



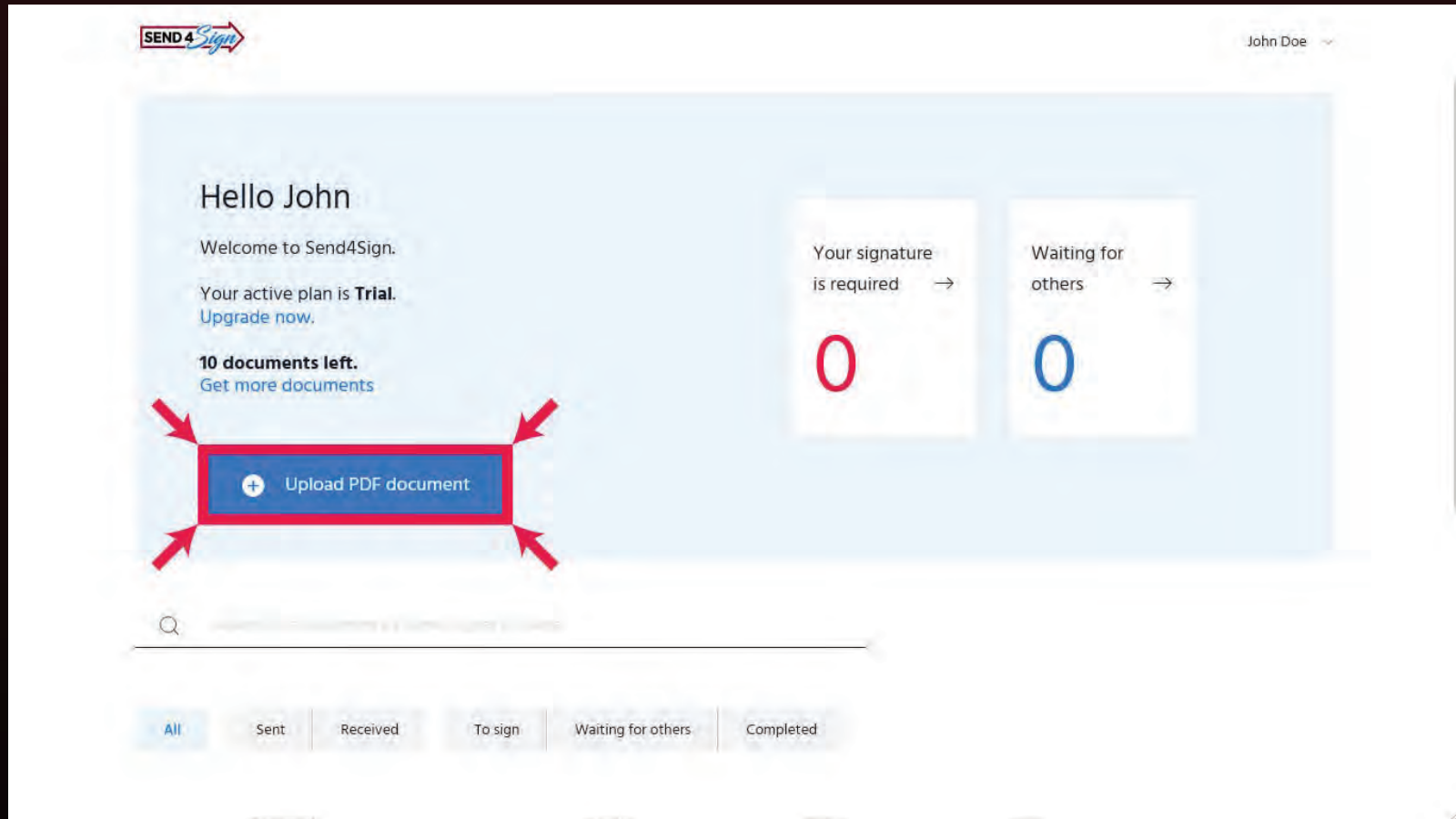
Welcome to Send4Sign!

Let's start with a quick guide to your new app.



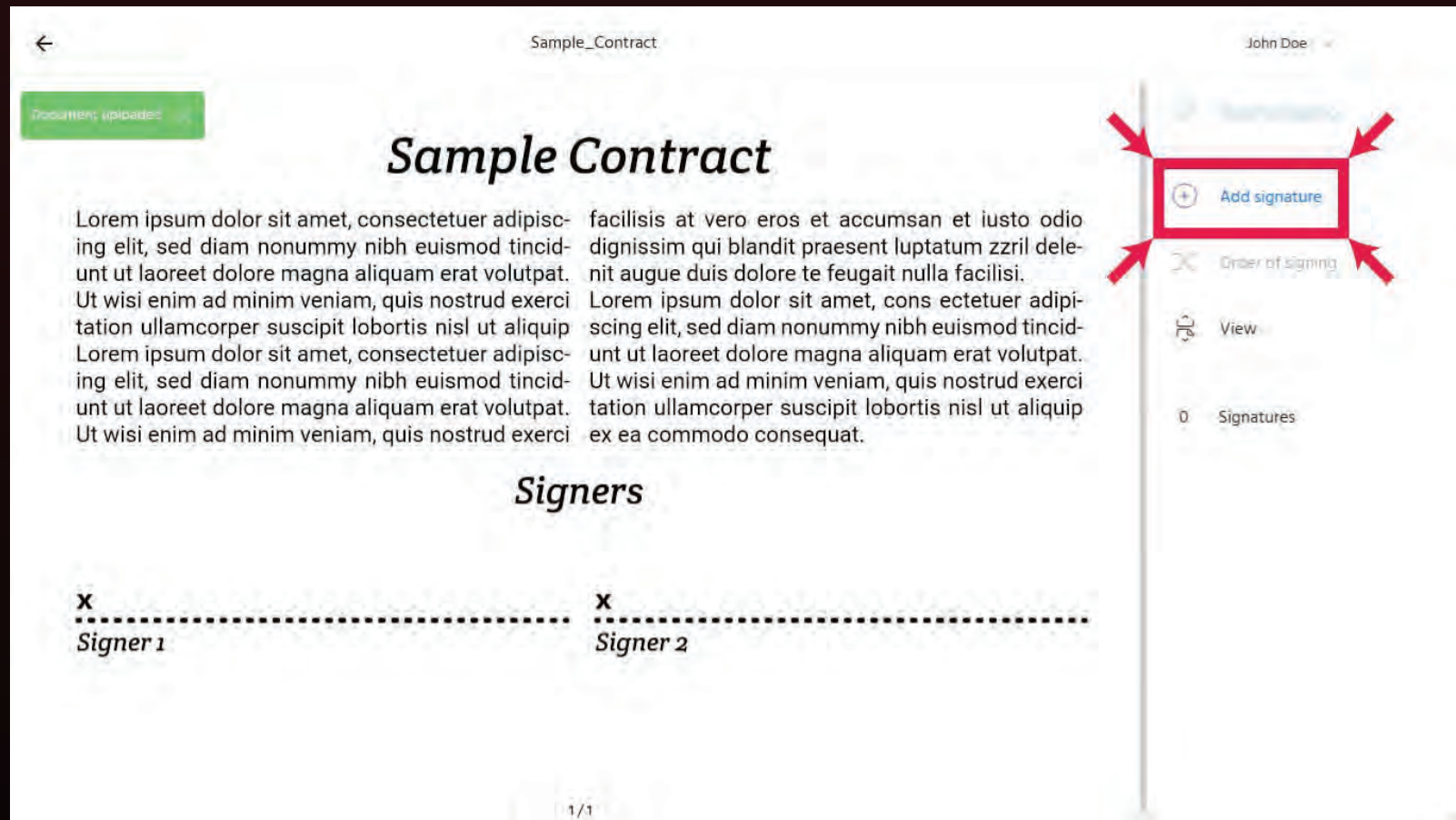
Sender's Experience

The Sender is a user that uploads a document, positions the needed signatures, chooses the signers, and sends it out for signing.



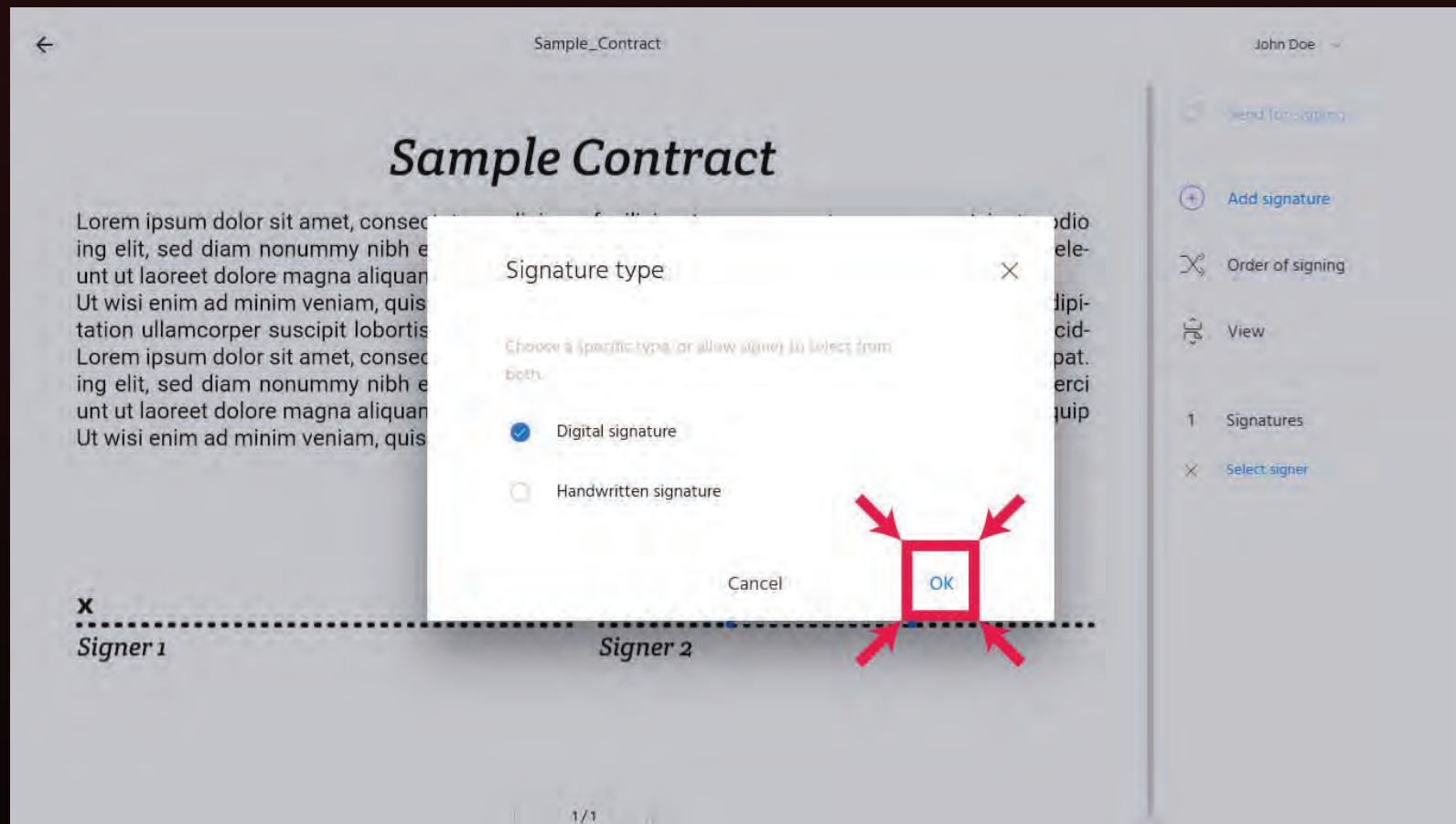
Dashboard

First thing you see when you log in to Send4Sign is the Status section of your dashboard. To begin signing, upload a document by clicking the upload button or dragging a PDF document onto the page.



Document View

At the very top of this page is the document name and your account name to the right. Below that are two areas: the document display and the document options panel. To start a new signing, click **"Add Signature"** in the panel.



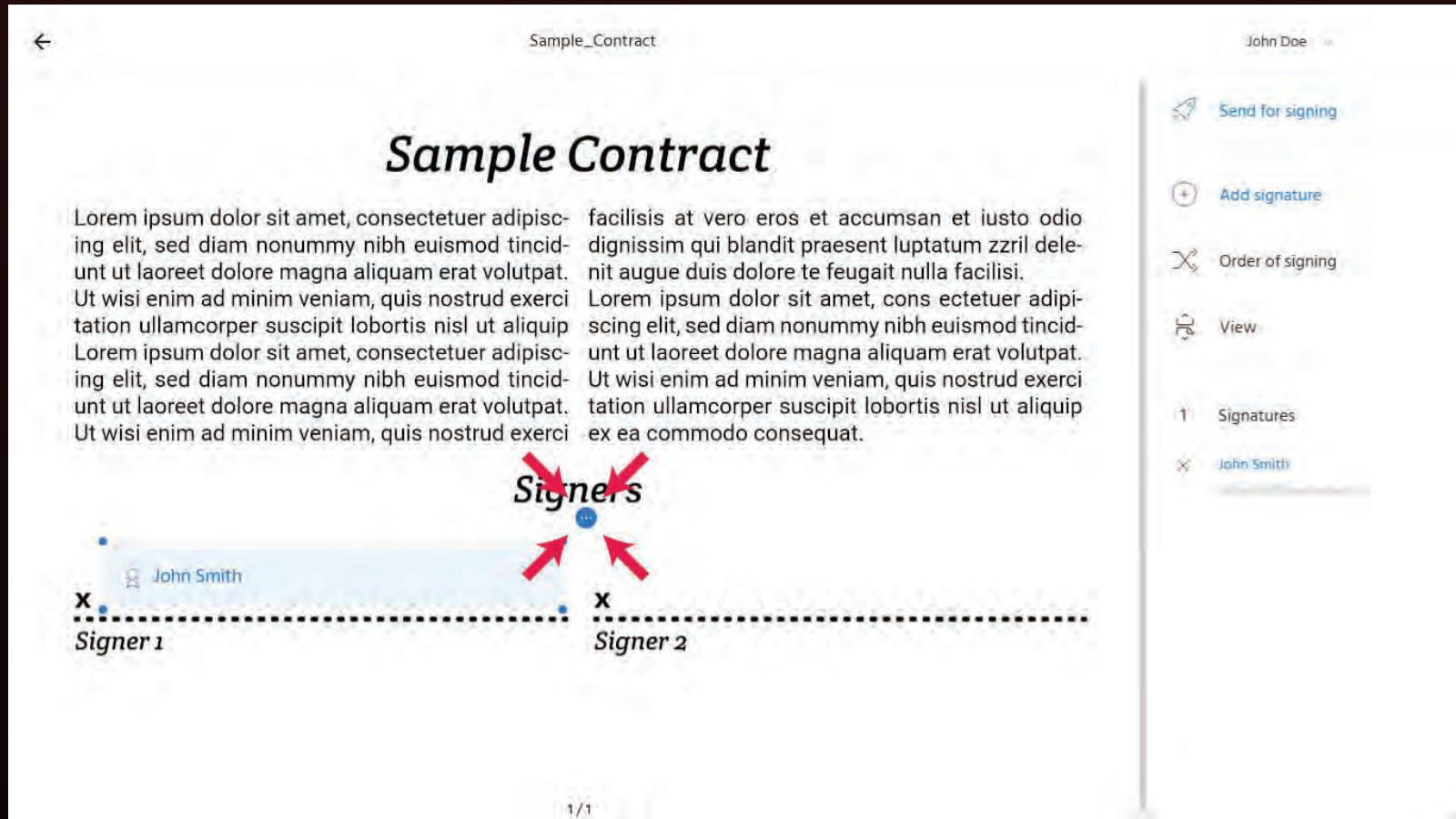
Add Signature

A window will pop up asking which type of signature you are requesting: handwritten, digital, or both. Add a checkmark next to each type that you are allowing. If you want the signer to decide which type of signature they will provide, then check both options and click **"OK."**



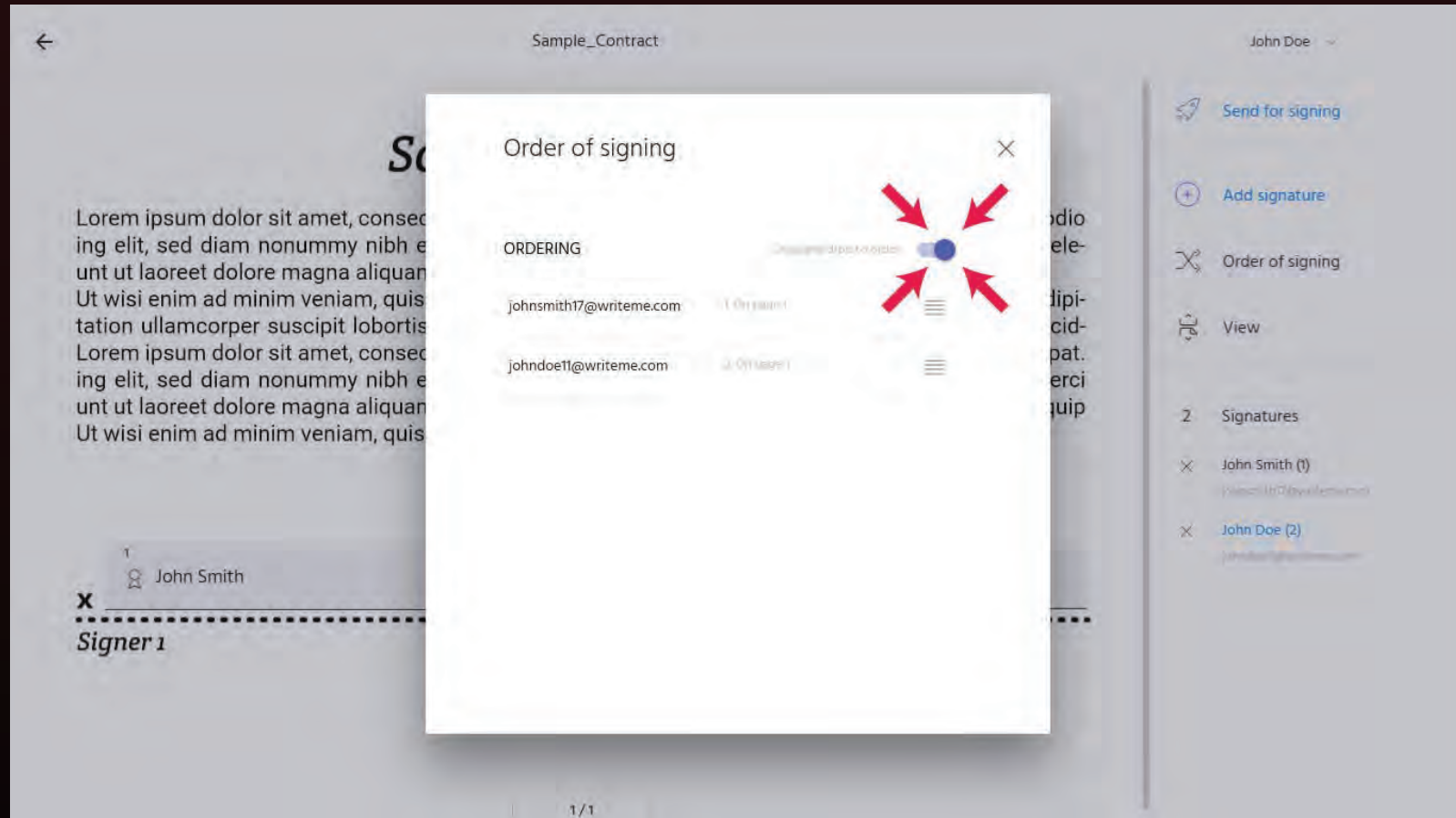
Select Signer

You will be shown a new pop-up window with a list of Send4Sign users that you have already contacted. You can select from this list or enter an email address into the search field. If no account exists for that address, click the **"Add new user"** link that will display to invite them to sign the document.



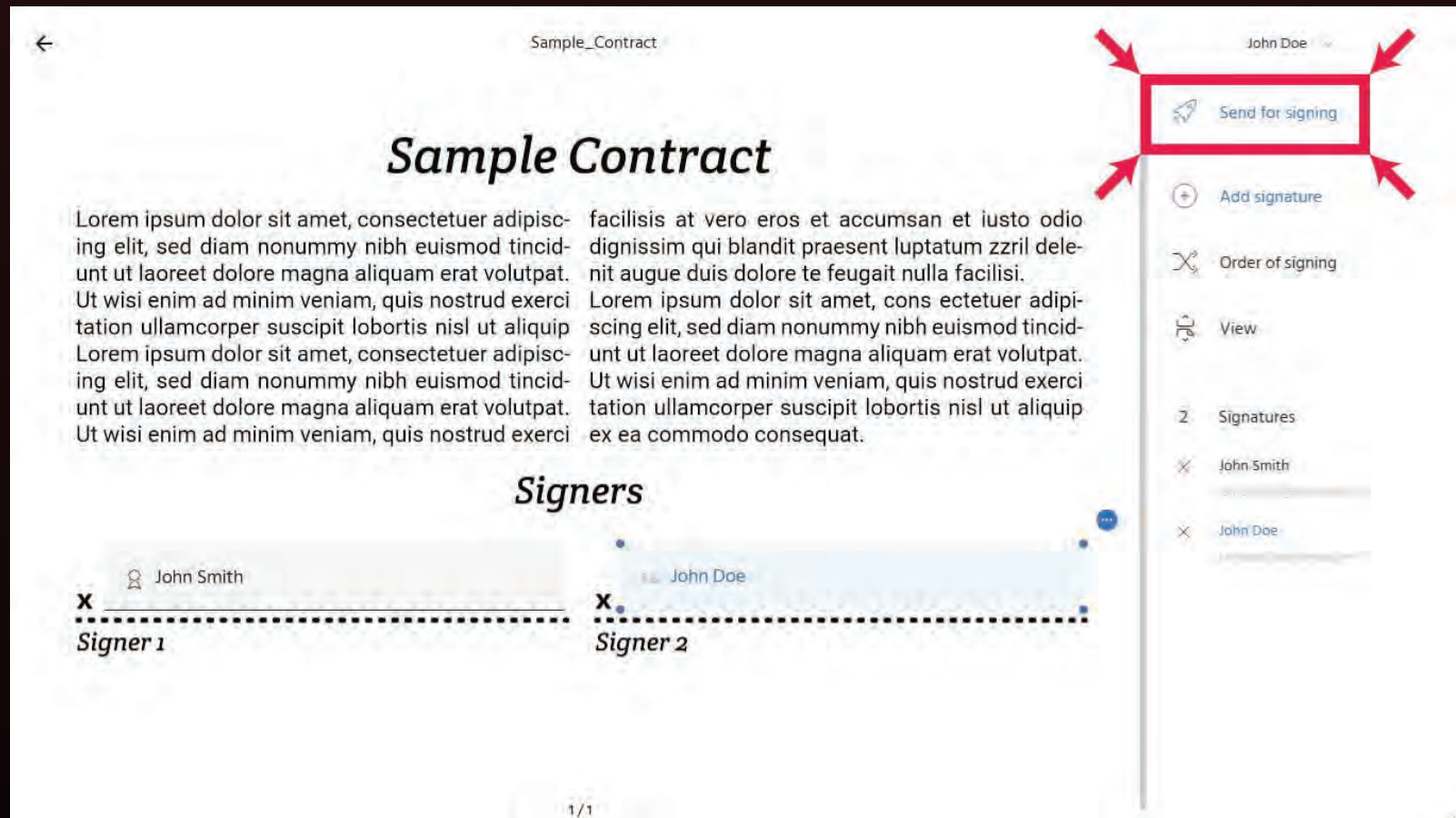
Place Signature Box

Drag the signature box to the appropriate place in your document and adjust its size by using the corner handles. To change the signature box properties, change the signer, or to remove the signature box, click the signature options (...) control.



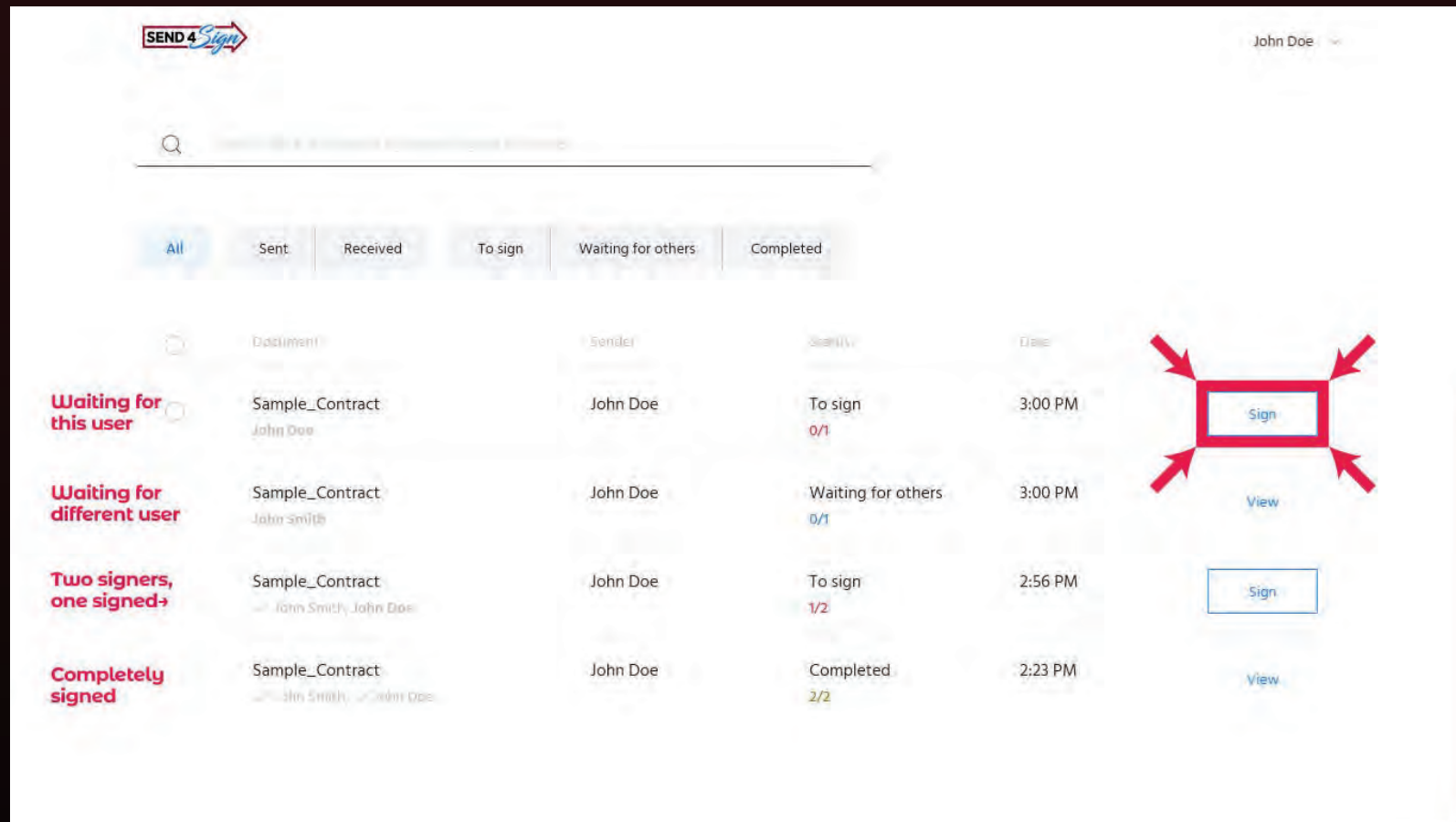
Order of Signing (optional)

If you have more than one signer, you might want to set the signing order. In the options, click **“Order of signing.”** Then, turn **“ORDERING”** on, and re-order the list below by dragging the items with their three bar controls.



Send for Signing

When your document is ready, click the **"Send for signing"** link at the top of the document options panel. You will be asked to confirm and then your document will be sent off to be signed.



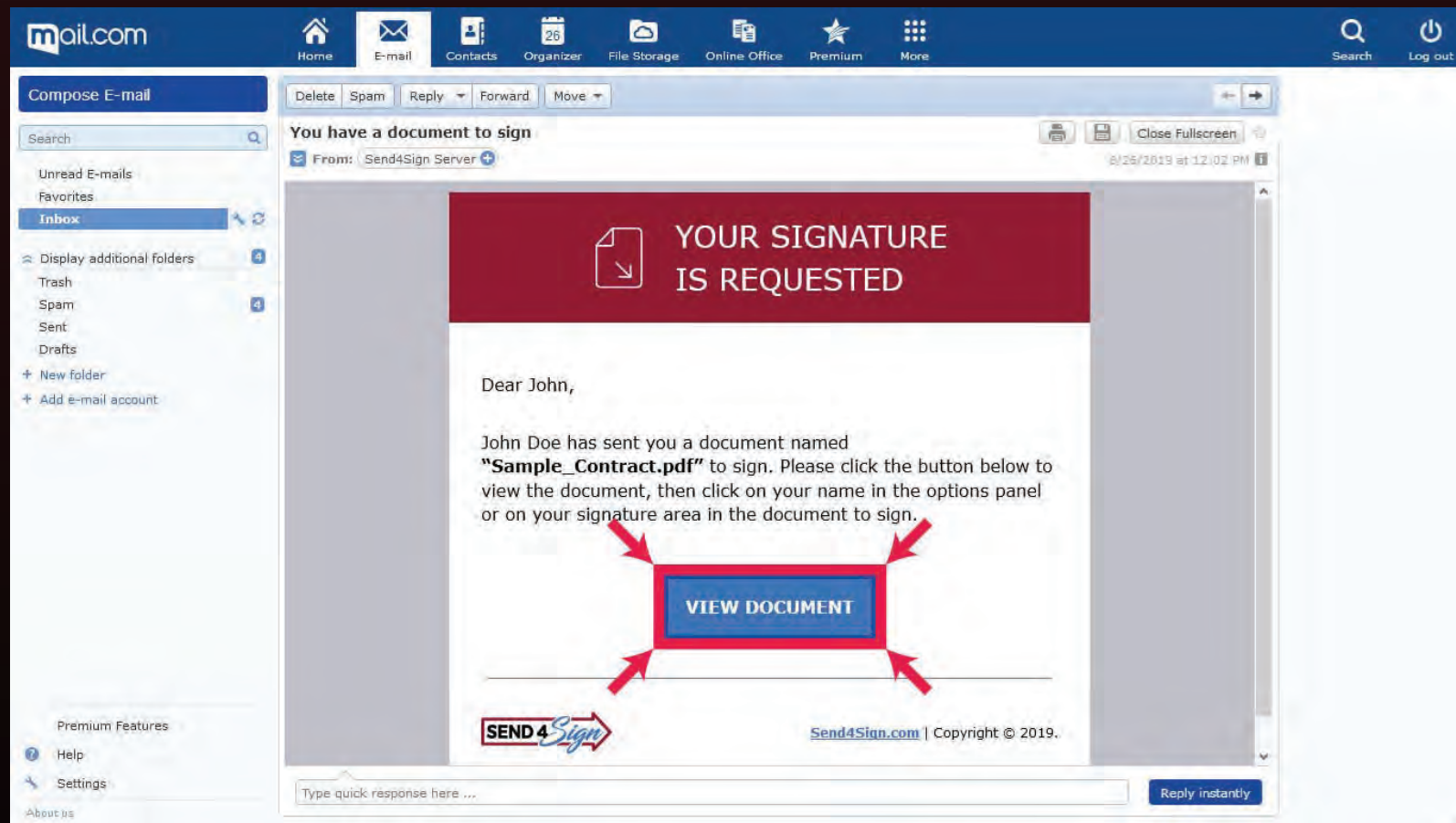
Documents List

Below the status area on your dashboard is a list of all your documents, with buttons to filter the list by status. When you receive a new document to sign, it will also appear here. Click anywhere on a document's row to view or sign it.



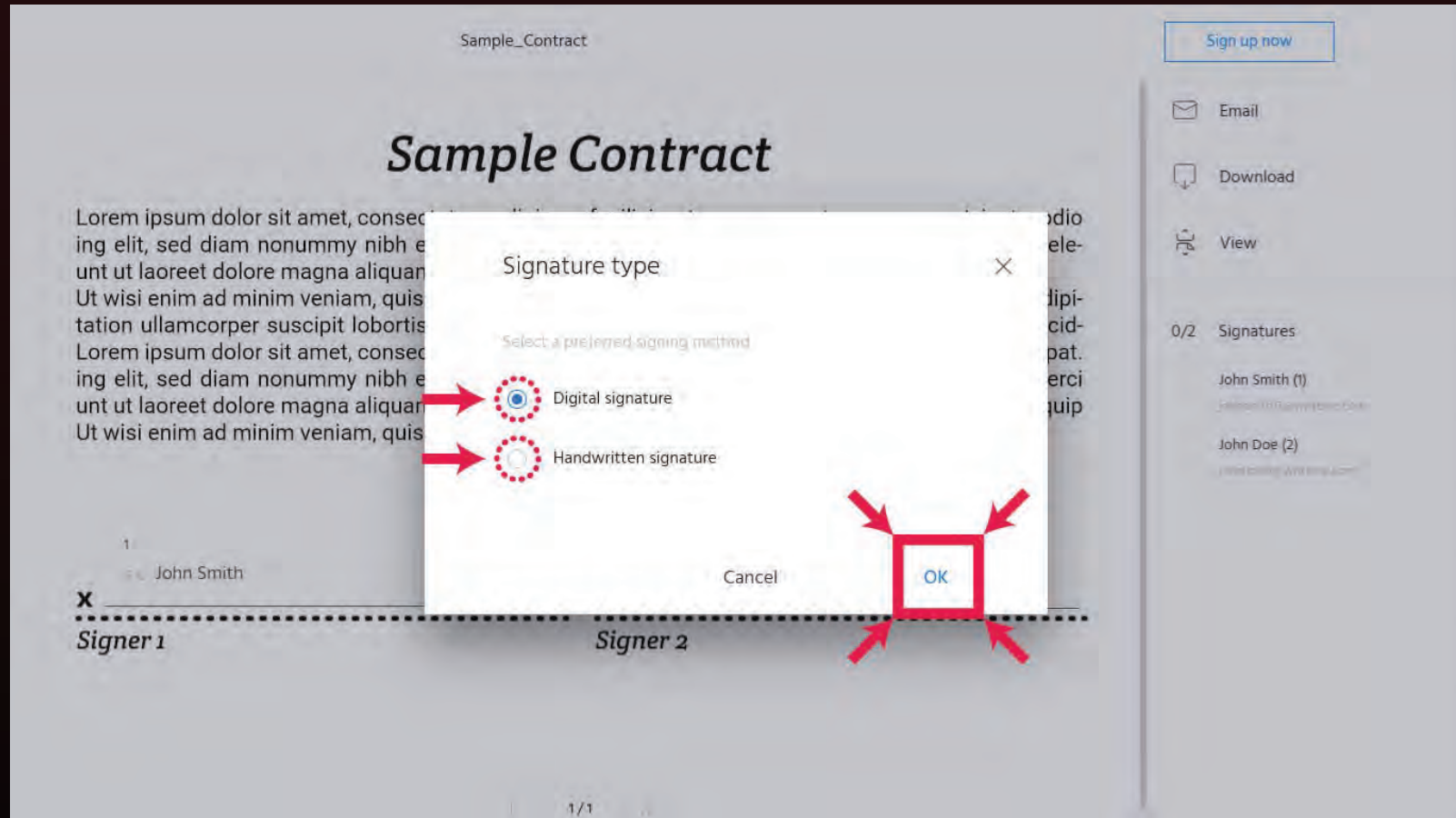
Signer's Experience

A Signer is anyone that receives a Send4Sign document to sign.
You do not need to be a registered Send4Sign user to be a Signer.



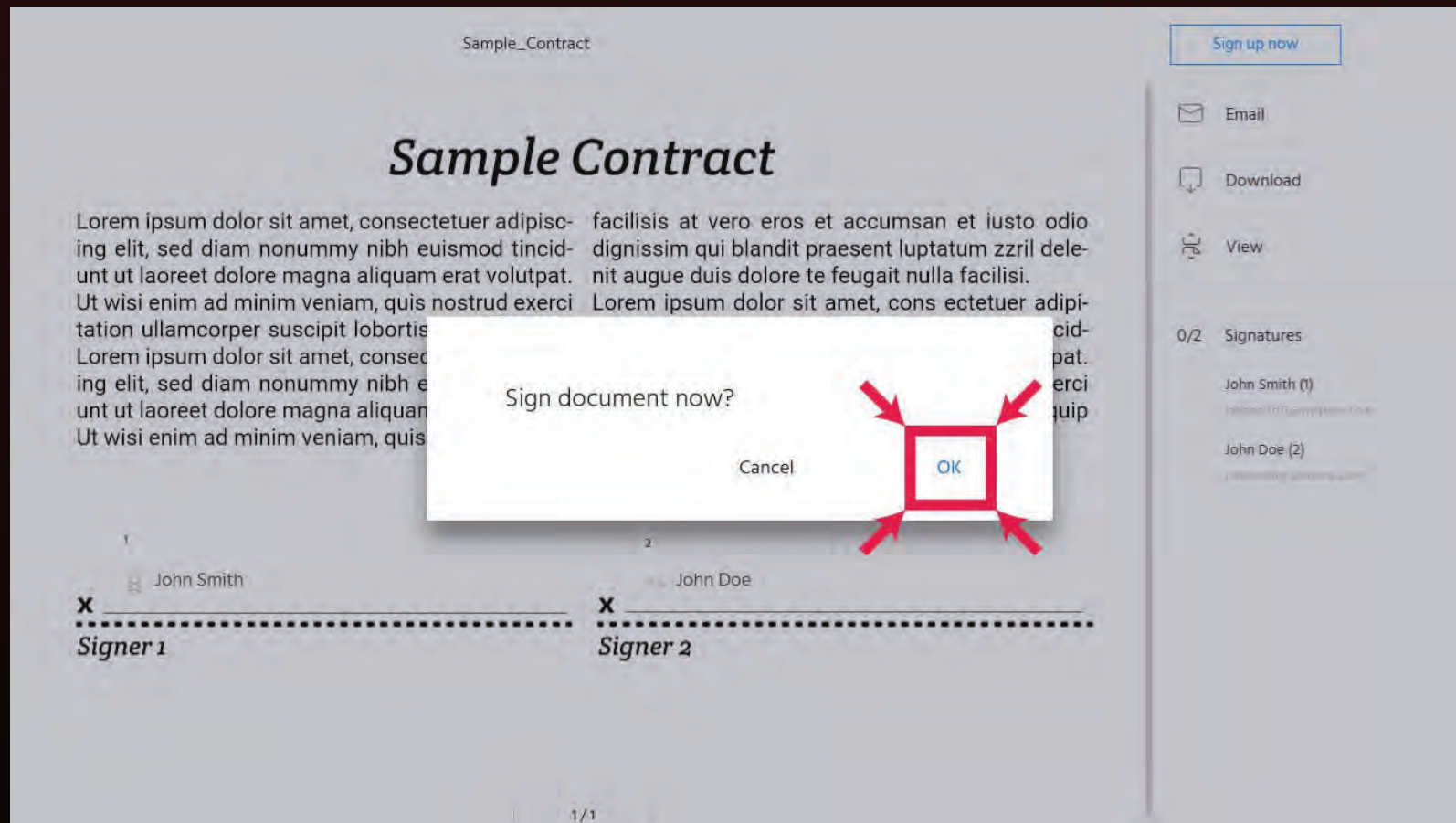
Invitation to Sign

Signers receive emailed invitations which give the Sender's registered name and the name of the file. Click **“View Document”** to open the document, read it and then sign.



Choose Signature Type

After the document opens, click on your name in the document options panel. You may see a window pop up for **“Signature type.”** The Sender is allowing you to choose how you will provide your signature. Select the type and click **“OK.”**



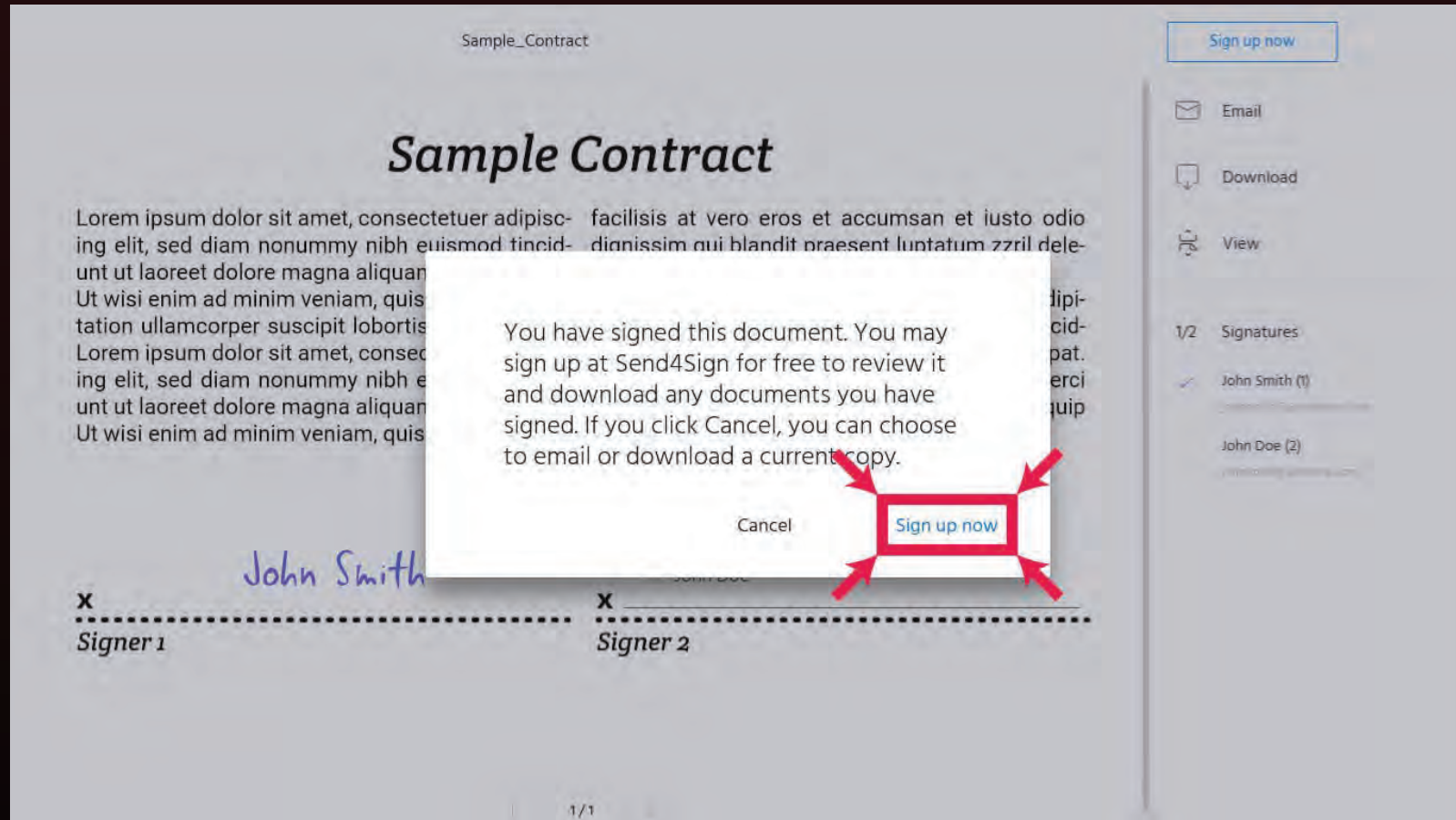
Digital Signature

For a digital signature, a window will pop up that asks, **“Sign document now?”**
Click **“OK”** to sign. You can continue to the next signature box, if your name appears more than once in the document options panel.



Handwritten Signature

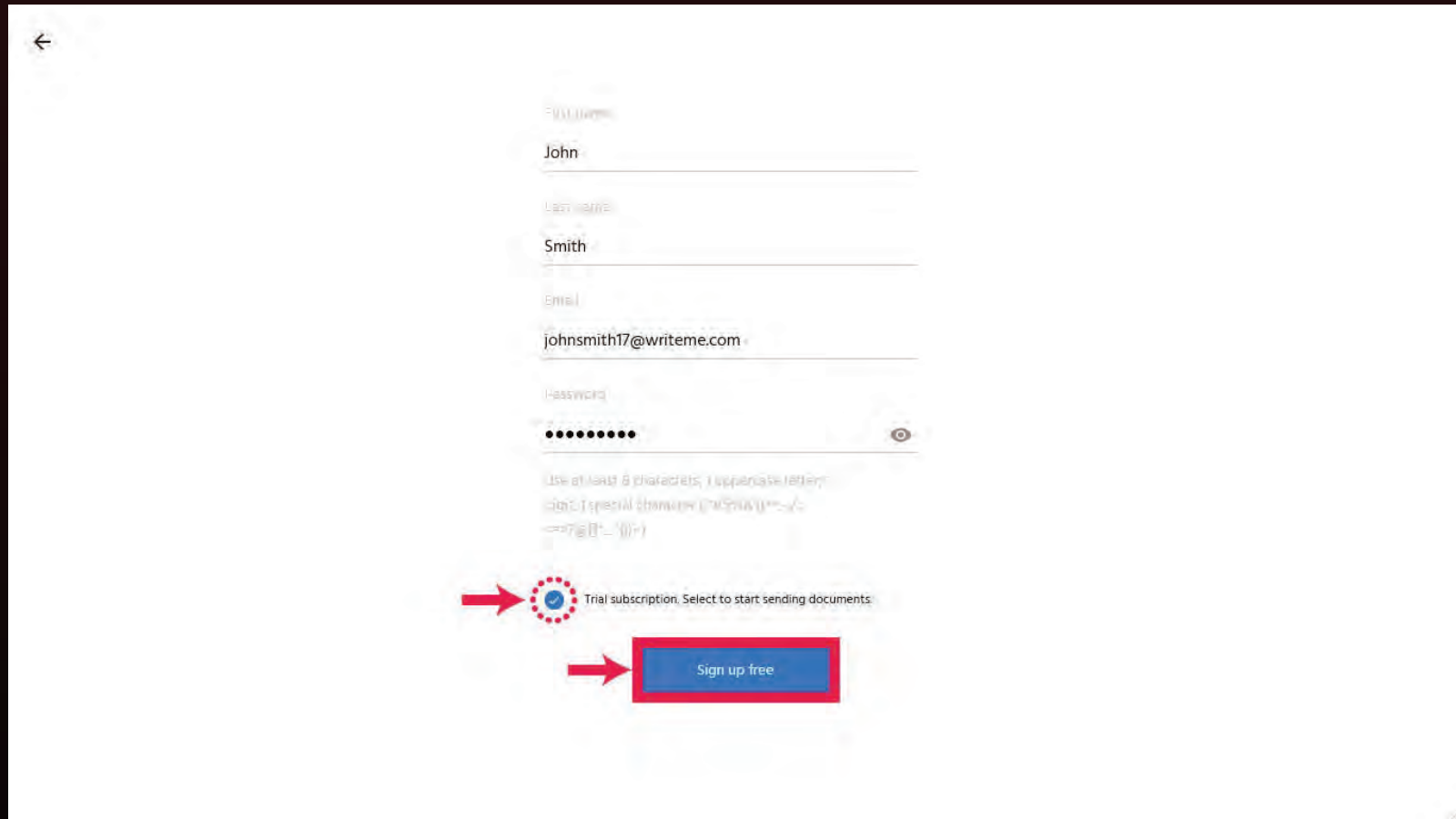
For a handwritten signature, you can use a touchscreen, mouse, stylus, or a Scriptel signature pad. Click **“Confirm”** to complete the signature.



Sign Up Now

When you are done signing, you can create a free registration.

No credit card is needed. You will only be asked for one if you decide that you want to start on a subscription plan.



Register for Send4Sign

The registration page is simple: set a password and you'll be able to view any documents you have signed. Remember to click the **“trial subscription”** checkbox to receive ten document credits so you can start sending out your own documents for signing immediately.