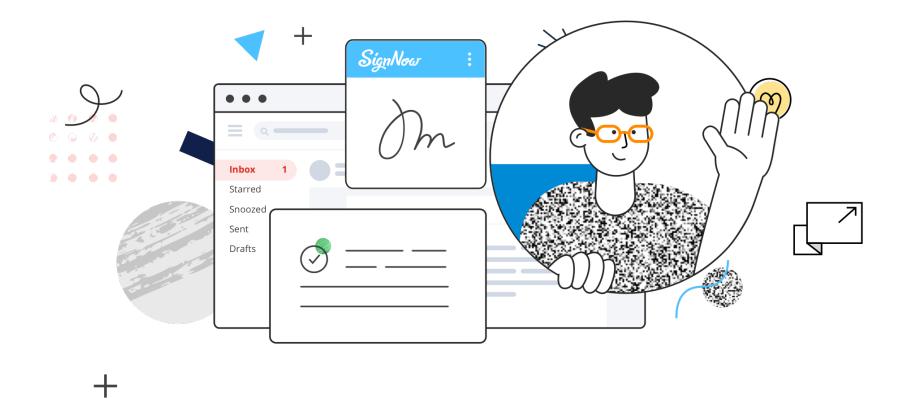
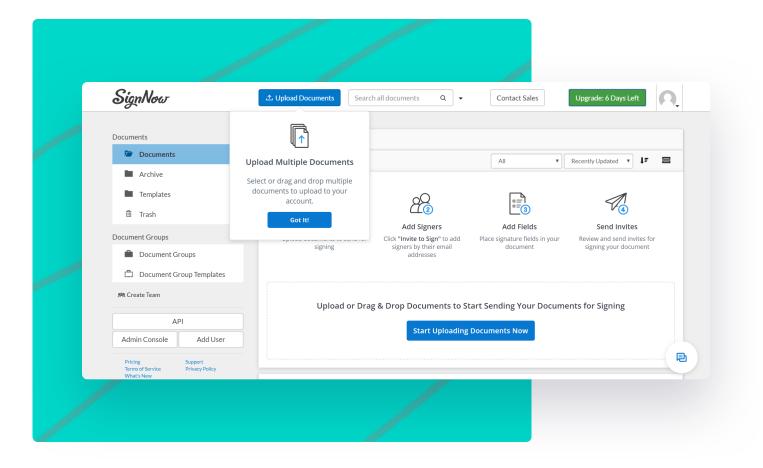


Getting started with SignNow



Account overview



Here's how your SignNow account will appear. Begin by uploading a document to start working. Click **Upload Documents** at the top, use **Start Uploading Documents Now** or drag and drop a document into the indicated area. All your documents will be listed in the area at the center.

By clicking **More** on a document, you'll get a list of options for customizing your document. Also, see the interface's top and left panels. The top panel contains the uploading button, search tool, and button for contacting sales as well as your profile section.

	Documents	
Documents	D Add Folder Bulk Archive	All T Recently Updated T F
Documents	Get a Document Signed	
Archive	Last Modified: a few seconds ago	Invite to Sign Create Signing Link More 🗸
Templates		Open Document
		Copy Document Id
莭 Trash	1 – 1 of 1	Invite to Sign Download
Document Groups		Email a Copy
Document Groups		Add Fields
Document Groups		Make Template
Document Group Templates		Freeform Invite
PR Create Team		History
		Download with History
API		Archive
Admin Console Add User		Move
Add User		Merge Documents Delete Document
Pricing Support Terms of Service Privacy Policy		Delete Document
What's New		Rename Document

The left panel contains folders and sections that correspond to the following features:



Documents

A folder that stores all documents uploaded or signed by you.

Archive

If you don't need a document or template right now but may need it in the future, you can archive your document in this folder instead of deleting it.



Templates

To make a document reusable, simply turn it into a template. All templates are stored in this folder.



Trash

Contains all deleted files. Here you can delete files permanently or restore them.

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Document Groups/ Document Group Templates

Create a package of documents or templates for a particular case and send it out for signing.

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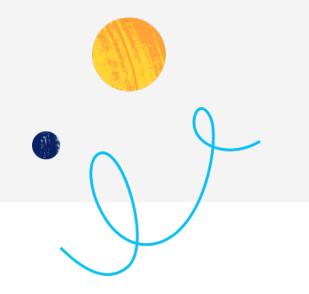
Create Team

Allows you to create a team and invite others to share documents and work on them together.

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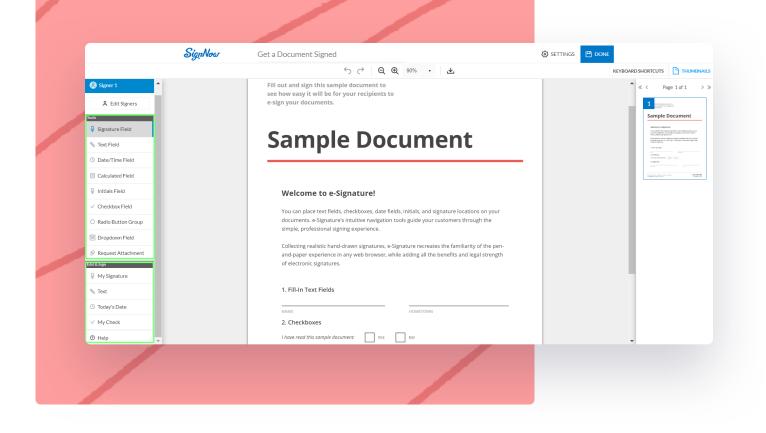
Admin Console

Allows you to manage your subscription, add and remove users, and check their history.





In SignNow, you can sign a document someone sent you or sign your own document.



To sign your own document, click on your uploaded document to open it in the editor. On the left, you'll find a list of tools divided into two sections. **Tools** allow you to add fillable fields for your recipients; **Edit&Sign** allows you to add your own data. In the Edit&Sign section, select **My Signature** and drag it onto the page or click on the place where it should be. In the windows that appears next, choose your preferred method for signing the document:

- Type your name and select its stylized format
 - Draw your signature using a touchpad
 - Upload a picture of your handwritten signature

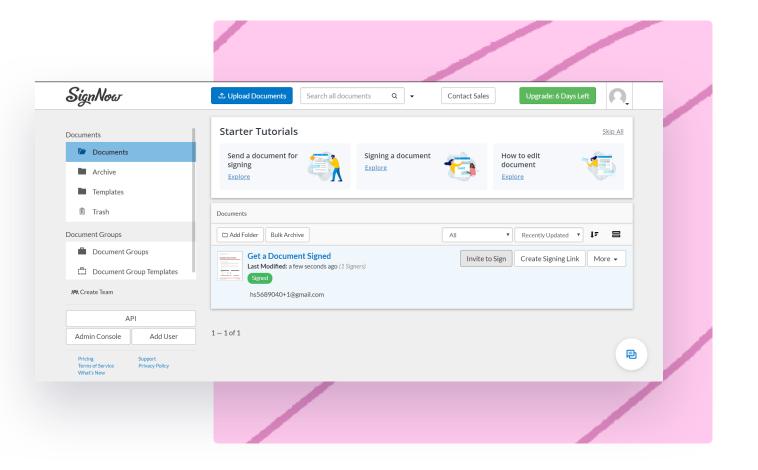
SignNow	Get a Document Signed		🐼 settings 💾 done	
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Date/Time Field	Collecting realistic nand-drawn signatures and-paper experience in any web browsei			×
Calculated Field	of electronic signatures.	Type Draw Upload My Signat	ure	
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Checkbox Field	1. Fill-In Text Fields			
		Emily Sanders E	mily Sanders Emily S	Sanders
Radio Button Group	NAME		mily Sunders Emily S	
Dropdown Field	2. Checkboxes			
Request Attachment	I have read this sample document:	Emily Sanders E	mily Sanders smily s	fandery
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∖ Text		Any signature you create with SignNow is legally valid.	Make this "My Signature" Cance	el Add
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Solution Request others to complete and sign your document

	SignNow	Get a Document Signed	SETTINGS 💾 DONE
			EYBOARD SHORTCUTS 🕒 THUMB
	₩ Signature Field	Collecting realistic nand-drawn signatures, e-signature recreates the familiarity of the pen- and-paper experience in any web browser, while adding all the benefits and legal strength	DATE/TIME
	N Text Field	of electronic signatures.	 Required Label
	Date/Time Field		Date
	Calculated Field	1. Fill-In Text Fields	Role
		Text Field	Signer 1
	🖗 Initials Field	NAME HOMETOWN 2. Checkboxes	Validation Type
	✓ Checkbox Field		Date (US): MM/DD/YYYY
	O Radio Button Group	I have read this sample document:	Lock signing date Prefilled Text
	🗒 Dropdown Field	3. e-Signatures ∲ ок ×	e.g. State
	Request Attachment	Endry Success Signature Field	- Advanced
	Edit & Sign	SIGNATURE DATE	Location
	₩ My Signature		
	N Text		- Delete Ok

To ask a recipient to fill out and sign your document, begin by preparing the necessary fillable fields. Choose the fields you need from the **Tools** section and place them onto your document. You can move fields and resize them by dragging their corners.

Once you've finished editing, click **Done**. To make a signing request, click **Invite to Sign** in the document's options.



SignNow	▲ Upload Documents Search all documents Q -	Contact Sales Upgrade: 6 Days Left
Invite for	Get a Document Signed	Fill out and sign this sample document to see how easy it will be for your recipients to e-sign your documents.
From*:	hs5689040+1@gmail.com	Sample Document
To*:	Signer 1	Welcome to e-Signature! Truc care jake text failsh, investisser, and felds, institut, and signature floations on your documents - Signature and and enged text to be given your containers through the ample, instructional agring experience. Contemportage states and and an aground - Signature recruites the familiarity of the par-
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Cancel Inviting	* Required fields Advanced Options Send Invite	Rosted Internet
		Gal en cantener arriva tans to decas hars to 1123-456-7899 ass + Synchrait ty per Instates.
/		Q. Preview Edit Document

In the invitation window, enter the email of your recipient, customize an email subject and message, and click **Send Invite**.

Now, you can track the status of your document. Once completed, its status will appear as **Signed.**

Documents Documents	Starter Tutorials	Skip All
Archive Templates	Send a document for signing Explore Signing a document Explore How to edit document Explore Explore	(
節 Trash		_
Document Groups	Documents	
Document Groups	Add Folder Bulk Archive All Recently Updated	ti 🗄
💾 Document Group Templates	Get a Document Signed Last Modified: a few seconds ago	More 🗸
🛤 Create Team	Waiting for Others es8477135@gmail.com ~	
API		
Admin Console Add User	1 – 1 of 1	
Pricing Support Terms of Service Privacy Policy What's New		2



Features offered by the free trial also include:



Bulk sending

Allows you to send separate copies of the same document to up to 20 people.



Link protection

Links in sent and uploaded documents are scanned for malicious software.

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Signing Links

Generate links to a document and post them on the Web, so anyone can follow the link and complete your document anonymously.



Custom branding

Brand your account and emails by adding your custom logo.



Conditional fields

These fields become active when a certain condition (set by you) has been fulfilled.



Conditional routing

Set the order in which your document will be completed.



Advanced forms

Authorize your first singer to resend a document onto additional signers.





You can easily delete your SignNow account if you're not:

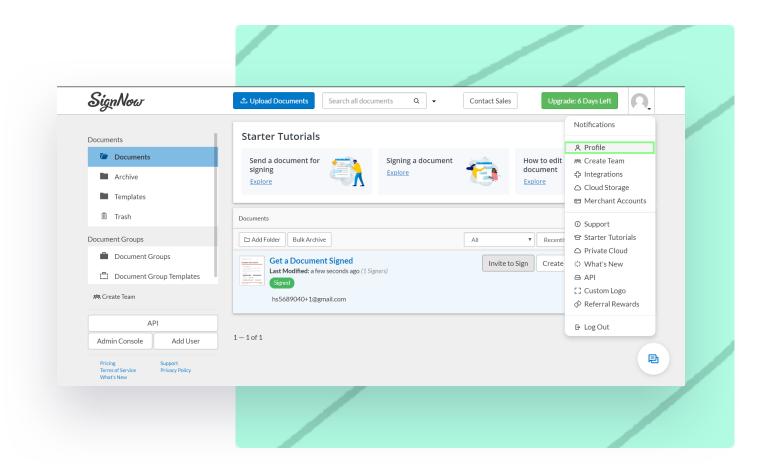


An admin of a Team



A member of any organization with an active Enterprise subscription

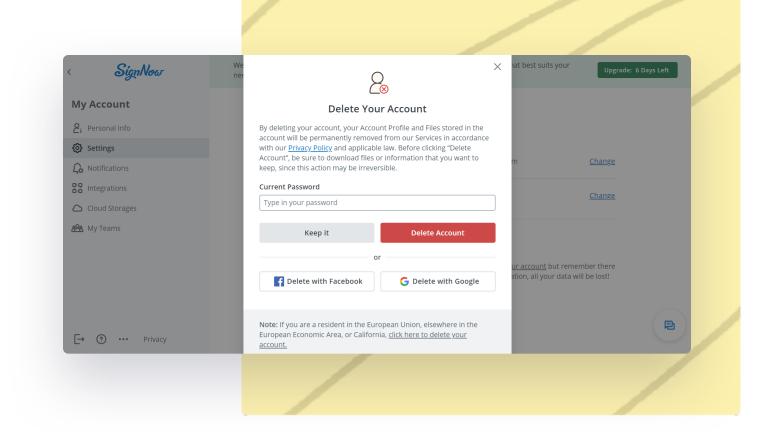
Go to your Profile settings.



	< SignNow	We hope you're e needs.	njoying your free trial. Improve	your workflows by selecting a plan that best suits your	Upgrade: 6 Days Left	
	My Account		Settings			
/	8 i Personal Info					
	🔅 Settings		Login Settings			
	↓ Notifications		Email	hs5689040+1@gmail.com	<u>Change</u>	
	D Integrations		Password		Change	
	Cloud Storages		Password		<u>Change</u>	
	😤 My Teams					
			Additional Settings			
/			Delete Your Account	You can easily <u>delete your account</u> but reme is no undo for this operation, all your data w		

Choose **delete your account**.

Follow the instructions to complete your account's deletion.



Get started today and see why thousands of customers prefer SignNow for its ease of use when sending, signing, and storing documents safely and securely.

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