

Signing an automated mutual non-disclosure agreement (NDA) with Raspberry Pi

Colophon

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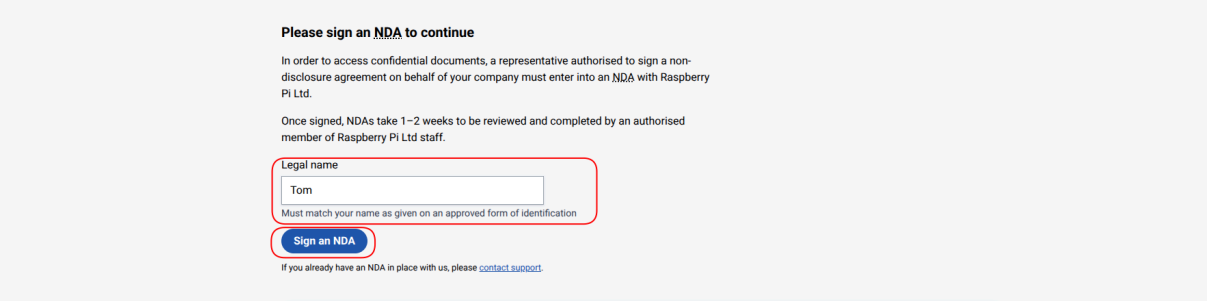
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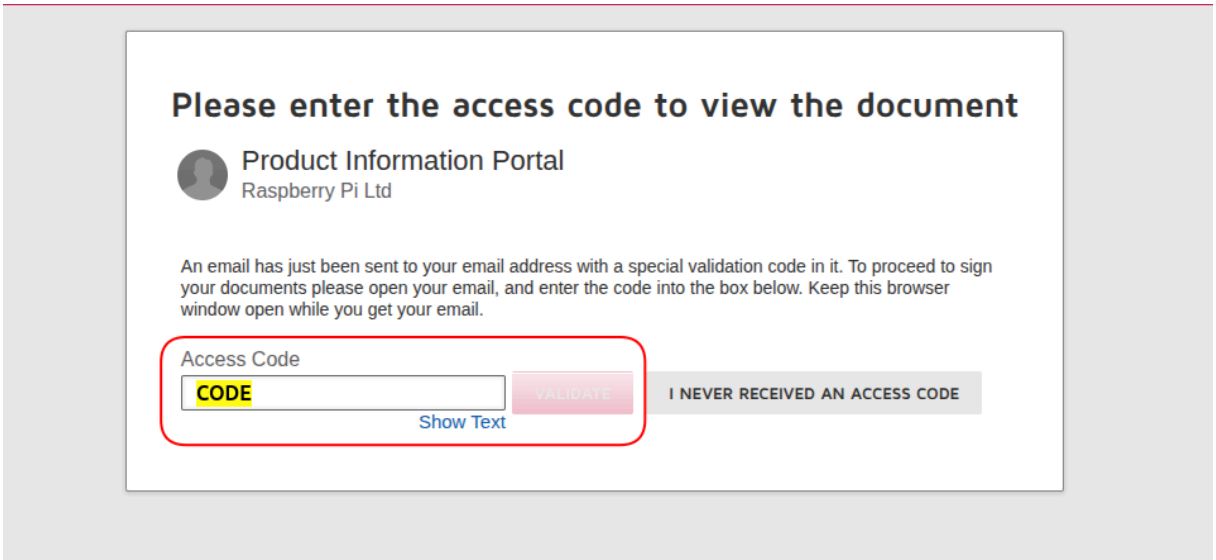
Signing the NDA

Figure 1.
NDA signing page on the Raspberry Pi website, showing the 'Sign an NDA' button. Taken from the Product Information Portal.



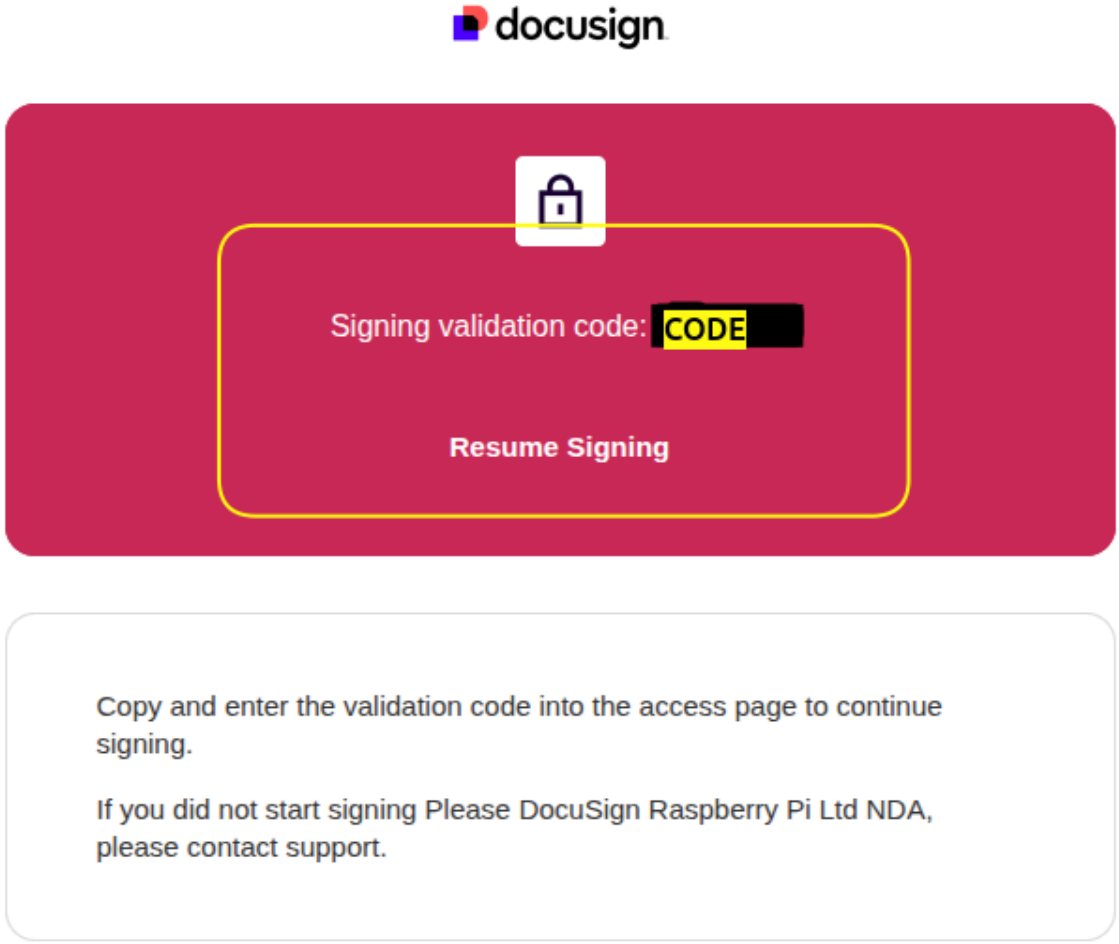
To start the NDA process, click the 'Sign an NDA' button. You need to sign an NDA to get access to test reports and other confidential documents. The NDA can also cover discussions with Raspberry Pi engineering teams, and it protects both parties. Make sure the name you use for the application is the same as the name on your identification document. You will need this document later in the process.

Figure 2.
NDA access code verification. Taken from the DocuSign portal.



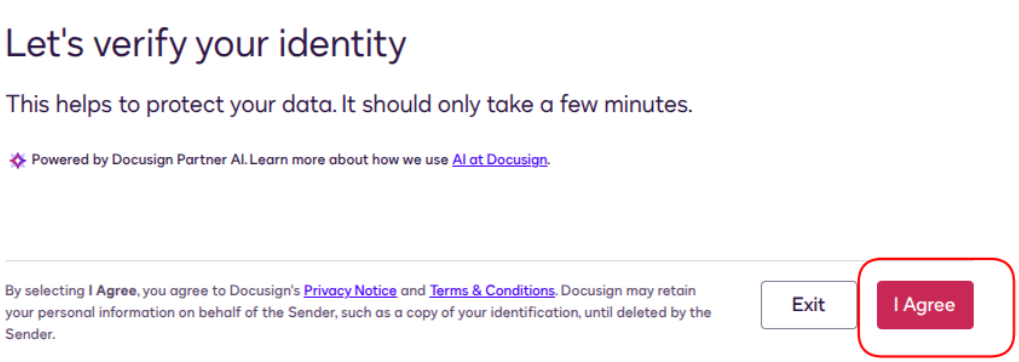
After you click the 'Sign an NDA' button, an access code is sent to the email address you used to register with the portal. Enter the code in the field provided and click 'Validate'.

Figure 3.
Example verification code sent by email. It may look different, depending on your email client.



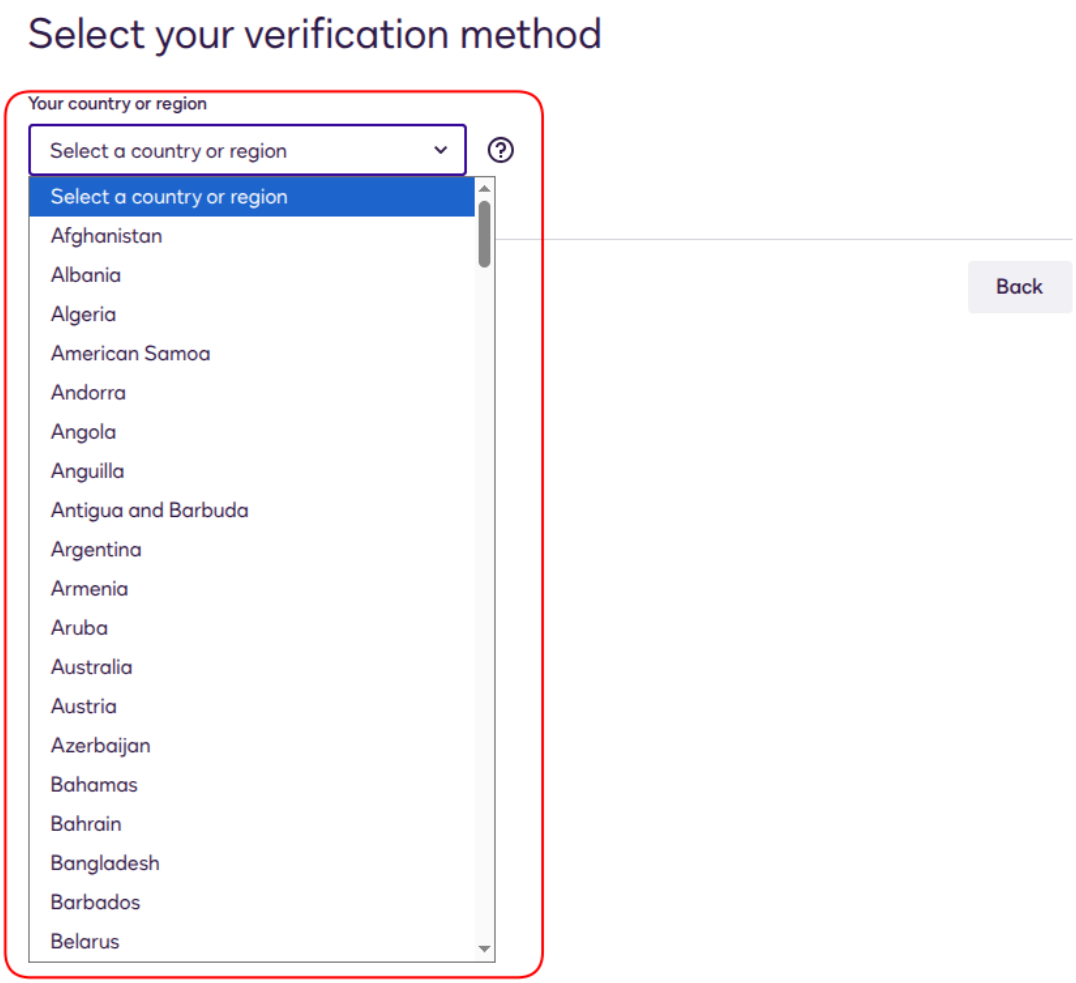
The email contains a verification code and a link to 'Resume Signing' the NDA. Make a note of the code and use the link to return to the signing process.

Figure 4.
Returning to the signing process after verifying the access code. Taken from the DocuSign portal.



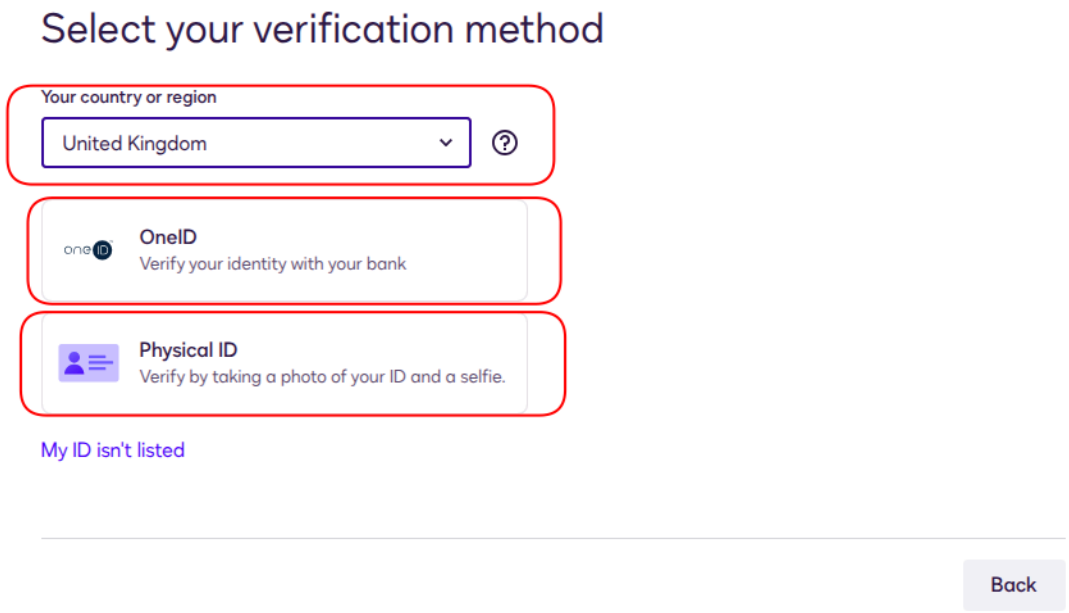
DocuSign asks you to confirm that you want to continue the verification process. Click 'I Agree' to continue.

Figure 5.
Region selection for NDA signing. Taken from the DocuSign portal.



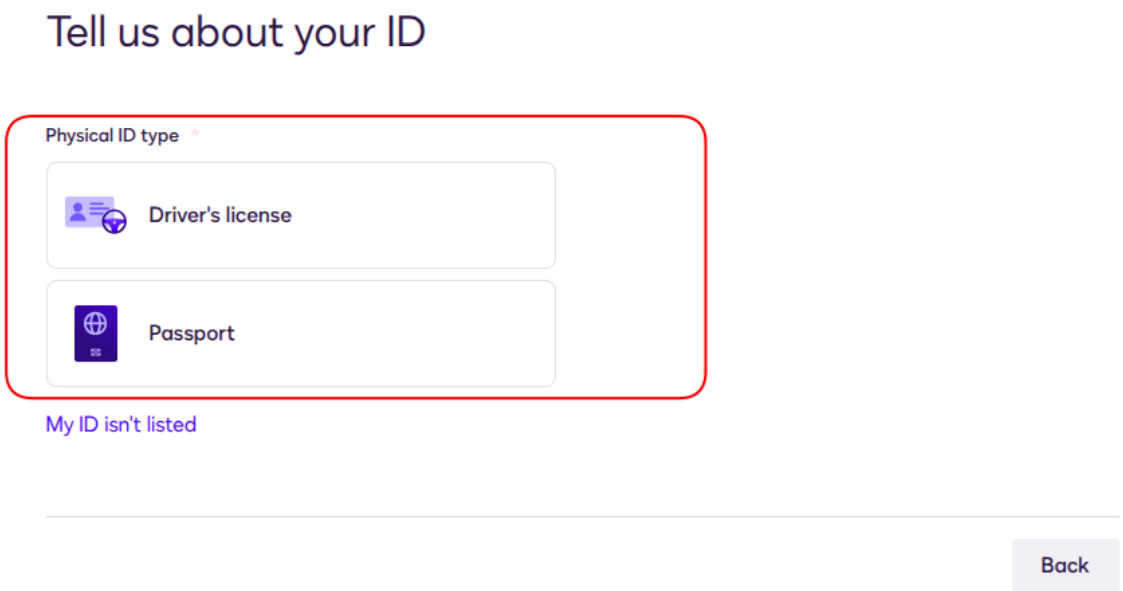
Select the region for which you are signing the NDA. If your region is not listed (a DocuSign issue), choose the region closest to your location. This does not affect the NDA process.

Figure 6.
Identity verification methods for NDA signing. Taken from the DocuSign portal.



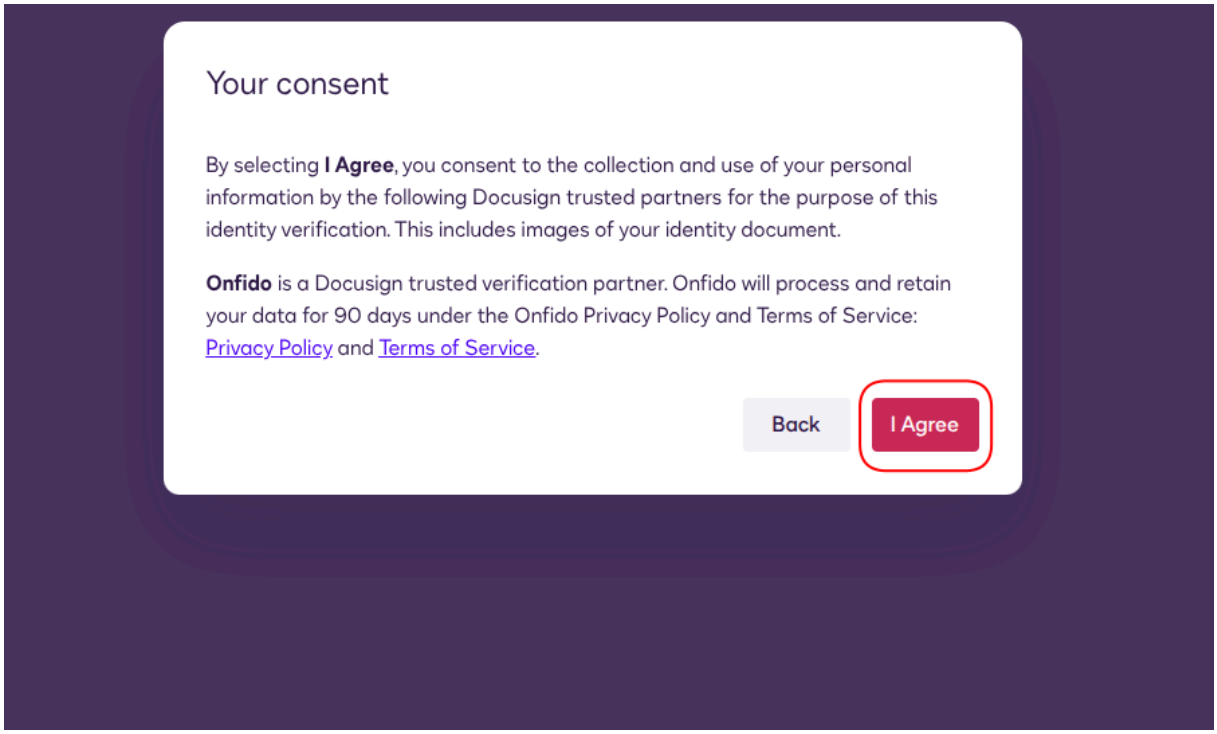
You can verify your identity using one of the options shown. The options depend on the region for which you are signing the NDA. For example, you may be able to verify your identity using your bank details. None of the verification methods require you to share personal information with Raspberry Pi; DocuSign handles this process. This document covers verification using photographic identification, such as a passport or driving licence. Make sure the name you use for the application is the same as the name on your identification document. You will need this document later in the process.

Figure 7.
Identification document selection. Taken from the DocuSign portal.



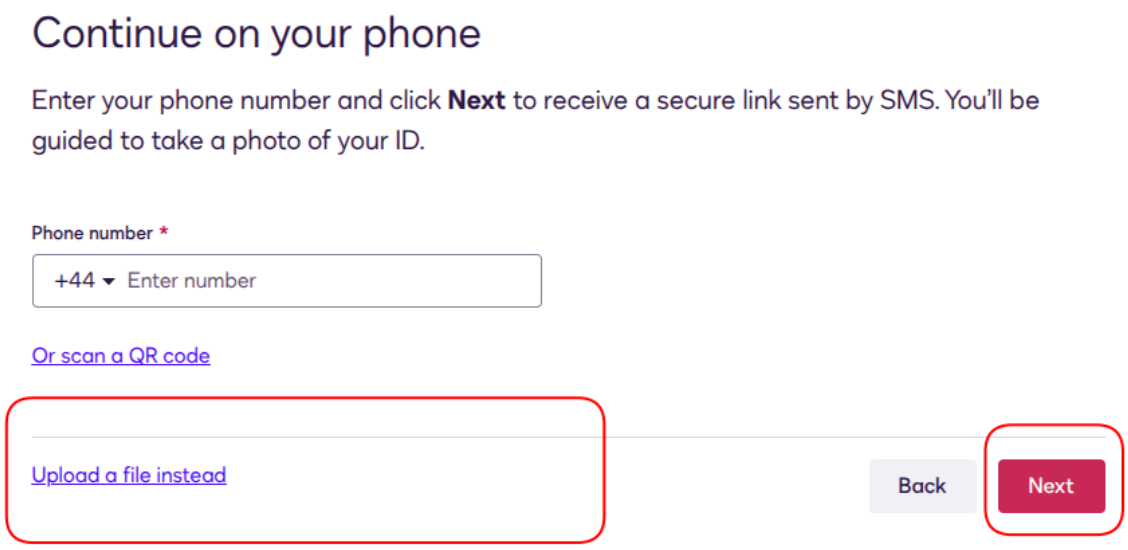
Select the type of identification document you are using.

Figure 8.
Consent to process the identification document. Taken from the DocuSign portal.



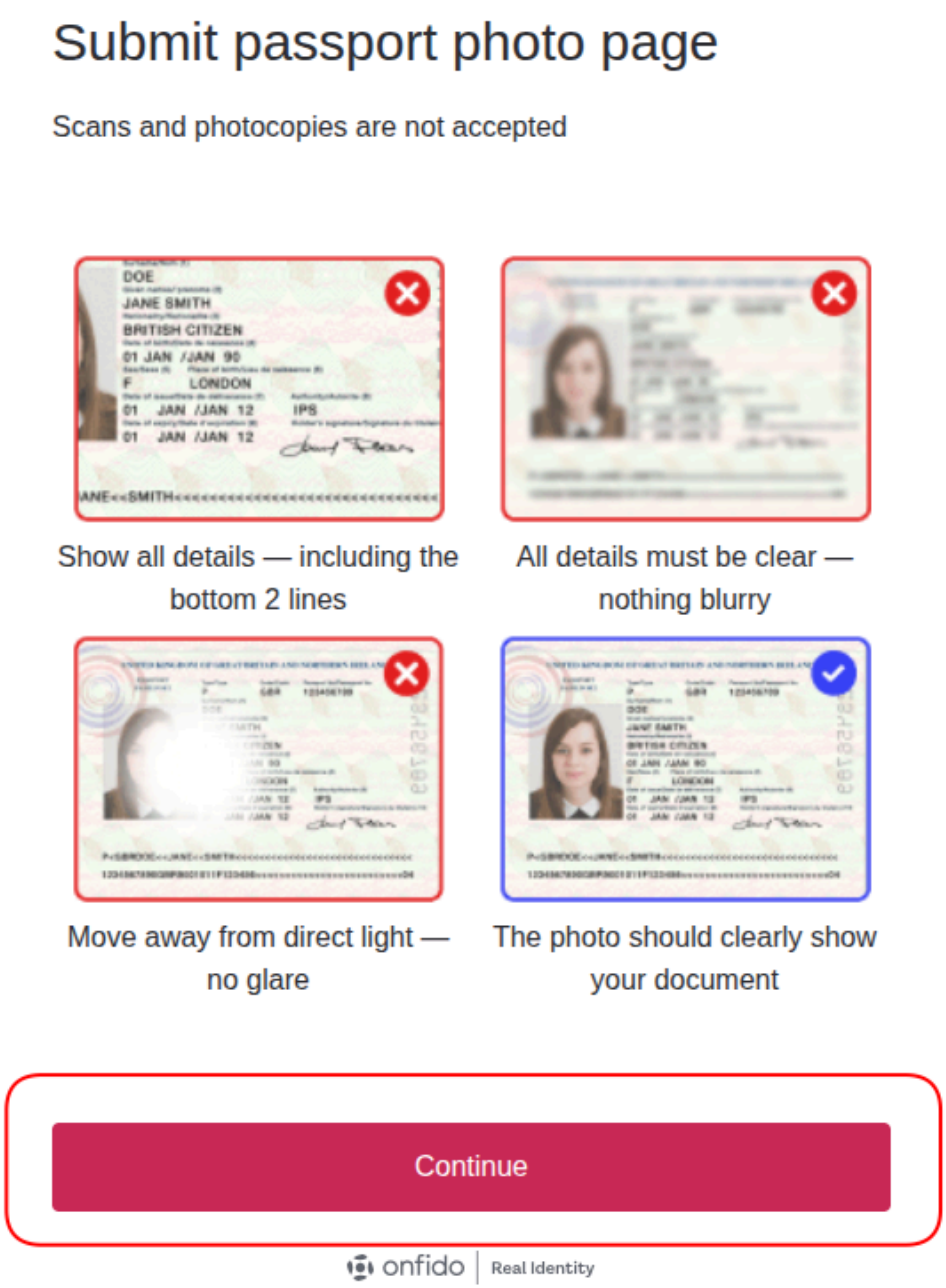
The system asks for your consent to process your identification document. Click 'I Agree' to continue. None of the verification methods require you to share personal information with Raspberry Pi; DocuSign handles this process.

Figure 9.
Identification options. Taken from the DocuSign portal.



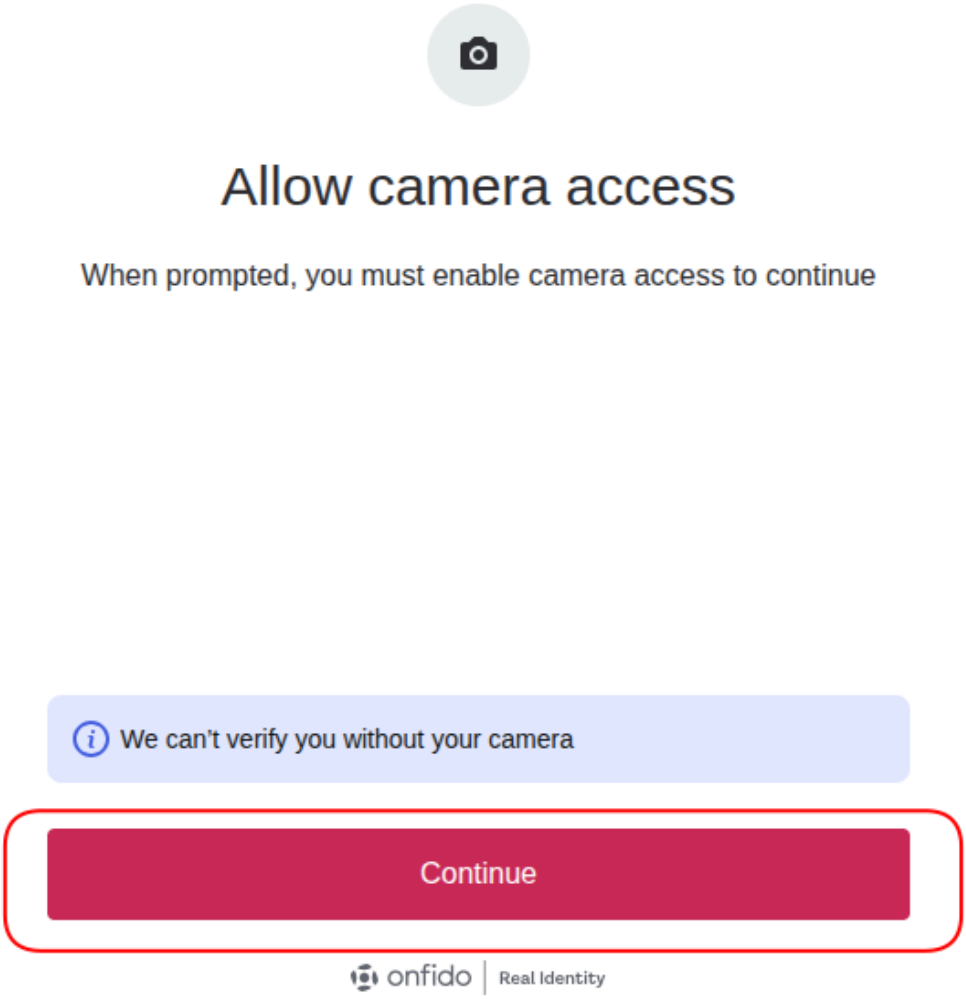
You can complete the identification check using a mobile device or a webcam. To use your phone, enter your phone number and follow the instructions sent by SMS. If you are using a camera, select the 'Upload a file instead' option.

Figure 10.
Submit a photograph of your identification document. Taken from the DocuSign portal.



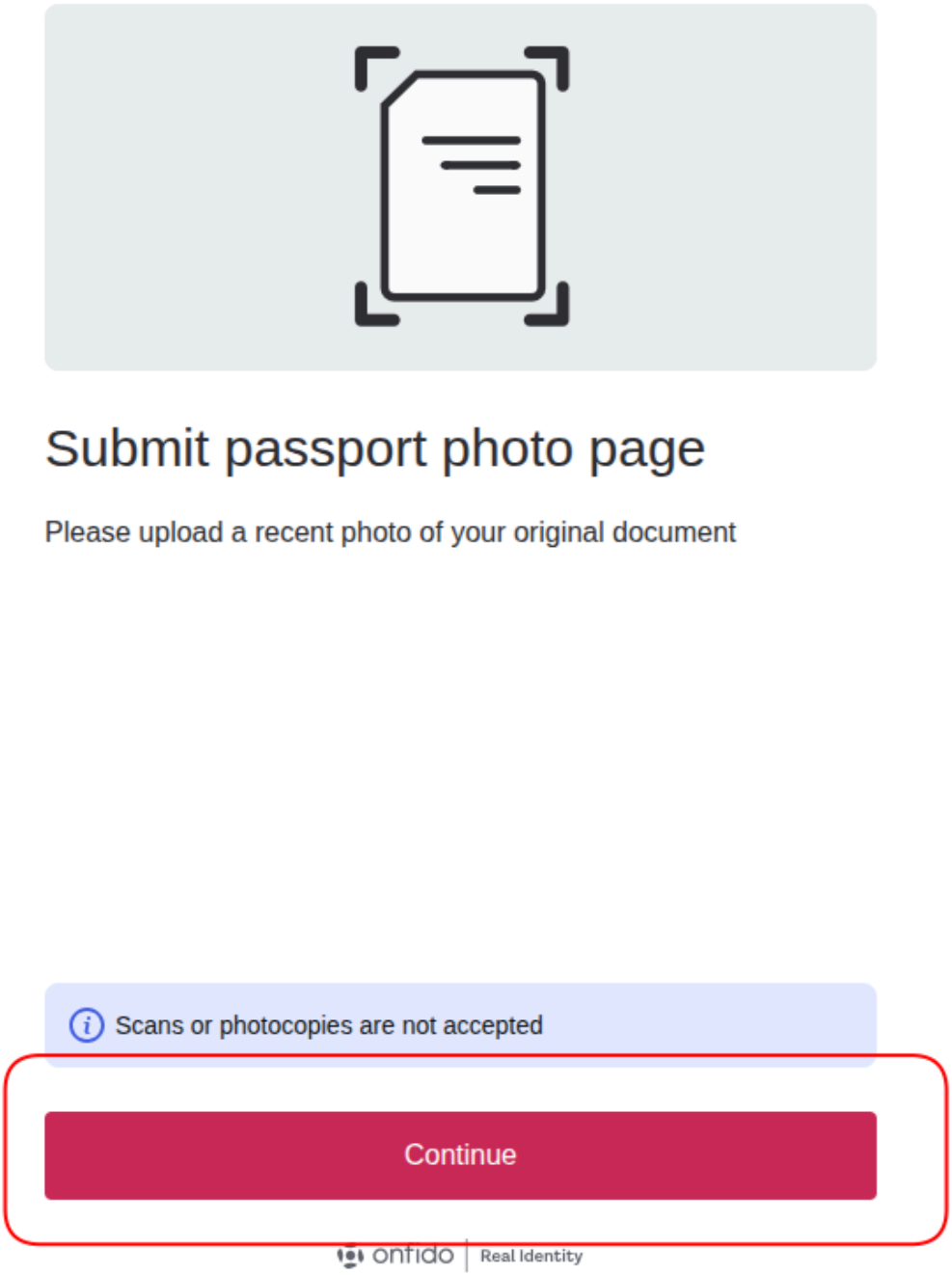
Click 'Continue' to submit a photograph of your identification document. You will be asked to take a photo of the front and back of your document. Make sure the photos are clear and easy to read.

Figure 11.
Camera access request. Taken from the DocuSign portal.



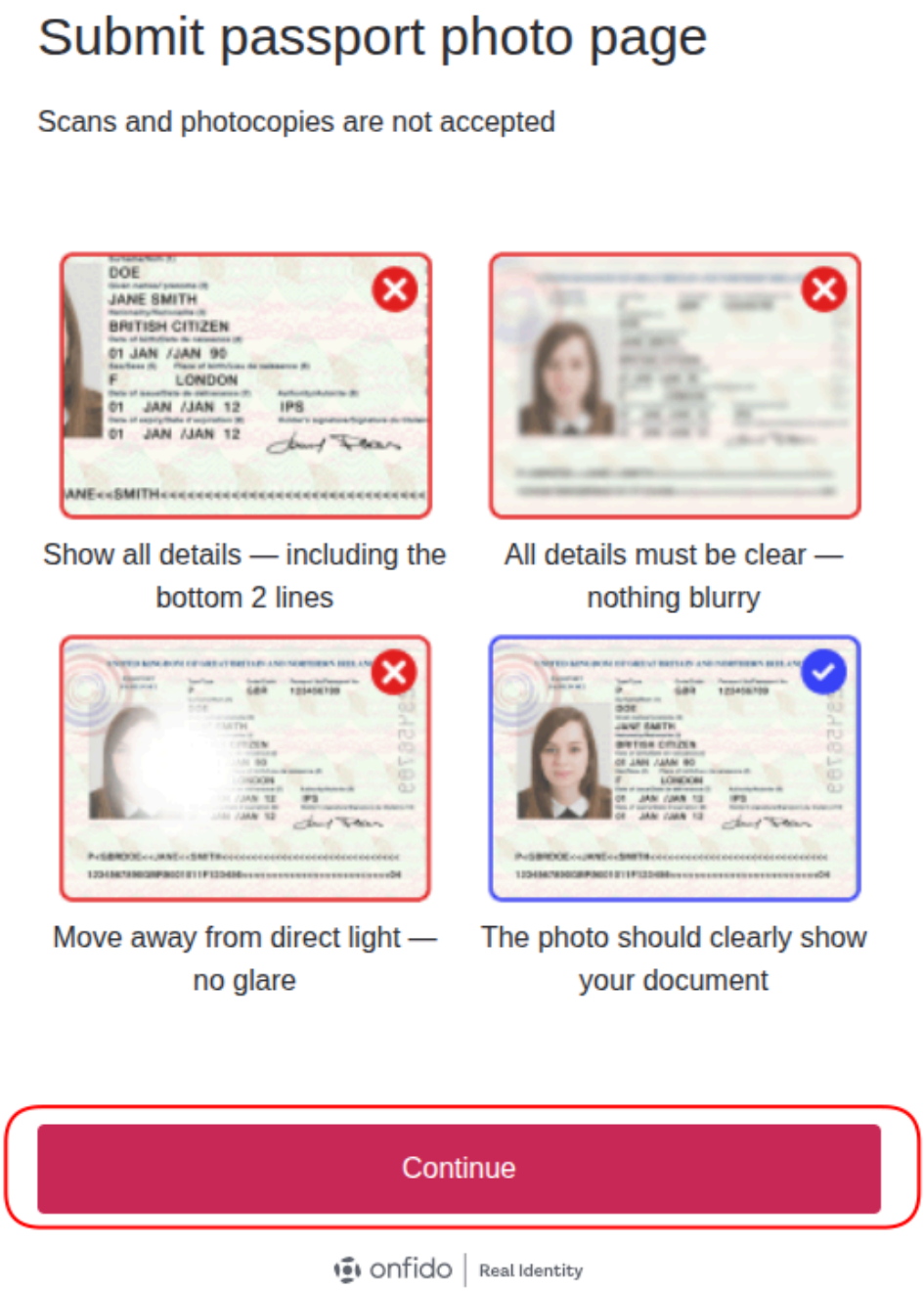
Allow access to your camera so that you can take a photo of your identification document. If you are using a webcam, make sure it is connected and working. Click 'Continue'.

Figure 12.
Document submission confirmation page. Taken from the DocuSign portal.



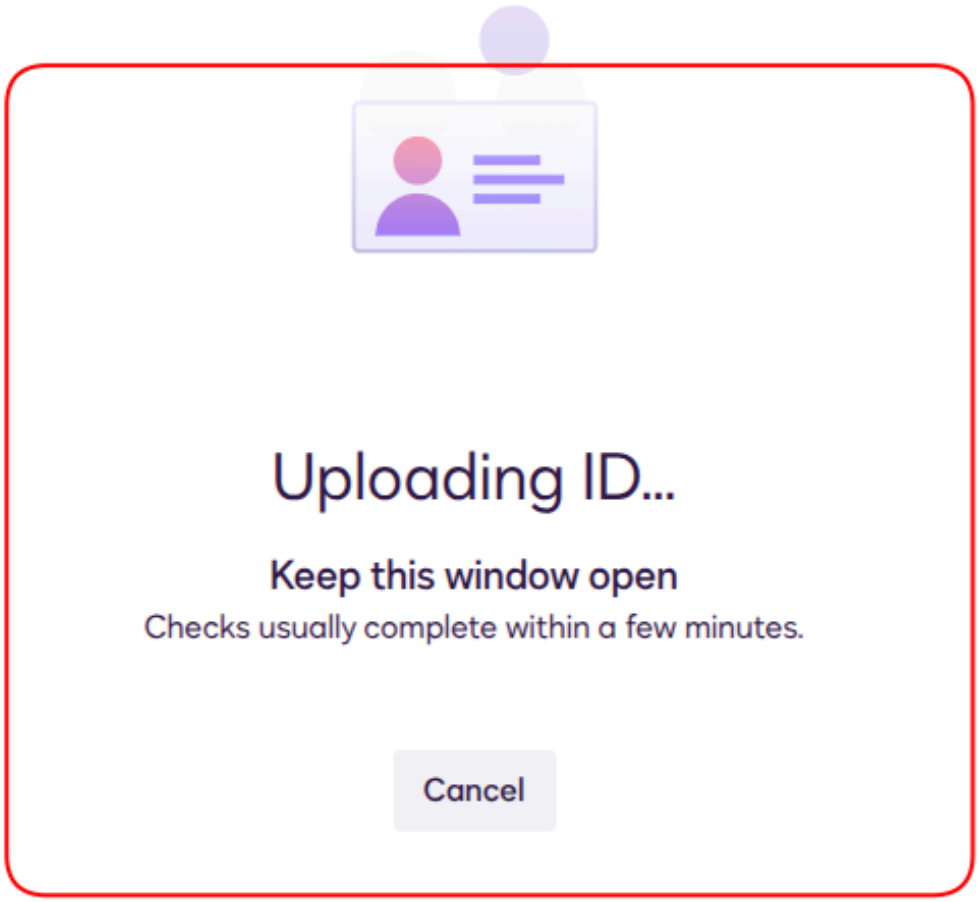
You can upload an image instead of taking a photo in DocuSign. If you upload an image, make sure it is clear and easy to read. DocuSign has specific requirements for scanned images. Click 'Continue' to submit the document.

Figure 13.
Uploaded identification document. Taken from the DocuSign portal.



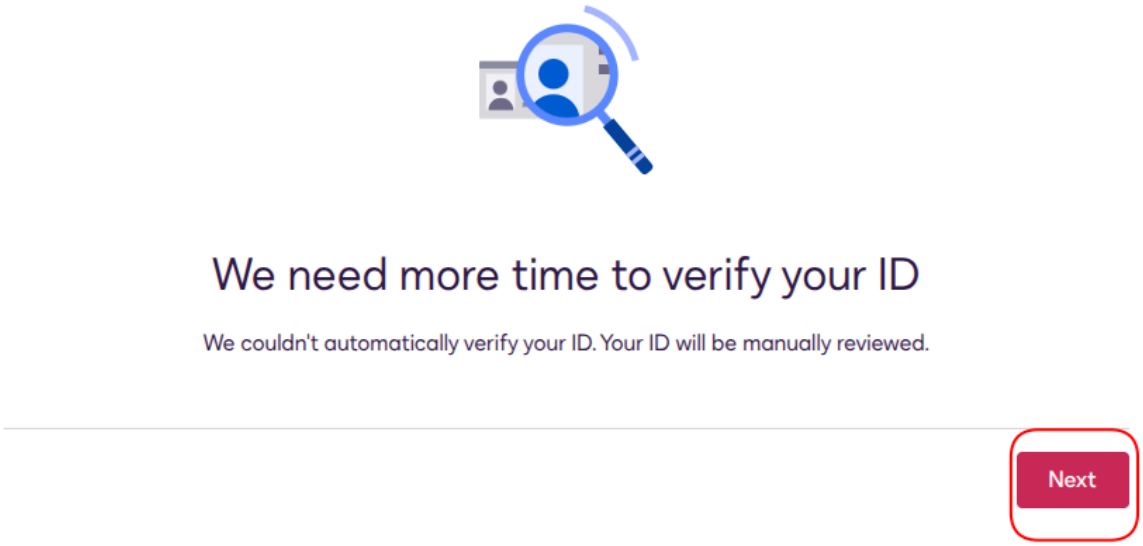
This step may take several attempts, as the DocuSign system does not always accept the first image.

Figure 14.
Identification uploading and processing. Taken from the DocuSign portal.



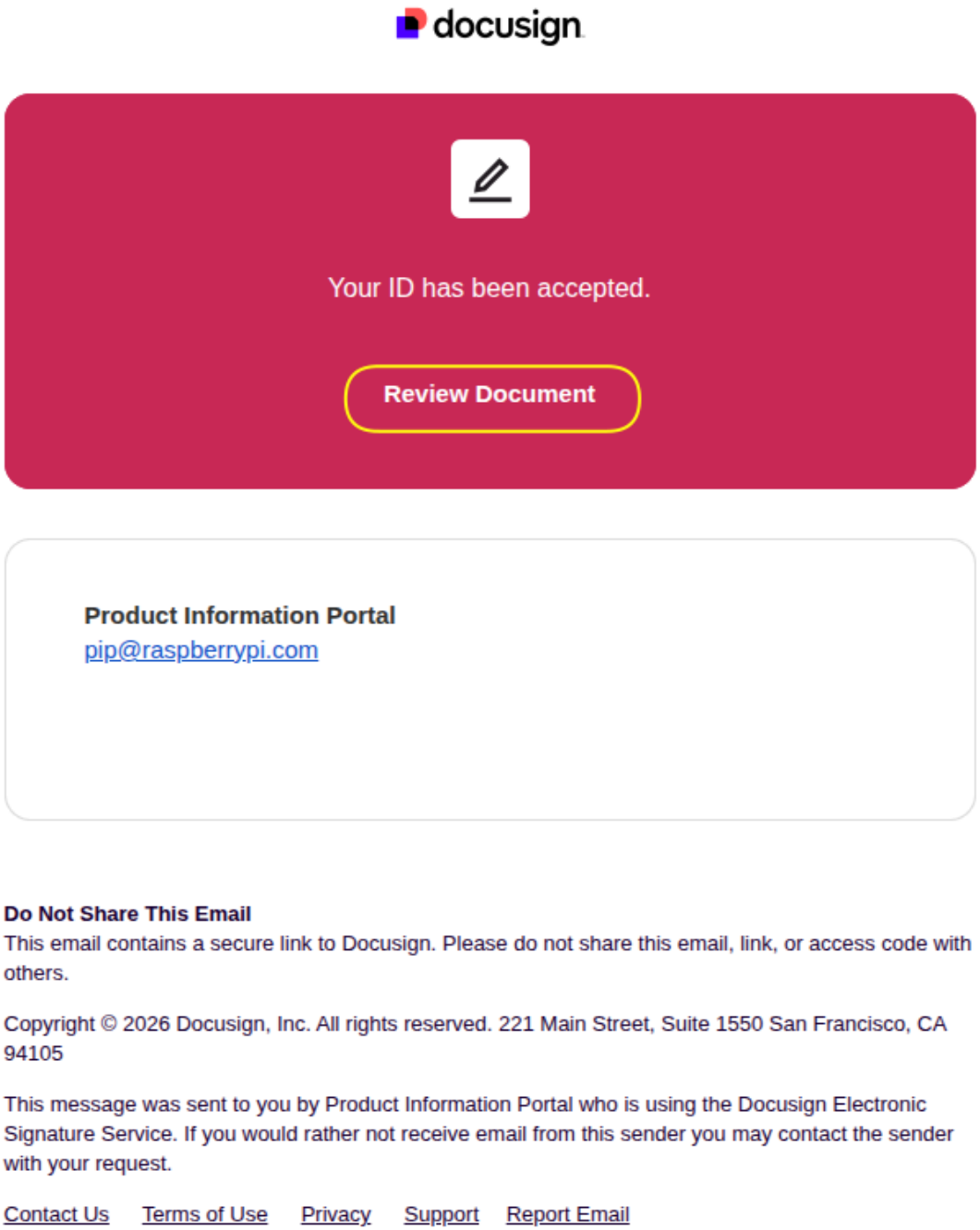
DocuSign processes the uploaded image and checks your identification document. This may take a few minutes. If the check fails, you will be asked to upload the document again. Keep trying.

Figure 15.
Identification sent for manual review. Taken from the DocuSign portal.



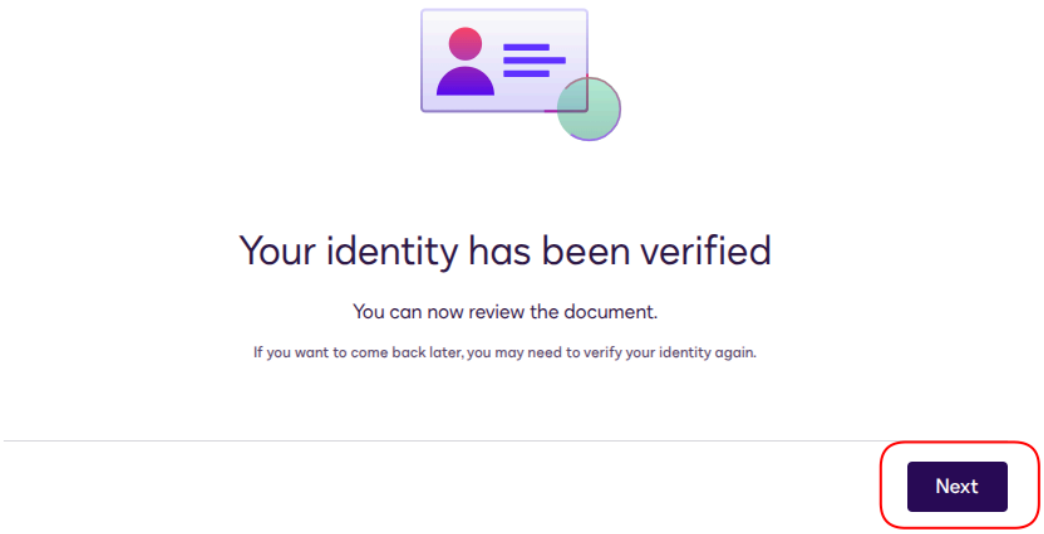
If the automated system cannot verify your ID, a notification is sent to the Raspberry Pi administrators, who will review your ID manually. DocuSign may need several attempts before it decides that it cannot complete the check automatically, so please keep trying.

Figure 16.
Email from DocuSign confirming that your ID has been accepted.



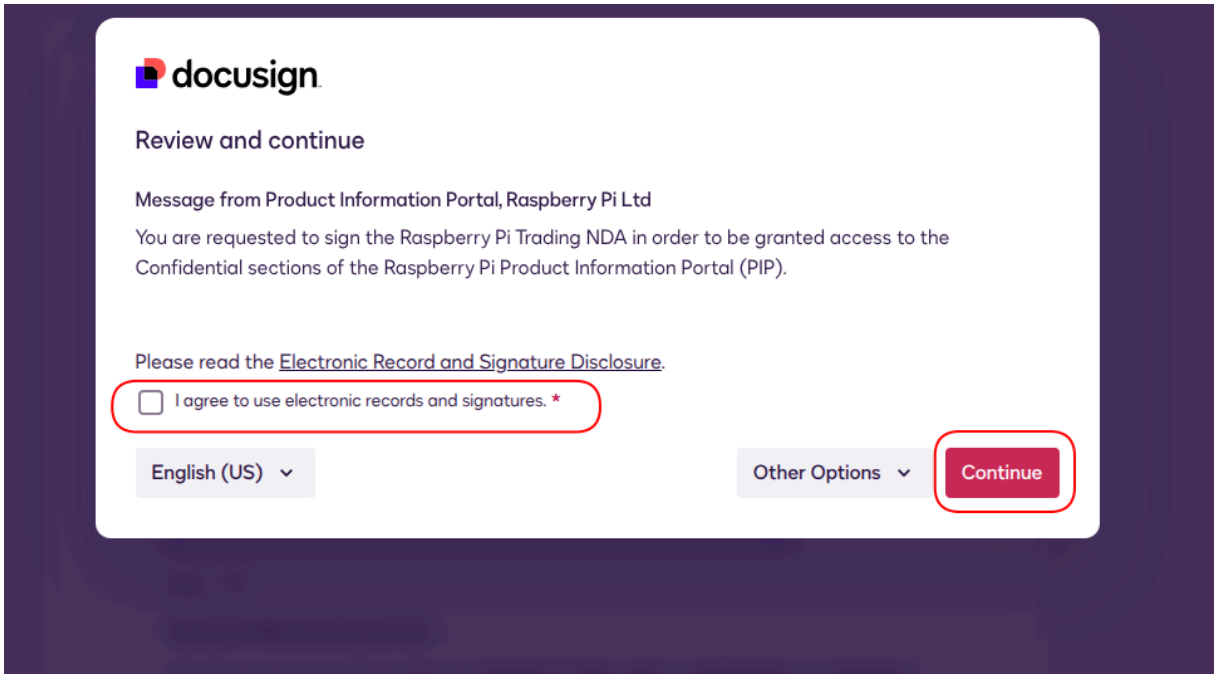
When the manual ID review is complete, DocuSign will send you an email. Click the 'Review Document' button in the email.

Figure 17.
Continuing the NDA process. Taken from the DocuSign portal.



When the manual review is complete, you are asked to continue the NDA process.

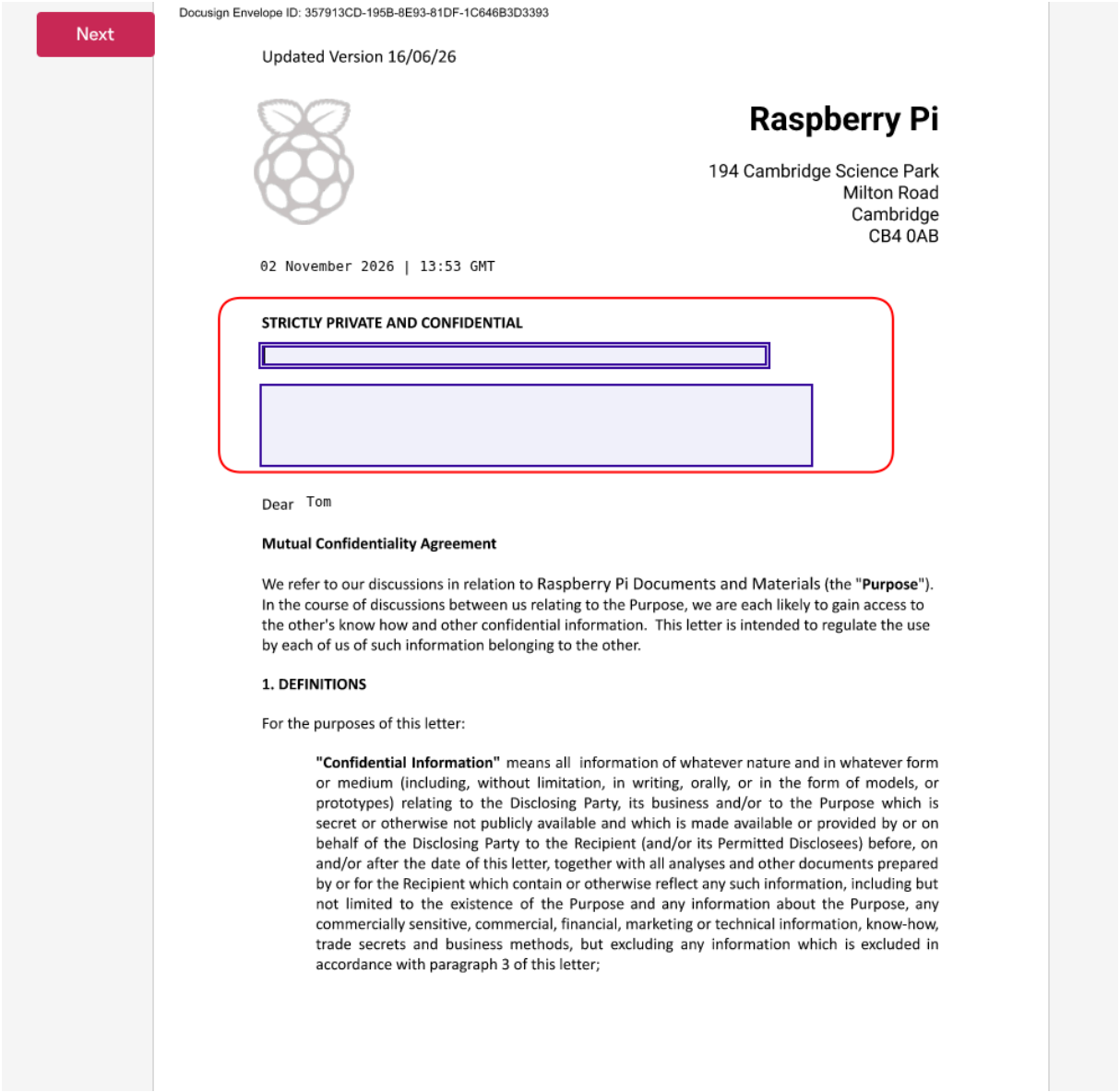
Figure 18.
Agreeing to use electronic records and signatures. Taken from the DocuSign portal.



Read the *Electronic Record and Signature Disclosure*, tick the box labelled 'I agree to use electronic records and signatures', then click 'Continue'.

Figure 19.

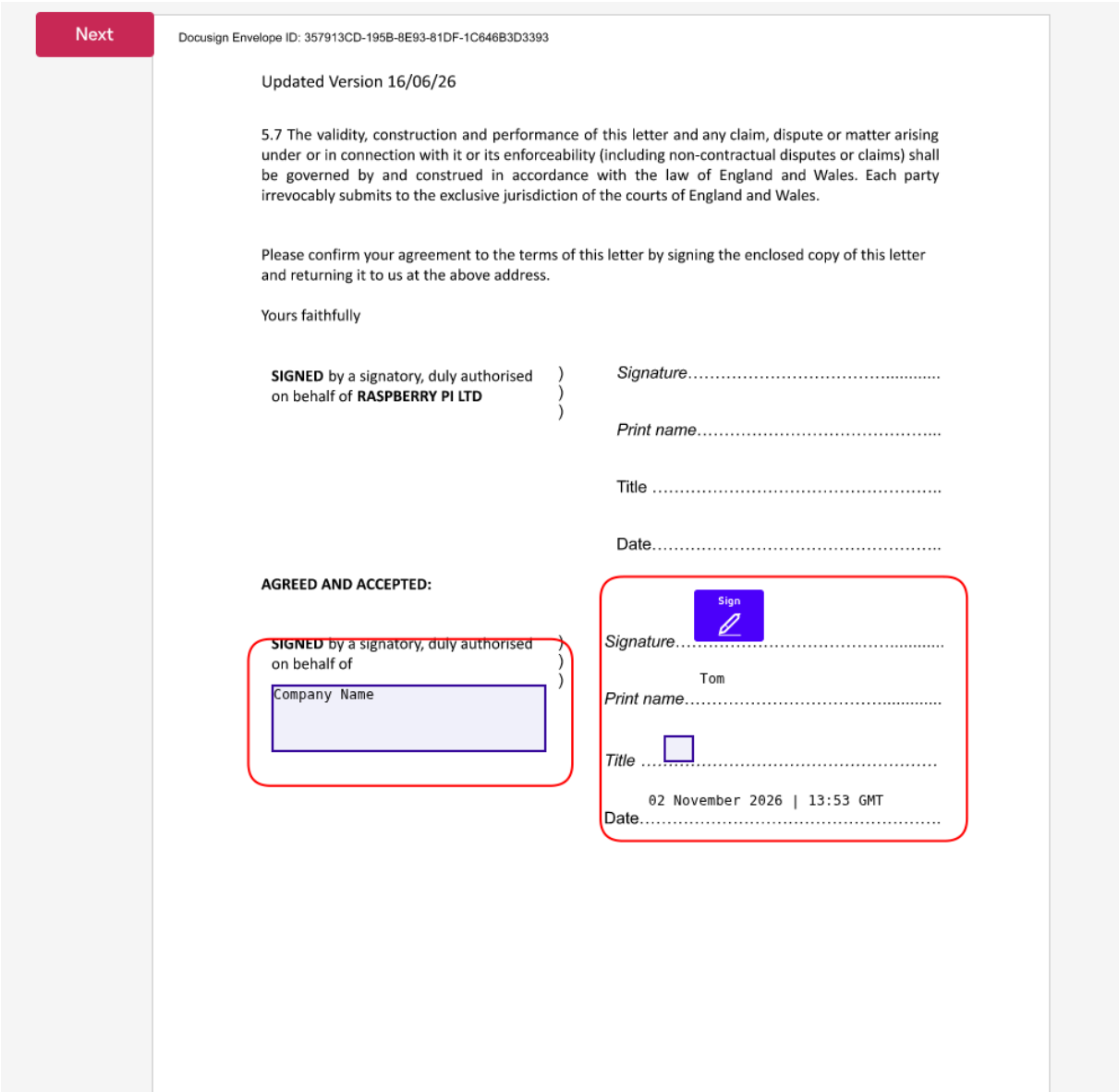
Completing the NDA. Taken from the DocuSign portal.



Complete the NDA by typing the required details into the text boxes. Click ‘Next’ to move between the fields to complete.

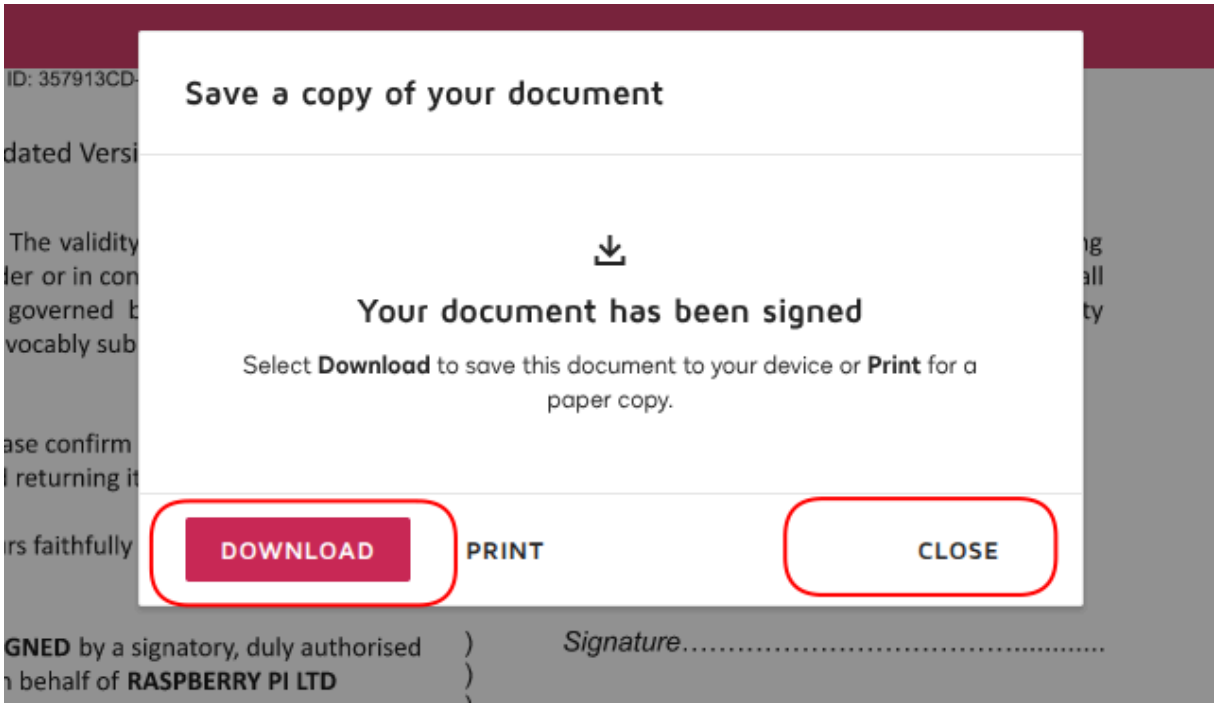
Figure 20.

Signing the NDA. Taken from the DocuSign portal.



Enter your company name and job title, then click 'Sign' to sign the NDA.

Figure 21.
Keeping a copy of the signed NDA. Taken from the DocuSign portal.



Keep a copy of the NDA for your records. You will also receive a copy by email. You will now be able to access the confidential documents from the Product Information Portal.

Contact us

To request support from our applications engineering team, please contact us at the following:

- Applications engineering: applications@raspberrypi.com
- Compliance: compliance@raspberrypi.com
- Product Information Portal (PIP): pip@raspberrypi.com



Raspberry Pi

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