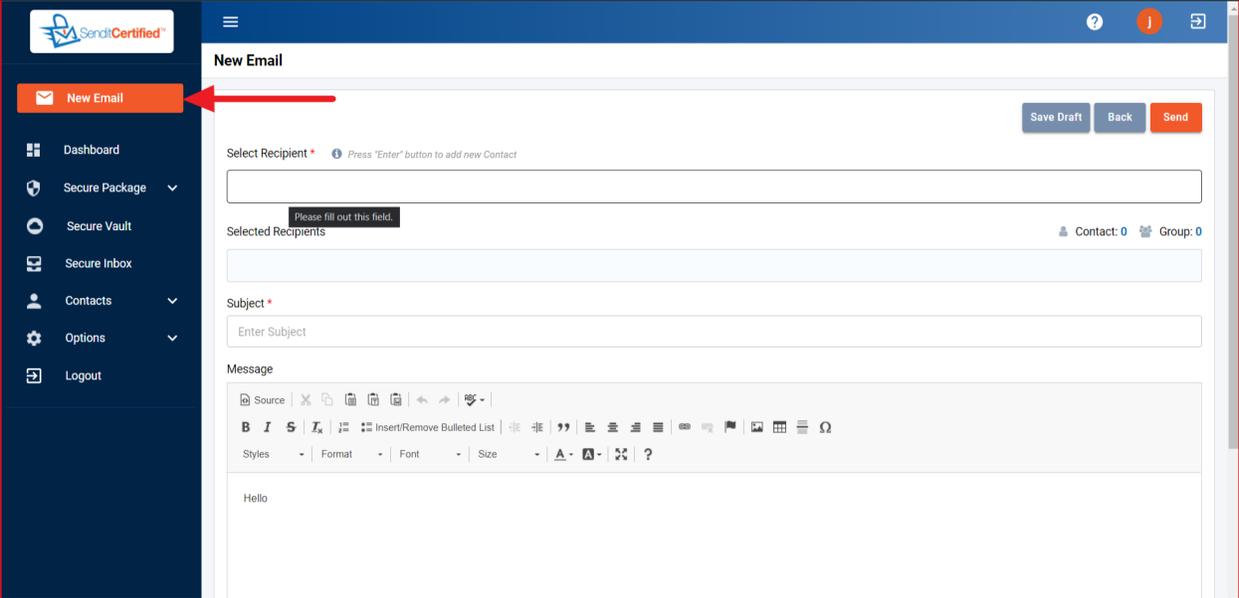
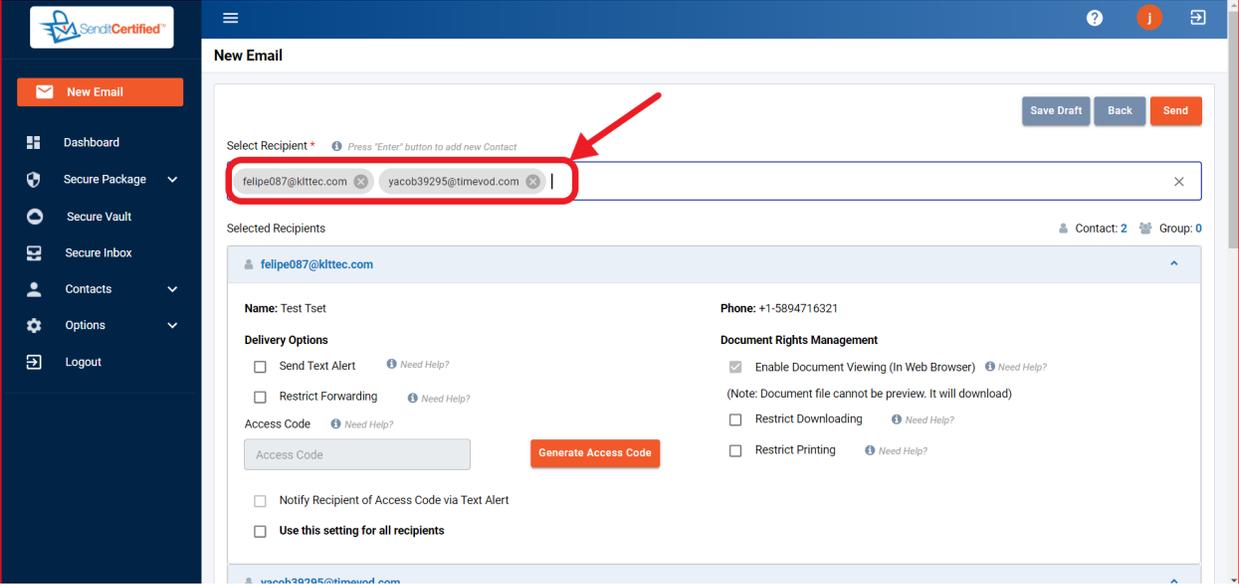


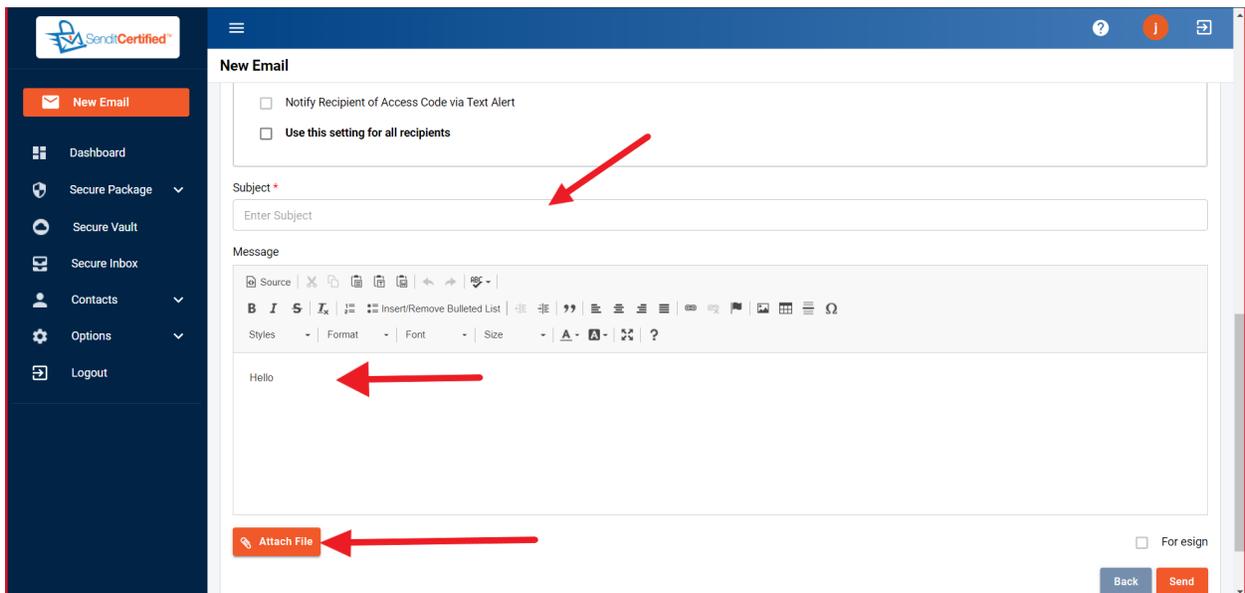
How To Send a SecureSignature Secure Message to Multiple Recipients?



1) Login to your account & click on “New Email” from the side navigation bar.



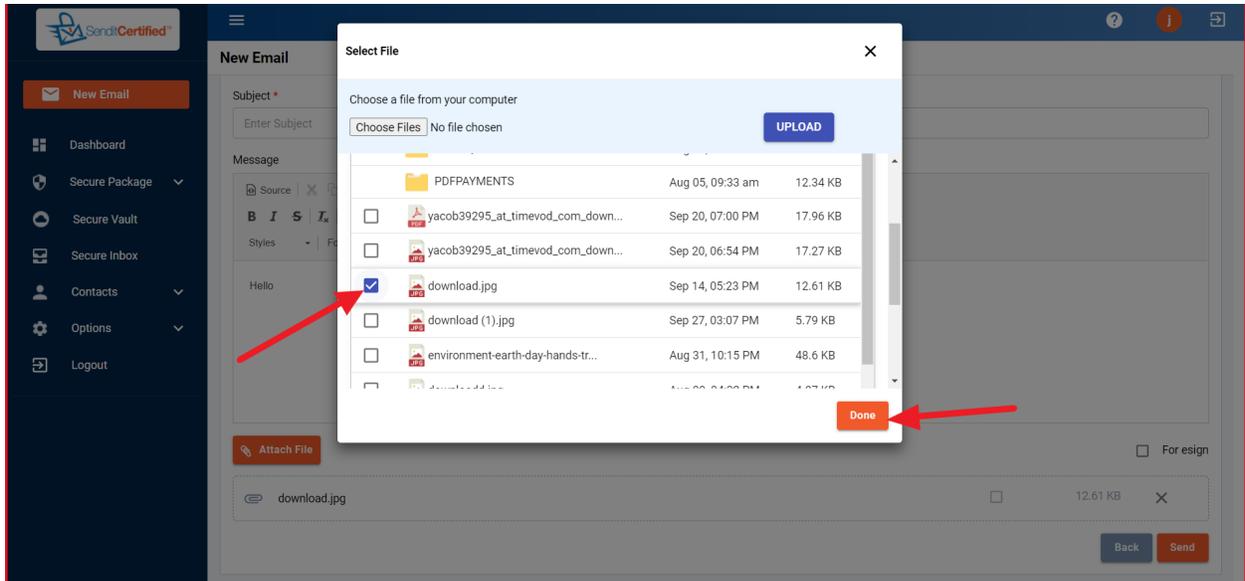
2) Choose recipients from the input .after choosing the "Recipient", their information will appear. If you wish to add more recipients, select more at this time.



3) First enter a subject in subject input.

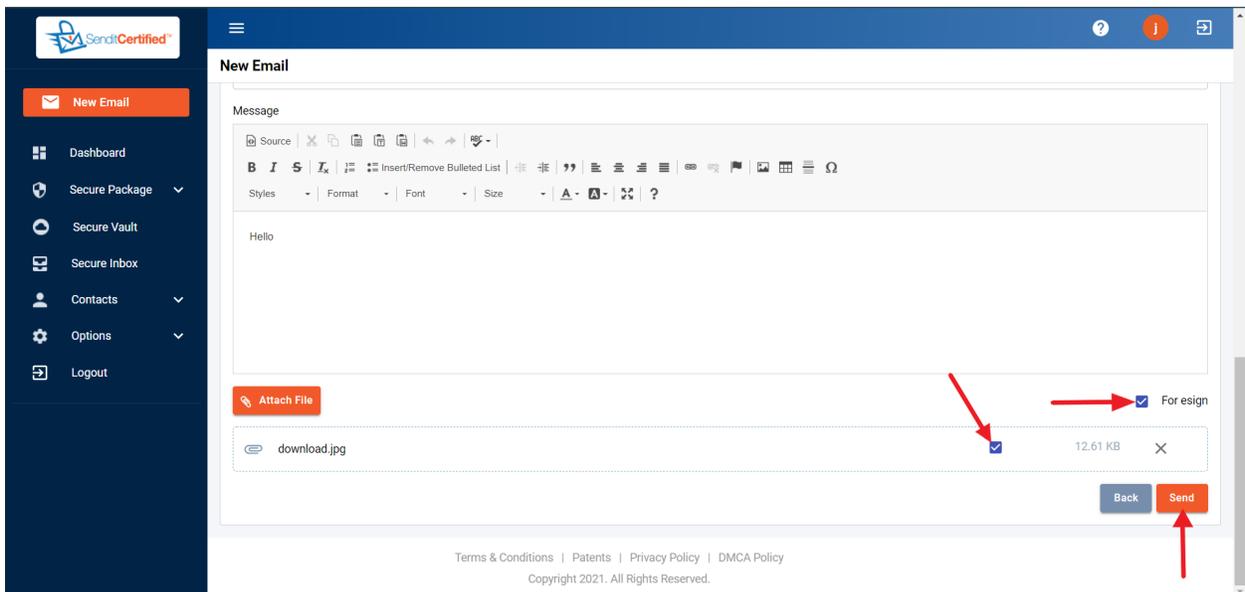
4) Enter the message in the message body.

5) After that click on the "Attach File" button to attach a file.



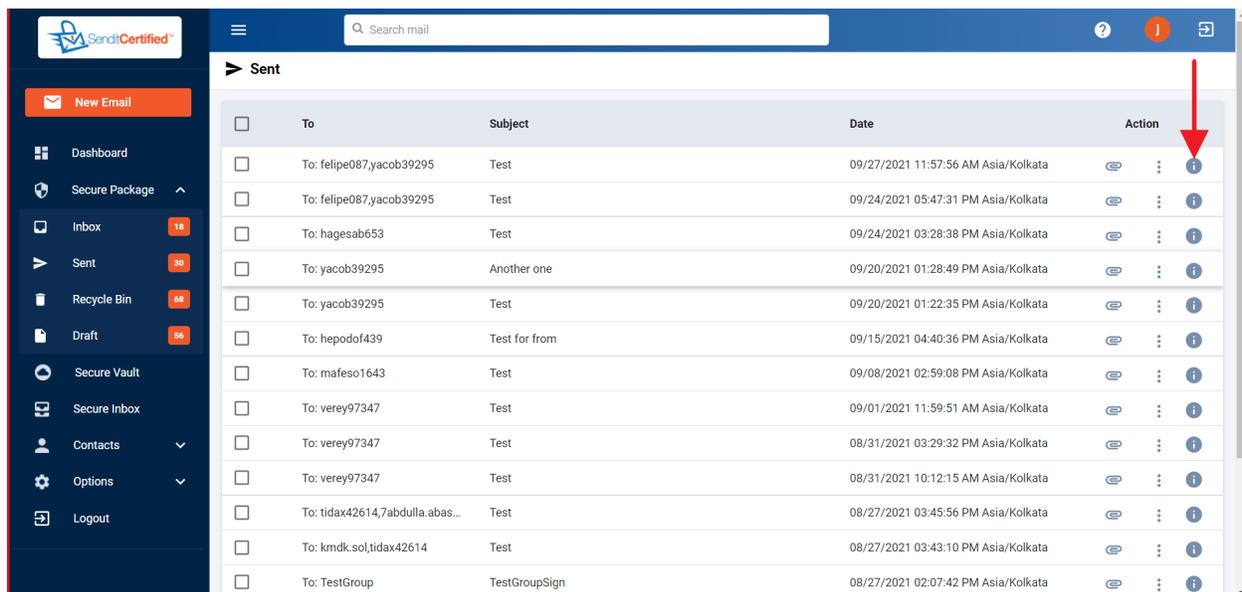
6) After clicking on the attach button you will see the popup, select the attachment.

7) After selecting, click on "Done".

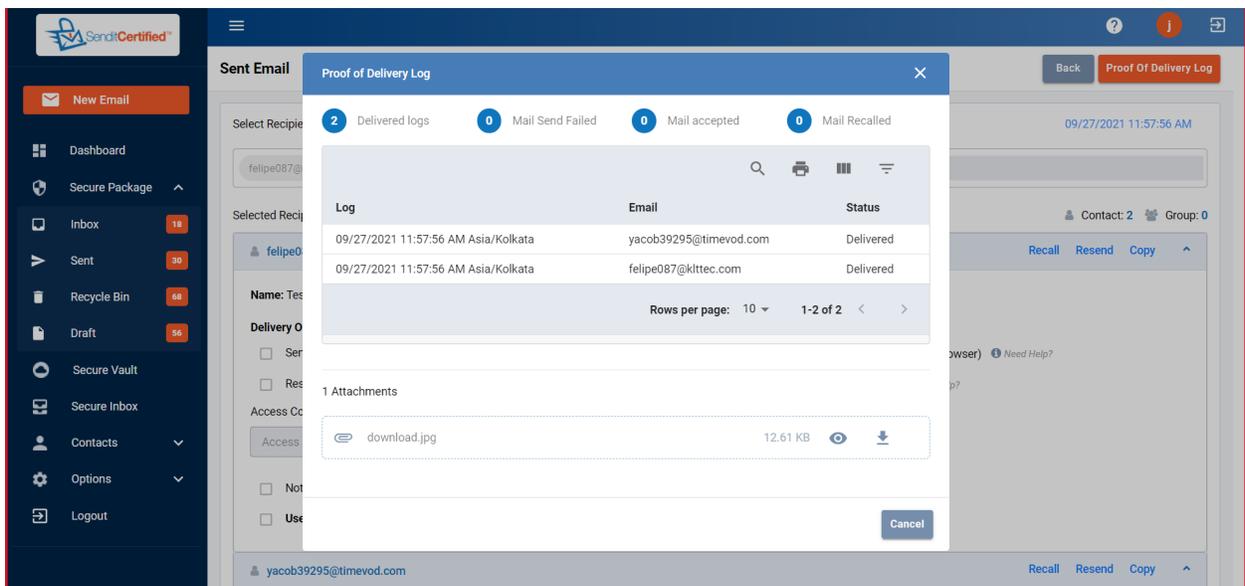
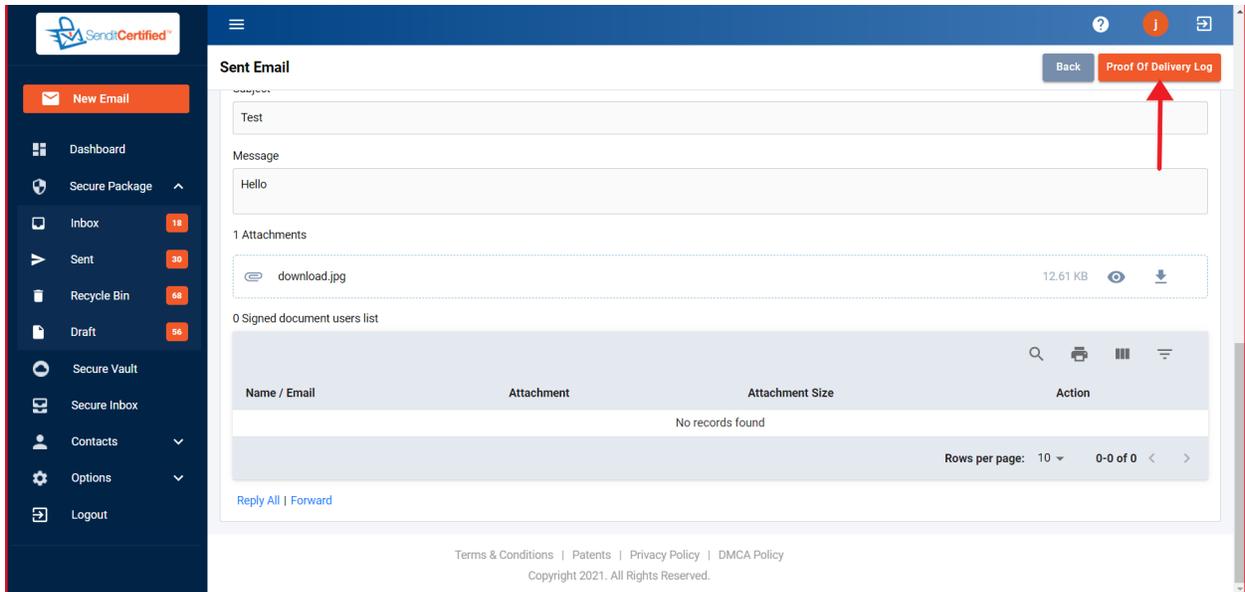


8) Click on “For esign” check box after that, there will be a check box on the attached document which are supported for esign, check the document which you want to send as esign & uncheck the document which are not required for esign.

9) Click on “send” button to send the mail.



10) In the sent box you can check the proof of delivery log of the sent mail by clicking on the “i” Icon in the action column. After that click on the row in which your message has been sent.



11) After clicking, You will see the “Sent Email” screen in this also you can check the proof of delivery log by clicking the “proof of delivery log” button.

12) When the recipients have signed the document, the signed copy of the document is saved to your SecureVault and is emailed to each recipient.