

How to order & initial set up for Free Trial Plan?

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Step 1) Sign in your Z.com account and choose Z.com Sign. Then click '+Service'.

The screenshot shows the Z.com Sign Service List page. At the top, there is a navigation bar with the Z.com logo and various service categories: Web Hosting, WordPress, Private Hosting, Cloud, Email Hosting, ShopUp, SSL, Domain, DNS, and Z.com Sign. Below the navigation bar is a search bar with the text "Find your own domain" and "Search for ...". The main content area is titled "Z.com Sign Service List" and features a red "+ Service" button highlighted with a red box. A tooltip points to this button with the text "You can order Z.com Sign account from here." Below the button is a refiner section with "Refiner" and "Region All Order By Date Created". At the bottom, there is a table with columns: Status, Plan, Expires, Used e-Sign, and Used D-Sign. The table is currently empty.

Step 2) Choose 'Free Trial Plan'.

Choose a plan

1 Choose a plan 2 Sign In 3 Review your payment 4 Order Complete

Choose a plan you'd like to use.

Service Z.com Sign

Plan:

- Free Trial Plan** 0 MMK/Month
 - Up to 5 documents with Electronic Signature (e-Sign) /month
 - 1 user only
- Basic Plan** 200,000 MMK/Month
 - Up to 50 documents with Electronic Signature (e-Sign) /month
 - Unlimited User
 - Additional document with Electronic Signature (e-Sign) 2,000 MMK

Your Order

- Z.com Sign
- Trial 0 MMK / 3 Months
- Subtotal 0 MMK
- Tax 0 MMK
- Total 0 MMK

Step 3) Tick “ I acknowledge and Click Order.

-  IP Filter Security
-  Create & Save workflow templates
-  Signer Group Management Function

Contract Period:

3 Months (0 MMK)

I acknowledge and agree to the following terms of Z.comSign service:

1. The cut off day for the first month of service contract will always be the last day of that specific month.

*Example: If user made an order to start using Z.comSign from 15th of January with 3 months contract, the first month of the service contract will end on 31st of January regardless of the total number of day for the service usage.

2. There will be additional charges for additional e-Sign documents (exceeding the number of e-Sign documents for each service plan) or any pay-per-use D-Sign documents for each month, and the additional charges will be invoiced on (ICT time) 0:00 of 1st day of the following month. Account on Z.comSign will be temporarily locked and will not be accessible if the payment is not settled within 24 hours after the invoice are issued even if the service is still active within the contract period. The account will be unlocked immediately after the payment is settled.

Your Order

Z.com Sign

Trial

0 MMK / 3 Months

Subtotal

0 MMK

Tax

0 MMK

Total

0 MMK

Step 4) Click “Order” at Review Your Payment.

Z.com

Review your payment

Please select a payment method for the usage fee. We will begin setting up the service once we have confirmed your payment.

* Please note that it may take time for your payment to be transferred, depending on your chosen payment method.

Payment Method You can order from here

Order >

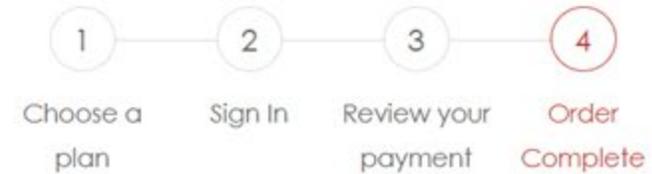
Your Order

Products	
Z.com Sign-Trial	
Subtotal	0 MMK
Tax	0 MMK
Total	0 MMK

Step 5) After order competition, please kindly click “Visit My Z.com”.

Z.com Sign

Order Complete



Thank you! Your order has been placed.

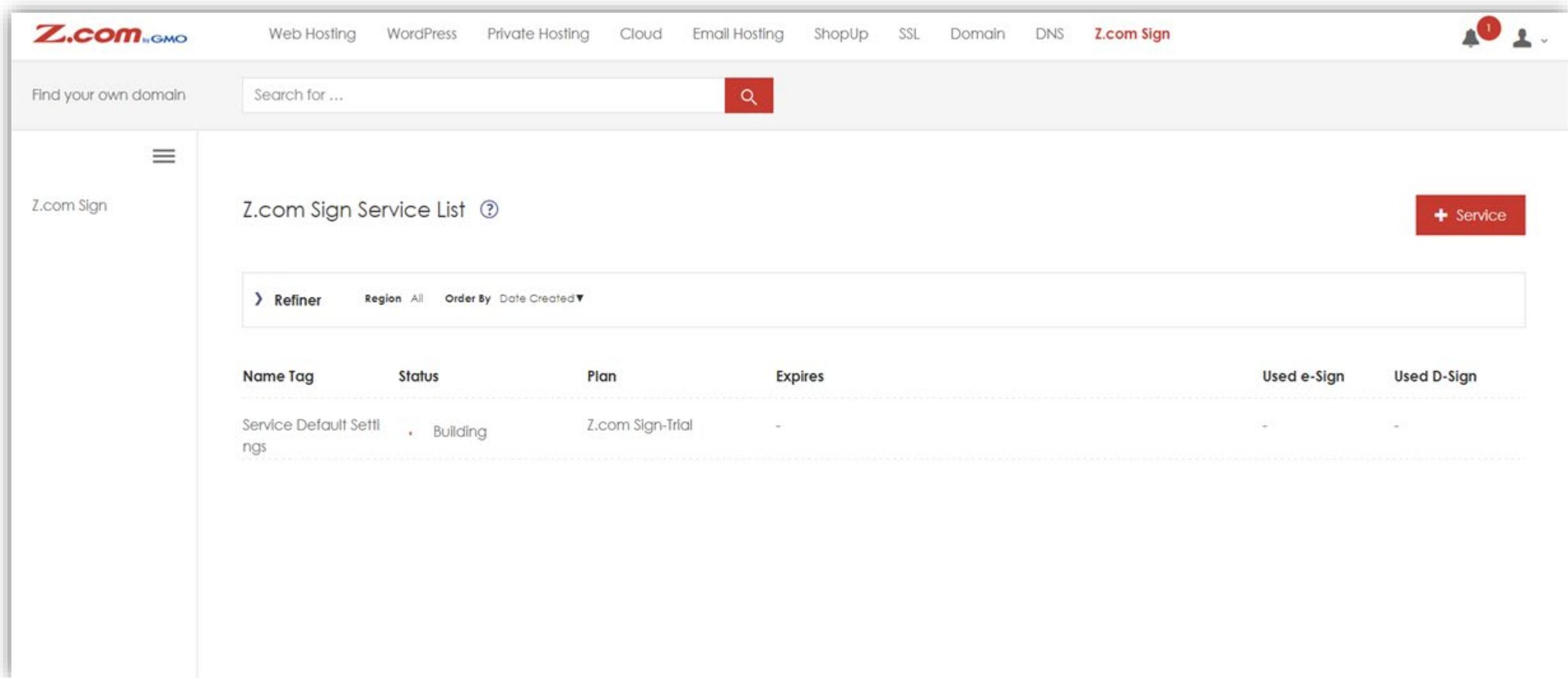
A confirmation email has been sent to your address by Z.com. Please check the details in your email and confirm your order to make sure everything is correct.

Visit My Z.com



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Step 6) Please wait for building the service for 15mins.



The screenshot shows the Z.com Sign Service List page. The navigation bar includes links for Web Hosting, WordPress, Private Hosting, Cloud, Email Hosting, ShopUp, SSL, Domain, DNS, and Z.com Sign. A search bar is present with the text "Find your own domain" and "Search for ...". The main content area is titled "Z.com Sign Service List" and features a "+ Service" button. Below the title is a refiner section with "Region All" and "Order By Date Created". A table displays the service details:

Name Tag	Status	Plan	Expires	Used e-Sign	Used D-Sign
Service Default Settings	Building	Z.com Sign-Trial	-	-	-

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Step 6) After 15 mins, click Server Default Setting under Name Tag.

Z.com Sign Service List

Refiner Region All Order By Date Created

Name Tag	Status	Plan	Expires	Used e-Sign	Used D-Sign
Service Default ...	Waiting for settings	Z.com Sign-Trial	2023-05-31	-	-

Step 7) Fill the prefer email address to use Z.com Sign.

Z.com Web Hosting WordPress Private Hosting Cloud Email Hosting ShopUp SSL Domain DNS **Z.com Sign**

Find your own domain Search for ...

Z.com Sign

Create Z.com Sign Account

1. Plan

Plan ? Z.com Sign-Trial

2. Account Information

Corporate Name

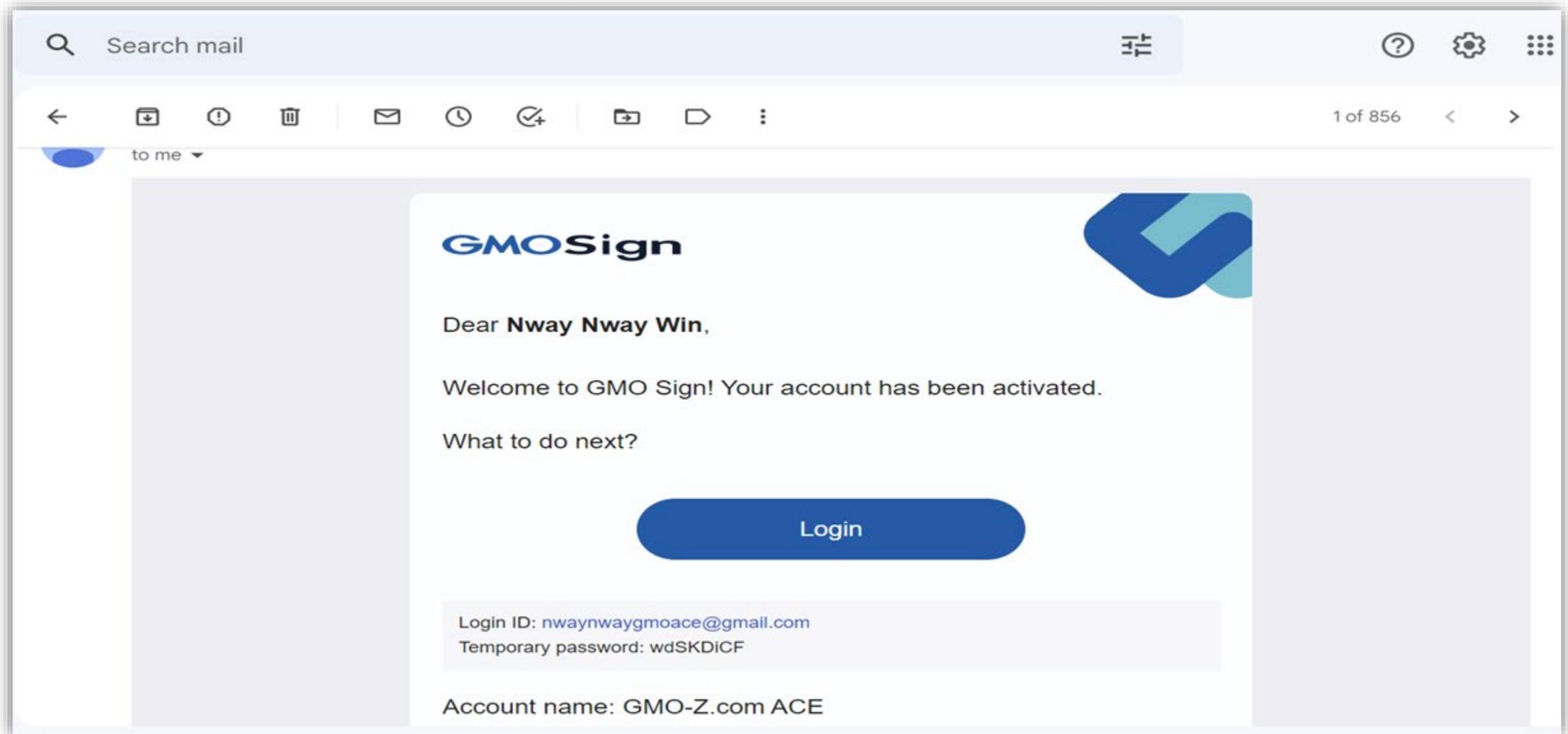
Person In Charge *

Email Address *
*The temporary password will be sent to this email address

Name Tag ? *

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Step 7) The email notification will be sent to you email address you filled and click “Login”.



Step 8) Sign in with the temporary passwords and your email address.



The image shows a login form for GMO Sign. At the top, the text "GMO Sign" is displayed in a large blue font. Below this, there is a white rectangular box containing the login fields. The first field is labeled "E-mail address or login ID" and contains the text "nwaynway.win@gmoace.com". The second field is labeled "Password" and contains a series of dots. To the right of the password field is a link labeled "Reset Password". Below the password field is a dark blue button with the text "Sign in". At the bottom of the form, there is a security notice: "This site is authenticated by GlobalSign. All transaction and data are protected by encryption." To the right of this notice are three logos: a padlock icon with "SSL secure GlobalSign by GMO", a logo with three green diagonal lines, and a logo with "GMO CYBER SECURITY by IERAE".

Step 9) Change the passwords that you prefer.

Password change

The password should be more than 8 characters and less than or equal to 45 characters, must be Combination of two or more kinds of one-byte alphanumeric characters and symbols (# \$ - = ? @ [] _)

New password

New password (confirmation)

Next

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Step 10) You will reach to the Z.com Sign Dashboard.

The screenshot displays the GMOSign dashboard interface. At the top left is the GMOSign logo. The top right shows the user's plan as 'Plans: Free', a notification bell, a help icon, the user name 'Nway.Nway.Win', and a 'Sign out' button. A dark blue sidebar on the left contains navigation options: 'Request Sign' (highlighted), 'Home', 'Documents', 'Bulk send history', 'Templates', 'Drafts', 'Admin menu', 'Users', 'Operation log', and 'Admin Panel'. The main content area features three line charts: 'Unsigned' (with sub-categories: Approval (Pending), Unsigned (Internal), Unsigned (External)), 'Completed', and 'Stored'. All charts show zero data points for January, February, and March. Below the charts is an 'Actions required' section with a search bar and a table. The table has columns for 'No.', 'Unsigned', 'Document name', 'Effective date', 'Counterparty', and 'Expiration date'. The table content is empty, displaying the message 'There is no corresponding document.'