

EXTERNAL TRM Express License Cell Lines – Adobe Webform SOP

Procedure:

1. Fill License Agreement
 - 1.1. Participant 1 (“Filler”) completes mandatory fields within the Adobe Webform license agreement, then submits form (see blue “Submit” button in footer).
 - 1.2. Filler assigns next participant (Participant 2, “Signer”) in “Assign to next participants” pop-up, then clicks “Next.” Note: Signer can be the same person as the Filler.
 - 1.3. Filler enters their name and email in the “Enter Your Information” pop-up, then clicks “Submit.”
 - 1.4. Filler receives a confirmation email from Adobe Sign to confirm their email address. Select the blue “Confirm my email address” within the body of the email. A verification notice will pop-up in your browser and no further action is required by the Filler.

2. Sign License Agreement (Partial Execution)
 - 2.1. Participant 2 (“Signer”) receives email from Adobe Sign requesting for review and signature of the license agreement. Click orange “CLICK HERE TO REVIEW AND SIGN” button within the email.
 - 2.2. Signer proceeds to signature page within Adobe Webform license agreement to enter digital signature and title, then selects blue “Click to Sign.” No further action is required by the Signer.

3. Review and Execution by MSK
 - 3.1. MSK receives notice of partially executed license agreement for review and counter signature to fully execute the license agreement.

4. Receive Fully Executed License
 - 4.1. Filler and Signer receive email from Adobe Sign with a copy of the fully executed license agreement attached. The license processing is now complete.

5. License Fee Payment
 - 5.1. If license fee is <\$10,000, proceed to credit card payment to be sent via email. Please enter MSK Reference Number (SK Number) located in section 4.3 of the fully executed license agreement.
 - 5.2. If license fee is >\$10,000, payment can be made by credit card, or an invoice can be sent if a PO number has been provided (section 4.3).