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

The Signature Home page appears

Click Apps

Sellect Signature

2

3

Create an envelope

Enter a full name into your proﬁle before sending

documents for signing or your name will not

appear in the interface.

Click Create New Envelope

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

To add from the library, click the

node of the document , not just

the document name.

OR

Click Upload

Click Add From Library

4

5

Add recipients and prepare the email

You can open any

dialog again to edit

before you send.

OR

Click Add Me

to add yourself as

a signatory

Click Add Email

to add other

signatories or CCs

Click Add Email Settings

to enter a subject and a

message

Send Envelope

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.

Click Send

