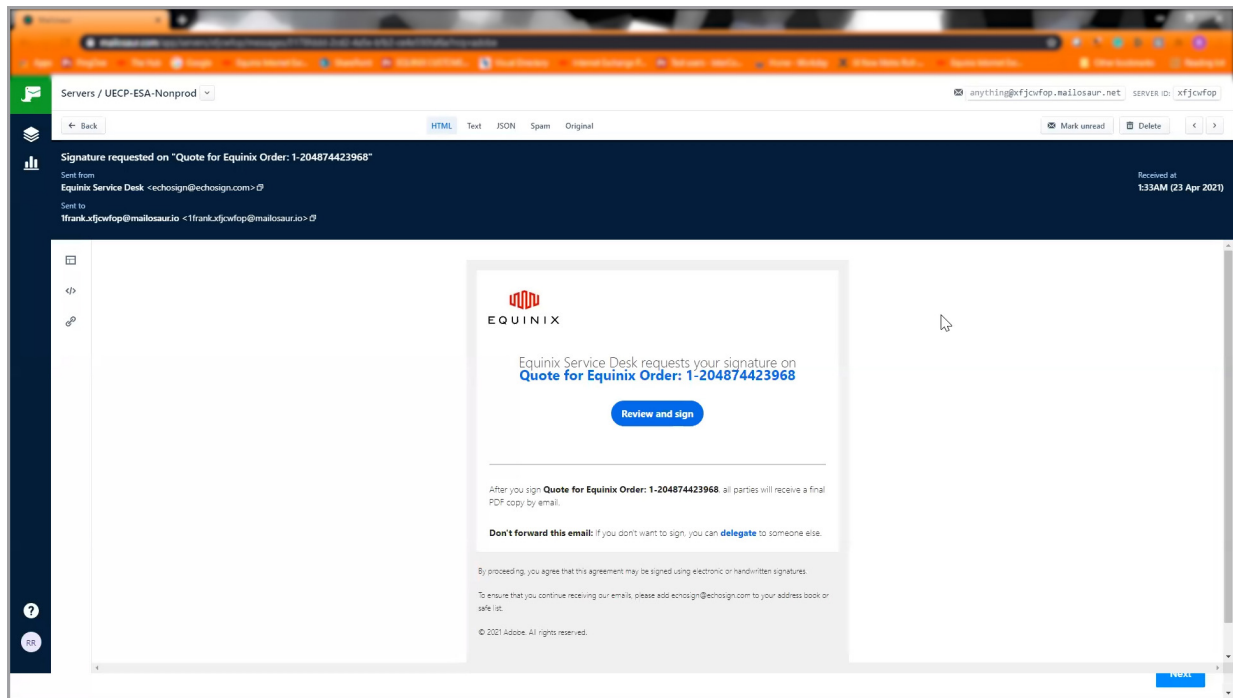FUNCTIONAL LEARNING DEMO

Order Equinix Connect Wet-Signature

Equinix Connect 2021.2
RUPINDER RANDHAWA, Principal Product Manager, Interconnection

Hello, I'm **Rupinder Randhawa**, Principal Product Manager with Equinix. In this video I'd like to demonstrate how an Online order for Equinix Connect can be used even if your organization requires that you sign an actual piece of paper. This is sometimes referred to as requiring a wet-signature versus an e-signature.

Start by logging into the Equinix Customer Portal and continue to the online port ordering flow as you would for any other Equinix connect service. The only difference occurs near the end after submitting the order. For this video I have jumped ahead to that part of the ordering tool.
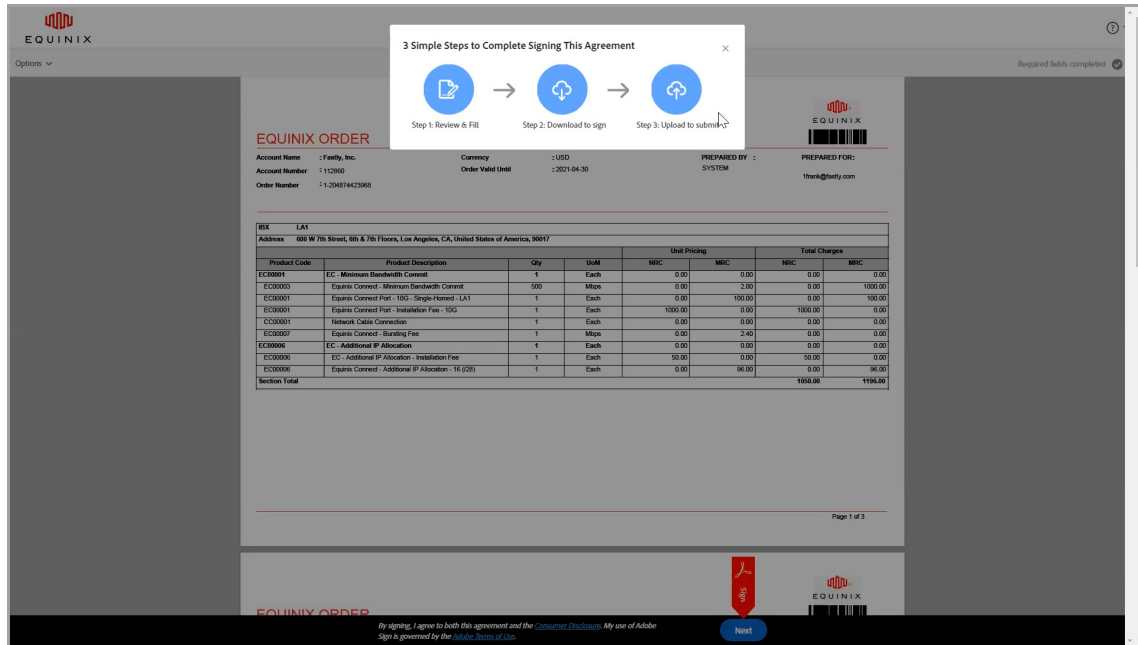
I have submitted the order and received an email from the Equinix Service Desk that uses the EchoSign tool. Open the email and select Review and Sign.
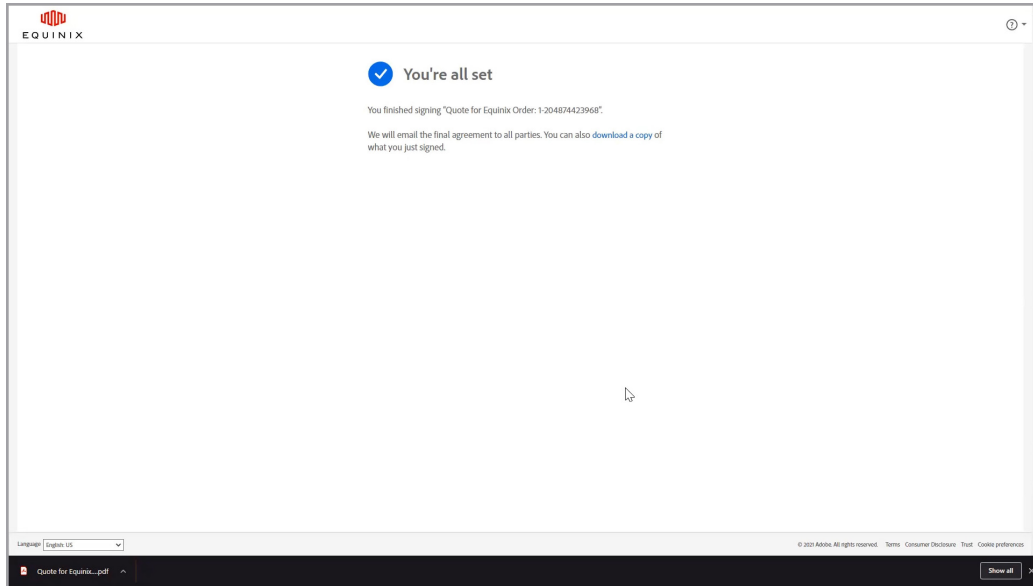

This will open up a web page which gives me a summary of the Equinix order. If this were to be e-signed, I'd simply follow the yellow tags. This will open up a web page which gives me a summary of the Equinix order. If this were to be e-signed, I'd simply follow the yellow tags. However, since I'm going to print, sign, and upload, I will select print, sign, and upload under the options pull down menu. Here you'll see a model that gives more instructions on what's required. Select Continue.

The three steps that are required are 1. review the order, 2. sign it, 3. then upload. Let's begin that process.

I'm going to select Next. Here we're instructed to download the document. You can name the document to make it easy to locate in your download folder. Let's assume I have printed the document, signed it, scanned it, and I'm prepared to upload it from my computer to the EchoSign tool. I'm going to select upload to submit, and select the order from my folder.

As it uploads it checks that all things are correct and the order is a number match. Here you can see we are all set. This final document will be emailed to you and Equinix for verification and you're complete.

Thank you for watching.