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Signature

Signature

Signature. Upload the document and specify what you want to sign.

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[https://support.docusign.com/s/document-item?bundleId=ulp1643236876813&topicId=dyh1578456260672.html&\\_LANG=en\\_US](https://support.docusign.com/s/document-item?bundleId=ulp1643236876813&topicId=dyh1578456260672.html&_LANG=en_US)) guide.

Sending documents

Here's a video on sending documents to get you started:

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eSignature Basic Terminology  
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Sending steps

The steps for creating and sending a document for signature are as follows:

**Sending Documents for Signature**  
 (https://support.docusign.com/s/document-item?bundleId=ulp1643236876813&topicId=lak1578456412477.html&\_LANG=enus)

**Products** (https://support.docusign.com/s/document-item?bundleId=ulp1643236876813&topicId=gso1578456465211.html&\_LANG=enus)

1. [Start an envelope](#)

(https://support.docusign.com/s/document-item?bundleId=ulp1643236876813&topicId=gso1578456465211.html&\_LANG=enus). You can start with a new envelope, use a template stored in DocuSign, or finish a previously saved draft.

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4. [Add messages](#) (https://support.docusign.com/s/document-item?

[bundleId=ulp1643236876813&topicId=mpf1578456350875.html&\\_LANG=enus](#)). Enter the email subject and message details for your recipients.

5. [Advanced options](#)

(https://support.docusign.com/s/document-item?bundleId=gbo1643332197980&topicId=tfm1578456367923.html). Set special recipient privileges, reminder settings, and expiration options.

6. [Add fields](#) (https://support.docusign.com/s/document-item?

[bundleId=ulp1643236876813&topicId=odn1578456409392.html&\\_LANG=enus](#)). Add fields for each recipient to collect signatures and other information like title and date signed.

7. [Preview and send](#)

(https://support.docusign.com/s/document-item?bundleId=ulp1643236876813&topicId=oeg1578456408976.html&\_LANG=enus). Review your field setup and send the envelope to your recipients.

If you include yourself as a signer, after you send the envelope, you can start the signing process from within your account. For more information, check out the [Sign a Document](#)

(https://support.docusign.com/s/document-item?bundleId=ulp1643236876813&topicId=dyh1578456260672.html&\_LANG=enus) guide.

Using templates

Products (https://support.docusign.com/s/document-item?bundleId=ulp1643227563338&topicId=dqj1578456412286.html) for more information about using templates, check out the [Working with Templates](https://support.docusign.com/s/document-item?bundleId=xry1643227563338&topicId=dqj1578456412286.html) (https://support.docusign.com/s/document-item?bundleId=xry1643227563338&topicId=dqj1578456412286.html) guide

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English (US) ▼

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