

PORTAL PRYOR

Pryor
CONSULTORES

**USER'S
GUIDE**



Your **new tool** to communicate with **Pryor Consultores** and request services

This will simplify your day-to-day processes and allow you to save your most precious asset: **time**

*new
tool*



time

WHAT IS THE PORTAL?

A platform where **all service requests are made**, by the client/lawyer or business partner, regarding processes of legal representation, such as the signing of documents.



HOW TO REGISTER?

The team of Pryor Consultores **registers all users, both business partners and clients**, who receive the access information by email. **Your login and password are personal and nontransferable.** From this point on, all changes need to be informed by the user. **See these two examples:**

A lawyer is no **longer part of the law firm** or is no longer responsible for a certain process. In such cases, the law firm should **inform Pryor**, so that we can delete the access of the former lawyer and create new access to the new responsible lawyer.

A client has a **new lawyer/law** firm attending it's process, the client should inform Pryor team about this, and request update.

registration



lawyers

HOW TO **ACCESS** 
THE PORTAL

YOU CAN ACCESS PORTAL PRYOR HERE:

There are two routes:

Directly



www.pryorglobal.com/en/pryor-consultores

Or through Pryor Global website
www.pryorglobal.com

The system works better using Chrome browser.





HOW TO
REQUEST A SERVICE 

REQUESTING A DOCUMENT PROMPTNESS AND SAFENESS

By accessing the portal, the client/lawyer **requests the service** and indicates how the **document** will be **issued and processed**:

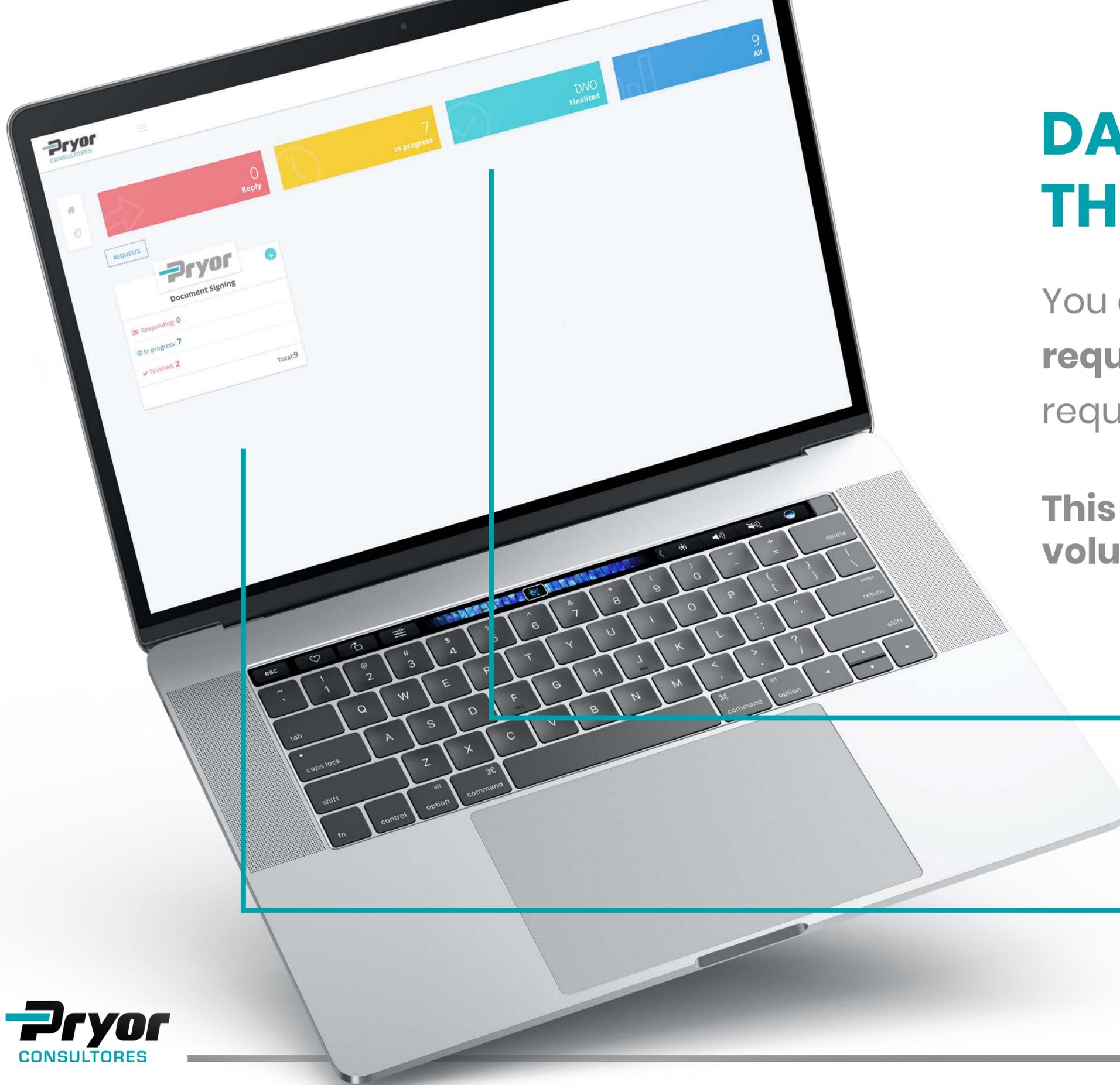
Digital or hard copy?

How many copies?

Notarized document?

Delivered or collected?

Mailing of the document?



DASHBOARD FOLLOWING THE PROGRESS:

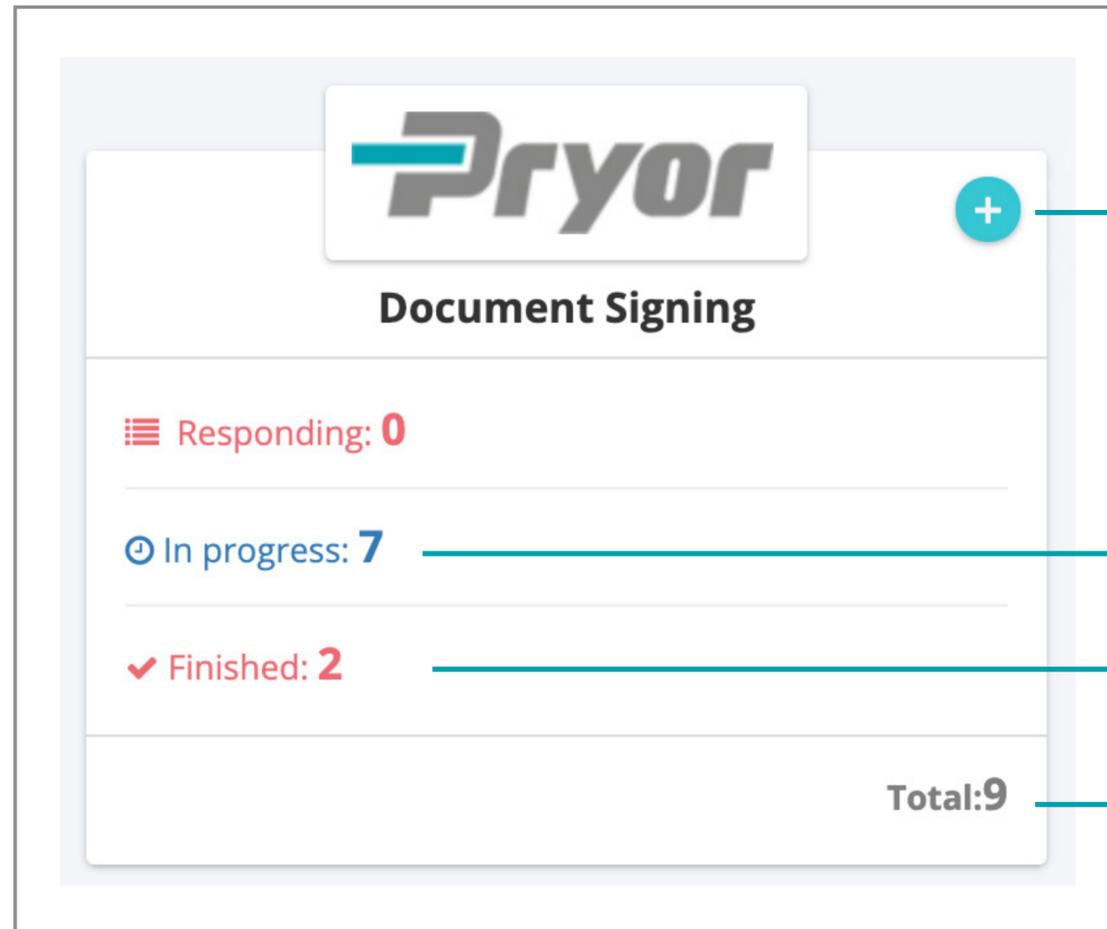
You can **monitor the progress of your request by process** as well as all the requests made to Pryor Consultores.

This way, it is easier to identify the work volume that is being processed.

Summary chart of the number of requests in each macro activity. When there is more than one process, the total will be shown.

Card of the processes you can access to make a request or to follow the progress.

CARD – DOCUMENT SIGNING



Click here to request a new service. A new form will open for the process to start. Attention: you can request only one document per form.

Number of requests that are in progress/being attended by Pryor team.
(Click here to access)

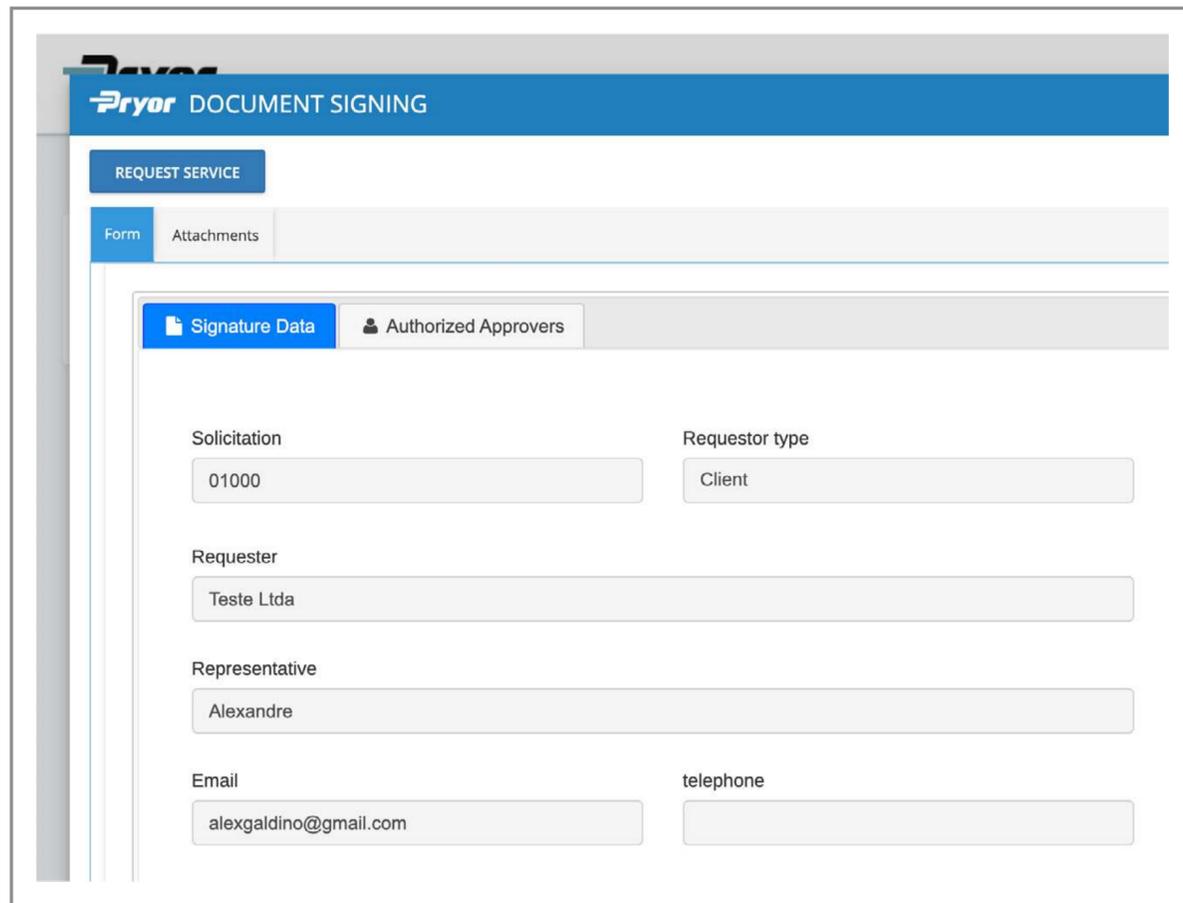
Number of finished/concluded requests.
(Click here to access)

Total number of requests in progress and finished.
(Click here to access)

Card: interactive information form, mostly with a rectangular shape.

REQUESTING THE SIGNING OF A DOCUMENT IS EASY, FAST AND SAFE

With each new request, you fill out a form in the Portal. The **exact date and time of your request** is registered and, from then on, each **action is traceable**.



The screenshot displays the Pryor Document Signing portal interface. At the top, there is a blue header with the Pryor logo and the text 'DOCUMENT SIGNING'. Below this, a navigation bar includes a 'REQUEST SERVICE' button and tabs for 'Form' and 'Attachments'. The main content area is titled 'Signature Data' and 'Authorized Approvers'. It contains several input fields: 'Solicitation' (01000), 'Requestor type' (Client), 'Requester' (Teste Ltda), 'Representative' (Alexandre), 'Email' (alexgaldino@gmail.com), and 'telephone' (empty).

- **SERVICE REQUEST FORM – PART 1**

Making a request in the Portal

When you click on the request button, as shown in the previous slide, the form will open.

In this first part of the form, all the information about the client and the person making the request are automatically loaded from our database according to what is established on the Service Contract.

This second part contains information about the document and the approval

Document Type 1	Document Name 2
<input type="text" value="Select"/>	<input type="text"/>
Select (.pdf, .doc, .docx) 3	
<input type="button" value="SELECT FILE 📄"/>	
No documents	
Approver 4	Approver Email 5
<input type="text" value="Galdino"/>	<input type="text" value="alexandre.galdino@silo.com.vc"/>
Select (.pdf, .doc, .docx) 6	
<input type="button" value="SELECT FILE 📄"/>	
No documents	
Can it be digitally signed? 7	By choosing the digital signature option, your document will be made available more quickly. know more
<input type="text"/>	

• SERVICE REQUEST FORM – PART 2

1. List for choosing the type of document that will be uploaded.
2. Name of the document.
3. Upload the document that will be signed.
4. If the person making the request is not authorized to approve it, the name of the approver will be automatically filled out.
5. Approver's email address.
6. Upload the document that proves the formal written approval from the approver.
7. Choose "Yes" if the document can be digitally signed (with Digital Certificate) or "No" if it should be physically signed.

This third part contains information on the chosen type of signature: **physical or digital**. This example is of a physical signature. The digital signature is **much simpler and easier**.

The screenshot shows a web form for requesting a service. It is divided into two columns. The left column contains: a text input field for 'signature' with the value 'Cristiane and Dalton'; a text input field for 'Via-Printed'; a dropdown menu for 'Heading' with 'Select' chosen; a dropdown menu for 'Document Delivery' with 'Select' chosen; a text area for 'Delivery Details'; and a blue button labeled 'REQUEST SERVICE'. The right column contains: a text input field for 'Delivery service' with the value 'To be charged'; a dropdown menu for 'Registry' with 'Select' chosen; and a text area for 'Comments'. A blue button is also present at the bottom right. Numbered callouts (1-9) are placed over the form elements to identify them.

• SERVICE REQUEST FORM – PART 3

1. Name of the Pryor representative that can sign the document.
2. Number of copies needed.
3. Automatic information on whether the delivery service is chargeable or not.
4. Indication of whether the document needs to be initialed.
5. Orientation on the delivery method of the document.
6. Inform if notary validation of the signature, is required or not.
7. Fill out delivery address, if delivery is required.
8. Additional observations, if needed.
9. Button to finalize the service request.

By choosing “**Yes**” to “**digital signature**” option, part 3 of the request form requires **only** the **upload of the approval** confirmation, and filling out the comments, in case there is any comment.

The screenshot shows a web form with the following elements:

- File selection: "Select (.pdf, .doc, .docx) **SELECT FILE** No documents" with a teal circle containing the number "1" next to it.
- Digital signature question: "Can it be digitally signed?" with a dropdown menu set to "Yes".
- Signature field: A text input field containing "Cristiane and Dalton".
- Comments field: A large text area for entering comments.
- Action button: A blue button labeled "REQUEST SERVICE" with a teal circle containing the number "2" next to it.
- Help text: "By choosing the digital signature option, your document will be made available more quickly. [know more](#)"

• SERVICE REQUEST FORM – PART 3

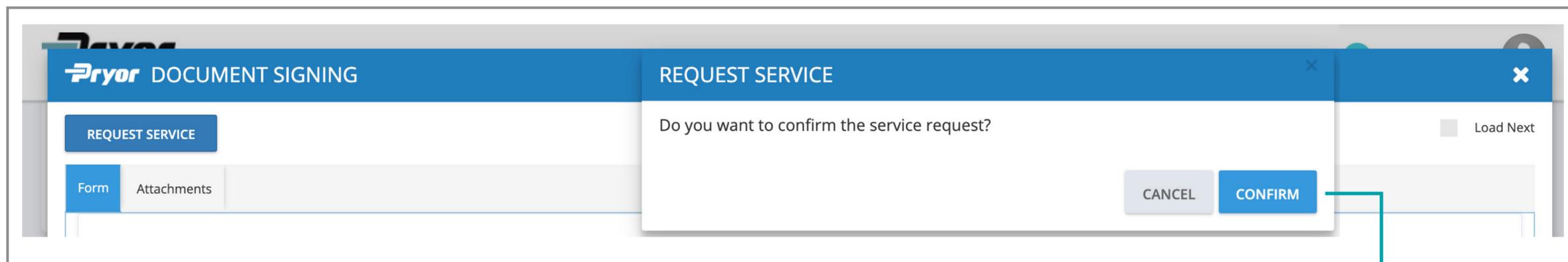
1. Upload the document that proves the formal written approval from the approver.
2. Button to finalize the service request.

In the tab “**Authorized Approvers**” there will be a list of the **names and email addresses of the authorized approvers**, which were designated by the client in the service contract.

The screenshot displays the Pryor Document Signing interface. At the top, there is a blue header with the Pryor logo and the text "DOCUMENT SIGNING". Below the header, there is a navigation bar with "REQUEST SERVICE" and "Load Next" options. The main content area is divided into tabs: "Form" and "Attachments". Under the "Form" tab, there are two sub-tabs: "Signature Data" and "Authorized Approvers". The "Authorized Approvers" tab is active and displays a table with the following data:

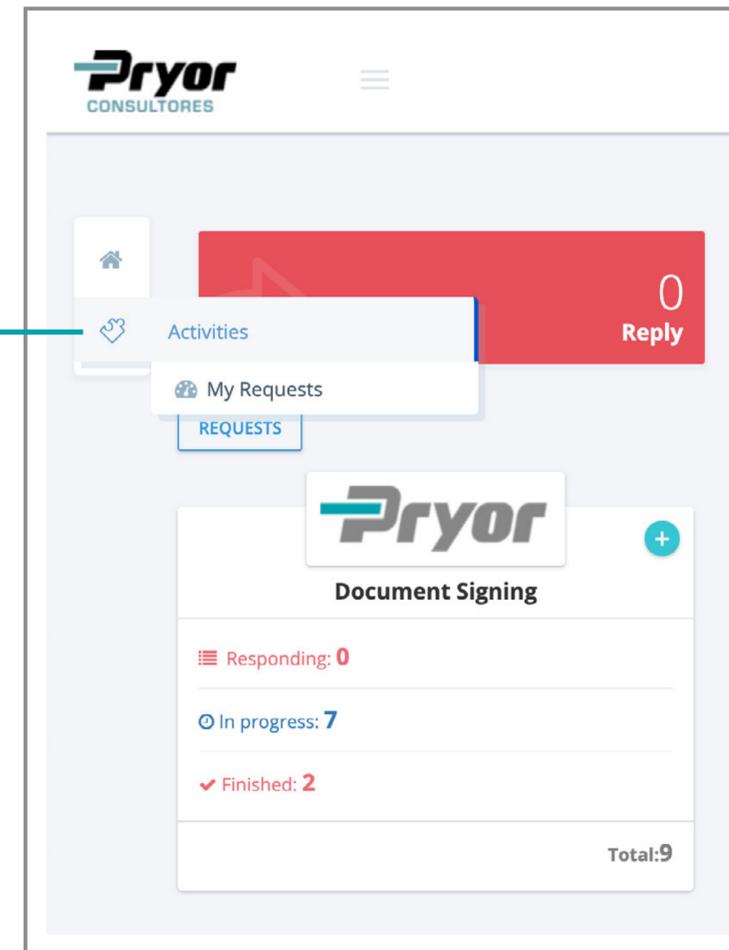
Approver (s)		
Name	Email	Department
Alex Galdino	alexgaldino@gmail.com	HR - Financial
Elaine	admin@silo.com.vc	Contracts

At the bottom of the interface, there is a "Total: 11" indicator.

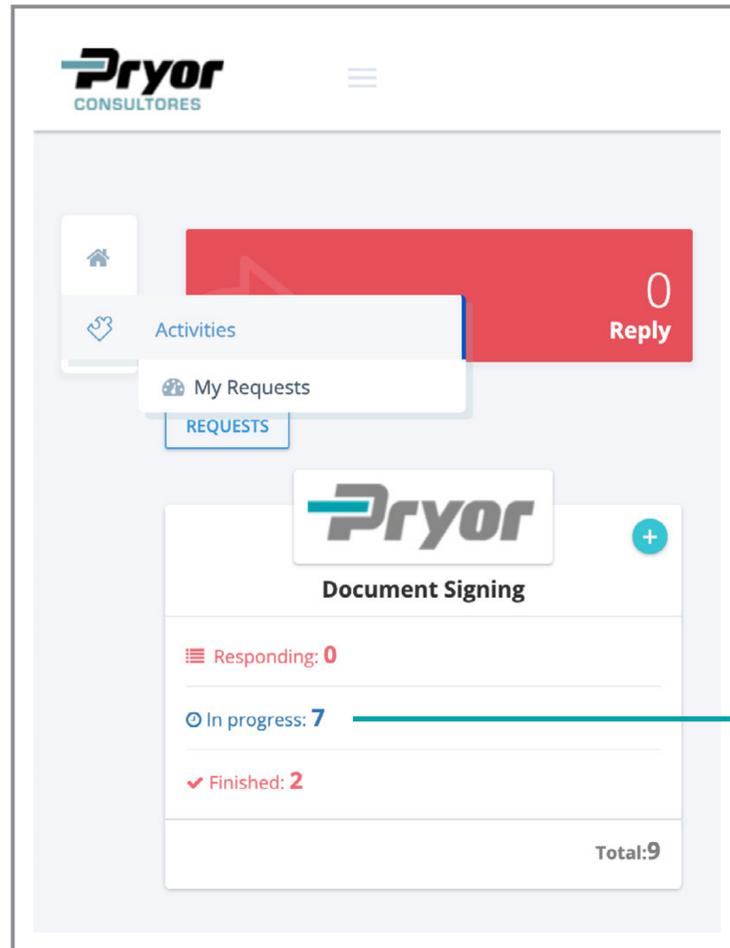


After you click on the **Request Service** button, you'll need to **confirm** it here.

If you want to **return to the Main Dashboard**, you can click the menu button at **Activities** – **My Requests**



HOW TO
FOLLOW THE PROGRESS 
OF YOUR REQUEST



Click on the option **“In progress”** to **follow your requests** and see the **status** of each one.

LAWYERS AND CLIENTS CAN MONITOR:

- **Where the document is**
- **What action was taken by Pryor team, to the process**
- **How long the document was waiting to be signed**
- **When such action was made and who at Pryor team was responsible for such action**



Summary Chart of the Service Requests

Each **activity** in a **request** can be monitored. You have access to the date of the **request** and its latest **update**.

YOUR SERVICE REQUEST GOES THROUGH DIFFERENT STAGES, WHICH VARY ACCORDING TO THE TYPE OF DOCUMENT AND OF THE CHOSEN TYPE OF SIGNATURE (*PHYSICAL OR DIGITAL*)

SOLICITATION:

Your service request is waiting for the first action

LEVEL 1 ANALYSIS:

Analysis of the documents

LEVEL 2 ANALYSIS:

The document needs to be analyzed by Pryor's legal team



**ANALYSIS
APPROVED:**

The document has been approved by one of the analysis authorities and was forwarded to be signed

SUBSCRIPTION:

The document (*hard copy*) is waiting to be signed by the legal representative and by the witnesses (*when requested*)

**WITNESS
SIGNATURE:**

The document (*hard copy*) has already been signed by the legal representative and is waiting to be signed by the witnesses (*when requested*)

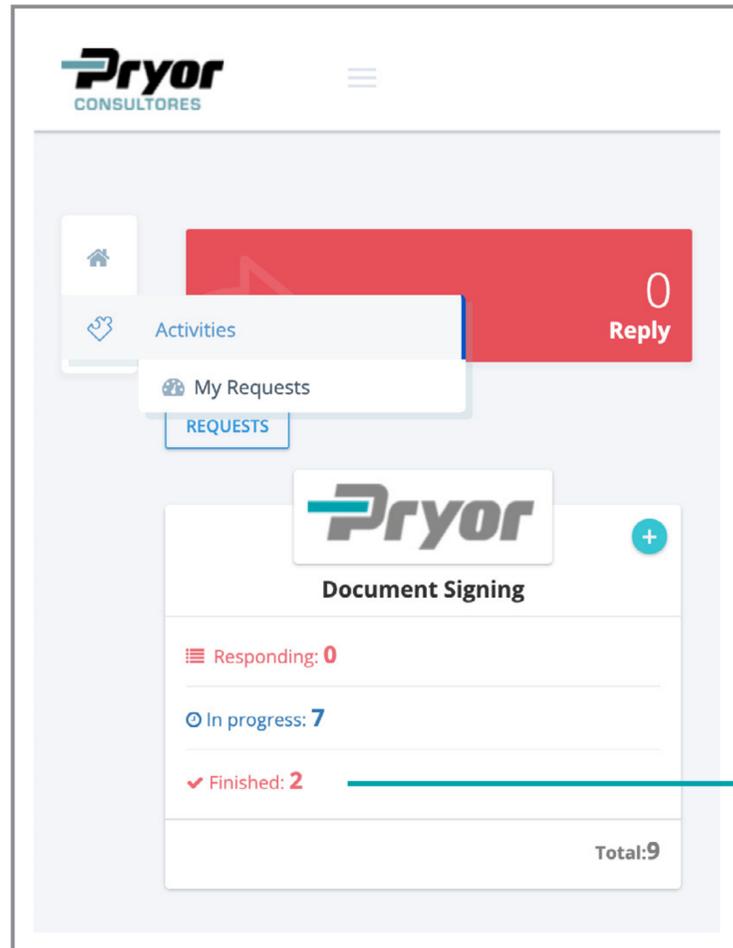
REGISTRY:

The document is at the notary office, being notarized (*when requested*)

**SIGNED
DOCUMENT:**

The physical hard copy of the document is ready to be delivered or collected.

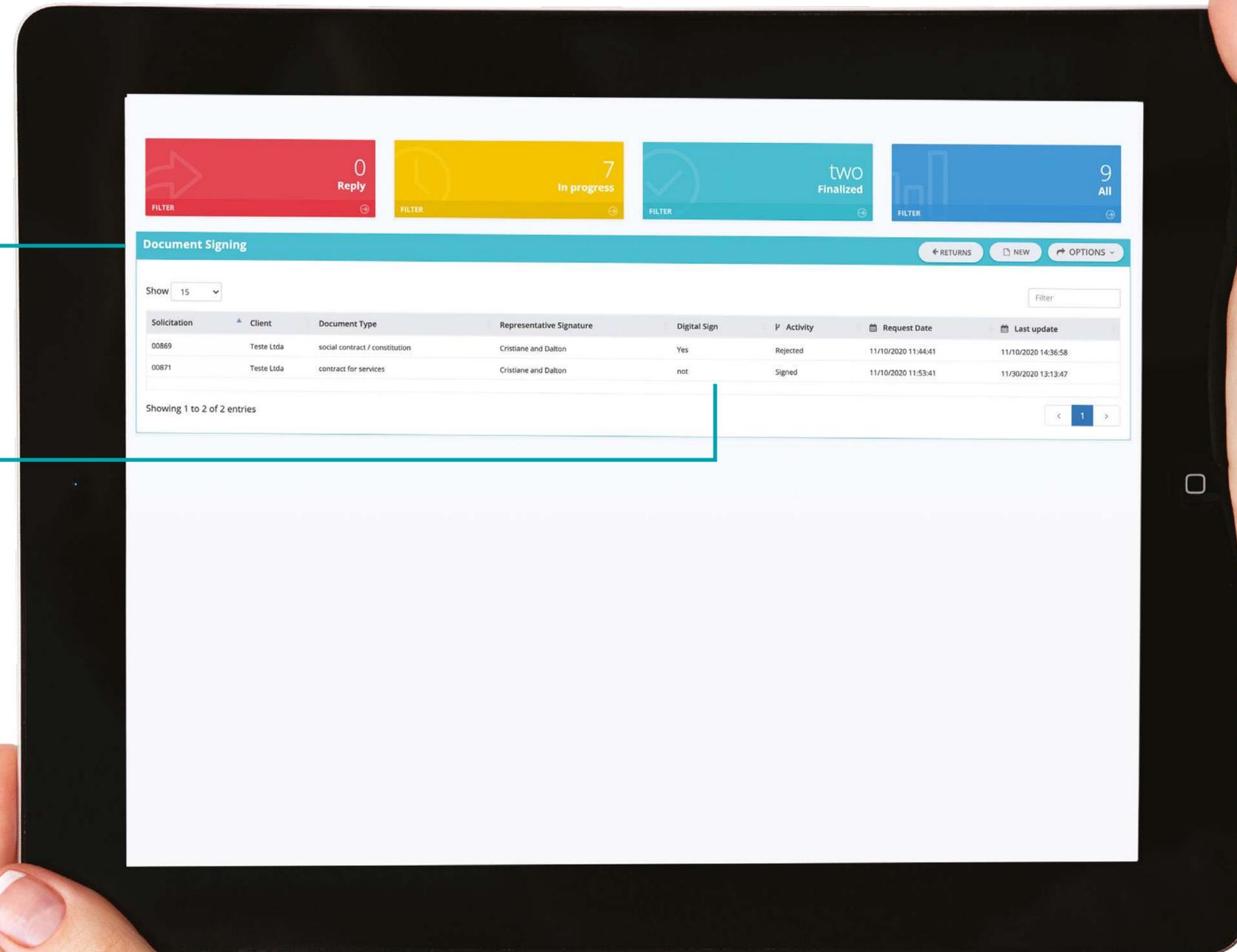




Click on “**Finished**” to access your service requests that have been already concluded/delivered.

Summary Chart of Service Requests

The **requests** can have three different status: **Signed, Rejected or Cancelled** (reason for rejected/canceled requests will be described).





REDUCE THE NUMBER OF STEPS IN YOUR PROCESS AND SAVE TIME BY CHOOSING THE DIGITAL SIGNATURE (signature performed with the digital certificate “e-CPF”)

Eliminating the use of paper in the transactions and guaranteeing accessibility and reliability is one of Pryor challenges.

Law 14,063 of 2020 recognizes **digital signatures** and **validates the Brazilian Public Key Infrastructure (ICP-Brasil)** as the reliable agency to enable the issue of **digital certificates** through **Certifying Units. Banks, public agencies and private institutions** are already adopting and accepting digital signatures.

ADVANTAGES:

- ✓ **It reduces or eliminates the costs related to printing, storing, transporting, losing and notarizing documents;**
- ✓ **Clears physical space** (*no hard copies of documents to be physically stored*);
- ✓ **It's a sustainable practice;**
- ✓ **The document is available to be viewed at any time you need;**
- ✓ **Allows the settling of expiration date for the documents;**
- ✓ **The signature can be validated in just a few minutes at the website of the National Institute of Information Technology** (*“ITI” in the Portuguese abbreviation*)

OUR COMMITMENT

**Pryor Consultores is always at your disposal.
We are committed to your security.**

We invite you to join us in working to achieve better results with less efforts.

*Pryor
Consultores*



*COM-
MIT-
MENT*

ANY QUESTIONS?
ANY
QUESTIONS?

portal@pryorglobal.com

