

E-Signature Compliance Checklist

Action Checklist — ClearLegalTips.com (2026)

Make every electronic signature legally defensible.

Before You Send

- ☐ Confirmed the document can be e-signed
- ☐ All parties consent to sign electronically When You Sign
- ☐ Used a platform that binds the signature to the document
- ☐ Identity verification for high-value agreements After Signing
- ☐ Kept the signed copy + audit trail
- ☐ Stored where you can retrieve it Red Flags
- ☐ Wills / family-law / certain notices -> use wet ink
- ☐ Needs a notary -> remote online notary

INSTRUCTIONS FOR USE

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