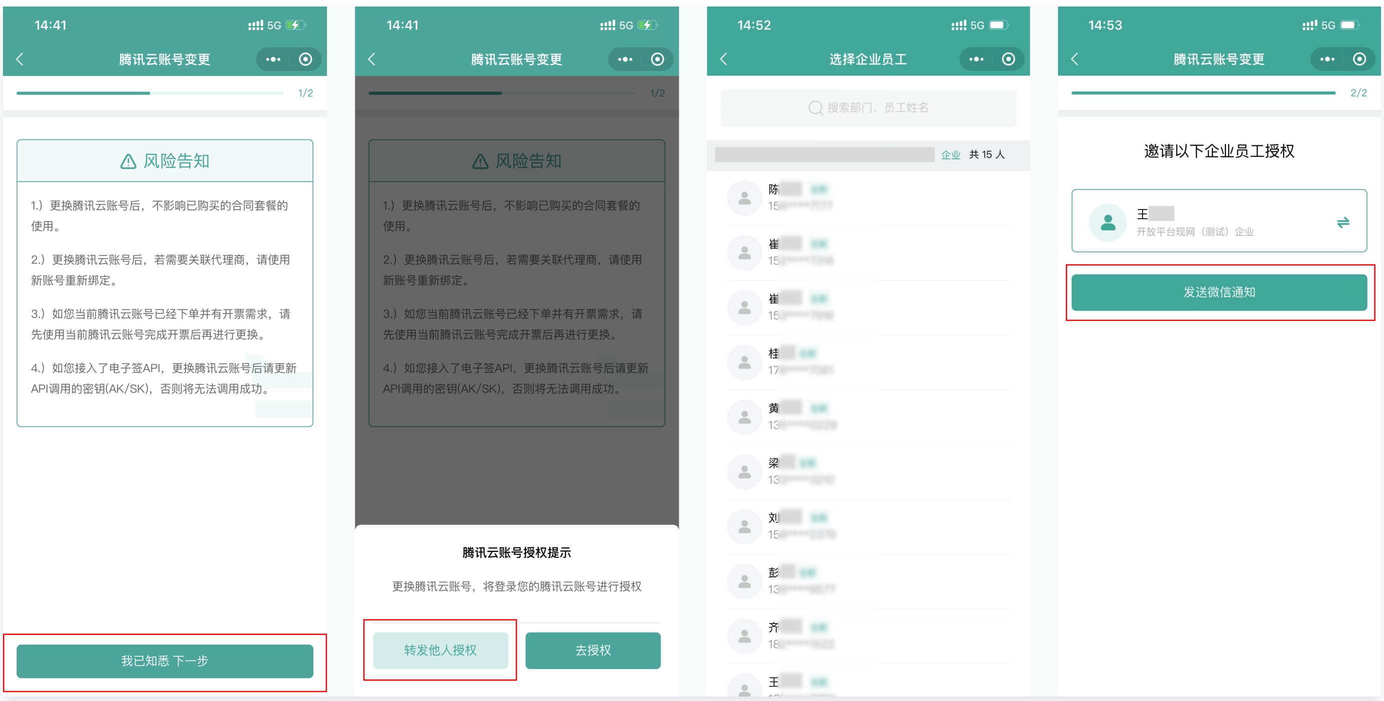
Step 2: Authorization Log in to

Personal Authorization
Read the Risk Disclosure and click **De-authorization**, and follow the page guide to authorize the Tencent Cloud account to log in to.



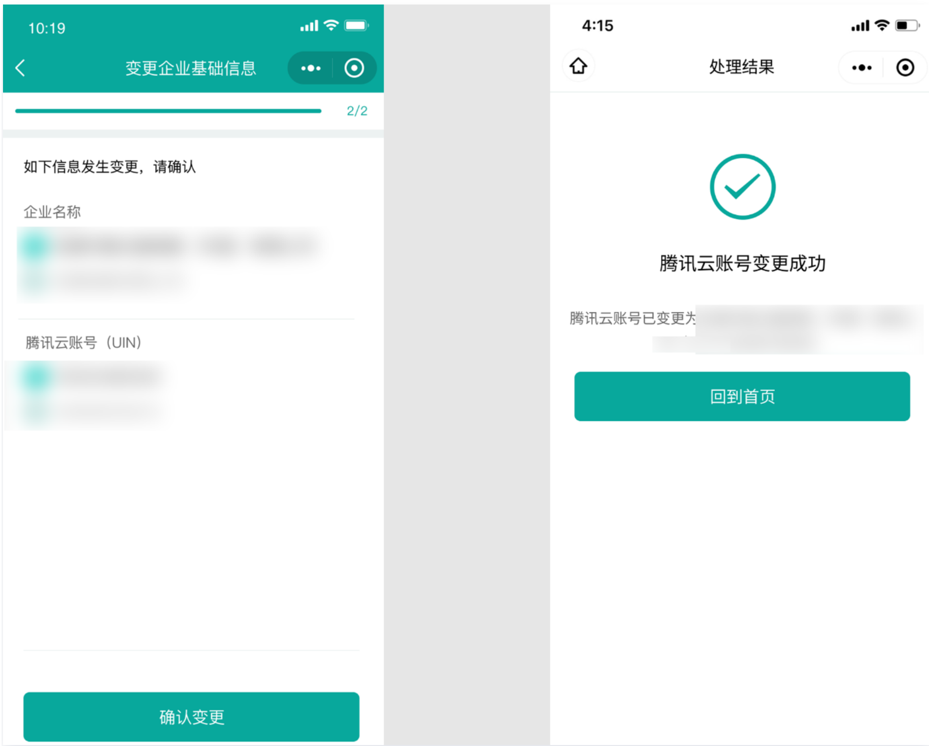
Forward to others for authorization

If the Tencent Cloud account you want to bind is under someone else's name, click **Forward to others for authorization**, select Corporate Employees, and send a WeChat Notification. The message recipient clicks the **link** and follows the page instructions to complete the change of Tencent Cloud account binding.



Step 3: Change Corporate Basic Information

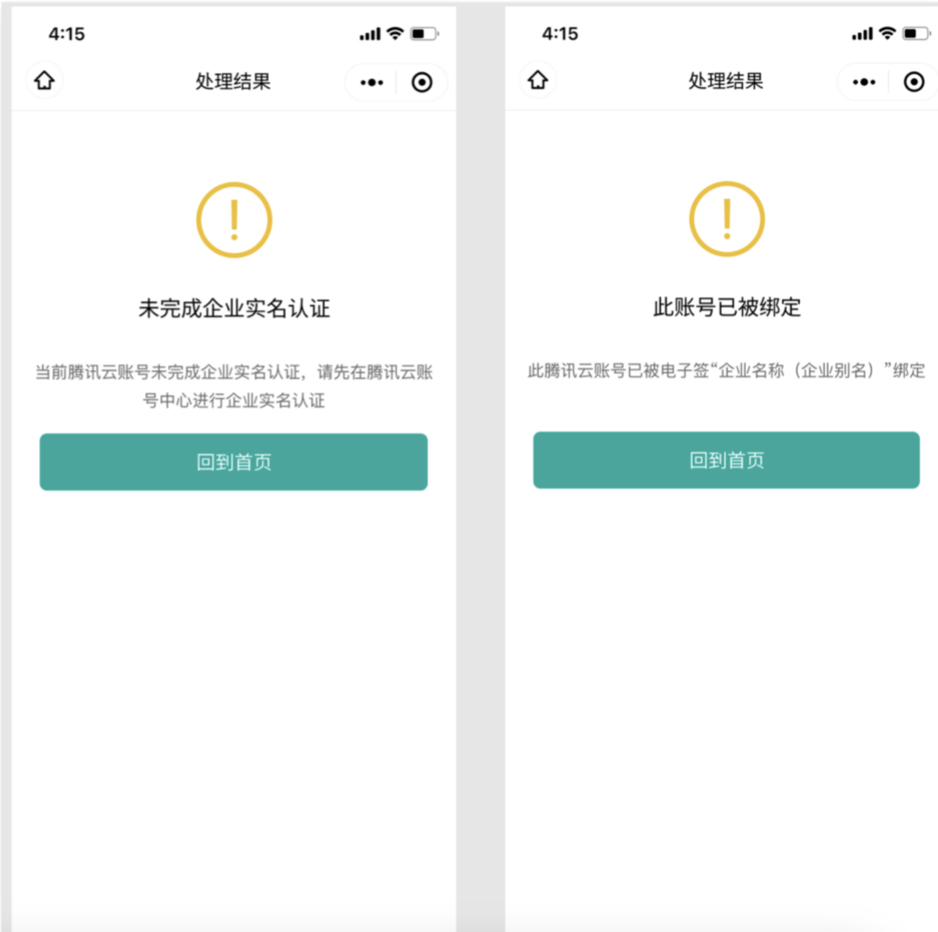
Select the Tencent Cloud account to be changed and confirm the change.



Possible reasons for change failure description

- Enterprise real-name authentication not completed: The current Tencent Cloud account has not completed enterprise real-name authentication.
- The current Tencent Cloud account has already been bound to an existing Tencent E-Sign Service account.

As shown below:


4:15
处理结果
未完成企业实名认证
当前腾讯云账号未完成企业实名认证，请先在腾讯云账号中心进行企业实名认证
回到首页
4:15
处理结果
此账号已被绑定
此腾讯云账号已被电子签“企业名称（企业别名）”绑定
回到首页

Cancel Corporate Account

Last updated：2024-08-01 16:02:51

Note

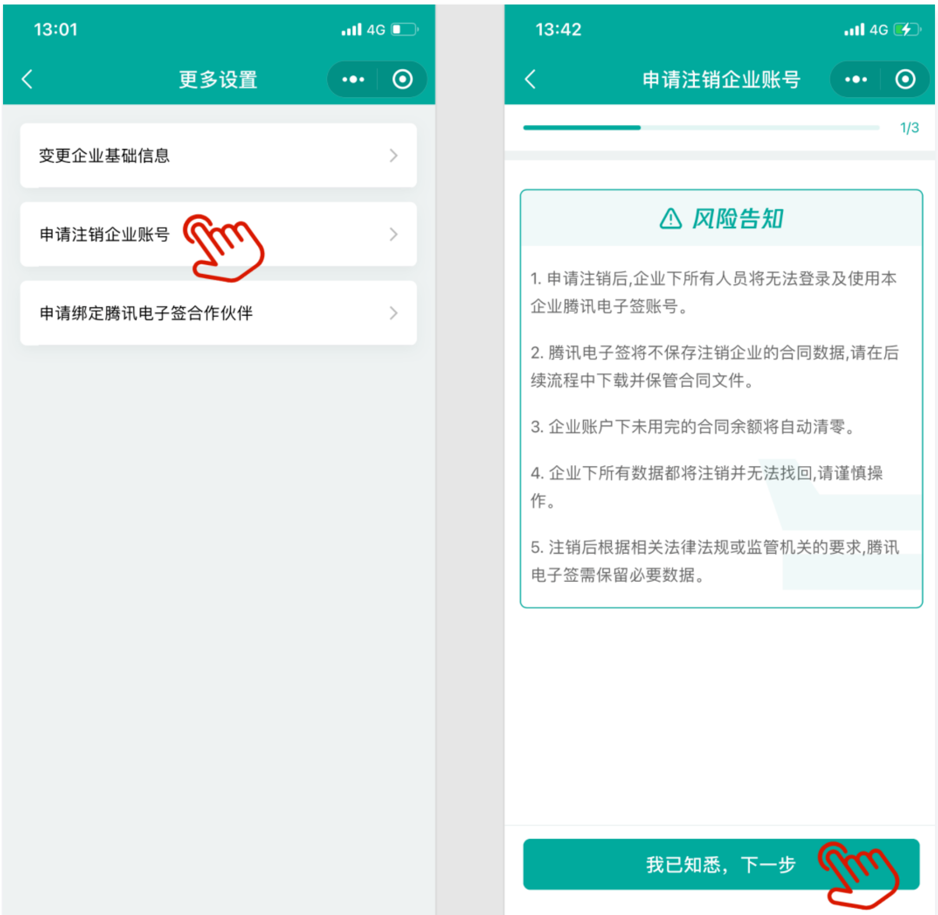
- The legal representative and super administrator can cancel the account.
- If you are the super administrator or legal representative, please refer to the legal representative account cancellation process.
- If you are the super administrator or not the legal representative, please refer to the non-legal representative account cancellation process.

Legal Representative Account Cancellation Process

The super administrator (legal representative) logs into Tencent E-Sign Service Mini Program (Enterprise Edition), clicks on **Personal Center**, then clicks **Company Name** in the enterprise information page, and then clicks **More Settings**.

Step 1: Enter the process to apply for corporate account cancellation

Select **Apply for cancellation of corporate account**, read the account cancellation notice, then click **I have read, Next**.

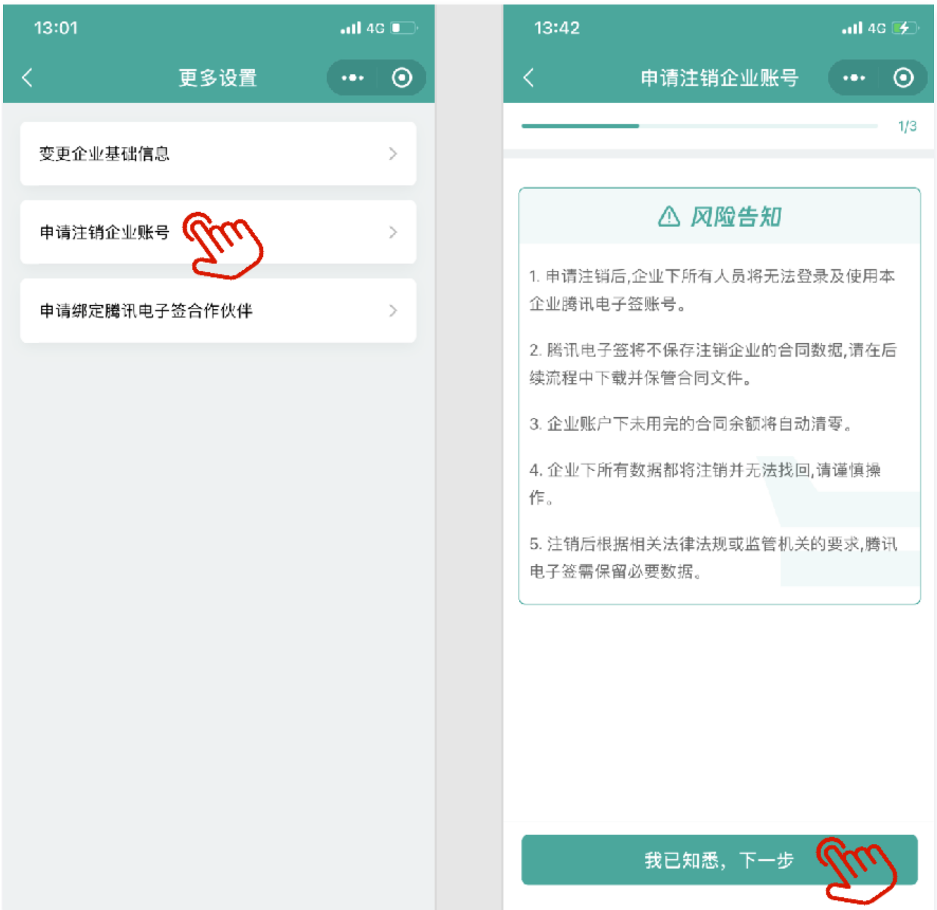


Step 2: Provide the email to receive the contract and sign the cancellation agreement

Enter the email to receive the company’ s historical contracts (completed only), then sign the <Tencent E-Sign Service Account Cancellation Agreement> with Tencent E-Sign Service. After confirming the agreement content, click **Sign Contract** and affix the corporate seal.

Step 3: Account cancellation

After face verification, you can successfully submit the cancellation application, and the account will be automatically canceled after 48 hours.



Non-Legal Representative Account Cancellation Process

The super administrator (non-legal representative) logs into Tencent E-Sign Service Mini Program (Enterprise Edition), clicks on **Personal Center**, then clicks **Company Name** in the enterprise information page, and then clicks **More Settings**.

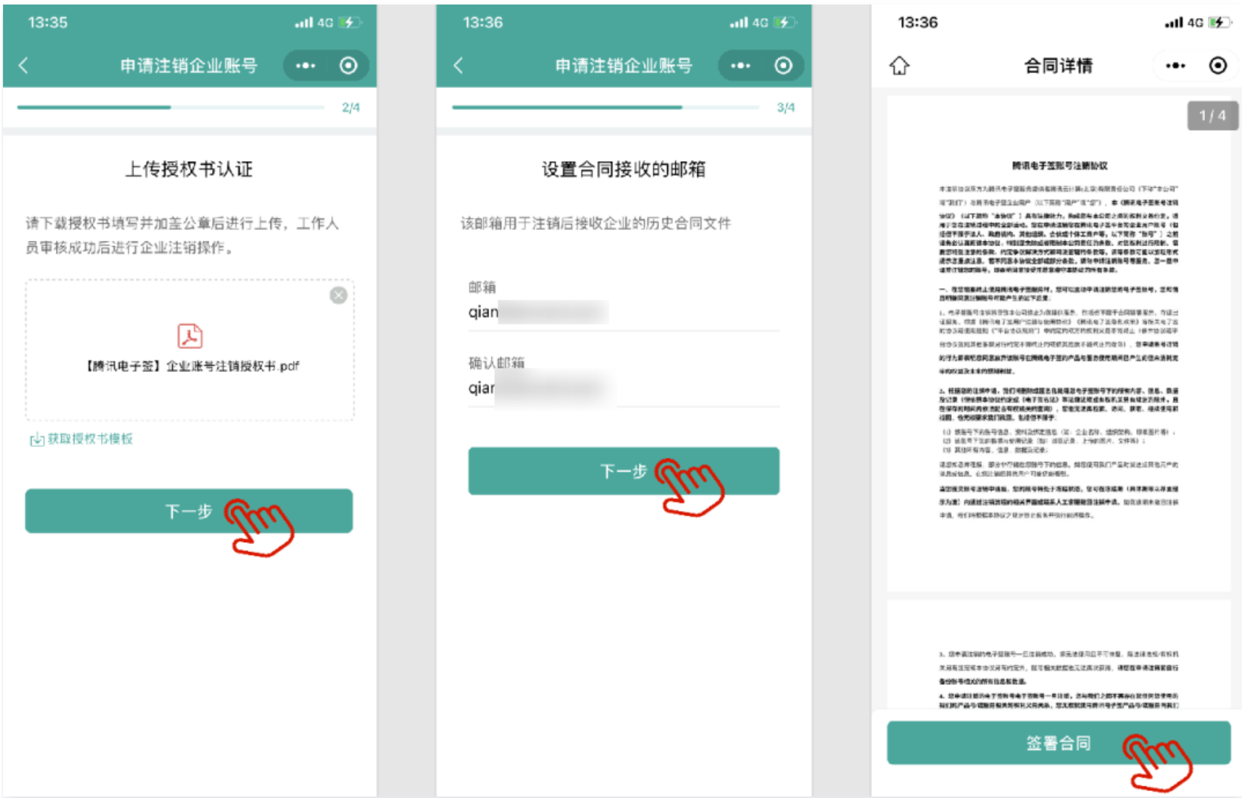
Step 1: Enter the process to apply for corporate account cancellation

Select **Apply for Corporate Account Cancellation**, read the account cancellation notice, click **I Acknowledge, Next** , and then download the account cancellation authorization letter template.

> **Note:**
> After downloading, fill in the information in the authorization letter and affix the corporate official seal.

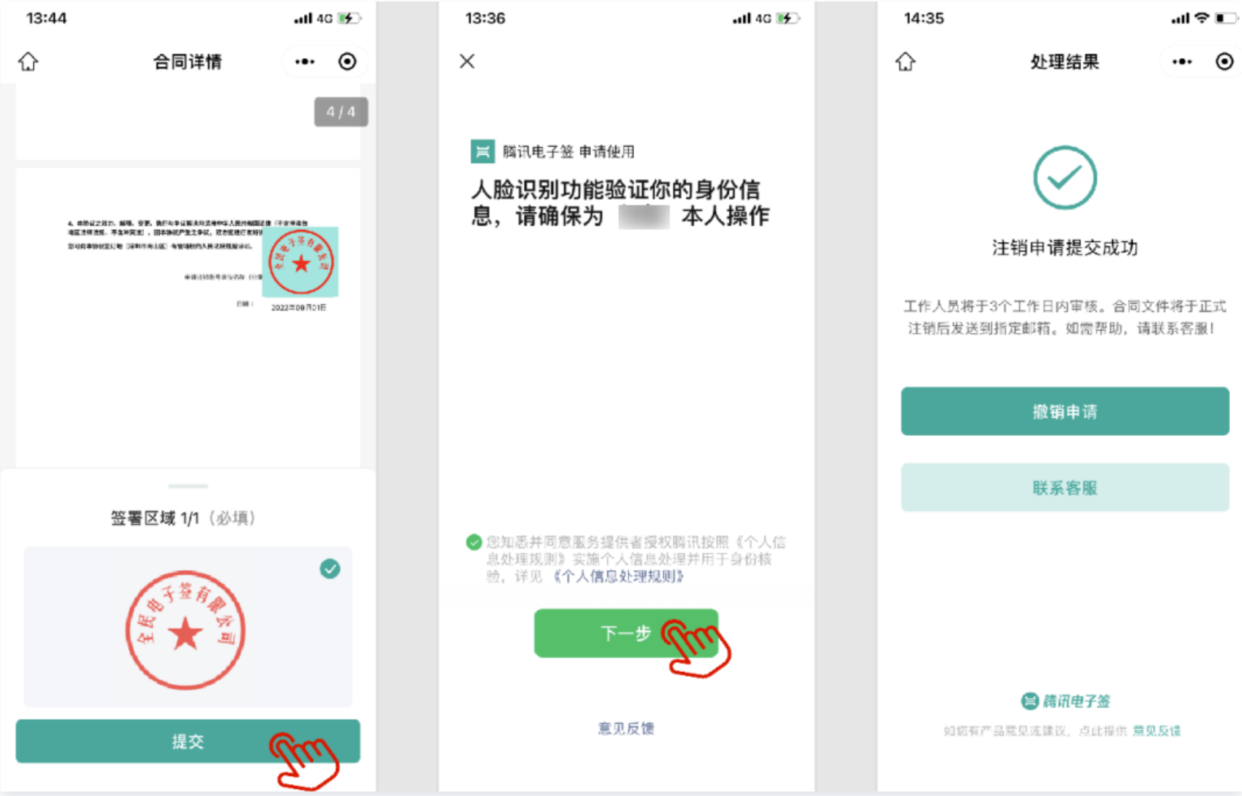
Step 2: Upload the corporate cancellation authorization letter and set the contract reception email

Upload the photo or scanned copy of the authorization letter, and input the email for receiving the company’s historical contracts (only completed contracts). Then sign the <Tencent E-Sign Service Account Cancellation Agreement> with Tencent E-Sign Service. After confirming the agreement content, click **Sign Contract**.



Step 3: Wait for platform review; once the review is successful, the account cancellation will be successful.

After affixing the corporate seal and completing face verification, submit the cancellation application. Once the review is approved, the account cancellation will be successful.



Change Enterprise Super Administrator

Last updated：2024-08-01 16:03:06

This document mainly introduces how to change the Enterprise Super Administrator on mobile and PC.

Prerequisites

The operator is the Electronic Signature Corporate Legal Person or Super Administrator.

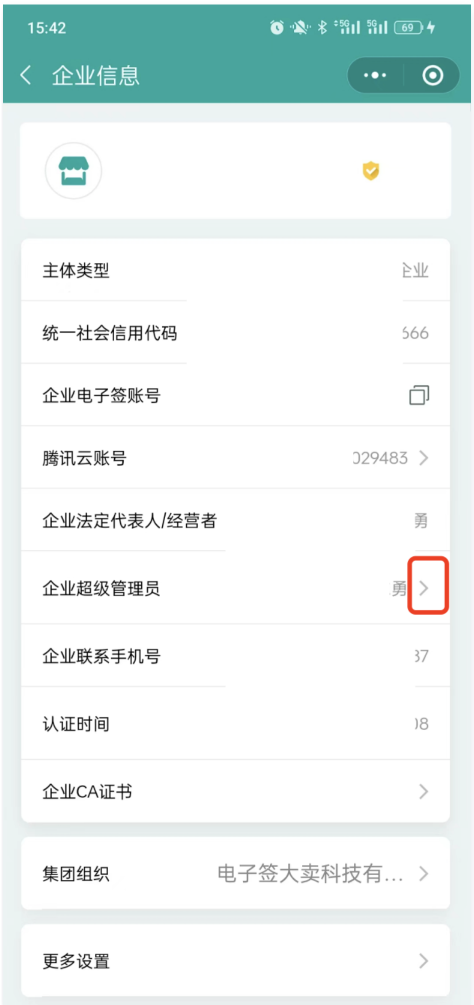
Operation step

Step 1: Enter the Super Administrator change page

Mobile Version

Enter Personal Center, click on the company name.

Click to enter **Enterprise Information** > **Click the arrow after Super Administrator** (This entrance is only visible to the Electronic Signature Corporate Legal Person or Super Administrator).

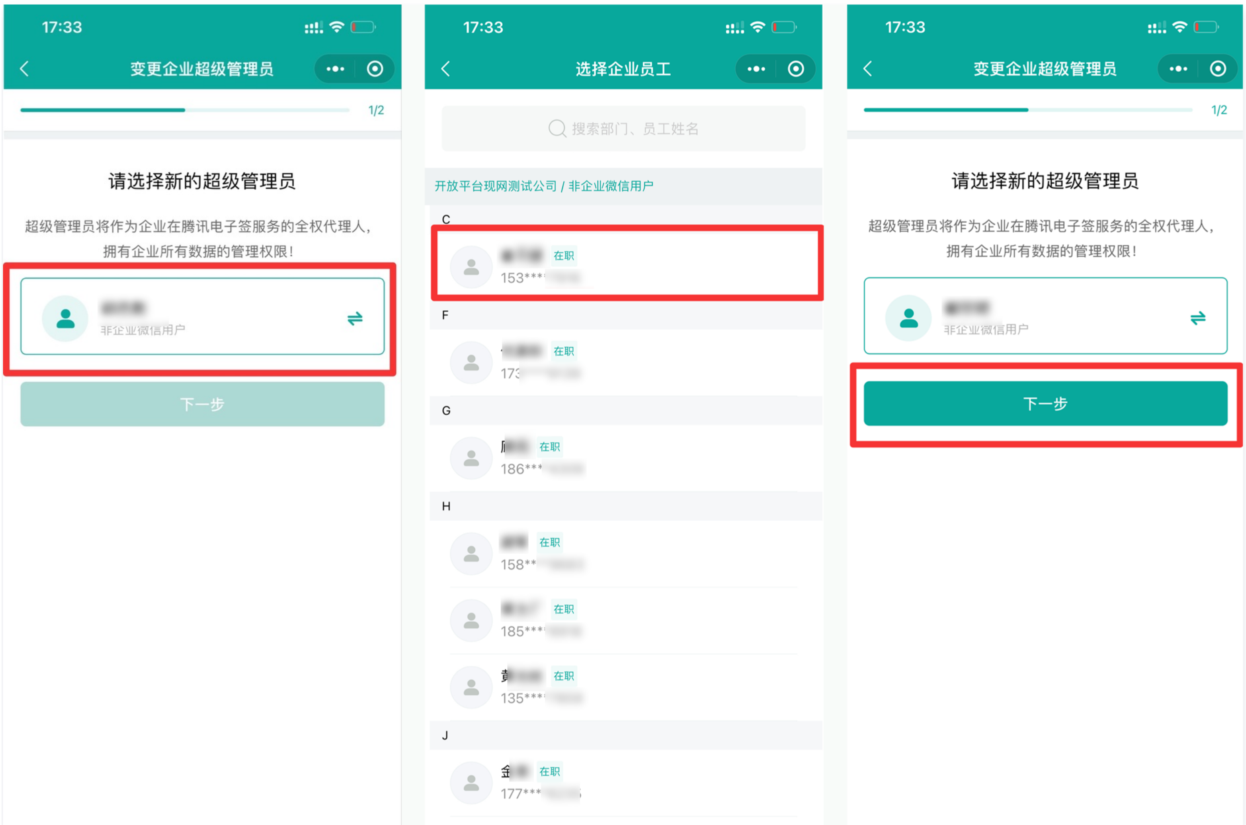


PC Version

Click the menu bar, enter **Enterprise Information**, click **Super Administrator**, scan the QR code with your phone through the Electronic Signature applet to initiate the process. On the phone, click **Start Change** to enter the Super Administrator change process.

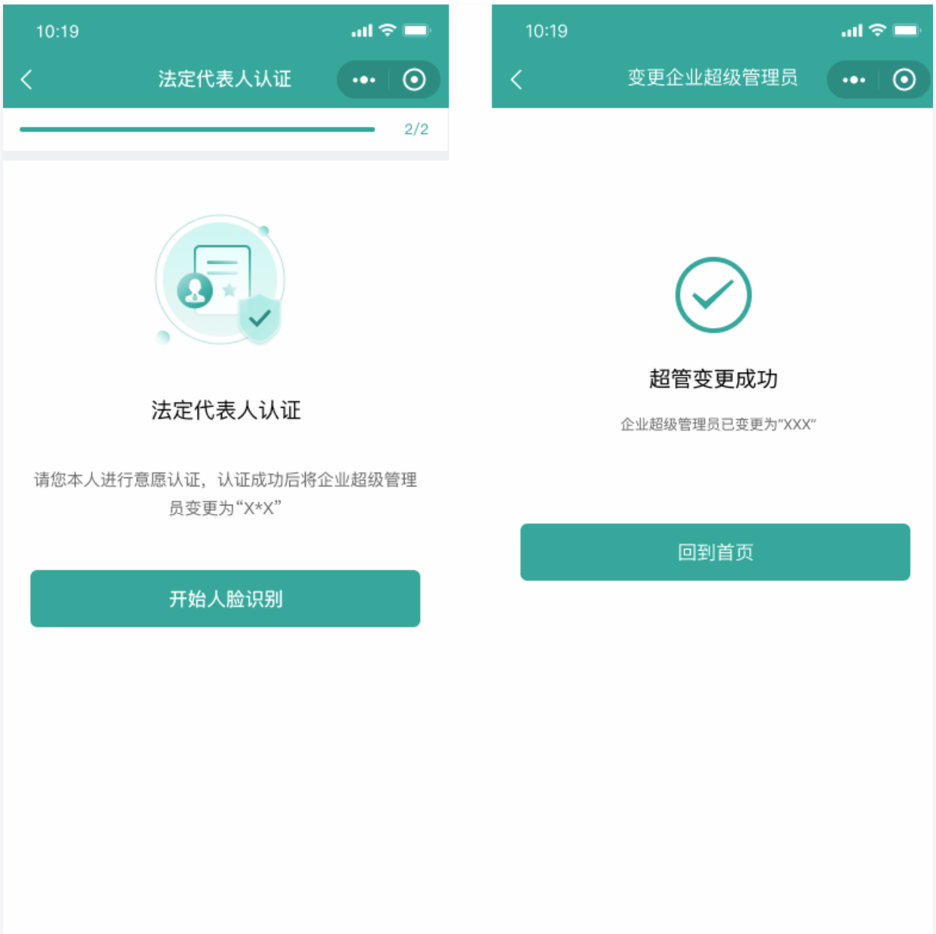
Step 2: Initiate the Super Administrator change

Click on the current Super Administrator, select the new Super Administrator, click **Next** to continue.



Entity Type: Enterprise or Individual Business

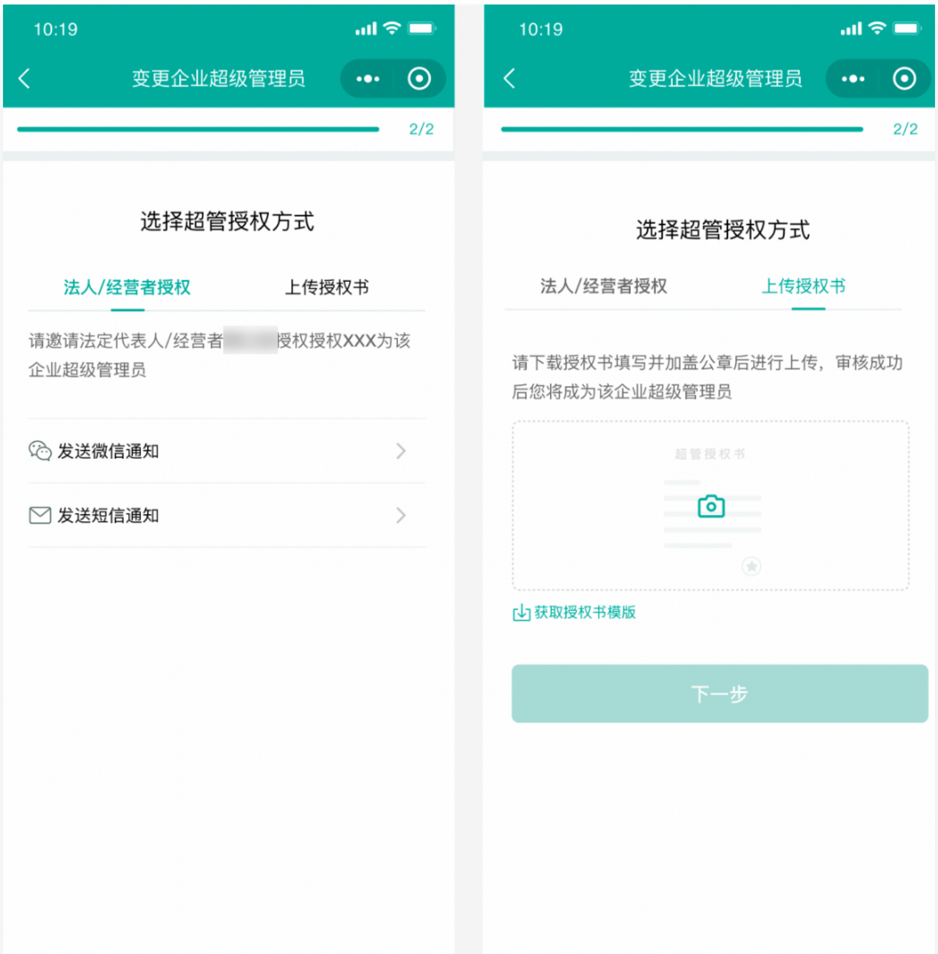
Scenario 1: You are the Legal Representative of the enterprise or the operator of an individual business
Please follow the applet or webpage guidance for **Face Recognition**. After successful operation, the authentication will be completed, and you will become the Enterprise Super Administrator.



Scenario 2: You are the Super Administrator of an enterprise or individual business

You can complete the Super Administrator change by choosing Corporate Authorization or uploading a Power of Attorney.

- Corporate Authorization: Authorize through WeChat or SMS notification. If you choose **WeChat Notification**, an authorization link will be sent to the corporate legal person; if you choose **SMS Notification**, enter the Legal Representative's phone number, and an SMS notification will be sent. Once the Legal Representative has authorized, the Super Administrator change can be completed.
- Upload Power of Attorney: Click **Get Authorization Letter Template**, Tencent E-Sign Service will send you an authorization letter template via WeChat message. Please fill in the relevant information according to the template's requirements, affix the corporate official seal, and upload it. Tencent E-Sign Service staff will complete the review within 1-3 working days. Once the review is passed, the Super Administrator change will be completed.



Entity Type: Party and Government Agencies and Public Institutions or Other Organizations

Click **Get Authorization Letter Template**, Tencent E-Sign Service will send you an authorization letter template via WeChat message. Please fill in the relevant information according to the template's requirements, affix the corporate official seal, and upload it. Tencent E-Sign Service staff will complete the review within 1-3 working days. Once the review is passed, the Super Administrator change will be completed.

Step Three: Super Administrator Change Successful

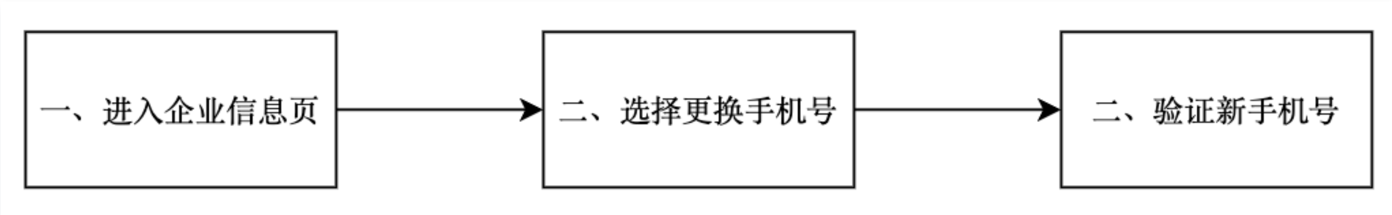
After the Super Administrator change is successful, you can click to enter **Personal Center** > **Enterprise Information** to see the updated Super Administrator name.


18:21
企业信息
公司
主体类型
企业
统一社会信用代码
企业电子签账号
企业法定代表人/经营者
企业超级管理员
企业联系手机号
认证时间
2022年10月27日 10:08
企业CA证书
更多设置

Modify Tencent Cloud Secure Phone

Last updated：2024-08-01 16:03:53

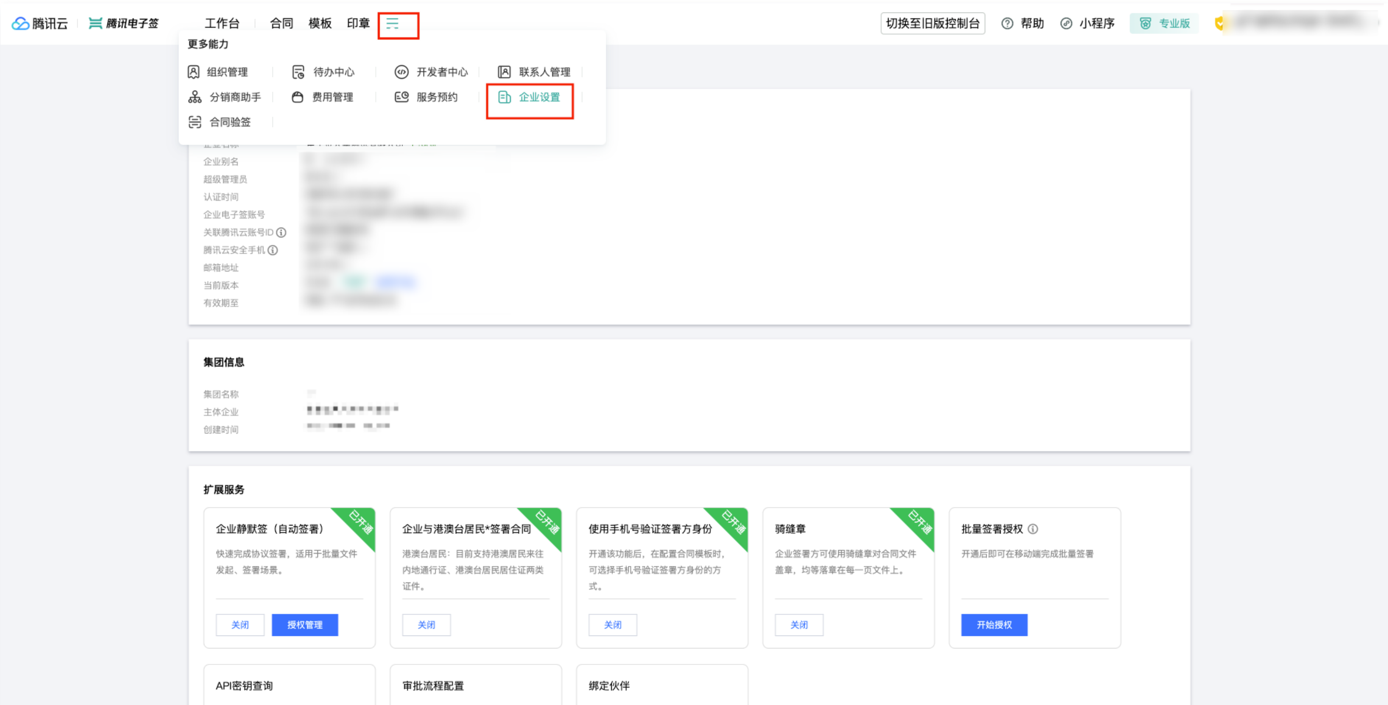
The specific operation steps for the Tencent E-Sign Service to replace the Tencent Cloud secure phone number are as follows:



Operation step

Step 1: Enter the Corporate Information Page

Log in to Tencent E-Sign Service web version, click the navigation menu icon, and select **Enterprise Settings**.

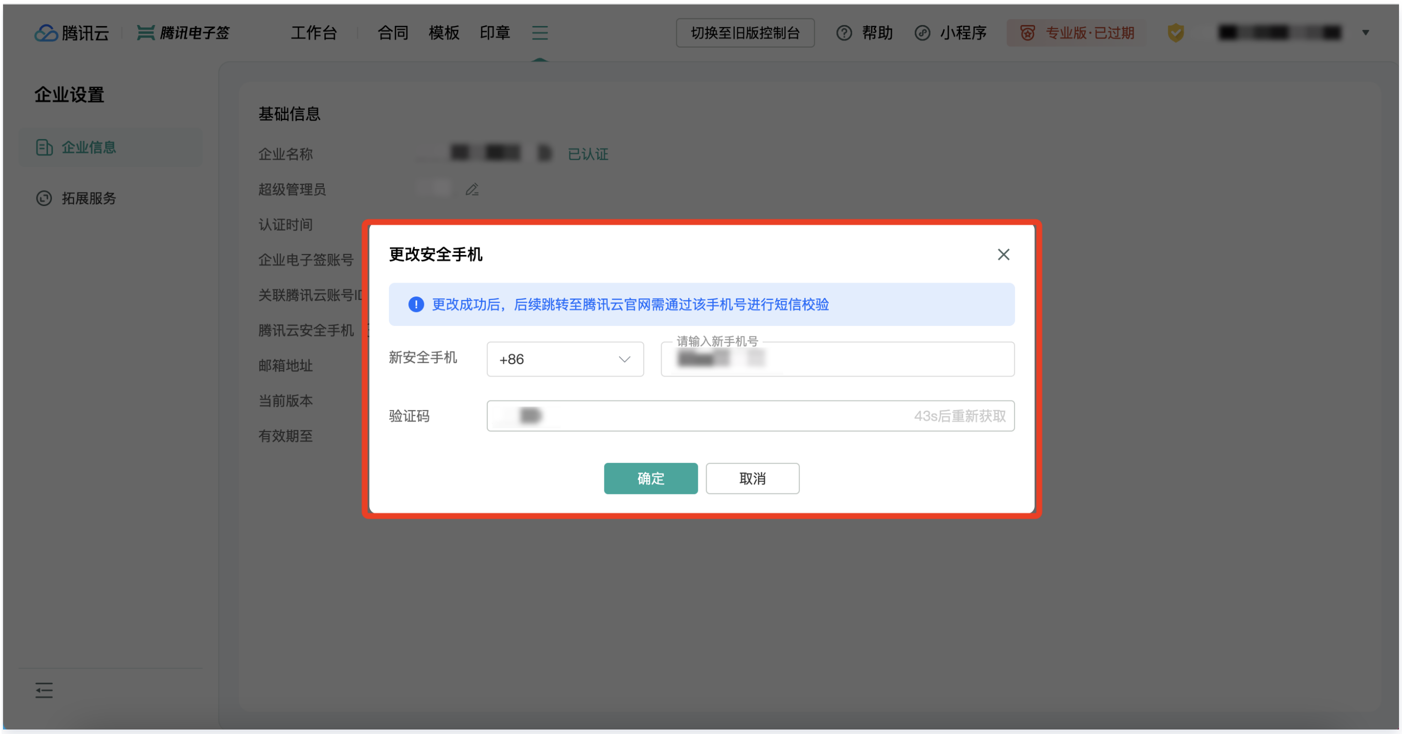


Step 2: Identity verification

Click the **Modify Phone Number Icon**. To ensure account security, you need to follow the page guidance and use Mobile WeChat to scan the QR code to complete Face Recognition.

Step 3: Verify new mobile number

After successful Face Recognition, the page will display a popup window as shown below. Please enter the new mobile number, click **Get CAPTCHA**, fill in the Captcha information received on your mobile phone into the Captcha field, and click **Confirm** to complete the mobile number replacement.



Unbind Enterprise WeChat for Business

Last updated：2024-08-01 16:04:05

Note:

- This feature is currently open only to Corporate Legal Representatives and Super Administrators.
- Special Note: After unbinding,
  - The organizational structure of the Enterprise WeChat for Business will no longer be retained, only the organizational structure within your Tencent E-Sign Service Enterprise Account will be kept.
  - Enterprise WeChat employees who have completed real-name verification in Enterprise WeChat for Business will be migrated to the primary department set within your Tencent E-Sign Service Enterprise Account. Please note, Enterprise WeChat employees without real-name verification in Enterprise WeChat for Business cannot be migrated. All uncompleted contracts under such unverified employees will also be automatically cleared and cannot be migrated.
  - If you have set up approval flows for Enterprise WeChat within your Tencent E-Sign Service Enterprise Account before unbinding, these approval flows cannot be migrated. After unbinding, the approval flows within your Tencent E-Sign Service Enterprise Account will change to built-in approval flows of the Tencent E-Sign Service product.

Operation step

For enterprises already bound with Enterprise WeChat, Tencent E-Sign Service mobile app has launched an unbinding feature for Enterprise WeChat accounts. Here are the specific operation steps:

Step 1: Enter the Corporate Information Page

Log in to the Tencent E-Sign Service mini program, enter **Personal Center**, click **Enterprise Name**, enter the Corporate Information Page, click the bound **Arrow next to Enterprise WeChat Business Information**, and start the Unbinding Process. (Only visible to Legal Representatives or Super Administrators)

Step 2: Confirm the Risk Disclosure and complete the Face Recognition Consent Confirmation

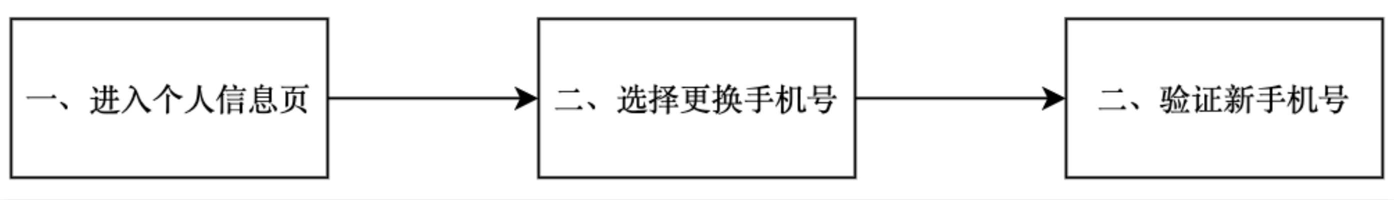
Read the Risk Disclosure and click **I acknowledge and wish to unbind immediately**, follow the page instructions to complete the Face Recognition Consent Confirmation. After successful recognition, the unbinding will be completed.


10:19
企业信息
测试企业
集团采购专属
主体类型 企业
统一社会信用代码
企业电子签账号
腾讯云账号
企业法定代表人/经营者 张三
企业超级管理员 李四
企业联系手机号 158****4137
认证时间 2021年11月20日 20:20
企业CA证书
关联企业微信企业 测试企业1
关联企业微信企业企业ID thisisachinesec...
企业设置
16:02
解绑企业微信企业
风险告知
如您选择解绑企业微信企业，您将解除与企业微信企业【 测试企业】（以下简称"企业微信企业"）的绑定关系。
解除绑定将产生如下效果：
1、企业微信企业的组织架构不再保留，仅保留您在腾讯电子签企业账号内的组织架构。
2、您在企业微信企业中已实名的企业微信员工将迁移至您腾讯电子签企业账号内设的【王五企业微测试企业】部门中。请您注意，您在企业微信企业中未实名的企业微信员工无法迁移。前述未实名企业微信员工名下所有未签署完成的合同，也将自动清理，无法迁移。
3、若您在解除绑定之前，在腾讯电子签企业账号中设置了企业微信企业审批流，该审批流无法迁移。解除绑定后，您的腾讯电子签企业账号内审批流将转变为腾讯电子签产品内置的审批流。
我已知悉 立即解绑
10:19
解绑企业微信企业
风险告知
本企业已与企业微信企业"XXXX"绑定，解除绑定关系后，存在如下风险：
1. 本企业电子签组织架构树中不再保留企业微信企业的组织架构。
2. 已实名的企业微信员工将迁移至组织架构根节点下，未实名的企业微信员工将被清理。未实名员工下待处理的合同，也将自动清理。
3. 若您在腾讯电子签中设置了企业微信审批流，解绑后将自动切换为电子签内置的审批流。
即将进行人脸识别
应电子合同相关法律法规要求，当前操作需进行本人实名认证，以确保本人意愿。腾讯电子签保证您的个人信息仅用于确认本人身份。
开始人脸识别
16:42
解绑成功
返回首页

Employee account management
Change Phone Number

Last updated：2024-08-01 16:04:35

The specific steps for employees to change their phone numbers in the Tencent E-Sign Service feature are as follows:



Operation step

Step 1: Enter the account information page

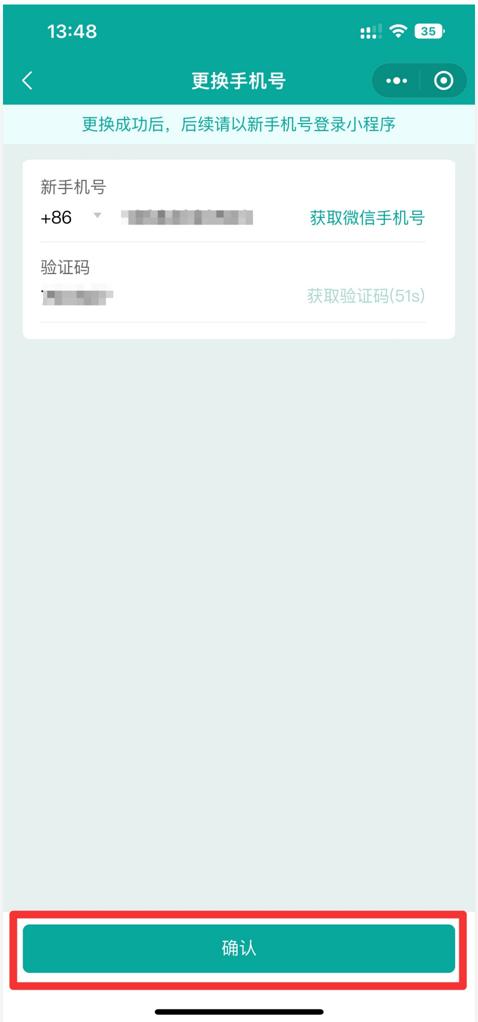
Employees log in to the Tencent E-Sign Service mini programs Enterprise Account and enter the Personal Center. Please follow the steps below to enter the Account Information Page and view the currently bound phone number.

Step 2: Choose to change the mobile number

On the Phone Number Binding Information Page, click **Change Phone Number**, and proceed to **Step 3: Verify New Phone Number Process**.

Step 3: Verify new mobile number

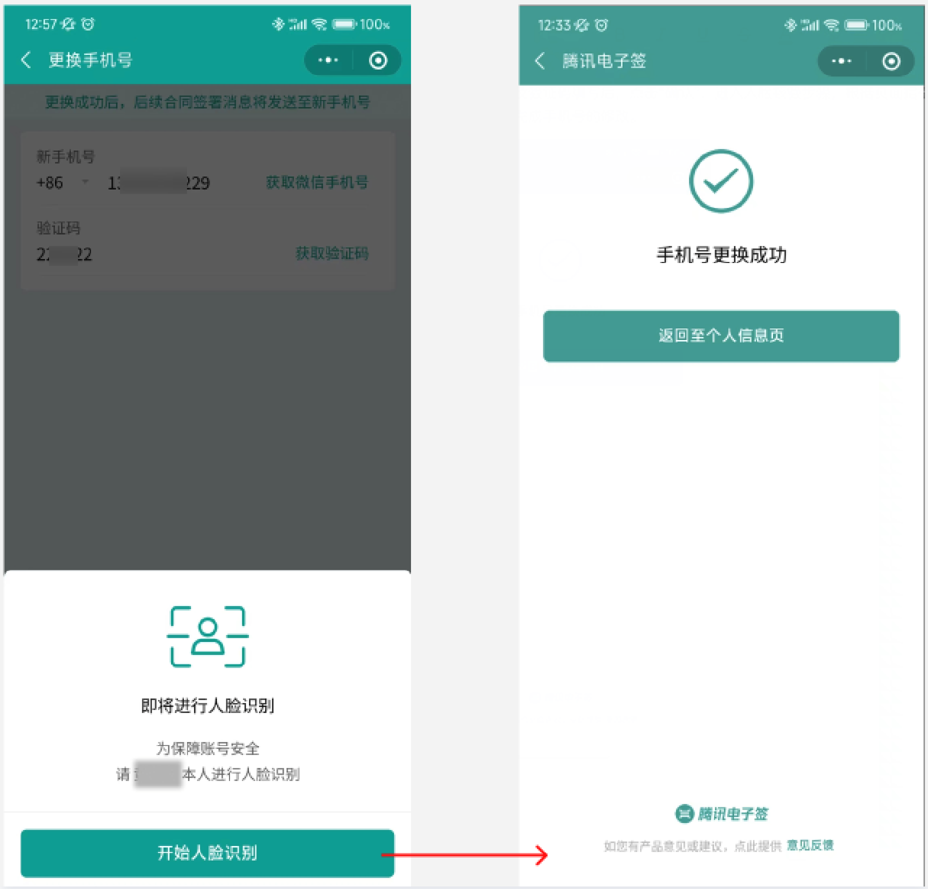
1. Enter the mini programs page, input the new phone number, click **Get Captcha**, and fill in the Captcha information received on your phone into the Captcha field.



> **Note:**
> This mobile number will subsequently receive key information such as contract signing notifications. Please enter your own mobile number.

2. After completing the phone number and Captcha entry, click **Confirm** to enter the Face Recognition step. Once the current account real-name authenticator passes the Face Recognition, the employee's phone number change will be

completed.


更换手机号
更换成功后，后续合同签署消息将发送至新手机号
新手机号
+86
获取微信手机号
验证码
获取验证码
即将进行人脸识别
为保障账号安全
开始人脸识别
腾讯电子签
手机号更换成功
返回至个人信息页
腾讯电子签
如您有产品意见或建议，点此提供 意见反馈

Change Email Address

Last updated：2024-08-01 16:04:52

Operation step

Step 1: Enter the Personal Information Page

In**Personal Center**, click **View Personal Information** to see the email address information. You can view the currently bound email address.

Click **Email Address** to enter the steps for modifying the email address.

Step 2: Select Change Email

You can view the currently bound email address and click **Change Email**.

Step 3: Enter Email and CAPTCHA

Enter the email address you want to change to and click **Get CAPTCHA**. You will receive an email with a CAPTCHA. Enter the CAPTCHA correctly on the page to complete the email address change.


18:06
100
设置邮箱地址
设置邮箱地址
邮箱地址
请输入邮箱地址
验证码
请输入验证码
获取验证码
提交

Cost Management

Last updated：2024-08-01 16:05:10

In Cost Management, you can view the current version and remaining quota of the enterprise's packages, and also purchase versions or value-added services.

Prerequisites

Please complete the activation of the electronic signature service first. For the activation guide, please refer to Activation Guide document.

Path

1. Log in to Tencent E-Sign Service web portal, then use WeChat to scan the QR code on the screen. If you are using Corporate WeChat Tencent E-Sign Service, you can also directly open the Tencent E-Sign Service app from the Corporate WeChat workbench to operate.

2. After accessing the web portal via QR code, you can place your mouse over the **More button** behind the seal, click it to display a dropdown menu, and then select Fee Management to enter this page.

Cost Management Overview

Cost Management is divided into the Product Version Display Area, Value-Added Service Display Area, and Quick Operation Area.

- Product Version Display Area: You can view the current effective version, the validity period of the version, the remaining available contracts, and perform new purchases or renewals of the version. For detailed purchase procedures, please refer to the Purchase Guide.
- Value-Added Service Display Area: You can purchase contract quantity increase packages, sign reports, Tencent Meeting · Online Signing, and other value-added services. Click on **Go to Purchase** to jump to the purchase page. For detailed purchase procedures, please refer to the Purchase Guide.
- Quick Operation Area: Supports order queries, package queries, invoice issuance, and version upgrade operations.

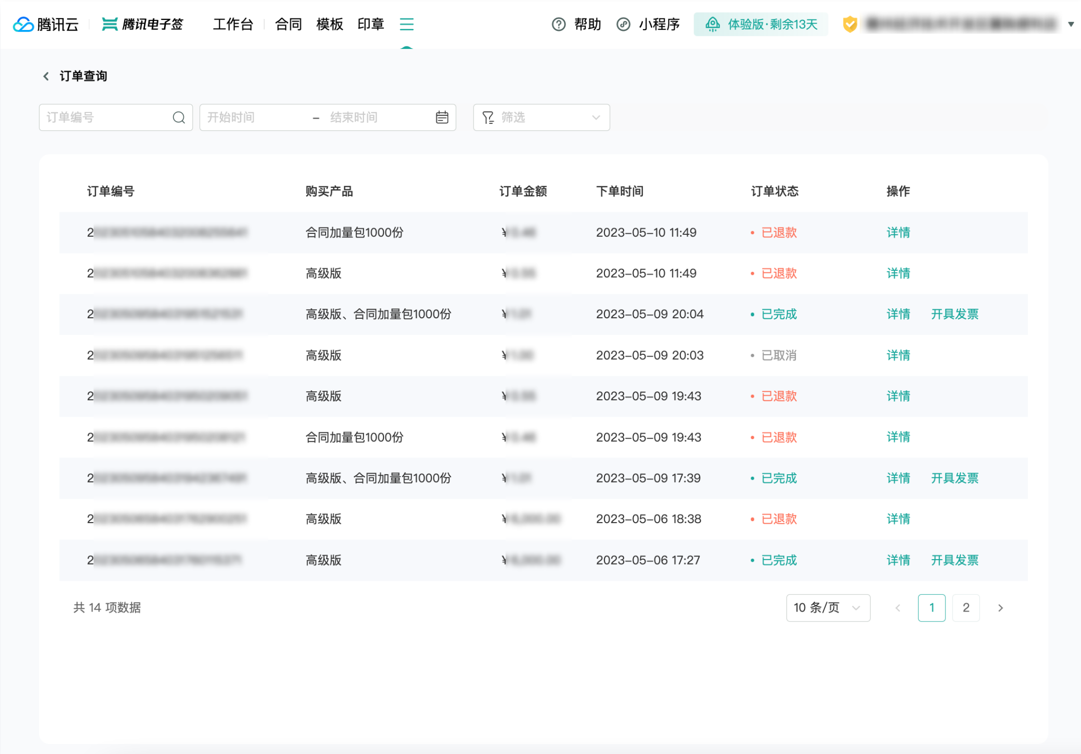
Quick Operation Area

> **Note:**

> The Quick Operation Area is only visible to roles with the **Cost Management** permission item. If you do not have this permission, please contact the Enterprise Super Administrator for activation.

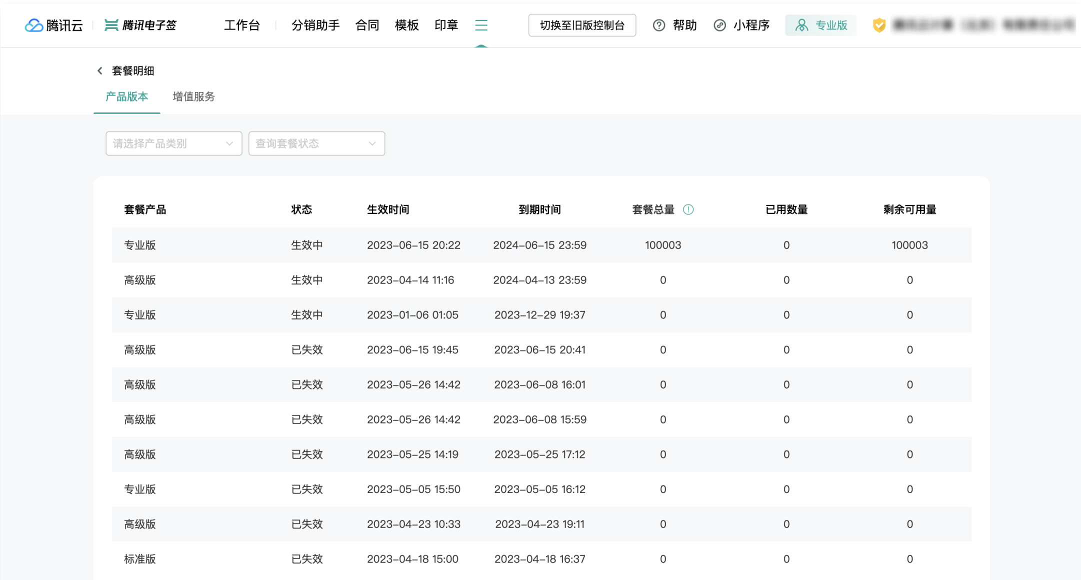
Order Queries

You can query the enterprise's order data, including product, amount, order time, etc.



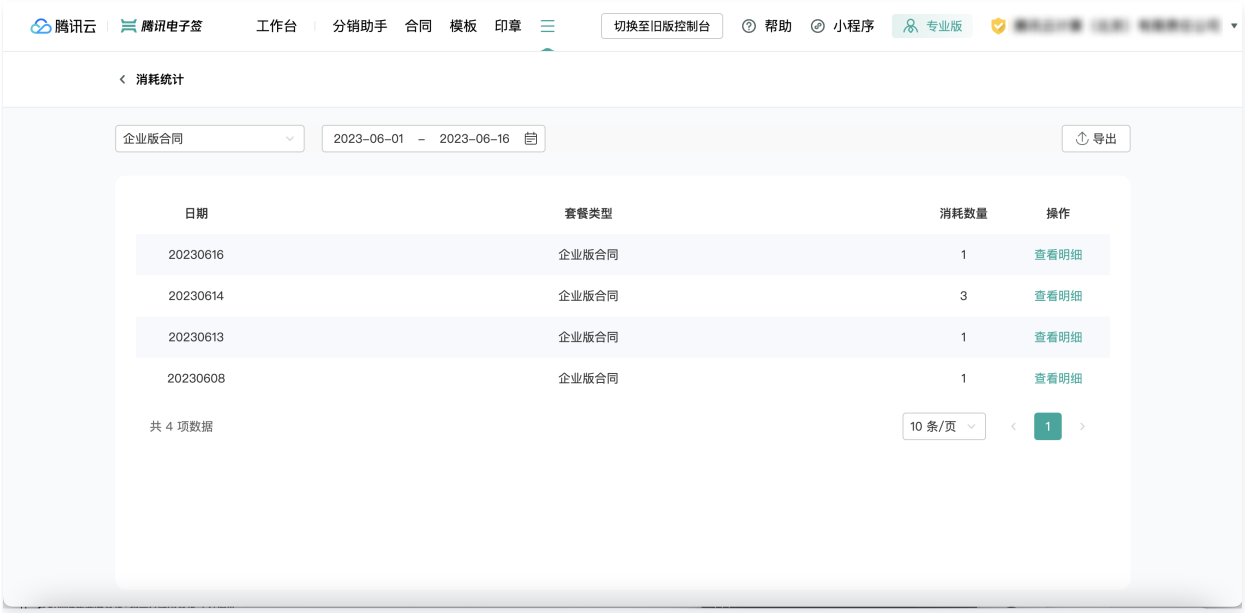
Package Queries

You can query the validity period, total quantity, and remaining available quantity of purchased packages.

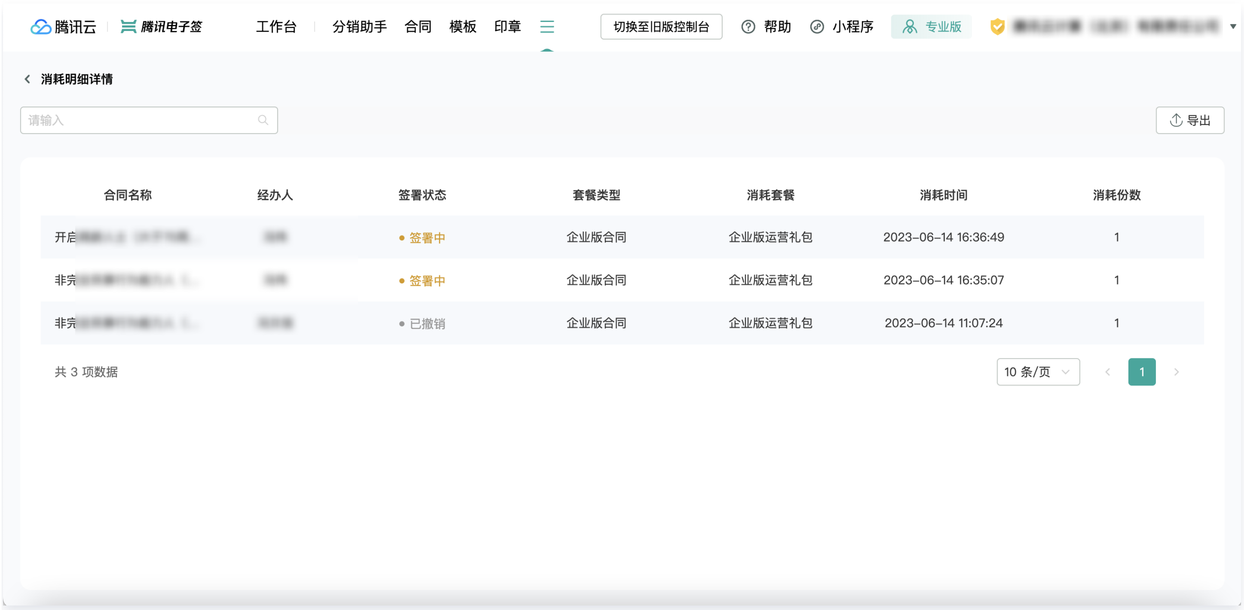


Consumption Details

You can view the package consumption details of your own enterprise or subsidiary companies (if any).



click **View Details** as shown below:



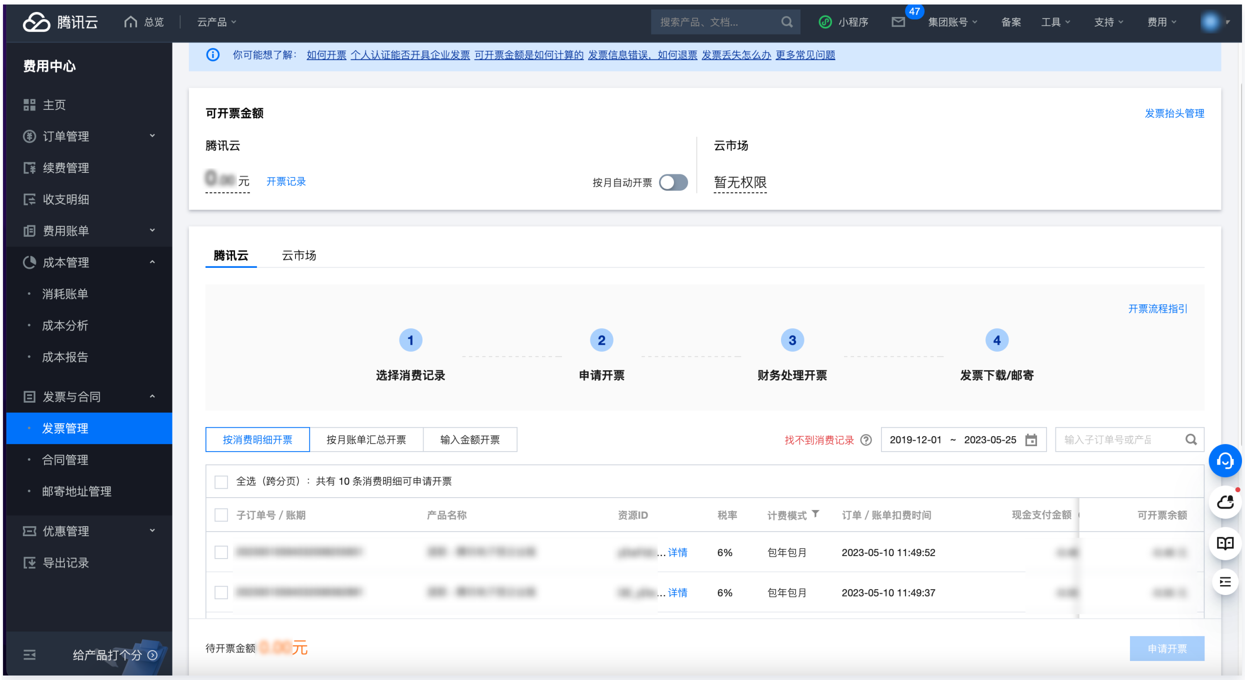
Invoices

> **Note:**
> - For orders placed on Tencent E-Sign Service's own purchase page and Tencent Cloud purchase page, you can click **Issue Invoice** after placing the order to go to the Tencent Cloud console to issue invoices.
> - If you place an order on the WeCom App Market, you need to wait for the billing information to be synchronized before you can go to the Tencent Cloud console to issue an invoice.

Invoicing for Tencent E-Sign Service's Own Purchase Page and Tencent Cloud Purchase Page Orders

click **Issue Invoice**, you will be redirected to the Tencent Cloud console to issue an invoice. During the redirection, you need to verify the phone number of the enterprise super administrator.

Enter the Invoice Center in the Tencent Cloud console to issue an invoice.



WeCom App Market Order Invoicing

If you place an order on the WeCom App Market, for orders paid before the 18th of the month, the system will complete the synchronization of billing information around the 8th of the next month. For orders paid after the 18th of the month, the synchronization of billing information will be completed in the month after next. After the billing information is synchronized, you can enter Tencent E-Sign Service - Expense Management , click Issue Invoice (requires expense management permission), and be redirected to the Tencent Cloud console to complete the invoicing. If you have any questions, you can contact WeCom **Tencent E-Sign Service** customer service for consultation.

Note:

> For the 0.01 Yuan **Trial Version** ordered on the WeCom payment platform after May 22, 2024, invoicing service is not available.

Upgrading Version

click **Upgrade Version** to purchase higher-tier product versions.

Mini Program

Path : Tencent E-Sign Service Mini Program Enterprise Version > **Homepage** > **Enterprise Management** > **Expense Management** , in the Mini Program side Expense Management, you can check orders and package balances, renew versions, and purchase value-added services. Invoicing is not supported; please complete invoicing on the web.

Operation Precautions within WeCom
WeCom Internal Organizational Structure Management

Last updated：2024-08-01 16:05:46

The WeCom Tencent E-Sign Service application supports synchronizing employees from the WeCom organizational structure, as well as adding non-WeCom users to the structure. This document mainly describes how to manage employees within the WeCom structure.

> **Note:**
> For the management of non-WeCom users in the organizational structure, please refer to the Organizational Structure Management document.

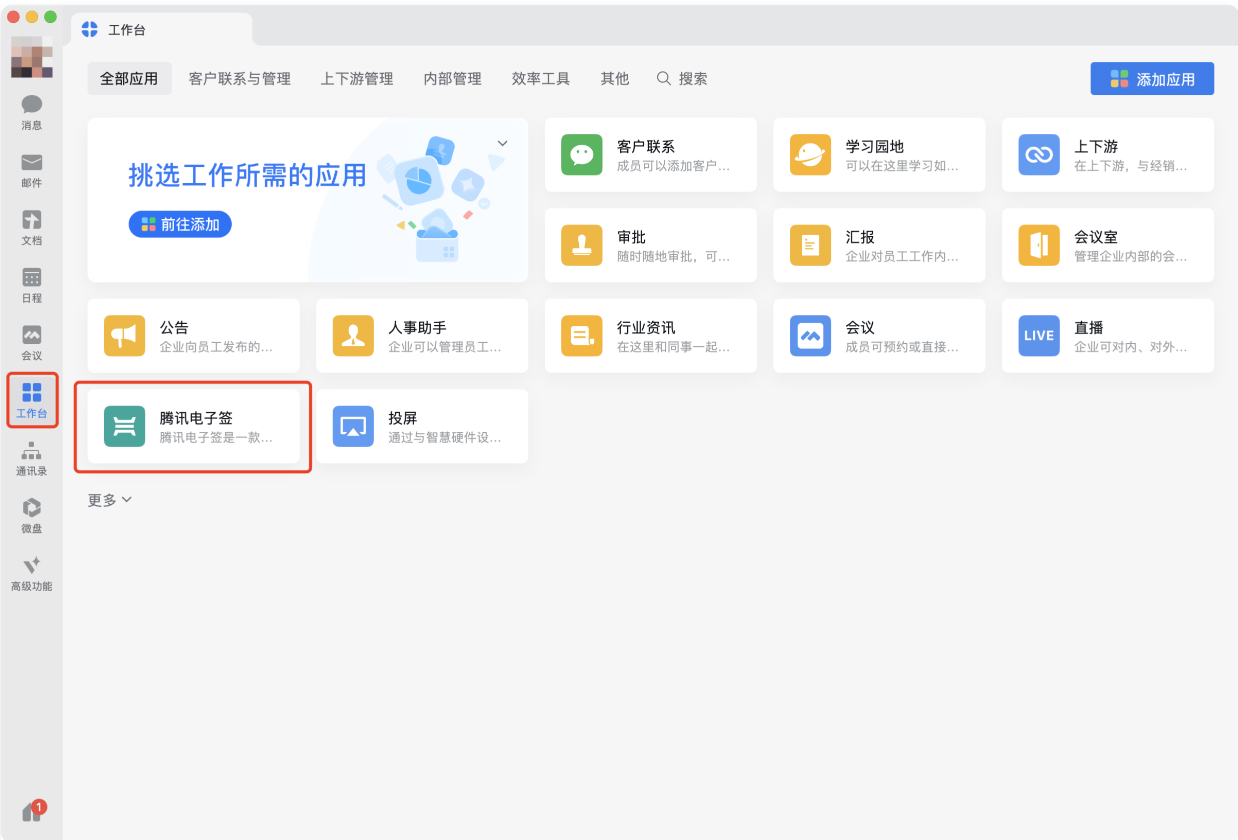
Prerequisites

- Please first complete the Tencent E-Sign Service WeCom account verification. For the verification guide, refer to the Enterprise Verification document.
- Ensure you have organizational structure management permissions. If not, please contact the Super Administrator or an employee with role management permissions to assign you the rights.

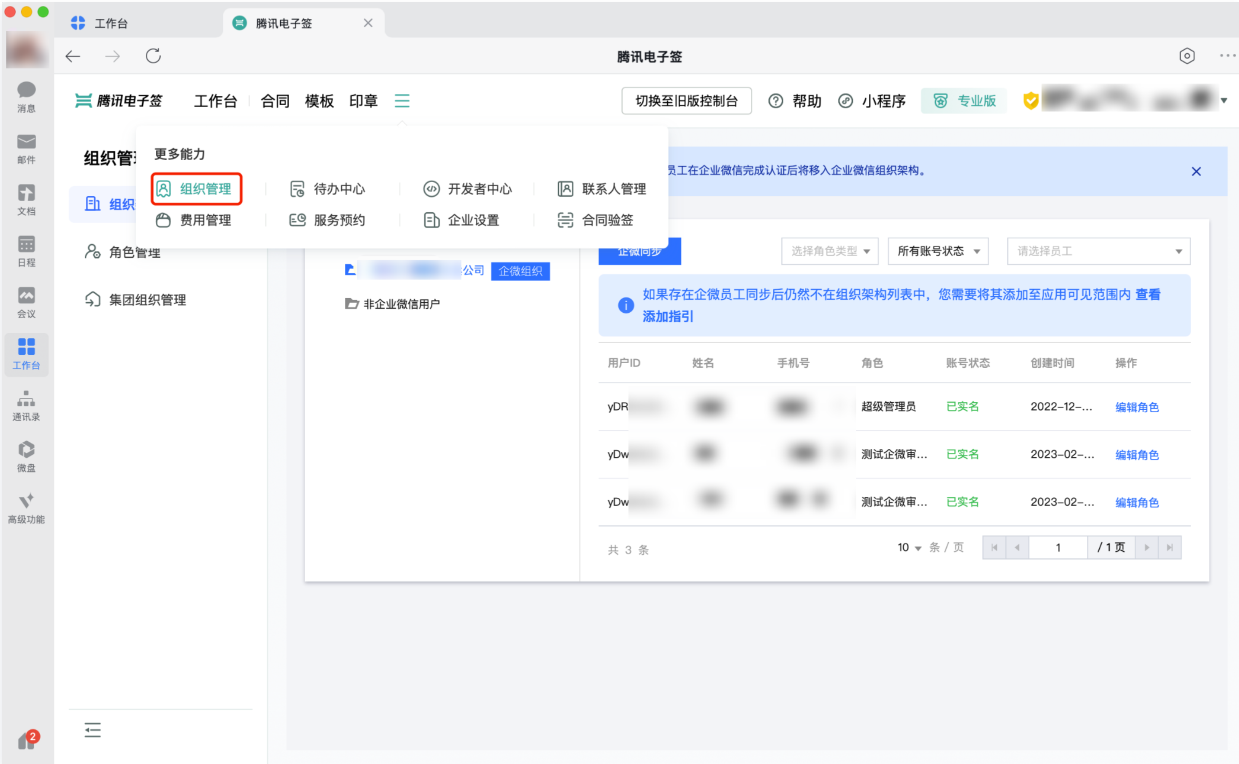
Operation step

Desktop Version

1. log in to WeCom Desktop Terminal, and on the workspace page, open the **Tencent E-Sign Service** application.

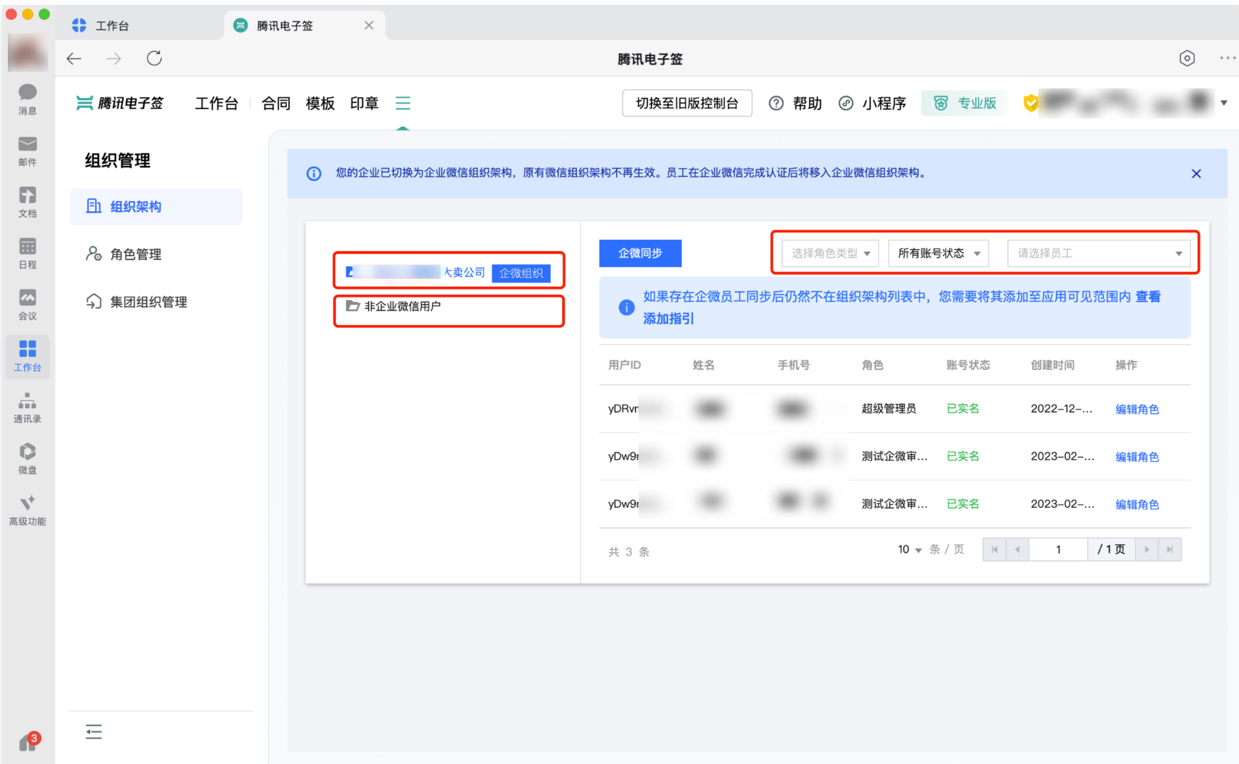


2. Select **Organizational Management > Organizational Structure** from the top navigation bar.



3. On the Organizational Structure page, you can manage both **WeCom organizational structure employees** and **Non-WeCom users**. It also supports precise filtering of employees based on role type, account status, and name.

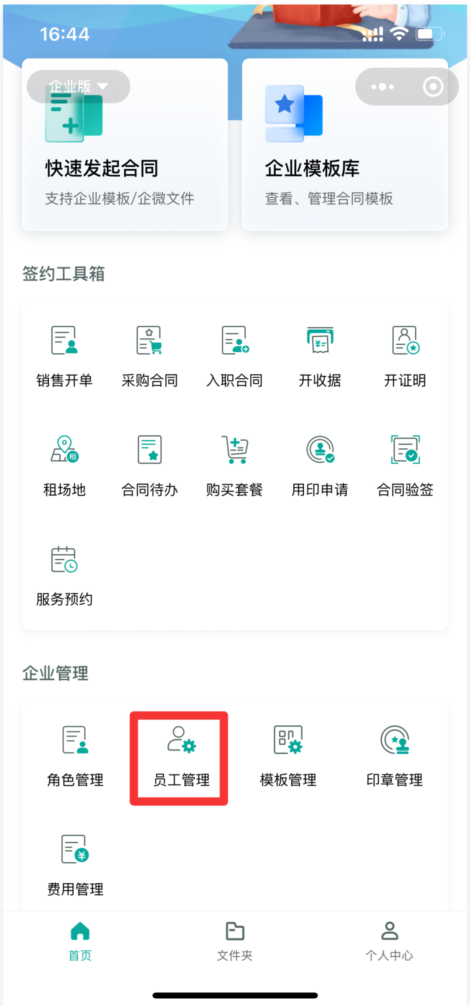
> **Note:**
> For instructions on how to add, edit, and delete roles, please refer to the Role Management document.



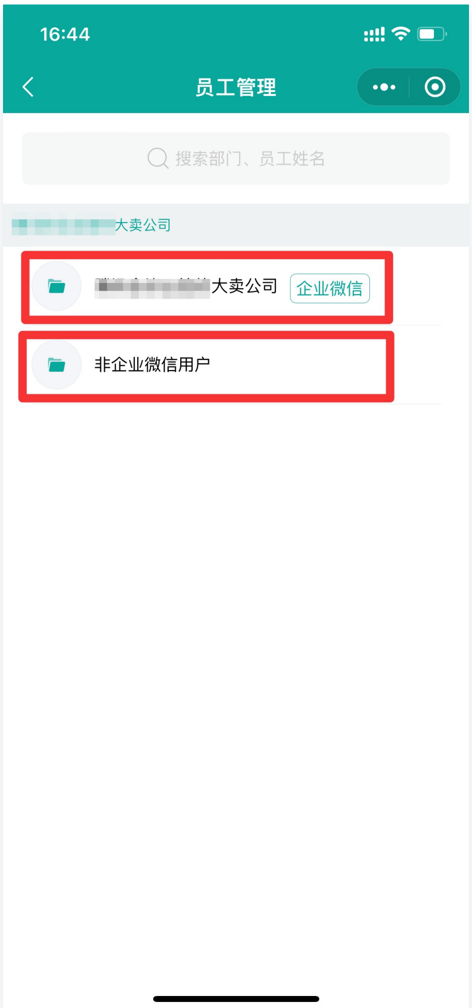
Mobile Version

1. log in to WeCom Mobile Terminal, and on the workspace page, open the **Tencent E-Sign Service** application.

2. In the Tencent E-Sign Service mini program, select **Enterprise Management** > **Employee Management** page.



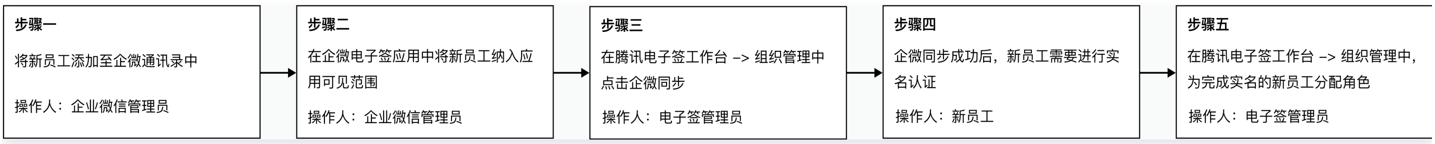
3. On the Organizational Structure page, you can manage both **WeCom organizational structure employees** and **Non-WeCom users**. It also supports filtering based on department and employee name.



WeCom Organizational Structure Management

Add Employees

To add employees to the WeCom organizational structure, follow these steps as shown in the diagram below:



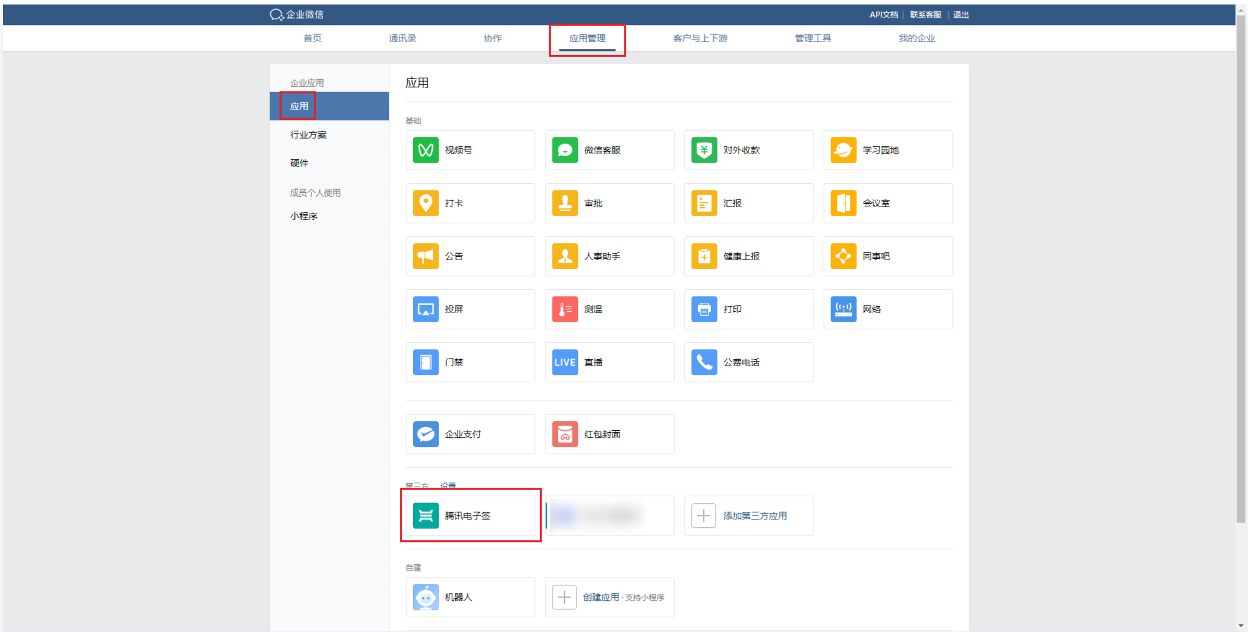
Step 1: Add new employees to the WeCom organizational structure

WeCom administrators, please log in to the WeCom Admin Console and then go to the contacts page to add members.

> **Note:**
> For detailed operations on how WeCom administrators can add employees on both the computer and mobile terminal, refer to the WeCom Add New Employees documentation.

Step 2: Include new employees in the visible scope of the Tencent E-Sign Service application in WeCom

1. WeCom administrators, please log in to the WeCom Admin Console and then open **Application Management** > **Applications** > **Tencent E-Sign Service** application.



2. On the application settings page, select **Visible Scope** and modify it to include the employees joining the Tencent E-Sign Service.
   - Desktop Terminal:

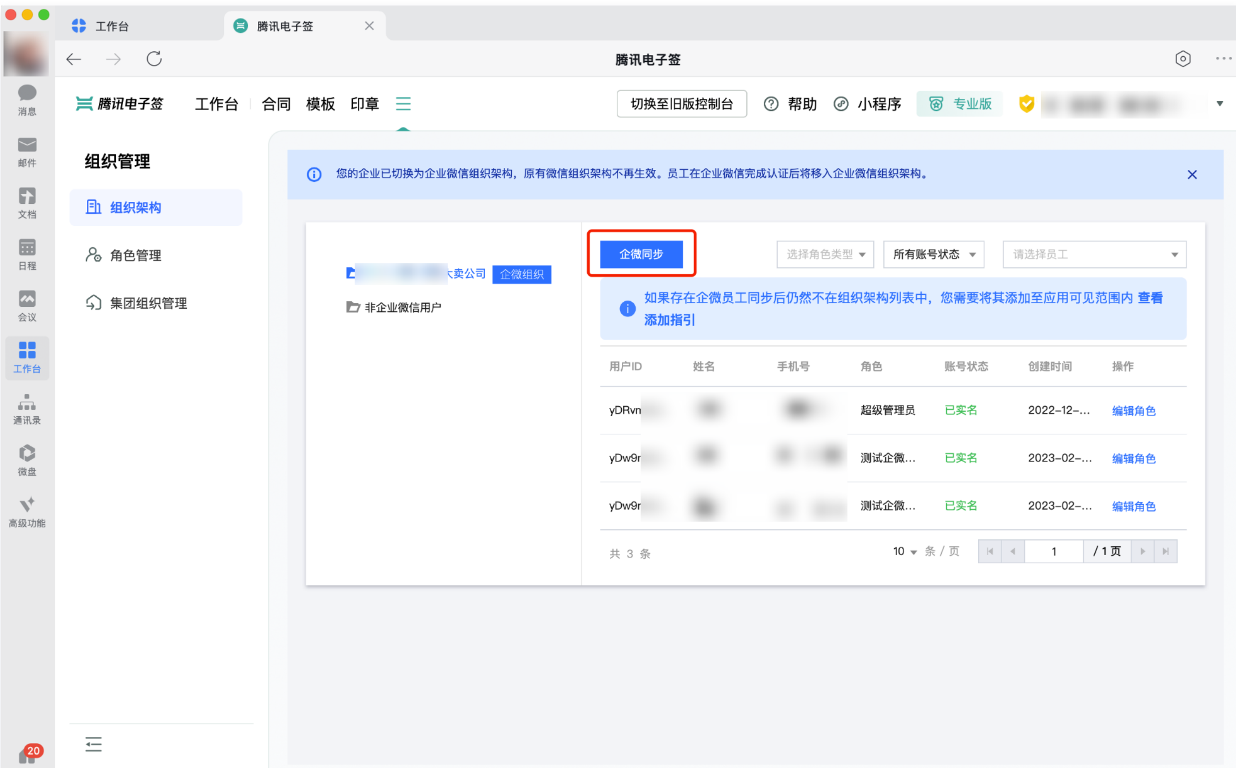
   - Mobile Terminal:

Step 3: In the Tencent E-Sign Service application's organizational structure, click WeChat Work Synchronization

1. On the organizational structure page, click **WeChat Work Synchronization** to synchronize in real-time all employees within the visible scope of the Tencent E-Sign Service application in WeCom.

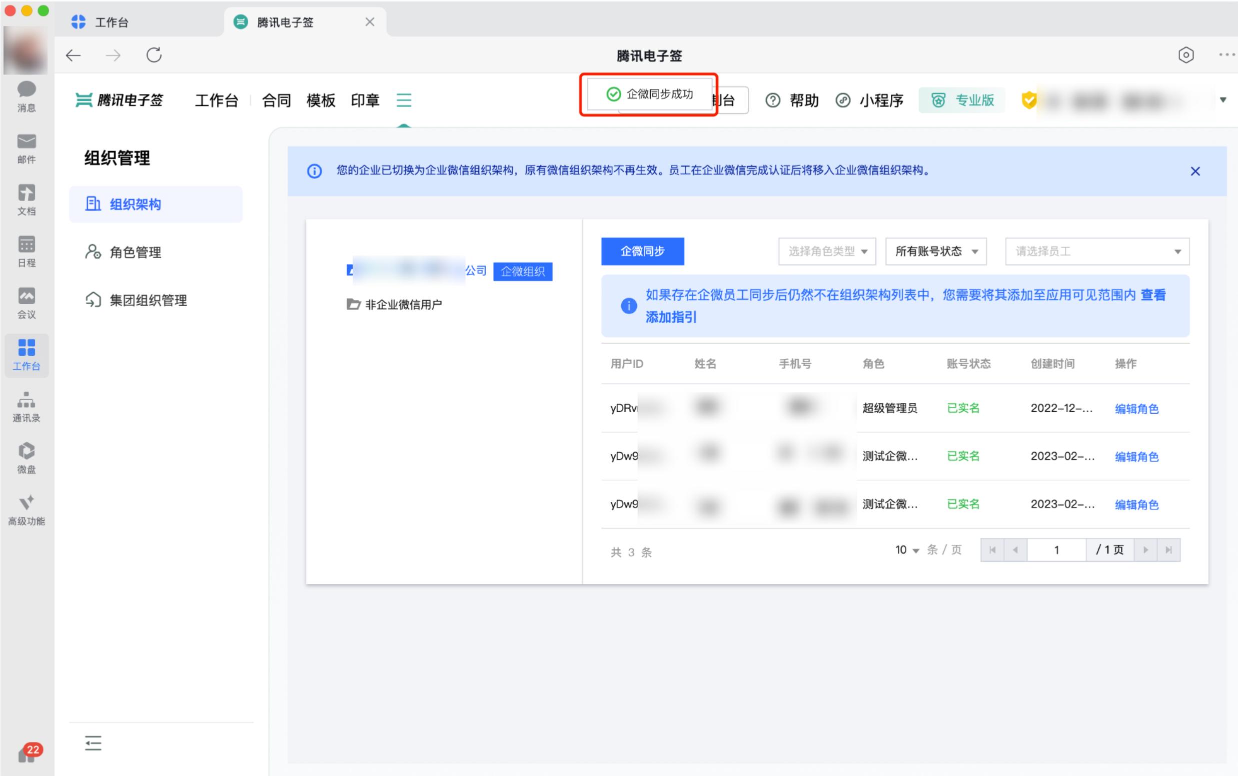
> **Note:**
> Add new employees to the visible scope of the Tencent E-Sign Service application.

- Desktop Terminal:

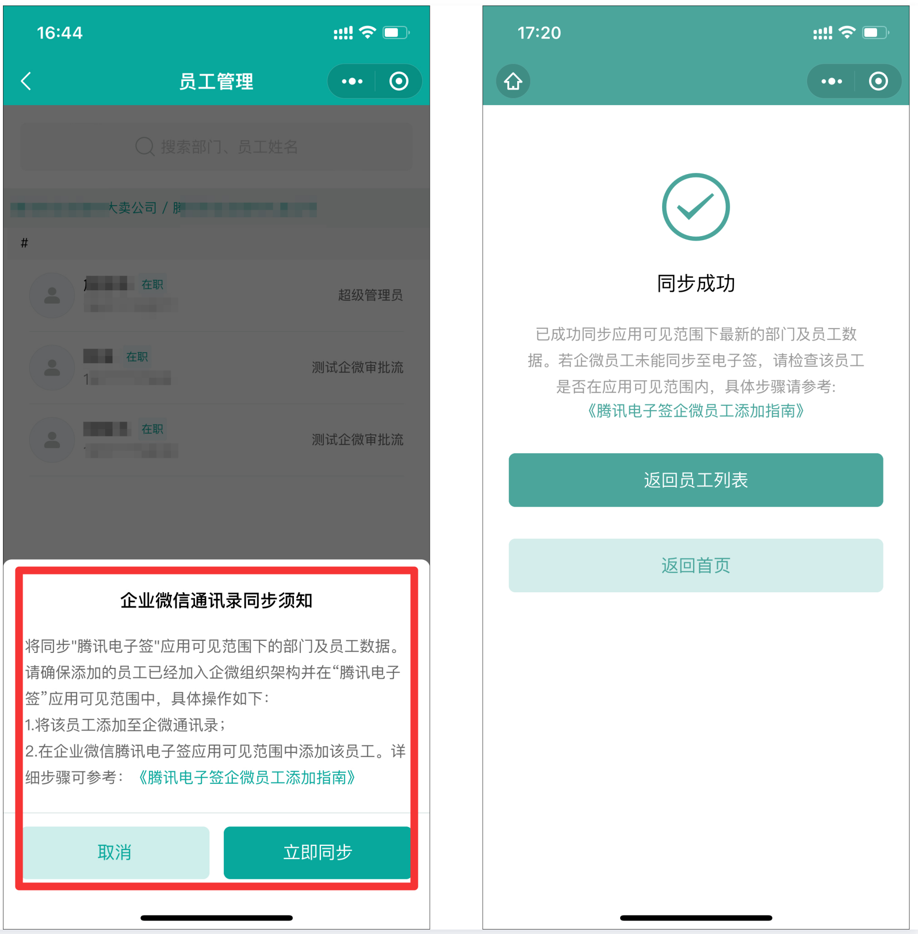


- Mobile Terminal:

2. WeCom structure synchronization is complete, and new employees have been added to the Tencent E-Sign Service application.
    - Desktop Terminal:

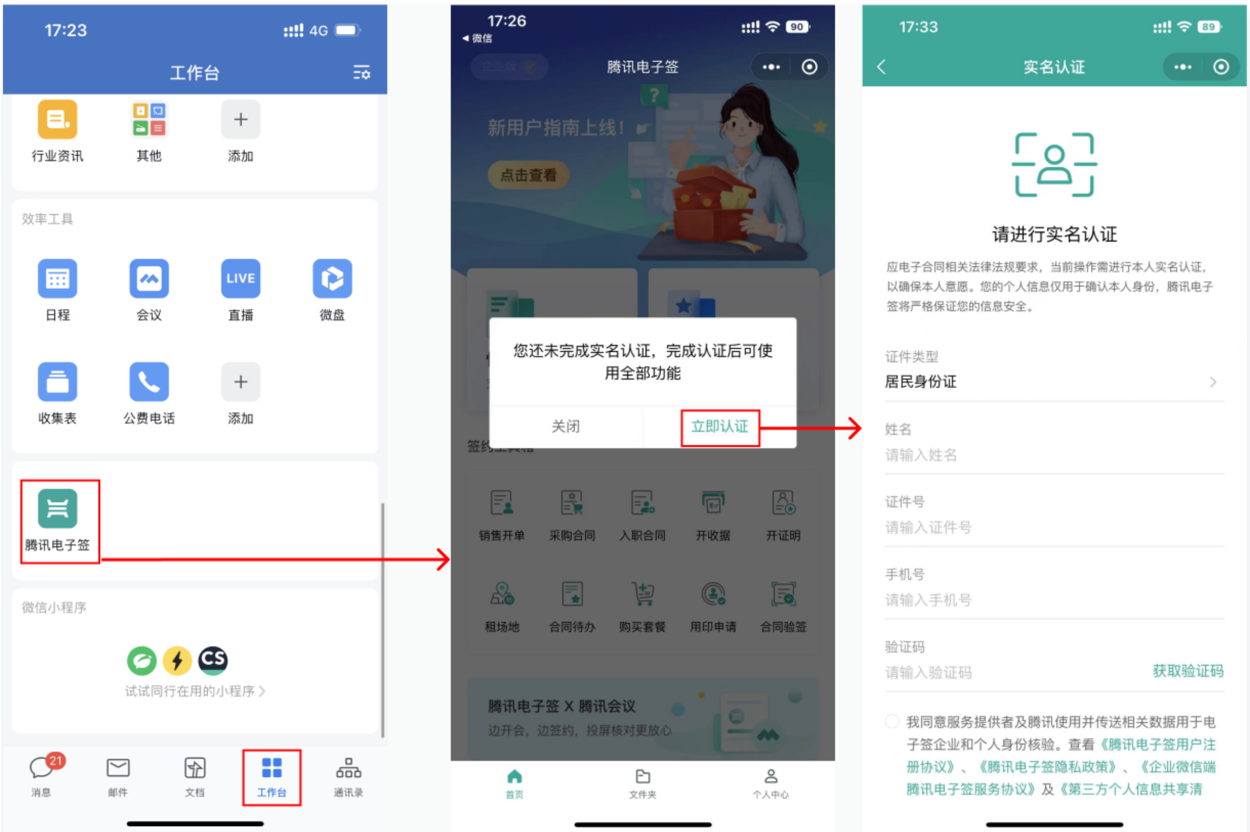


- Mobile Terminal:



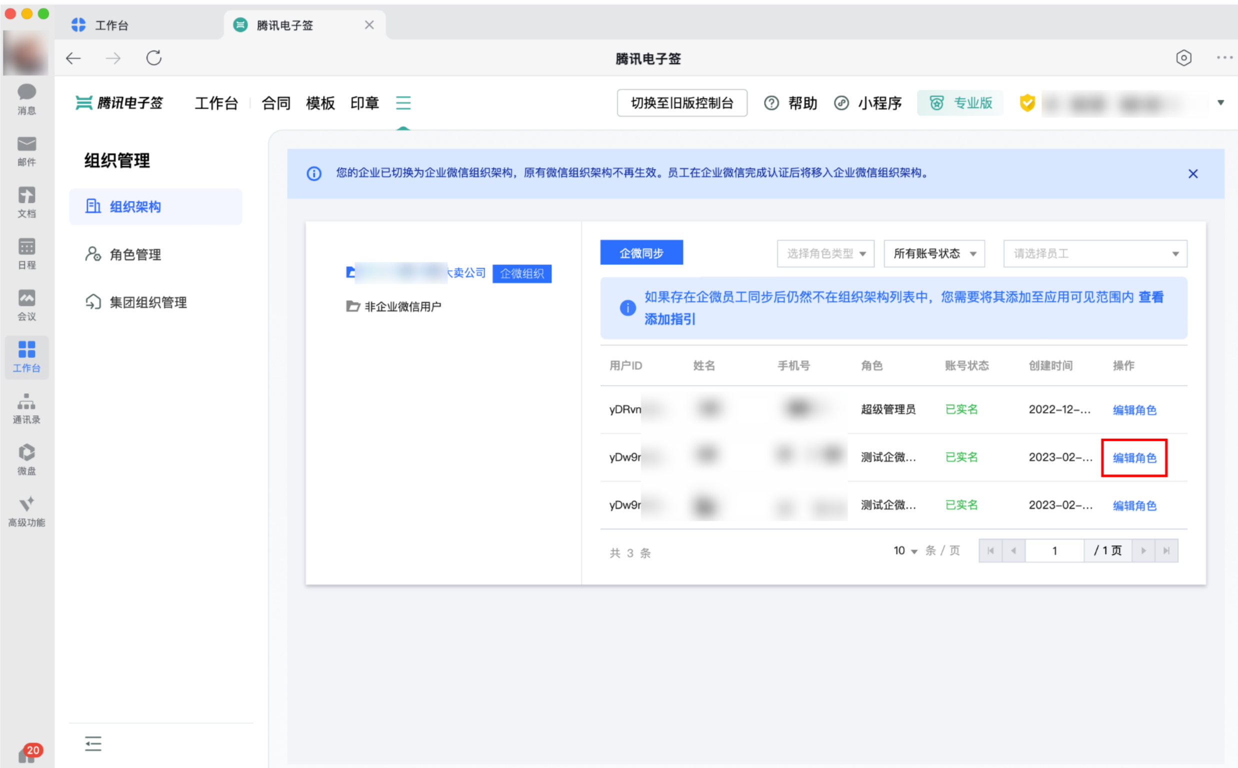
Step 4: After WeChat Work Synchronization is successful, new employees should perform Real-name Authentication

New employees can open the Tencent E-Sign Service application on the WeCom mobile terminal workspace to perform real-name authentication.



Step Five: Assign role permissions to authenticated employees

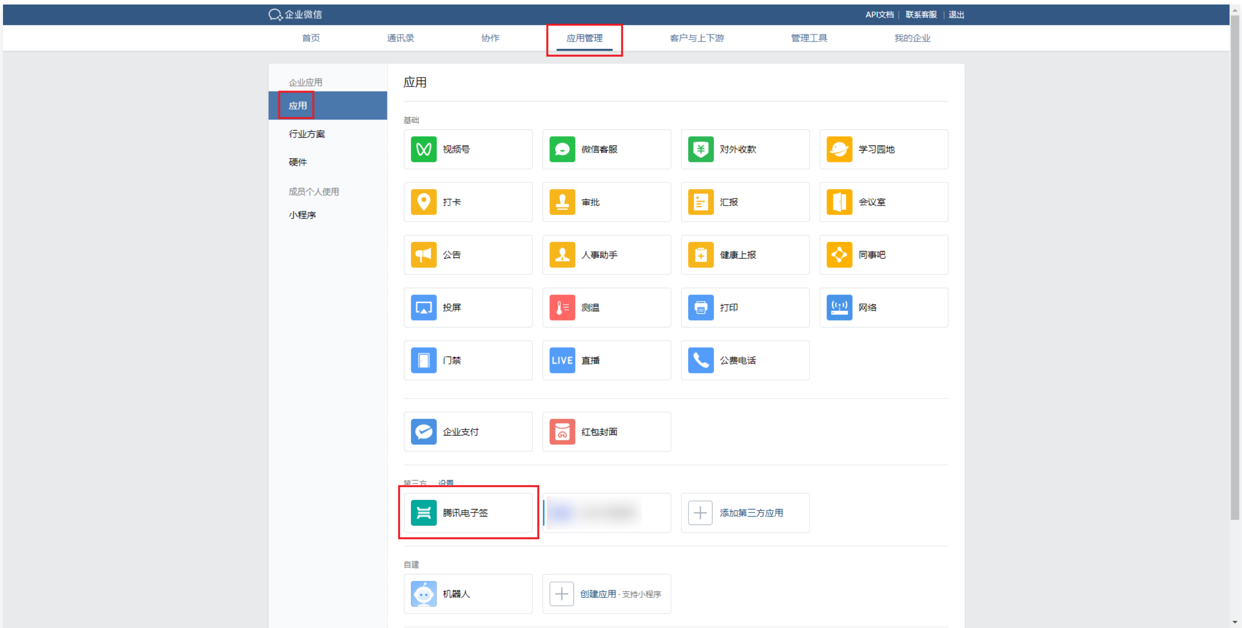
After the new employee has successfully completed real-name authentication, the Electronic Signature Administrator can assign roles to the authenticated new employee in the organizational structure.



Remove Employee

1. Enterprise WeChat administrators log in to Enterprise WeChat Management Backend, then open **Application Management** > **Applications** > **Tencent E-Sign Service** application.

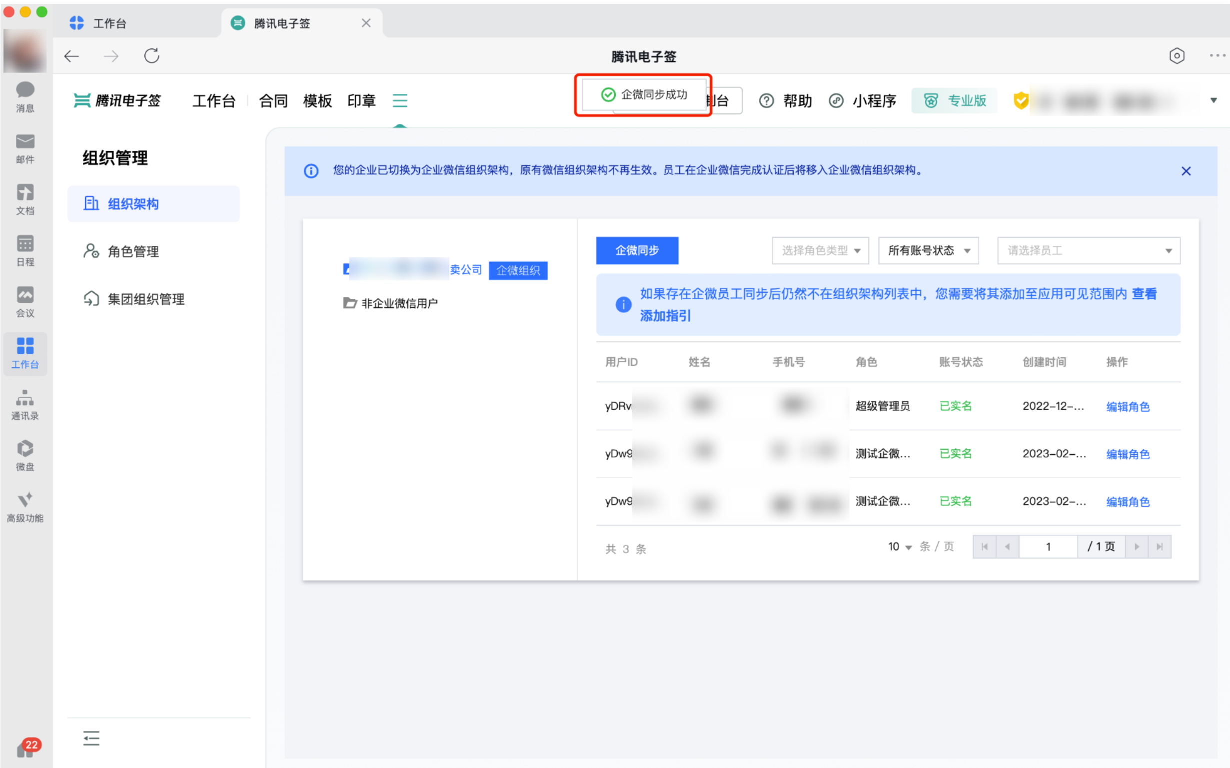
> **Note:**
> Please ensure that the employee to be removed does not have any contracts in progress. If there are any, the data of contracts in progress will be irretrievable. Please proceed with caution.



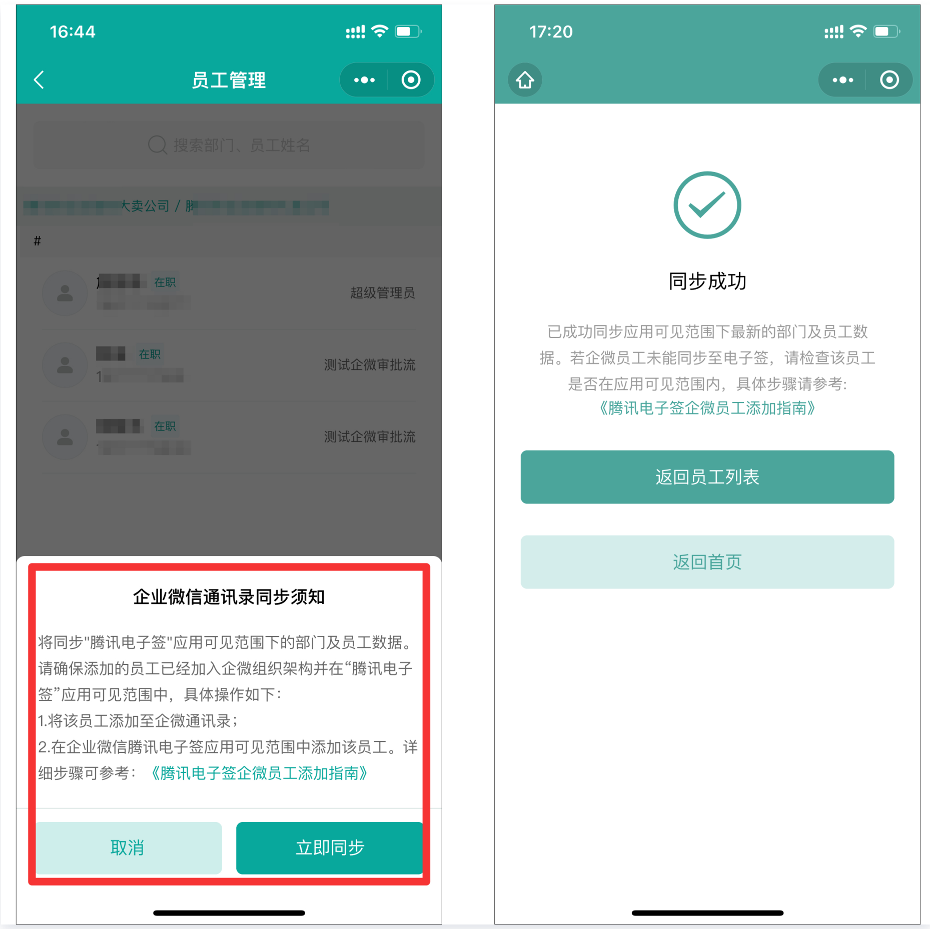
2. On the application settings page, select **Visible Scope** and remove the employee from the visible scope of the Tencent E-Sign Service application.
   - Desktop Terminal:

   - Mobile Terminal:

3. On the organizational structure page, click **WeChat Work Synchronization** to synchronize all employees in the WeChat Work structure in real-time.
    - Desktop Terminal:



    - Mobile Terminal:


16:44
员工管理
搜索部门、员工姓名
在职
超级管理员
在职
测试企微审批流
在职
测试企微审批流
企业微信通讯录同步须知
将同步"腾讯电子签"应用可见范围下的部门及员工数据。请确保添加的员工已经加入企微组织架构并在“腾讯电子签”应用可见范围中，具体操作如下：
1.将该员工添加至企微通讯录；
2.在企业微信腾讯电子签应用可见范围中添加该员工。详细步骤可参考：《腾讯电子签企微员工添加指南》
取消
立即同步
17:20
同步成功
已成功同步应用可见范围下最新的部门及员工数据。若企微员工未能同步至电子签，请检查该员工是否在应用可见范围内，具体步骤请参考：
《腾讯电子签企微员工添加指南》
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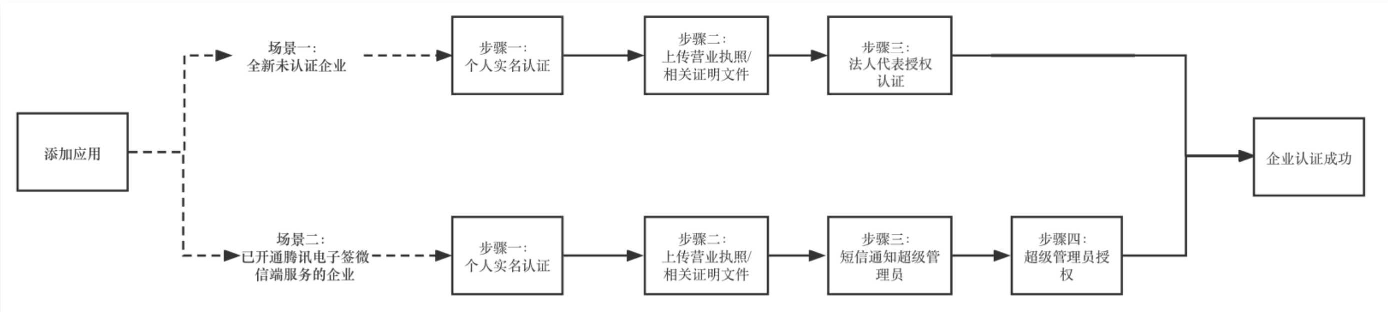
Enterprise WeChat Enterprise Authentication Guide

Last updated：2024-08-01 16:06:25

This document will guide you on how to authenticate your Tencent E-Sign Service enterprise account on the Enterprise WeChat Mini Program. The overall process is as follows:



Prepare Materials

Before initiating the enterprise authentication process, prepare the following materials based on your enterprise type:

Enterprise Activation Type	Topic Type	Required Materials	Collaborators
Completely Unverified Enterprise	Enterprise or Individual Business	Original business license or a photo of the business license, name, mobile number, and ID number of the super administrator.	Super Administrator and Legal Representative
	Government Agencies, Public Institutions, or Other Organizations	Institution-related proof documents and stamped power of attorney for the super administrator, name, mobile number, and ID number of the super administrator.	Super Administrator
Activated Tencent E-Sign Service WeChat Service Enterprise (previously authenticated through Tencent E-Sign Service web portal or WeChat Mini Program)	Enterprise or Individual Business	Original business license or a photo of the business license.	Super Administrator
	Government Agencies, Public Institutions, or Other Organizations	Institution-related proof documents.	Super Administrator

Add application

Method 1: On the Enterprise WeChat Desktop Version

1. Enterprise WeChat Administrator log in to Enterprise WeChat Third-Party Application Market, enter **Tencent E-Sign Service** in the web search box, the system will automatically filter out the Tencent E-Sign Service application, click **Add** to add the Tencent E-Sign Service application to Enterprise WeChat. If **Tencent E-Sign Service** is not found, it may be that the enterprise has already installed the Tencent E-Sign Service application, but the searching employee is

not within the application's visibility range. Please contact the Enterprise WeChat Administrator of the enterprise to include the employee within the application's visibility range.

2. Adjust the application's visibility range according to the enterprise's actual business situation, and it is recommended to select Exclusive Customer Service. After confirming the above contents, click **Agree to the above authorization and add** to add the Tencent E-Sign Service application, click **Go to Application Details** to jump to the Tencent E-Sign Service application management page in the Enterprise WeChat management console.

Method 2: On the Enterprise WeChat Mobile App

1. The Enterprise WeChat administrator opens the Enterprise WeChat Mobile App, click the bottom navigation **Workspace** > **Add Application** > **Search**, search **Tencent E-Sign Service application**, the system will automatically filter out the Tencent E-Sign Service application, enter the application details page, click **Add Application** to add the Tencent E-Sign Service application.

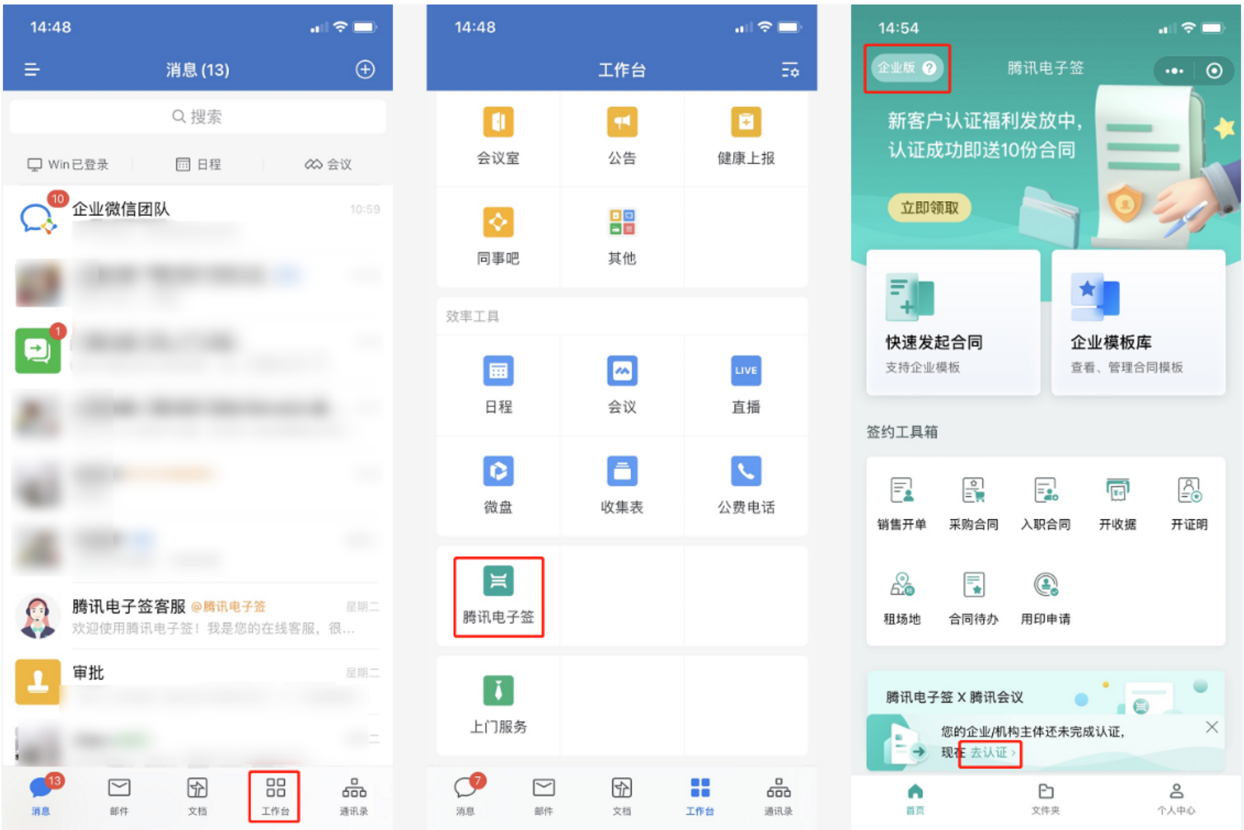
2. Adjust the application's visibility range according to the enterprise's actual business situation, and it is recommended to select Exclusive Customer Service. After confirming the above contents, click **Agree to the above authorization, and add**, click **Open Application** to jump to the mobile version of the Tencent E-Sign Service application.

Authentication Entrance

Please have the WeChat Work administrator open the WeChat Work mobile app, click to enter **Workbench** > **Tencent E-Sign Service** app. At the top of the Tencent E-Sign Service app homepage where the corporate logo is displayed, or in the floating window at the bottom, click **Go to Authenticate** to initiate the corporate authentication process.

Note:

The enterprise account authentication of the Tencent E-Sign Service application supports operations on the Enterprise WeChat Mini Program End and WeChat Work Desktop End. This document takes initiation on the Enterprise WeChat Mini Program End as an example.



Authentication Steps

Scenario 1: Brand New Unverified Enterprise

1. Complete personal real-name authentication.
   Complete personal real-name authentication according to the page instructions.

2. Upload business license or relevant proof documents.
   Click the Camera Icon, choose to upload the business license or relevant proof documents according to the nature of your corporate entity. Once the files are uploaded, the system will automatically populate the enterprise information based on the image content. After confirming that the identified enterprise information is correct, click **Next** to proceed with the authentication.

Note:

If your enterprise has previously completed enterprise authentication through the Tencent E-Sign Service web version or WeChat Mini Program, you can click to link the WeChat account. After clicking, complete real-name authentication to link the existing account to your current WeChat enterprise account. For more details, refer to Authenticated Tencent E-Sign Service WeChat Endpoint Enterprises.

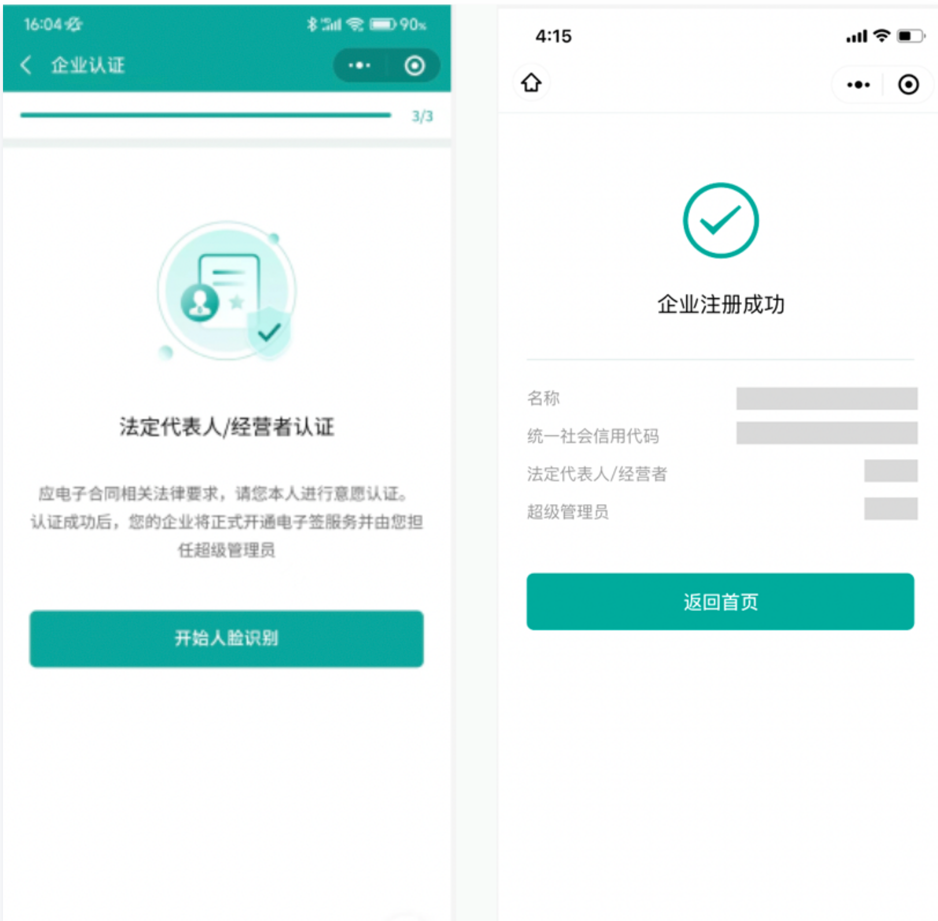
3. Super Administrator Authorization.

   After enterprise information verification, the system will provide the following authorization methods based on different entity types and your role within the enterprise:

Entity Type: Enterprise or Individual Business

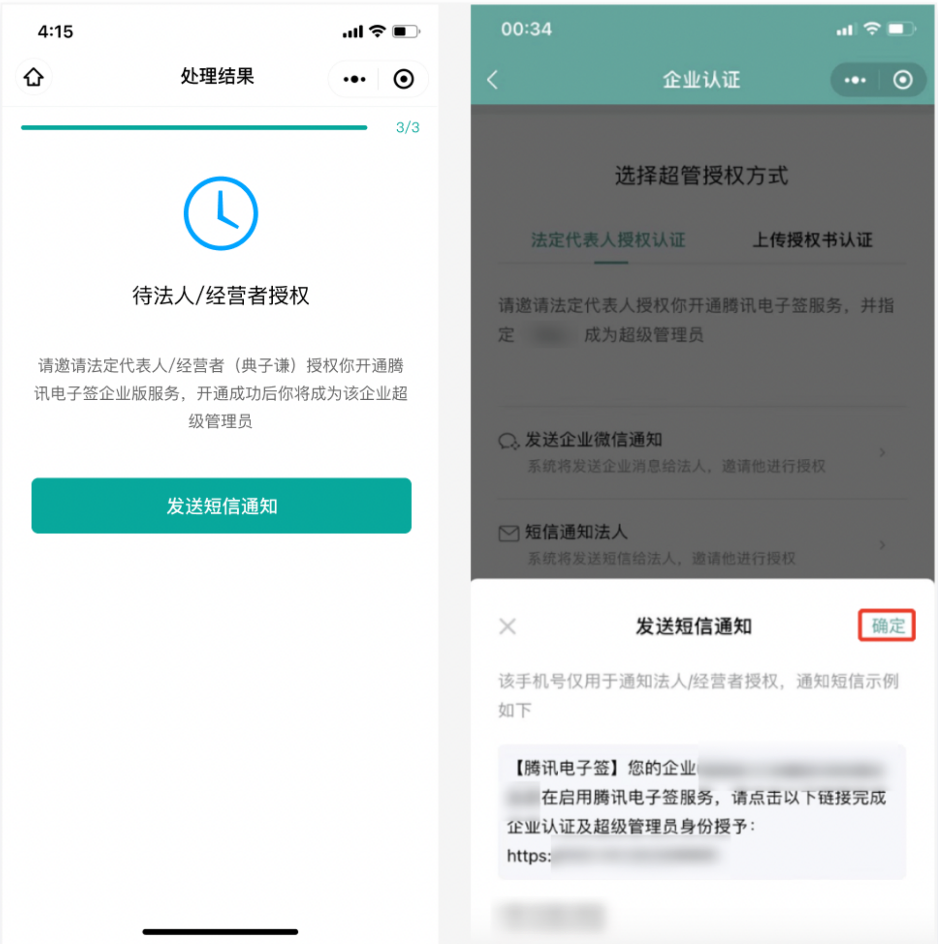
Scenario 1: You are a corporate legal representative or individual business operator

Please follow the instructions for Face Recognition. Once successful, the authentication will be complete, and you will become the Super Administrator for the enterprise.



Scenario 2: You are an employee of the enterprise or individual business

You need to contact the corporate legal representative or operator to authorize you as the Super Administrator for the enterprise. Once authorized, the enterprise creation process will be complete.
You can choose to notify the legal representative or operator via SMS: click **SMS notification to the legal representative**, then enter the legal representative's phone number (this phone number is only used to notify the legal representative or operator for authorization). After confirming the phone number is correct, click **Confirm**, and an SMS notification will be sent to the legal representative. Wait for the authorization result.



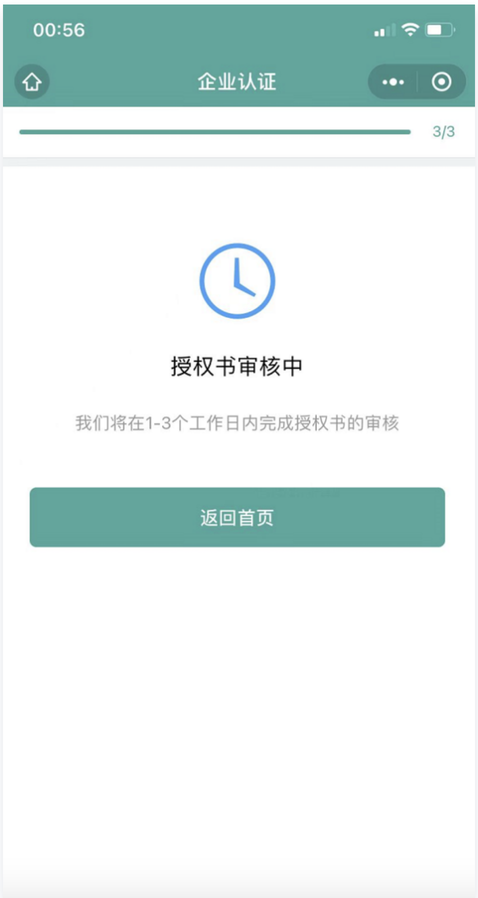
Entity Type: Party and Government Agencies and Public Institutions or Other Organizations

Upload Authorization Letter Authentication

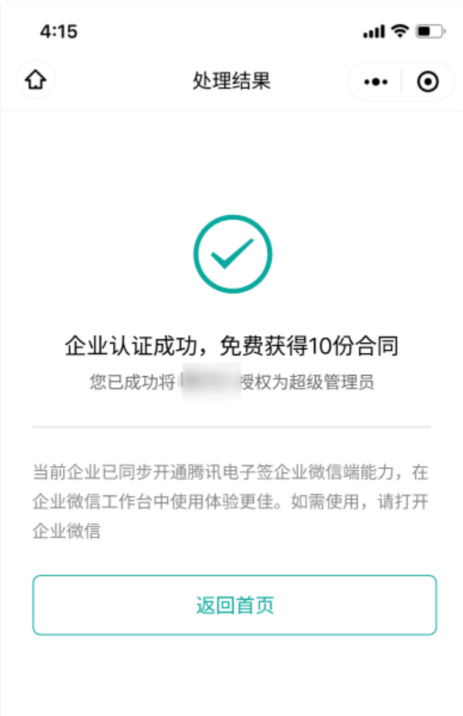
1. Click **Get the Authorization Letter Template**, and Tencent E-Sign Service will send the authorization letter template via WeChat enterprise message. Please fill in the required information as per the template and affix the corporate official seal, then upload it (the materials are only for enterprise authentication purposes). After uploading the authorization letter, click **Next**.

> **Note:**
> Power of Attorney Attachment
> To avoid affecting the authorization review results, please note the following when filling out the Power of Attorney:
> - Please complete the date fully.
> - Please upload the official template file and do not make any changes to the template during the filling process.
> - Ensure that the Super Administrator’s information (phone number, etc.) in the Power of Attorney matches that in the Electronic Signature System.
> - Ensure that the uploaded images are clear and recognizable.

2. Tencent E-Sign Service staff will complete the authorization letter review and provide feedback on the authentication result within 1-3 business days.



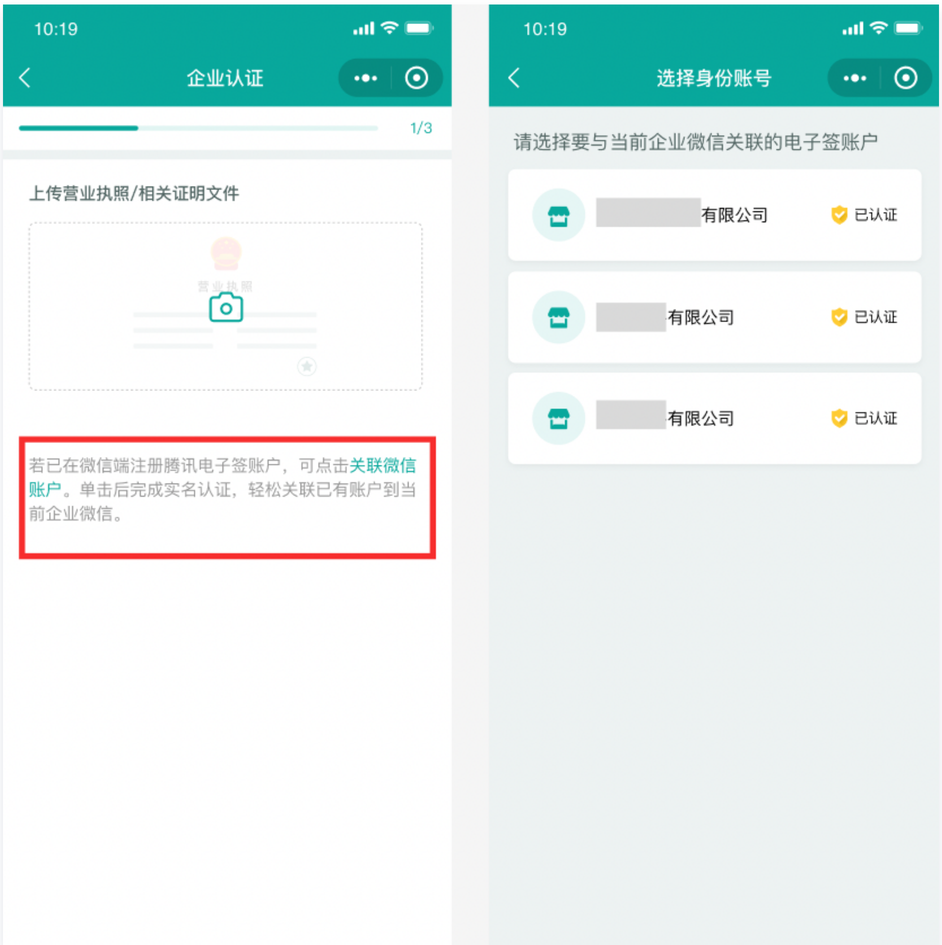
4. Enterprise Authentication Successful.
   Once the Super Administrator completes personal real-name authentication and the legal representative completes authorization authentication or the authorization letter review is approved, the enterprise account authentication will be successful.



Scenario Two: Authenticated Tencent E-Sign Service WeChat Endpoint Enterprises (previously authenticated through WeChat Mini Program or web version)

1. Complete personal real-name authentication.
   Complete personal real-name authentication according to the page instructions.

2. Upload business license or relevant proof documents.
   If your enterprise has previously completed enterprise authentication through the Tencent E-Sign Service web version console or WeChat Mini Program, you can click **Link WeChat Account**. After clicking, complete real-name authentication to link the existing account to your current WeChat enterprise account.

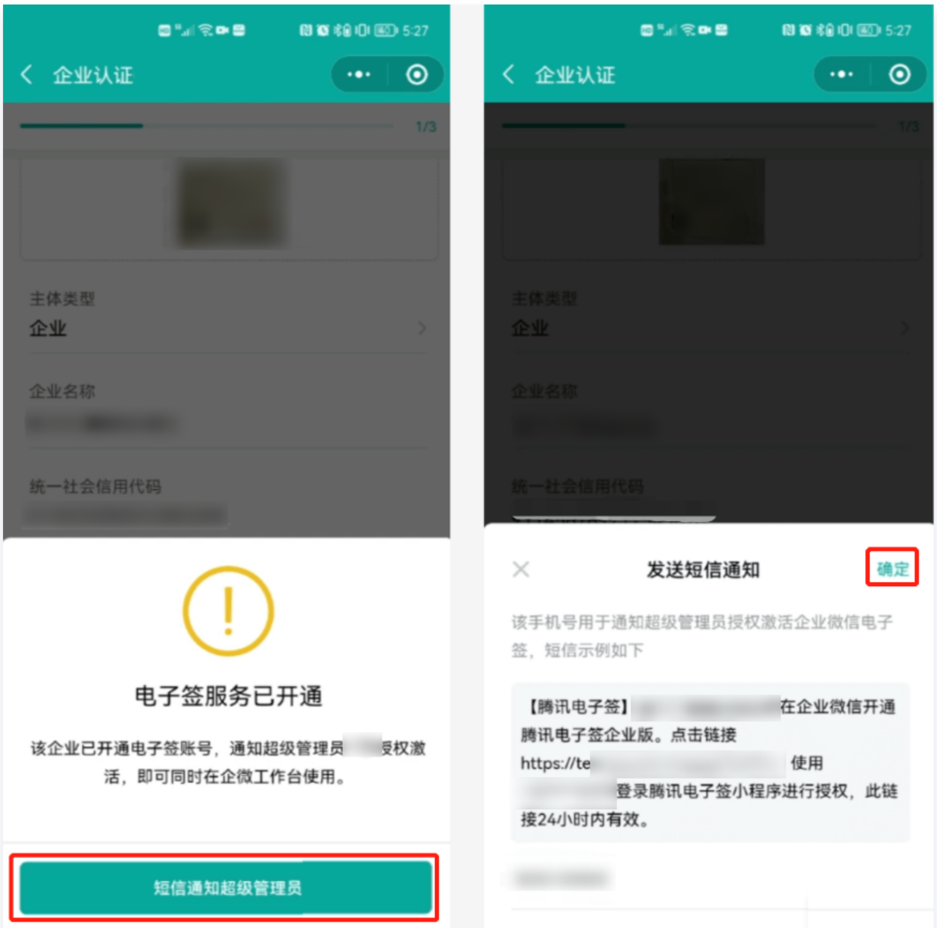


3. SMS Notification to Super Administrator.

   When the system identifies that the current enterprise has already activated the Tencent E-Sign Service enterprise account:

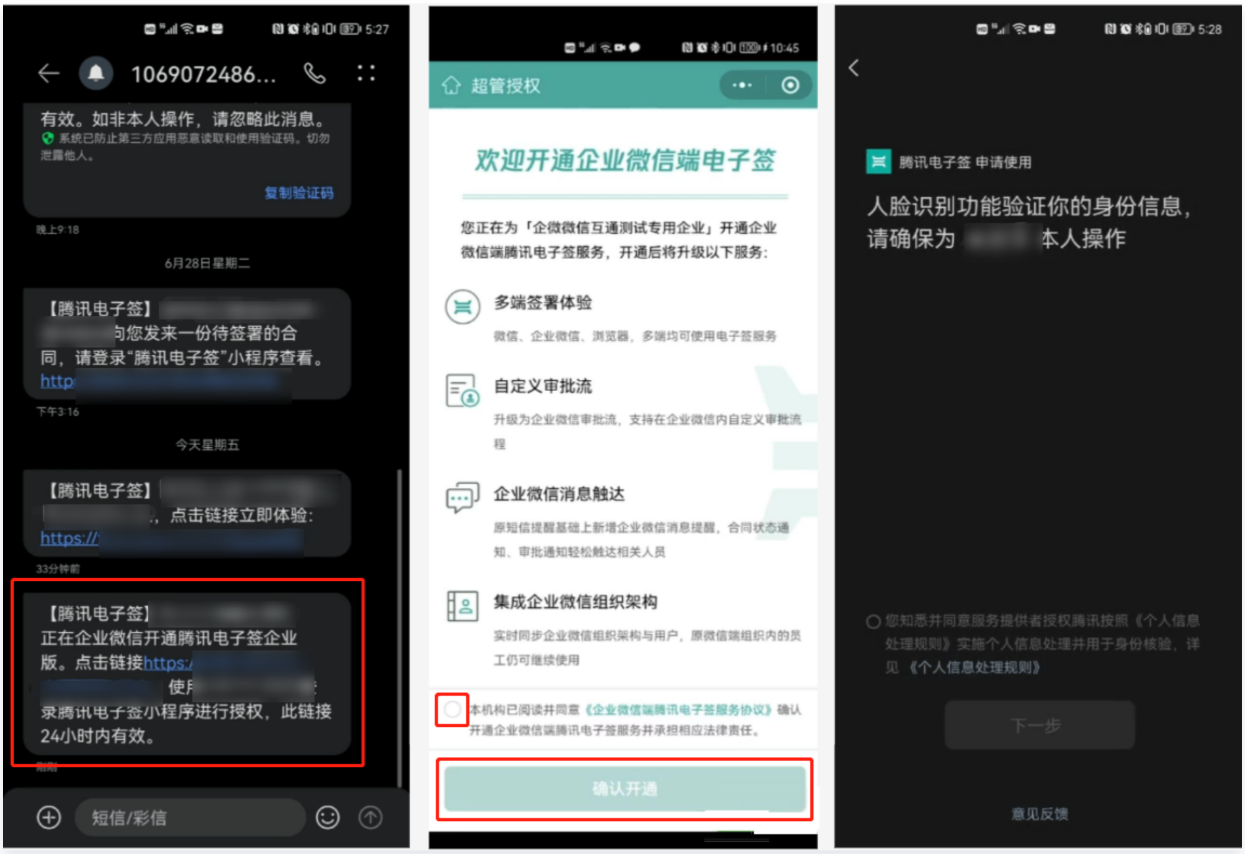
   - If the current user is not the Electronic Signatures Super Admin, notify the Super Administrator to authorize and activate the enterprise account for the WeChat Work. Please click **SMS Notification to Super Administrator** to send an SMS notification to the Super Administrator (this phone number is only used for notifying the Super Administrator for authorization). To confirm sending the SMS, please click **Confirm** .
   - If the current user is the Super Admin, proceed directly to Step 4 Super Administrator Authorization , complete the WeChat Work version Electronic Signatures authorization on the WeChat Work Electronic Signatures Mini Program.

> **Note:**
> If the system does not prompt **Electronic Signatures Service Activated** , it indicates that the current enterprise has not activated the Tencent E-Sign Service on WeChat End. Please refer to the method for Brand New Unverified Enterprise to complete enterprise account authentication.



4. Super Administrator Authorization.

   Once the Super Administrator receives the SMS notification, click the link in the SMS details to jump to the WeChat Mini Program. Please carefully read the details of activating the WeChat Work Electronic Signatures and < WeChat Work Tencent E-Sign Service Agreement >. After confirming you have read and have no objections to the documents, click **Confirm Activation** . For the security of enterprise assets, the Super Administrator should perform real-name authentication to confirm it is the actual person operating.



5. Enterprise Authentication Successful.
   Authorization successful. Your enterprise has successfully activated the Tencent E-Sign Service on WeChat Work.


腾讯电子签
授权成功
您已成功授权 在企业微信使用腾讯电子签企业版。
邀请企业员工在企业微信使用
返回首页
1. 请确保原使用电子签的员工均在企业微信电子签应用的授权范围内，点击查看如何设置
2. 已有电子签账户的员工需在企业微信电子签应用内完成实名信息绑定，即可在企微工作台使用电子签服务
3. 对员工的添加、移除、修改管理建议移步企业微信调整通讯录即可
腾讯电子签
如您有产品意见或建议，点此提供 意见反馈

Group Customers (Multiple Enterprises) Operation Guide
Overview

Last updated：2024-08-01 16:06:51

Tencent E-Sign Service group customer product capabilities support group enterprises or multiple enterprises with the same actual controller in centralized management of contracts, templates, and seals under all enterprises. It also provides a complete Group API that can be integrated and interconnected with the internal OA System of the group.

Definitions

Term	Description
Group Organization	A virtual organization created by the group's main enterprise. The name can be determined based on its management needs.
Group Main Enterprise	The enterprise that creates the group organization. This enterprise can only create one collective organization and cannot join other group organizations.
Member Subsidiaries	Enterprises authorized to join the group organization. An enterprise can only join one collective organization.
Member Enterprises	Including the group main enterprise and member subsidiaries.
Group License	The **Activate License** for member subsidiaries in the group organization,**one License corresponds to one member subsidiary**.

Supported versions

- Professional Version (includes **3 Licenses** after purchase, additional Licenses can be bought at **600 CNY/License/year**)
- Enterprise Edition (unlimited number of member enterprises)

Note:
- The versions between member enterprises are entirely independent.
- The group parent company performs operations on behalf of member sub-companies based on group management capability and the enterprise version capability scope of the **parent company**.
- Member sub-companies added to the group will **automatically receive the product standard version, but no contract is included.**
- For the product version and member company account purchase process, refer to: Tencent E-Sign Service Purchase Guide.

Product Capability

- Meet the need for all member enterprises within the group organization to share the contract share of the group parent company.
- The group parent company can manage contracts, templates, and seals for all member sub-companies uniformly.
- For SaaS end group customer capability, refer to the Operation Guide.
- For integrated API group customer capability, refer to the API Documentation.

Directions
Group Organization Construction

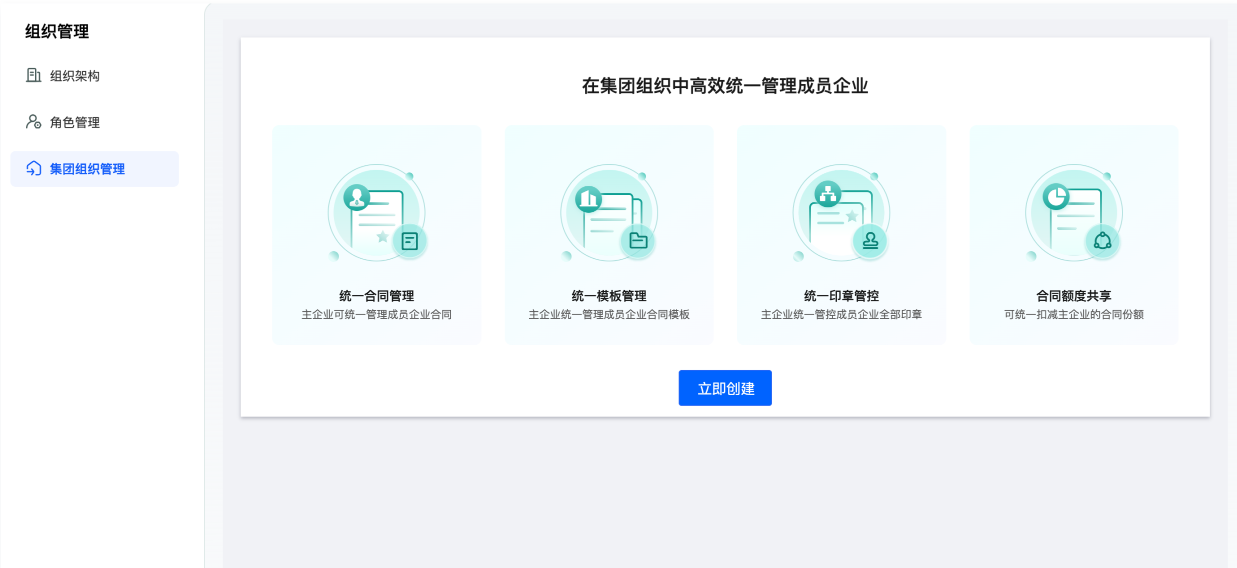
Last updated：2024-08-01 16:07:17

Creating an organization

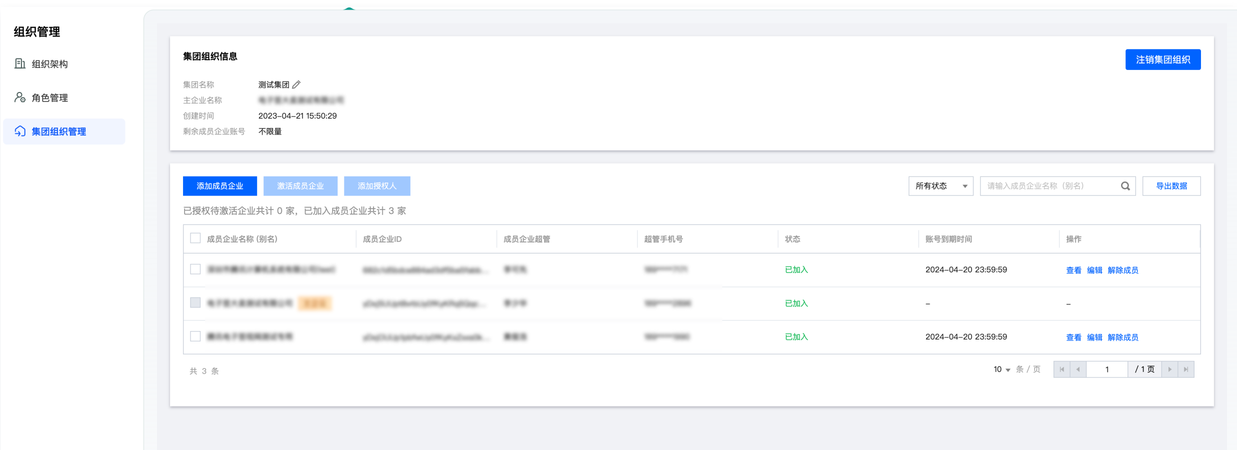
Any authenticated enterprise can see the **Organization Management** > **Group Organization Management** menu. Enterprises that purchase the Professional Version or higher can create a group organization.

> **Note:**
> Already a member enterprise of the group, unable to create a group organization.

Operable Persons: Legal Representative, Super Administrator, and those with Group Organization Management Permissions.



Next, after entering the organization name and submitting, the group organization is successfully created, and the parent enterprise automatically joins as a member enterprise.

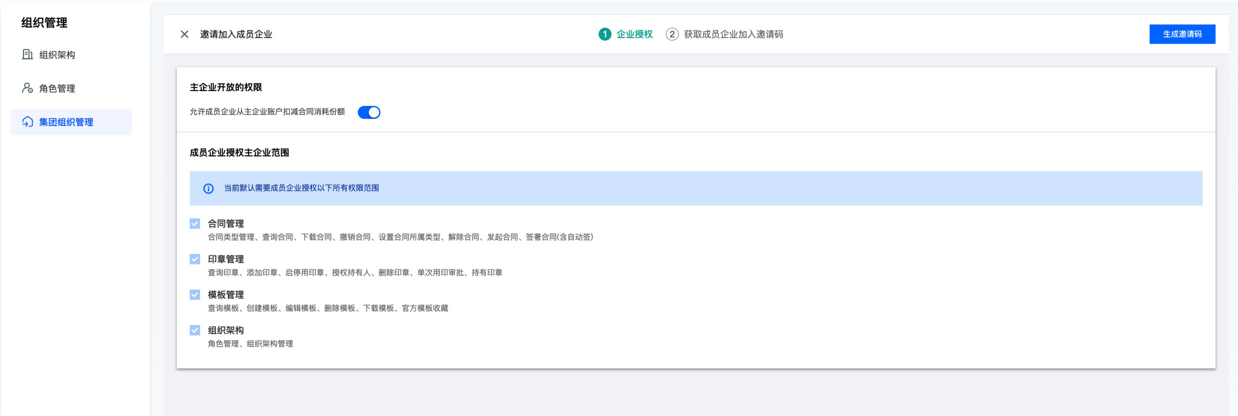


> **Note:**
> - The group organization name can be edited and changed.

- The group parent company automatically joins as a member enterprise by default, with a parent enterprise identifier.

The parent enterprise invites other enterprises

1. click **Add Member Enterprises** on the page.



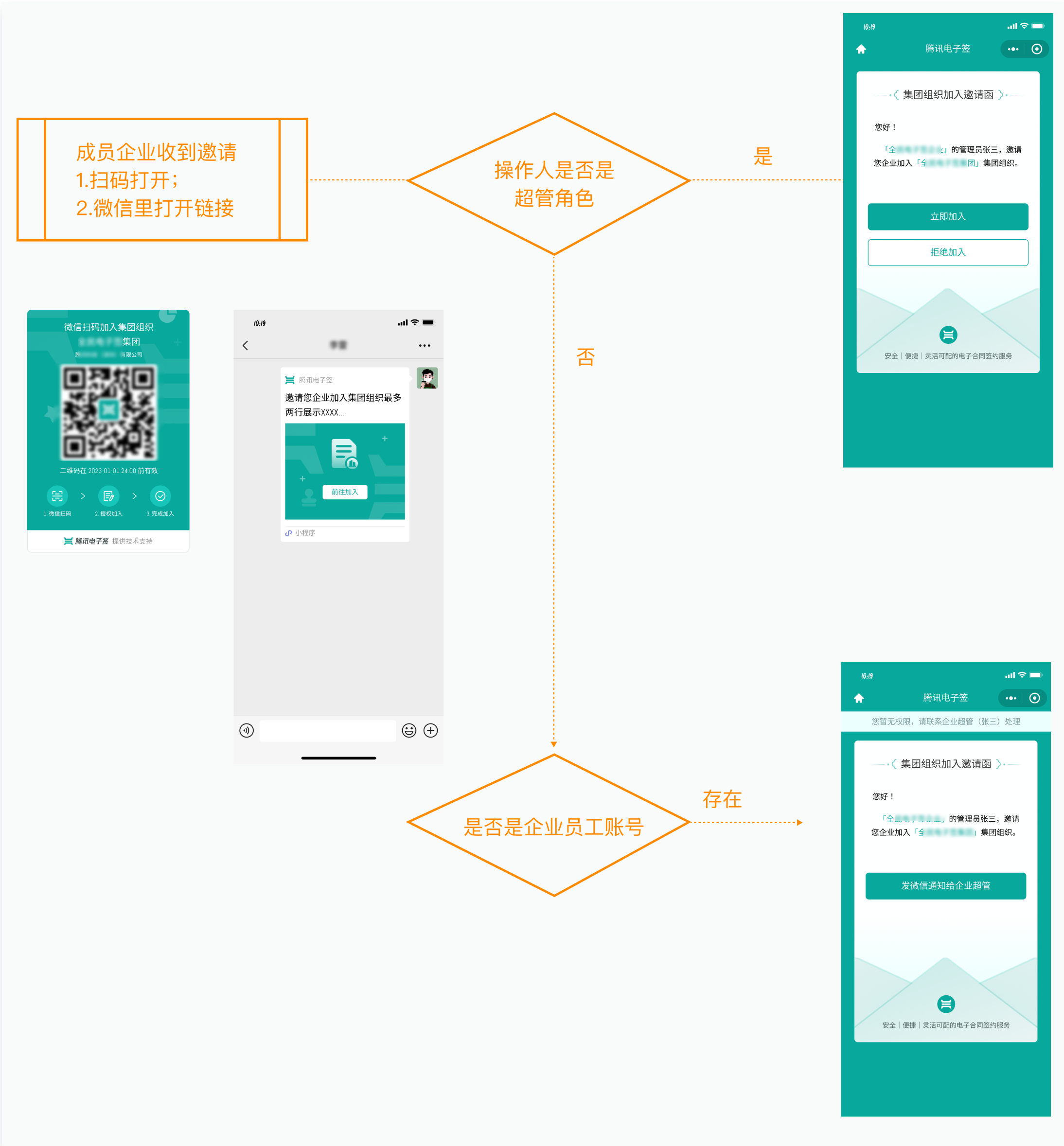
> **Note:**
> - **Permissions opened by the parent enterprise:** This period only supports the sharing of contract quotas. When the sub-enterprises' quotas are used up, the contract quota of the group parent enterprise can be deducted.
> - **Authorization scope of member enterprises to the parent enterprise:** As shown on the page, all operational permissions are selected by default. The parent enterprise can also customize and select the required authorization scope for the sub-enterprises.

2. click **Generate Invitation Code** to download the QR code, and share it with enterprises that need to join.

> **Note:**
> Supports sending QR code screenshots or downloads to WeChat Groups for other enterprises to scan and join.

Member sub-companies scan code to join

1. Member sub-companies can join by scanning the QR code or opening a WeChat Invitation Card.



> **Note:**
> Enterprise accounts with Super Administrator or Legal Representative roles can perform authorization operations.

2. The Super Administrator or Legal Representative of a member sub-company selects the enterprise to authorize joining.

Note:

- You can authorize verified, pending verification, and pending review enterprises. If the enterprise is pending verification or review, it will first guide the completion of enterprise certification.
- It supports adding new enterprises for authorization.
- If the member sub-company uses the Enterprise WeChat Service, only the subject associated with the Enterprise WeChat can be authorized.

3. Member sub-companies perform authorization.

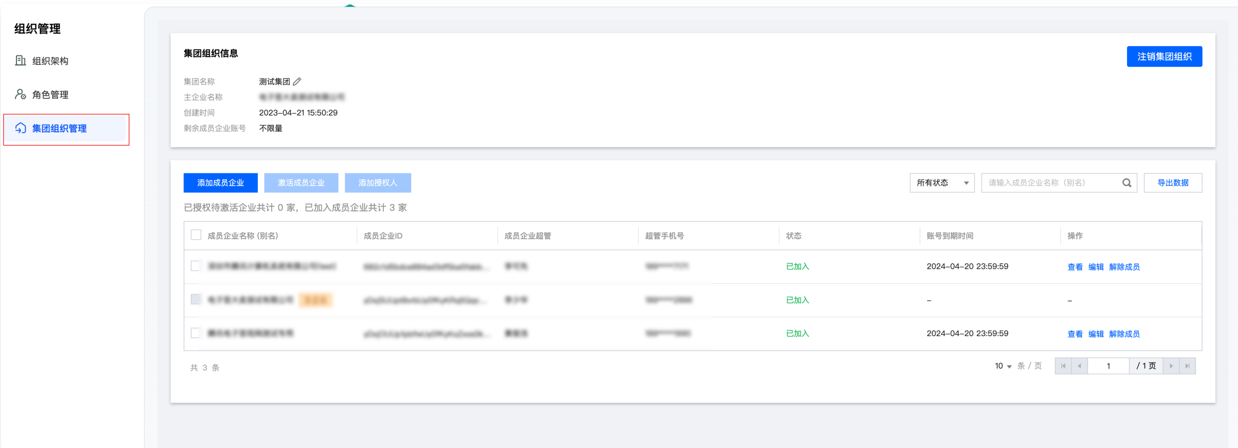
   If the current operator is the enterprise's Legal Representative or Super Administrator, they can complete the authorization directly online.

4. Member sub-companies can view and modify authorization information.

If the current operator is the enterprise's Legal Representative or Super Administrator, they can directly enter the **Group Organization** in the enterprise information to view and flexibly modify authorization information.

Group Member Enterprise Management

1. The main enterprise of the group can view and manage member enterprises in **Group Organization Management** capabilities.



Description of the various statuses of member enterprises.

Member enterprise status list	Status timing	Operations corresponding to status
Pending Authorization	After the invited enterprise selects an enterprise, it enters the Authorization Confirmation Page.	Parent Enterprise: None
Authorization Rejected	After the invited enterprise selects an enterprise, it enters the Authorization Page to perform authorization rejection.	Parent Enterprise: Delete
Authorized, Pending Activation	After the invited enterprise selects an enterprise and completes authorization, the parent enterprise needs to activate the License. For the Enterprise Edition parent enterprise: member sub-companies are automatically activated as joined immediately upon authorization.	Parent Enterprise: View, Edit, Activate, Remove Member

Joined	After the invited enterprise selects an enterprise and completes authorization, the parent enterprise has activated the License. Only in this status can the parent enterprise perform Business Management.	Parent Enterprise: View, Edit, Remove Member
Unbound	Authorized member sub-enterprises are removed. The parent enterprise performs the removal.	Parent Enterprise: View, Delete

> **Note:**
> As long as there is **group organization management authority** or super admin, the legal representative can activate, edit, or remove members.

2. Member sub-company activation.

> **Note:**
> - If the number of Customer Professional Version - Group Licenses > 0 or it's the Flagship Version, member sub-accounts are automatically activated (License deducted) after authorization, marked as **Joined**. At this point, the main company can manage the business of this member sub-company (based on the authorization scope).
> - If the number of Customer Professional Version - Group Licenses = 0, member sub-accounts, after completing authorization, are marked as **Authorized Pending Activation**. The main company needs to purchase Licenses (clicking **Activate** will guide the customer to purchase) before they can manually activate.

3. Remove member sub-company.

> **Note:**
> - After removing a member sub-company, the parent enterprise can no longer view or operate the business of the member sub-company, including all data assets from historical operations (e.g., contracts, templates)
> - **Scenarios where unbinding cannot be performed:** within the current member sub-company, there are contracts involving employees from the main company that haven't been signed. Unbinding can only proceed after these contracts are signed or terminated.

Organization cancellation

On the group organization management page, you can click **Deregister Group Organization** for deregistration.

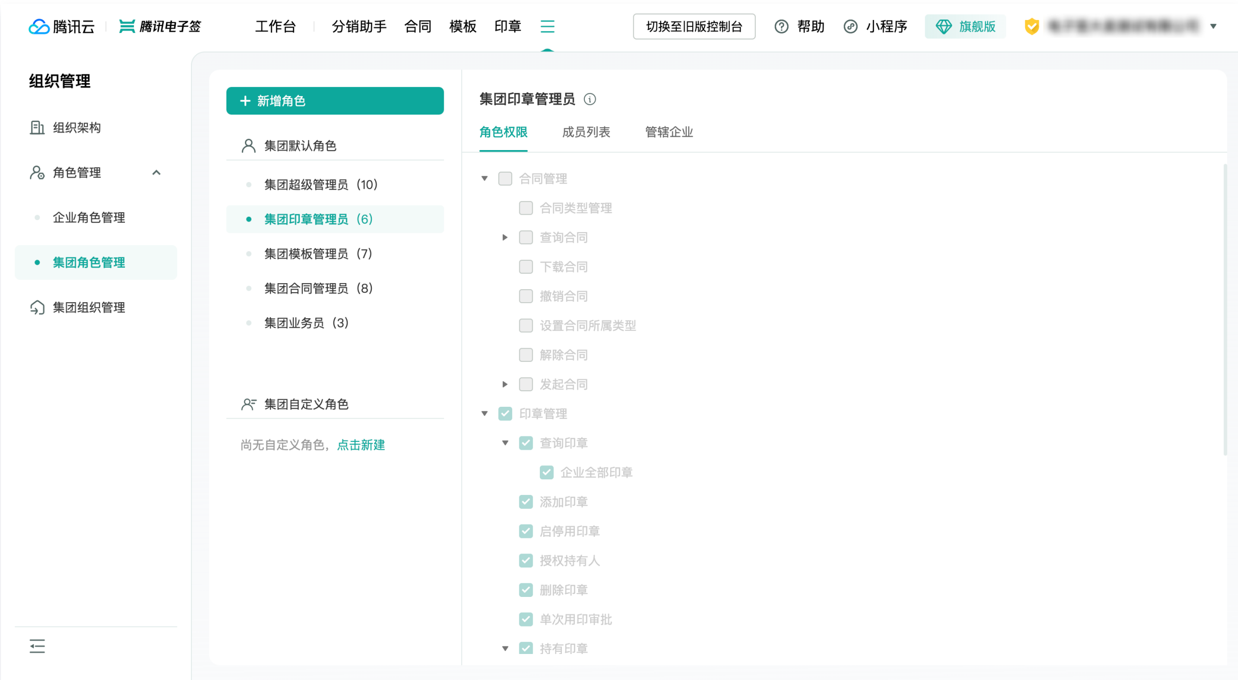
> **Note:**
> 1. Cancellation conditions:
>   - In the organization list, if there are businesses marked as **Authorized Pending Activation**, **Joined** and the only enterprise is the main company, group organization deregistration is supported.
>   - Group Organization related roles do not have authorized personnel.
> 2. After cancellation, the parent enterprise can create a new Group Organization or join another organization.

Group Role Management

Last updated：2024-08-01 16:07:38

Operation step

1. After the group parent company creates the group organization, the group management pre-set roles are automatically added in role management.



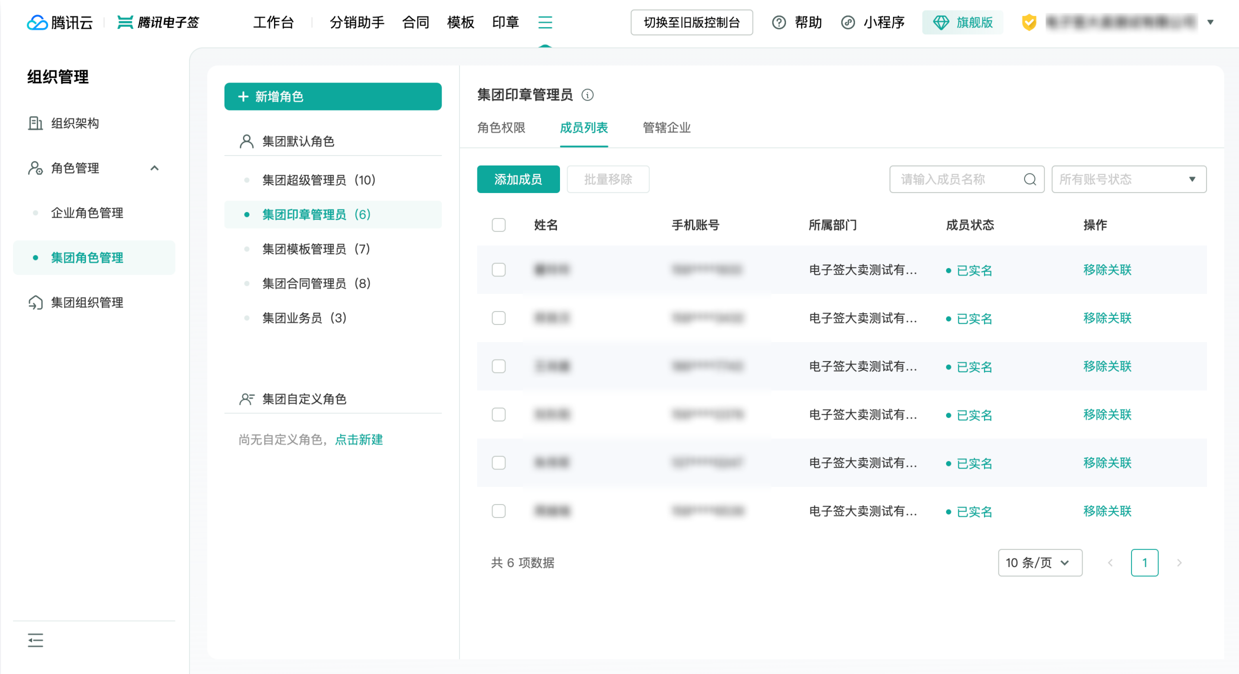
Note:

- System pre-set roles are as follows:

Group Role Name	Role Permission Scope	Role description
Group Contract Management	Inquiry, Download, Initiate, Revoke	All member enterprises under the group organization have full contract management and related authority capabilities.
Group Seal Management	Inquiry, Add, Authorize, Activate/Deactivate, Delete, Seal Approval	All member enterprises under the group organization have full seal management and related authority capabilities.
Group Template Management	Inquiry, Create, Edit, Delete, Download	All member enterprises under the group organization have full template management and related authority capabilities.
Group Salesperson	Initiate, Sign	Contracts can be initiated and signed as different group members.

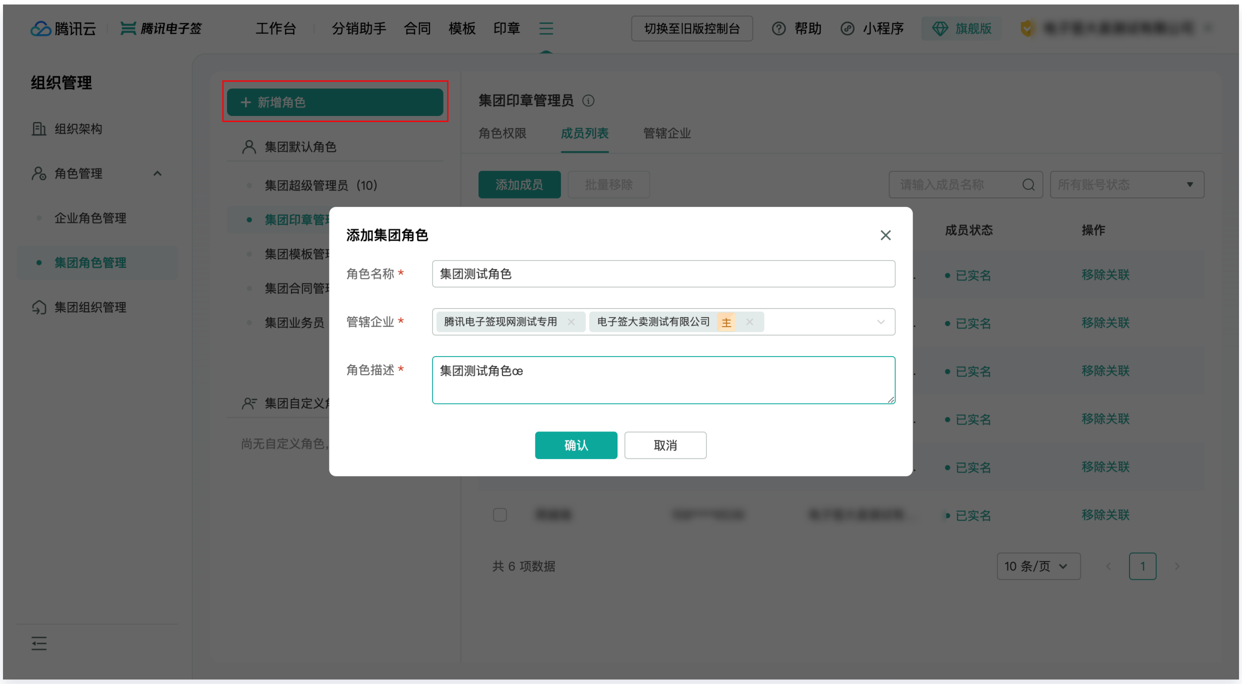
- The role management member enterprise list is only valid for member sub-companies in this list. (The currently authorized member sub-companies are added by default and cannot be edited)

2. The group main enterprise role administrator (Super Administrator, Legal Representative) grants the group management role to main enterprise employees.

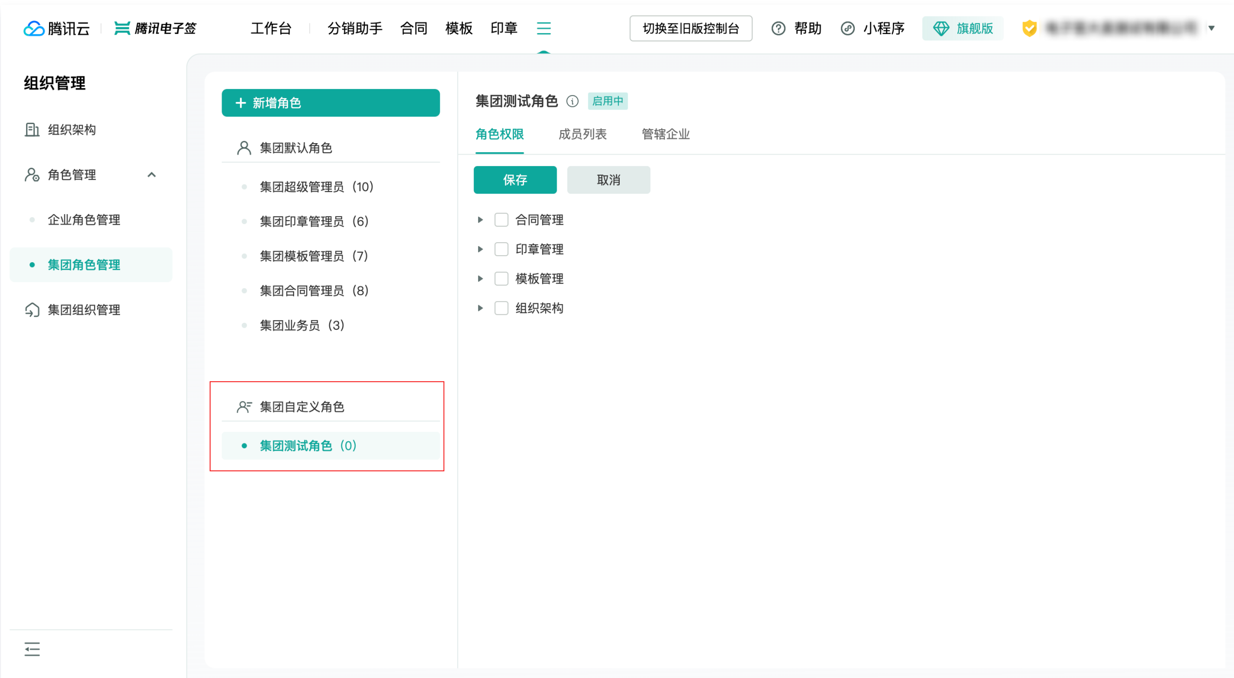


> **Note:**
> - Only with the group's role authorization can the group organization management capabilities (contracts, seals, templates, etc.) be operated.
> - Employees granted the group management role will have the corresponding group role permissions only when operating under the main enterprise. They need to be re-authorized if joining member sub-companies separately.
> - The main enterprise Super Administrator has the group Super Administrator role by default.

3. Employees with organizational structure management permissions in the main enterprise can define group roles and flexibly set which member sub-companies the roles can manage.



The custom roles created after clicking can configure role permissions, jurisdictional enterprises, and member lists.

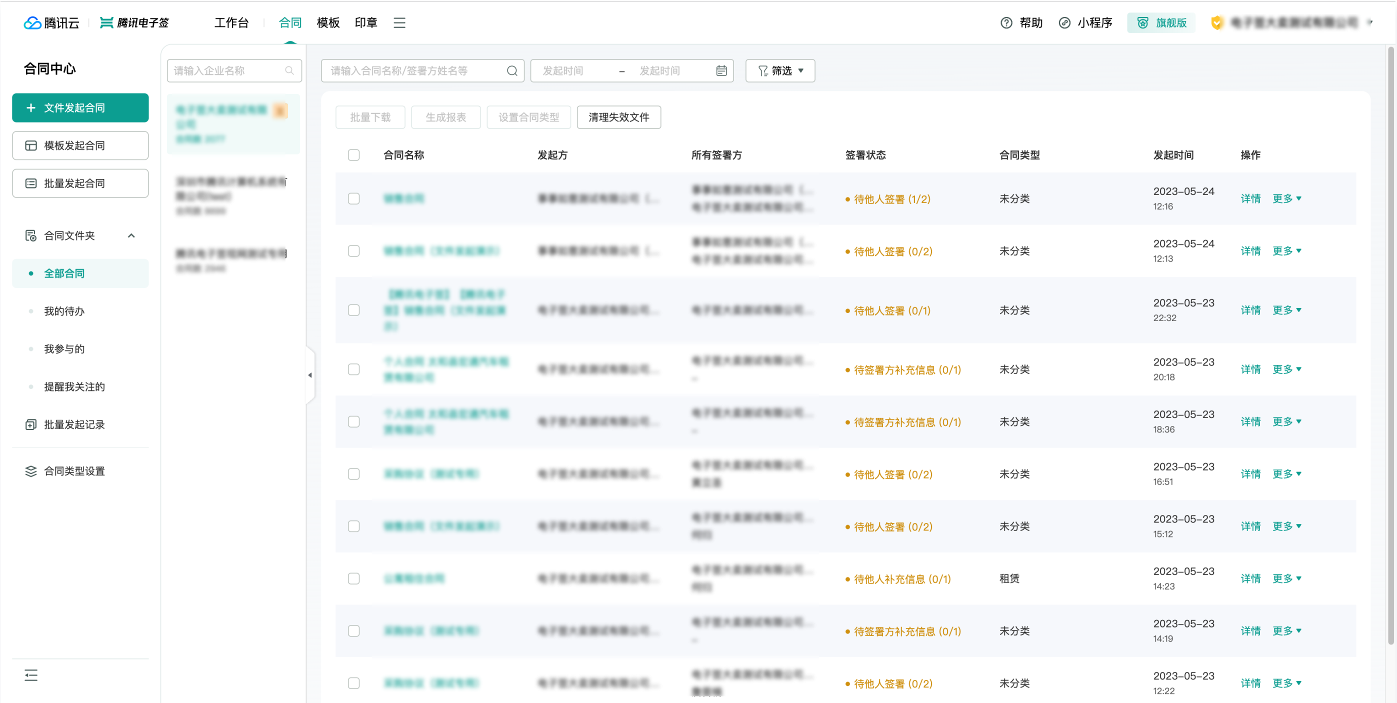


Group Contract Management

Last updated：2024-08-01 16:07:52

Web

Employees of the primary enterprise with group contract management roles and group salespersons can see the Group Contract Management Menu Entrance under the current primary enterprise account they log in to.



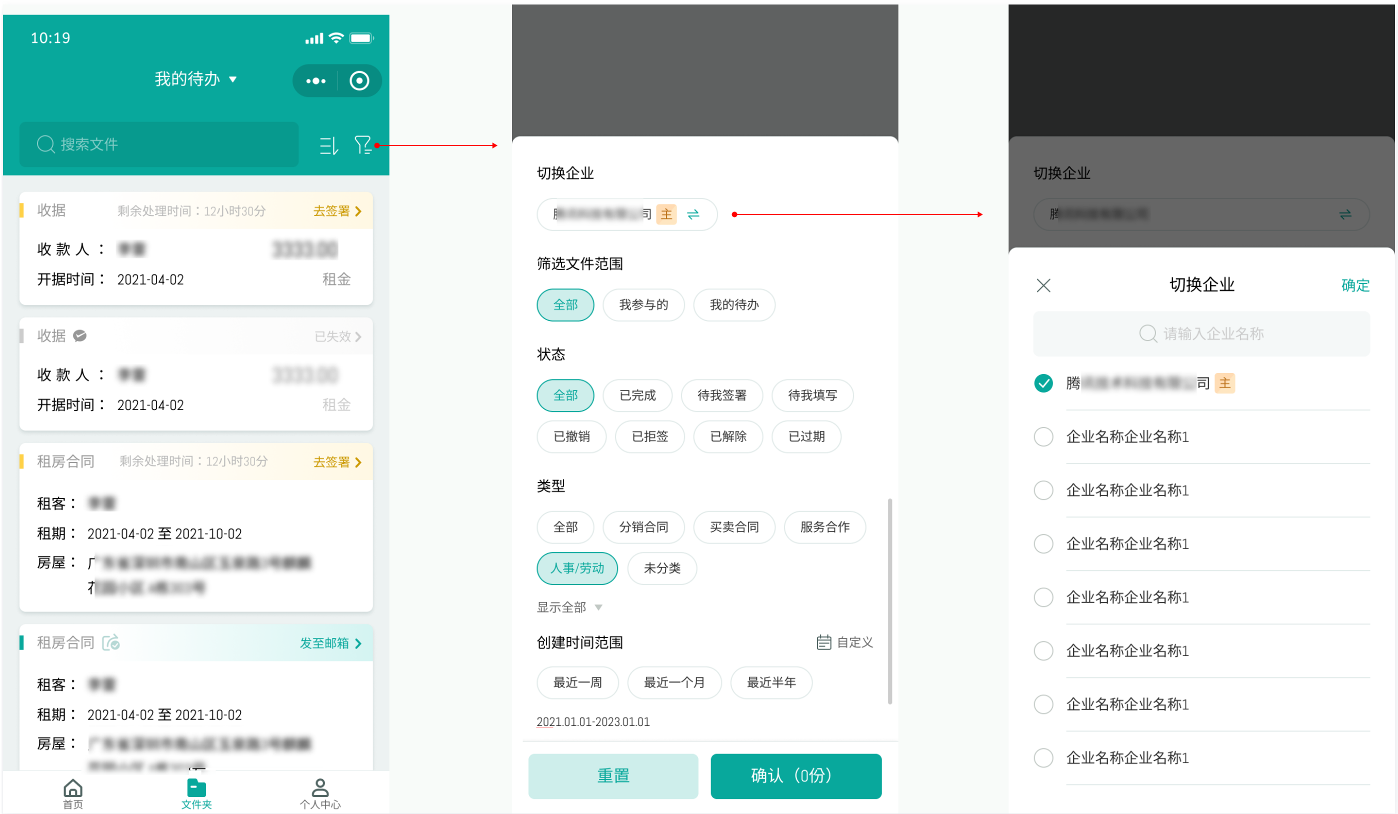
> **Note:**
> - On the left side, a list of member enterprises with group contract query permissions for the current primary enterprise handler is displayed, with the primary enterprise selected by default.
> - The filters and contracts on the right side are displayed based on the current employee's role and the selected member enterprise.
>   - Group Contract Administrator: All contracts of the selected member enterprise.
>   - Group Salesperson: Displays all contracts that the group salesperson (themselves) participates in and follows under the selected member enterprise.
> - Operational capabilities (the primary enterprise supports all, and the operational scope for other member enterprises is as follows).
> - All supported interactions are consistent with the operations of an ordinary enterprise.

Operational Capabilities	Supported
Initiate from Template	Yes
File initiation	Yes
Batch initiation	Yes
Batch operations - download	Yes

Batch operations – generate reports	Yes
Batch operations – set contract type	Yes
Batch operations – clean up invalid contracts	Yes
View details	Yes
Fill/Sign	Yes
More – Revoke	Yes
More – Refusal	Yes
More – Forward to others for processing	Yes

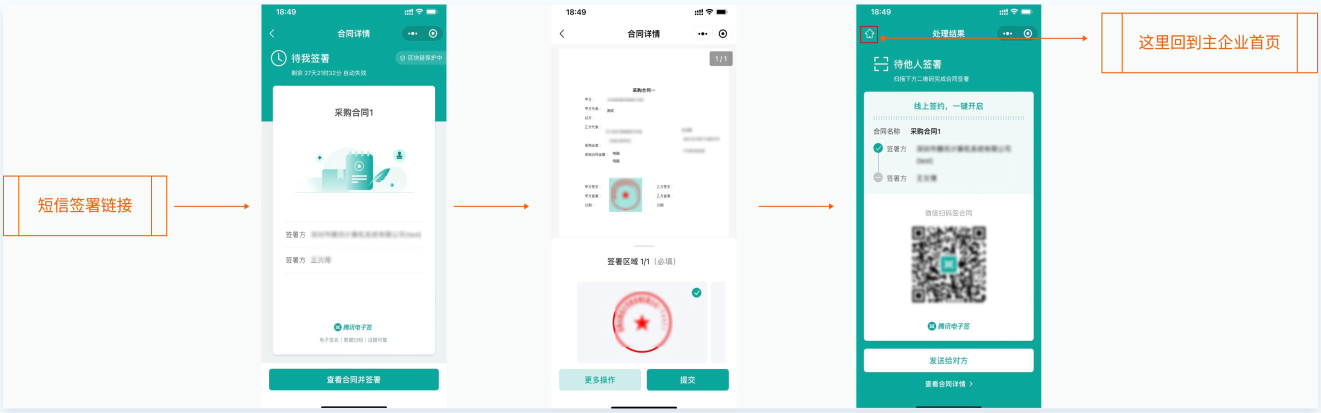
Mobile Version

Main Enterprise employees with group contract management and group salesperson roles can see the ability to switch enterprises in the folder search under the current primary enterprise account they log in to.



Note:

- The sign operation interaction is consistent with the contract signing initiated by an ordinary enterprise.



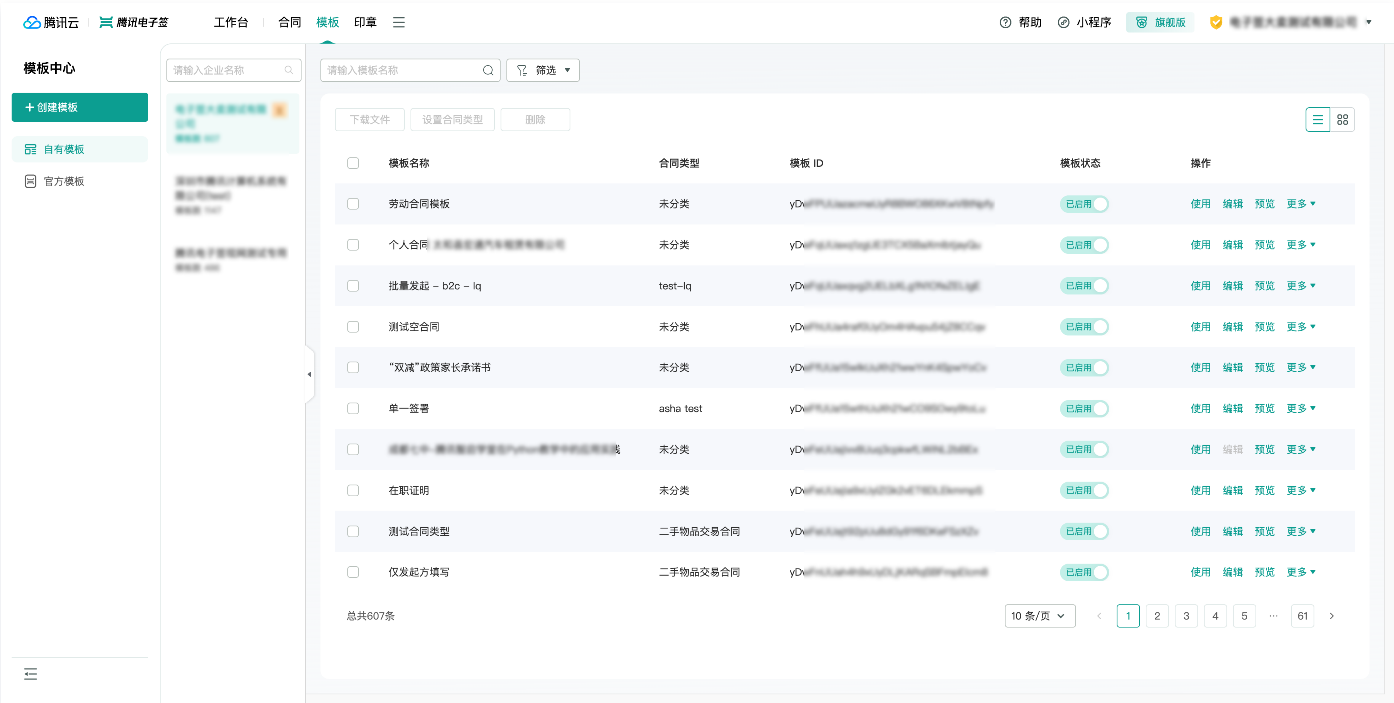
- All returns to the main enterprise on the Mini Program Platform return to the homepage of the current primary enterprise.

Group Template Management

Last updated：2024-08-01 16:08:22

Web

Employees of the primary enterprise with the group template management role can see the Group Template Management Menu Entrance under the current primary enterprise account logged in.



Note:

- On the left side, the list of member enterprises shows those that the current primary enterprise's handler has group template query permissions for, with the primary enterprise selected by default.
- After switching to a selected member enterprise, the template list on the right side displays all templates under the currently selected enterprise.
- Operational Capabilities: All supported operations and interactions are consistent with those for ordinary enterprises.

Operational Capabilities	Supported
Creating template	Yes
Query Template	Yes
Preview Template	Yes
Use Template	Yes
Edit Template	Yes
Enabled/Disabled	Yes
More - Create Signing Code	Yes
More - Bulk Initiation	Yes

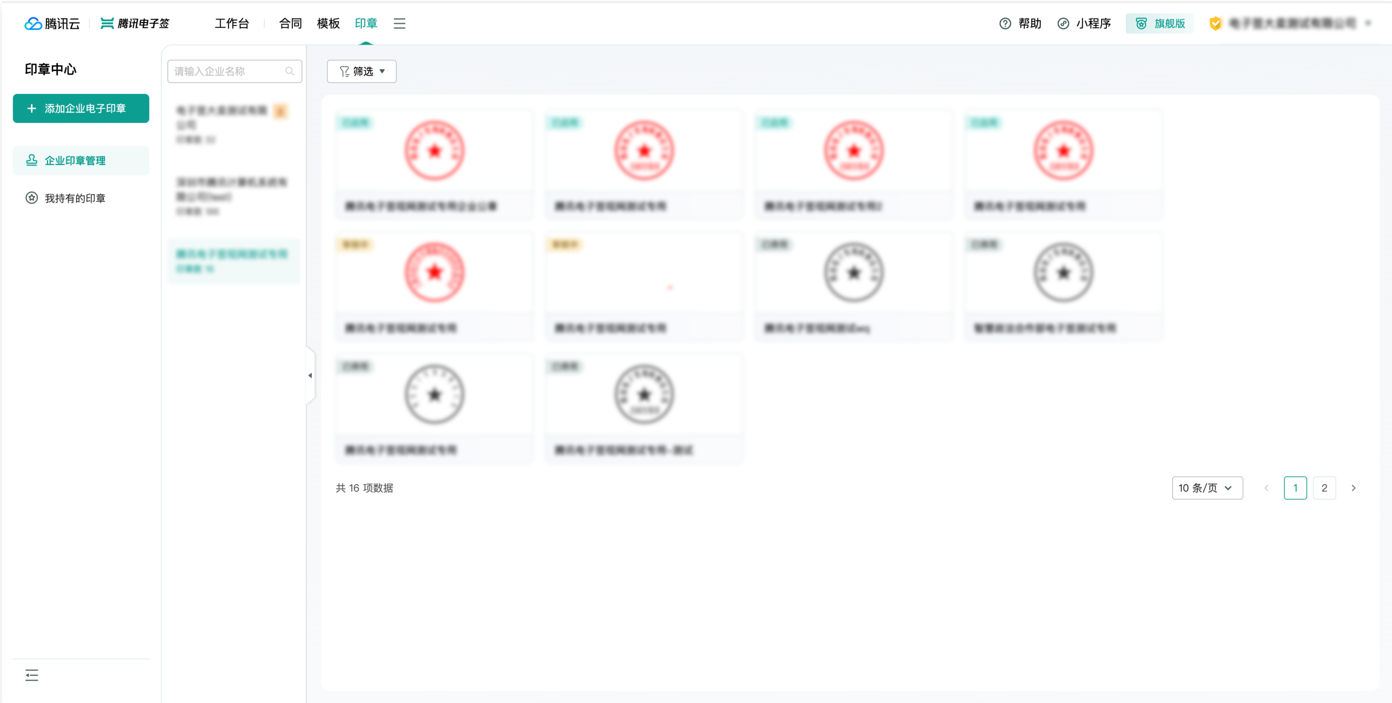
More – Copy and Create New	Yes
More – Delete	Yes
More – Download	Yes
More – Settings	Yes

Group Seal Management

Last updated：2024-08-01 16:08:36

Web

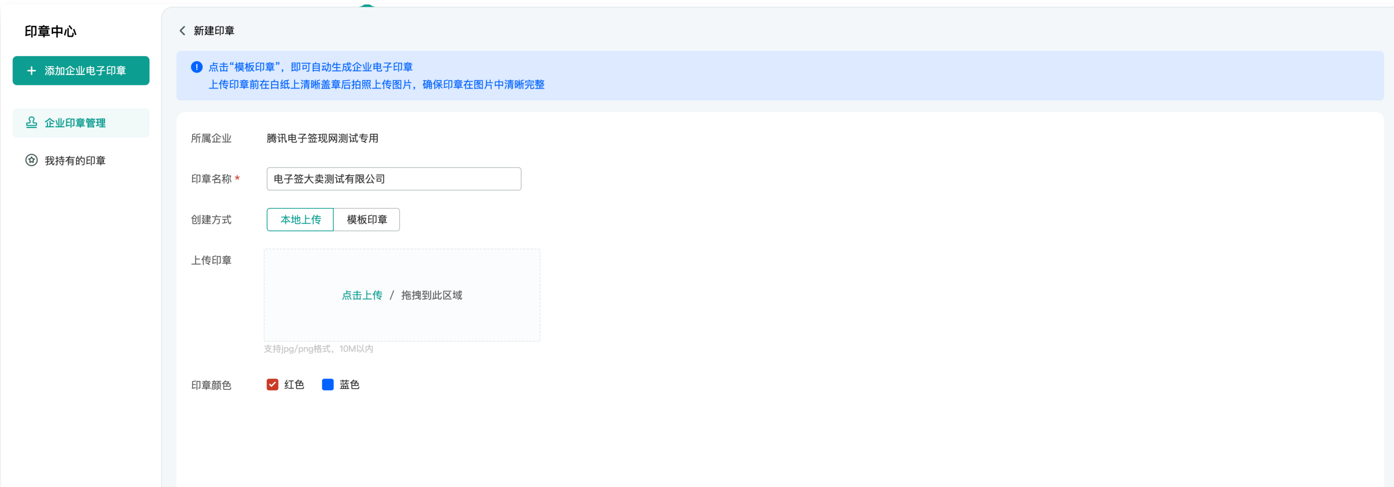
1. Main enterprise employees with the Group Seal Management Role can view the Group Seal Management Menu Entrance under the current primary enterprise account log in.



Note:

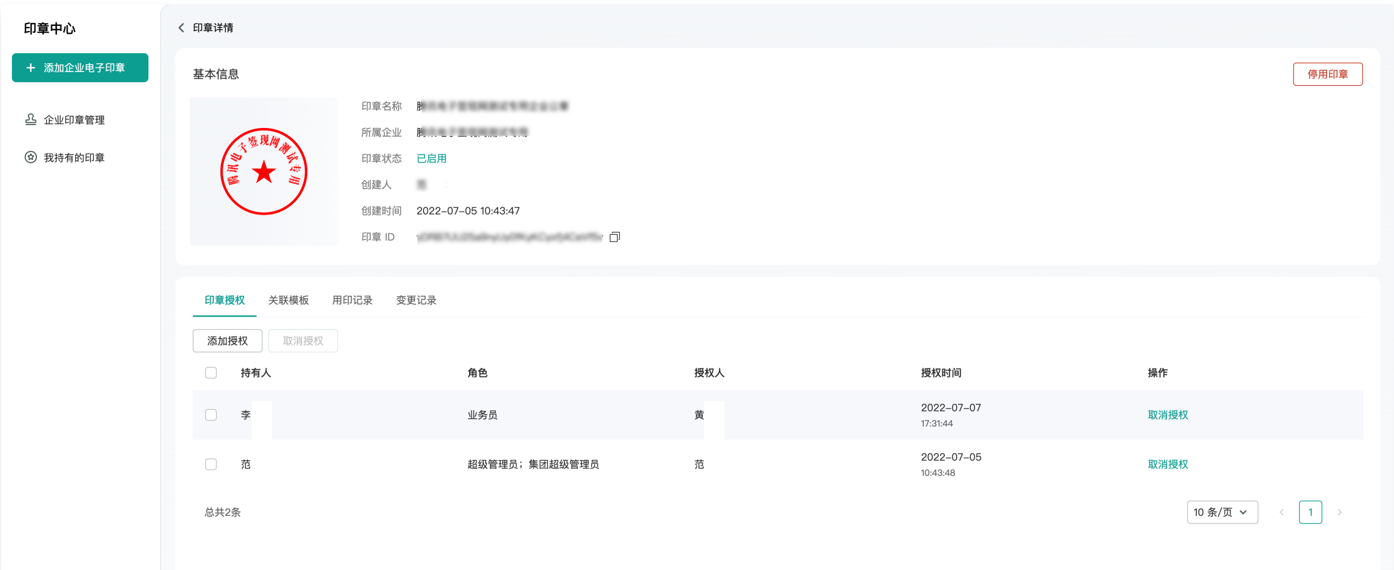
- The left side displays all the member enterprises in the group organization, with the primary enterprise and its affiliated seals selected by default.
- After switching to select a member enterprise, the seal list on the right will display all the seals under the current selected enterprise.
- Operational Capabilities: Supports all operations (inquiry, add, authorization, activate/deactivate, delete) for all member enterprises

2. Add Seal, main enterprise employees add seals on behalf of member sub-companies.



> **Note:**
> - The affiliated enterprises here are the member enterprises selected when clicking add seal.
> - Main Group Seal Administrator adds seals on behalf of member sub-companies, which belong to the current member sub-company.

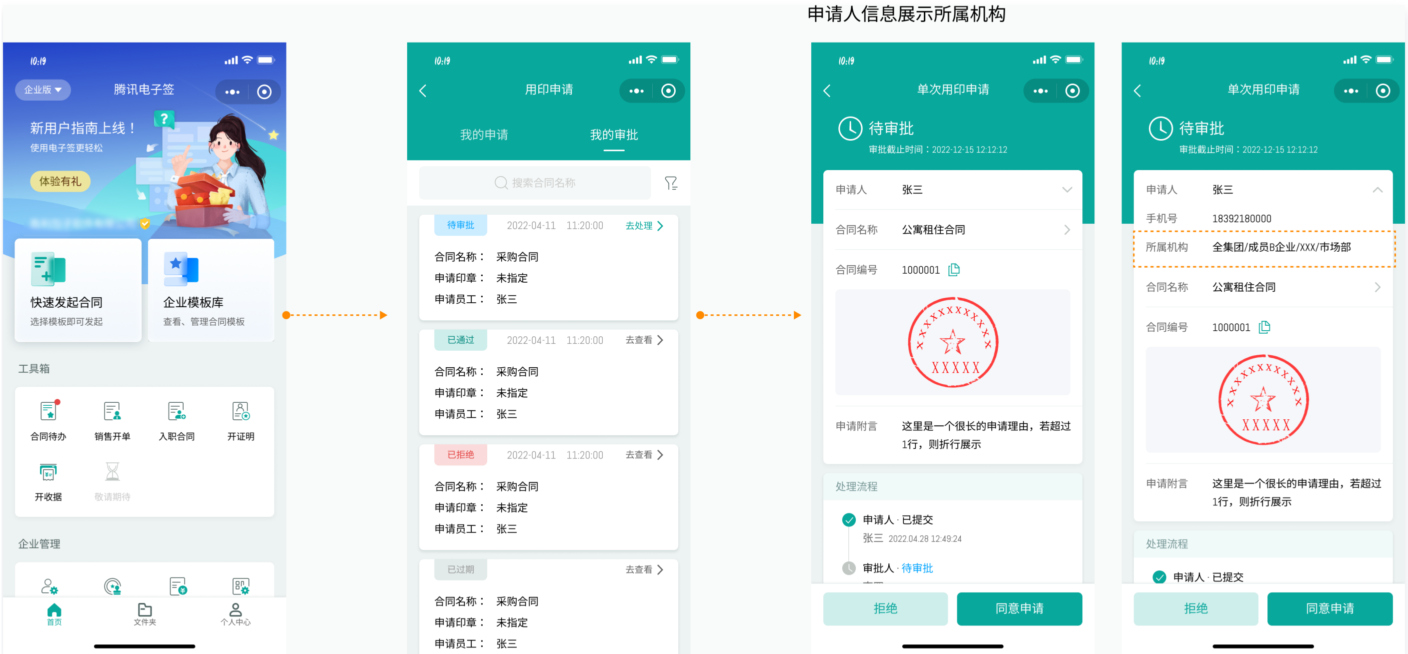
3. Seal Authorization, main enterprise employees authorize seals for member sub-companies.



> **Note:**
> - When choosing the authorizer, the list of employees in the sub-company's organizational structure and main enterprise employees with authorized group roles will be displayed.
> - If the sub-company uses the Enterprise WeChat Service, it cannot render the sub-company's organizational structure; only the names and phone numbers of sub-company employees will be displayed flatly at the root node.

Mobile Version

Group Seal Administrators can handle seal applications for member enterprises.



> **Note:**
> Group Administrators can handle seal applications for managing seals. The processing flow is consistent with the standard process.