

Signature

GroupDocs Signature allows you to put together a package (an envelope) of documents that others can then sign electronically. It has endless uses, for example collecting signatures for NDAs, staff handbooks or new contracts.

Open Signature App

Create an envelope

Add documents

Prepare email

Send

1 Select Signature from the Apps menu

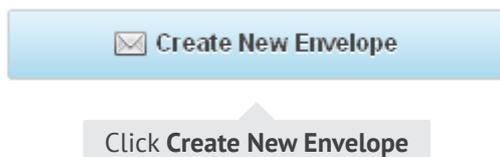


Click **Apps**

Select **Signature**

The **Signature Home page** appears

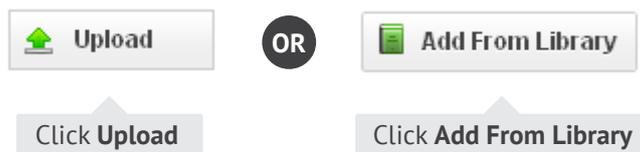
2 Create an envelope



Click **Create New Envelope**

Enter a full name into your profile before sending documents for signing or your name will not appear in the interface.

3 Add documents (Repeat until you've added all the documents you want to include.)



Click **Upload**

OR

Click **Add From Library**

To add from the library, click the node of the document , not just the document name.

4 Add recipients and prepare the email



Click **Add Me** to add yourself as a signatory

OR

Click **Add Email** to add other signatories or CCs

Click **Add Email Settings** to enter a subject and a message

You can open any dialog again to edit before you send.

5 Send Envelope



Click **Send**

If your signatories don't have an account, they are asked to create one before logging in to sign the document. You are informed by email once a document is signed.

Now just wait for the signatures to arrive. You'll get an email when someone signs.