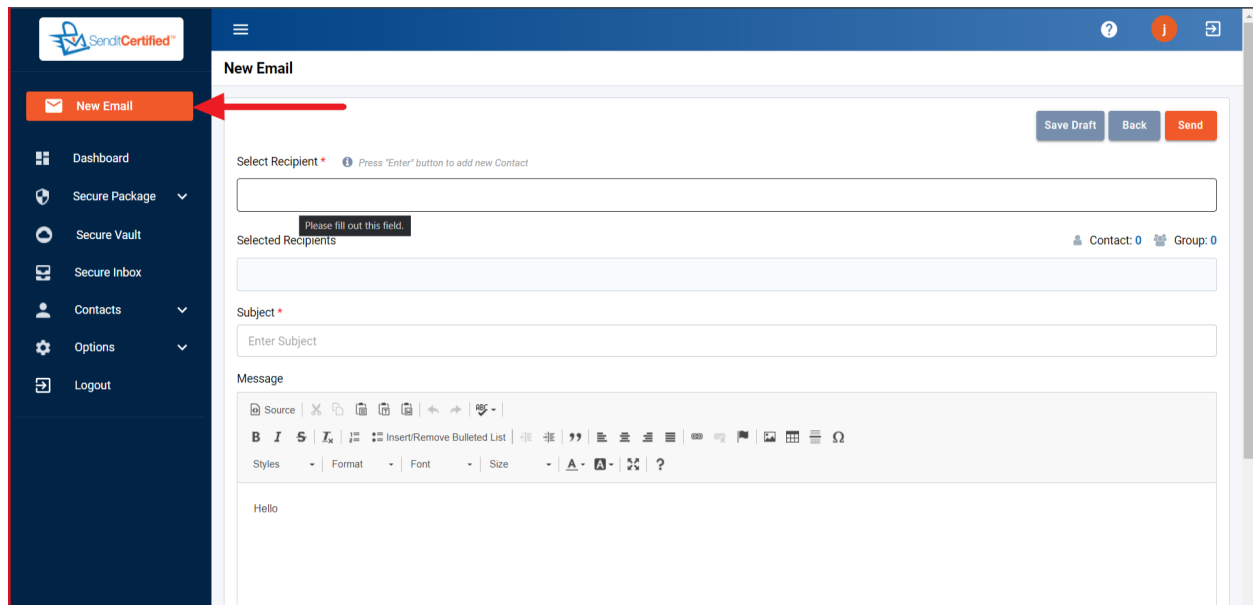
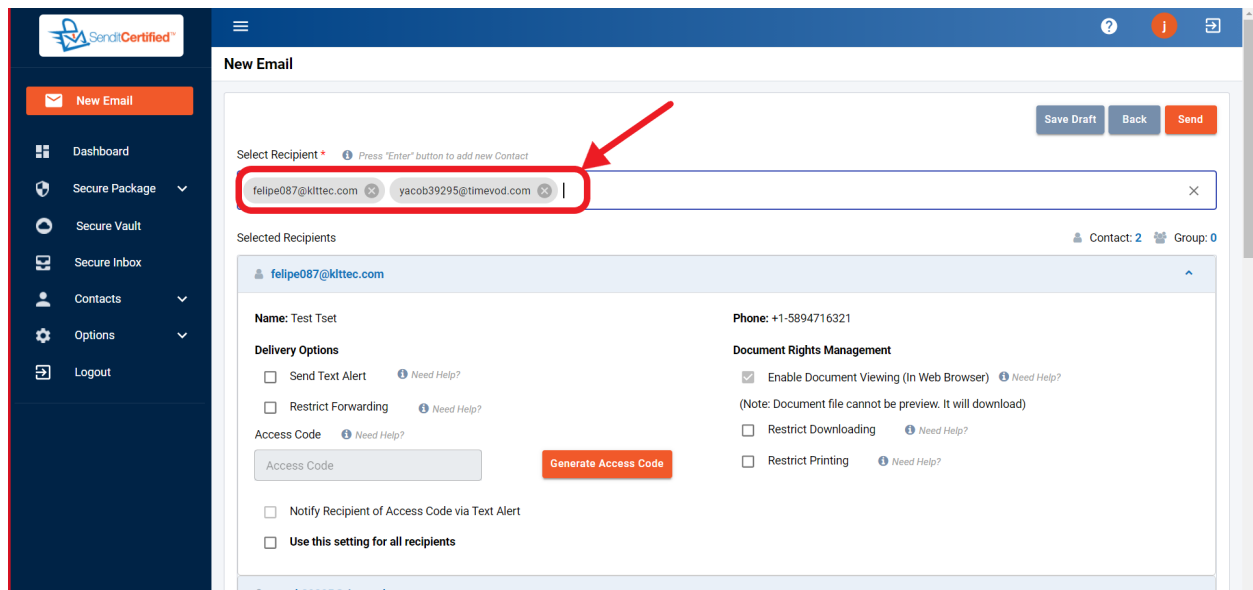


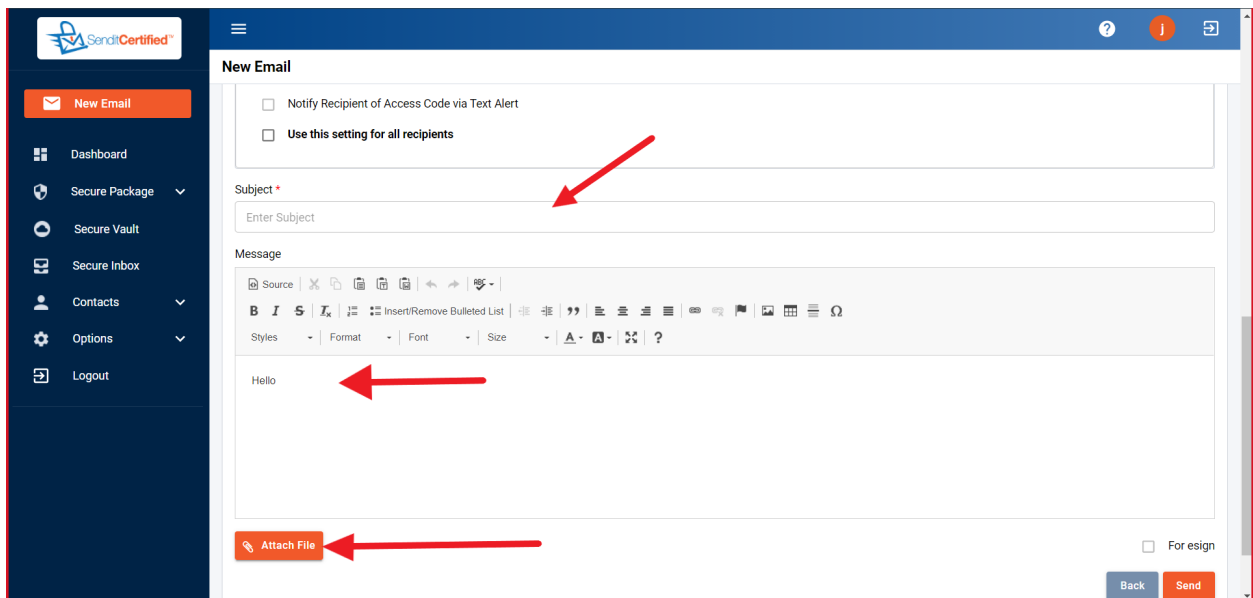
# Send Document to Recipient for Signing?



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



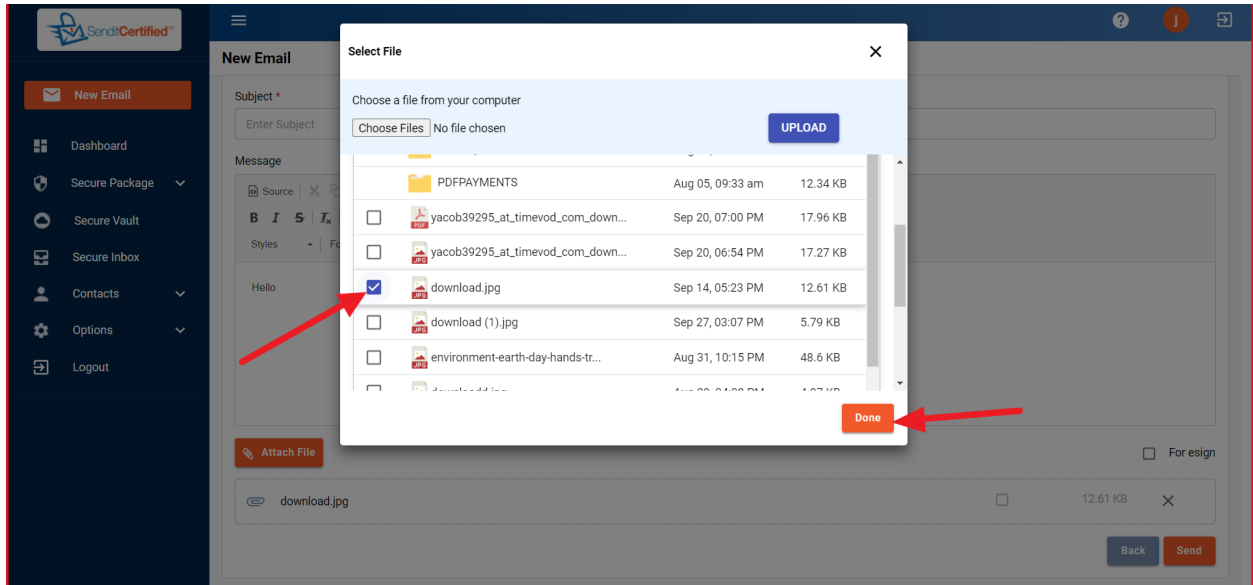
2) Choose recipients from the input .after choosing the "Recipient", their information will appear. If you wish to add more recipients, select more at this time.



3) First enter a subject in subject input.

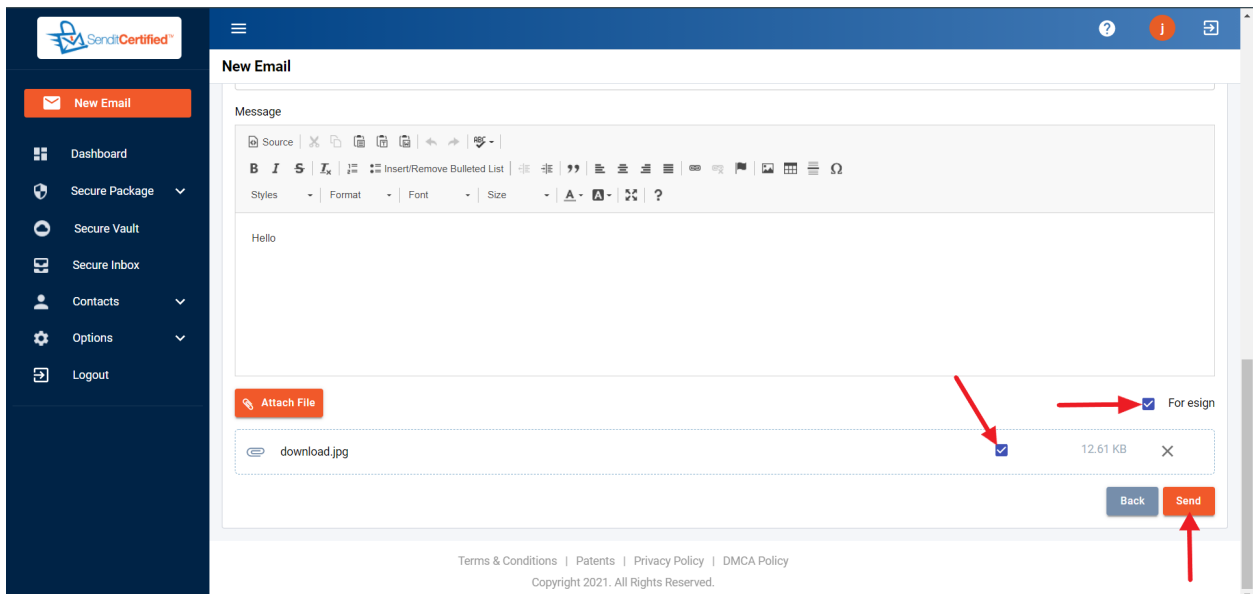
4) Enter the message in the message body.

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.