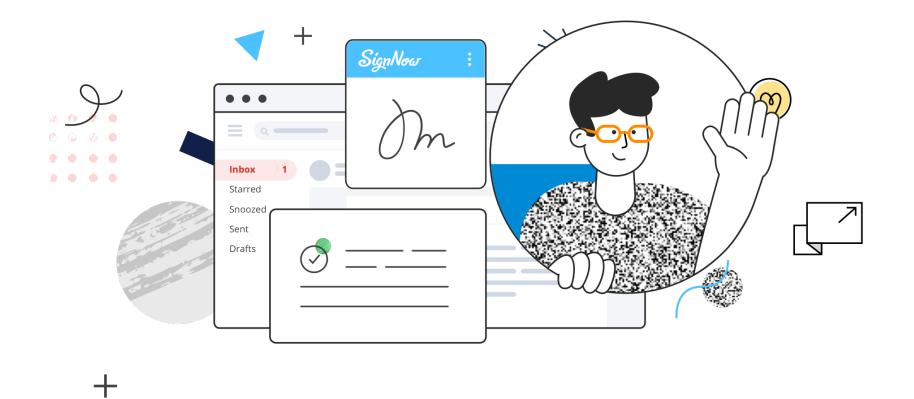
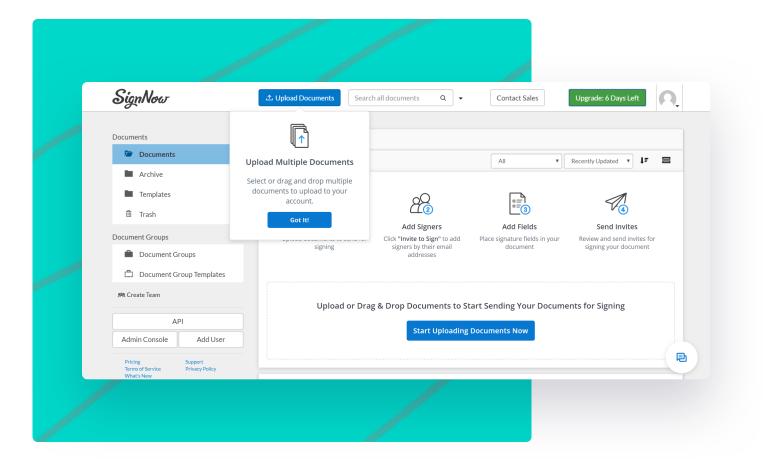


Getting started with SignNow



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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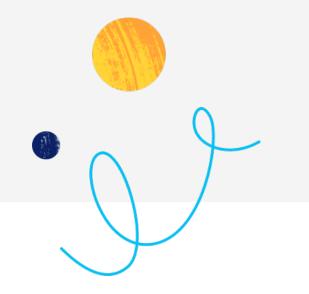
Create Team

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

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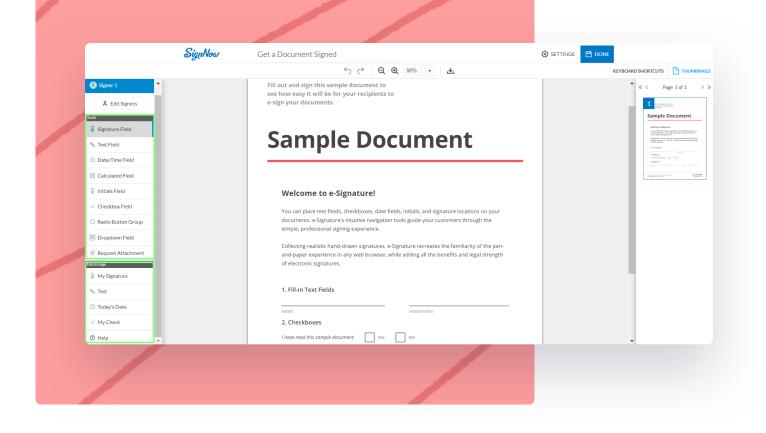
Admin Console

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

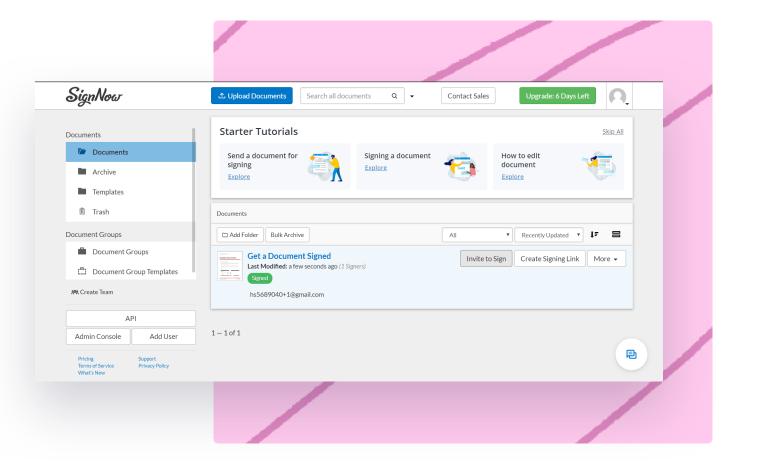
| SignNow | Get a Document Signed | | 🐼 settings 💾 done | |
|--------------------|---|--|------------------------------------|----------|
| | ୍ େ ର୍ କ୍ | 100% 🔹 🖳 | KEYBOARD SHORTCUTS | UMBNAILS |
| Date/Time Field | Collecting realistic nand-drawn signatures and-paper experience in any web browsei | | | × |
| Calculated Field | of electronic signatures. | Type Draw Upload My Signat | ure | |
| Initials Field | | Emily Sanders | | |
| 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 |
| it & Sign | | • | | |
| My Signature | 3. e-Signatures Endy-Sayders | | | |
| ∖ Text | | Any signature you create with SignNow is legally valid. | Make this "My Signature" Cance | el Add |
| 🛛 Today's Date | SIGNATURE | | | |
| / My Check | | | | |
| D Help | | | _ _ | |

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- |
| | Customize Signer Email 🗸 | Control graves, Cale of care is give and a significant recorders are similarly of the pre- analogue reperierre in any web booser, while adding all the benefits and legal through of electrons sponters. |
| CC:⊚ | Email(s) | Autor: Autoritation Autoritatio |
| 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:

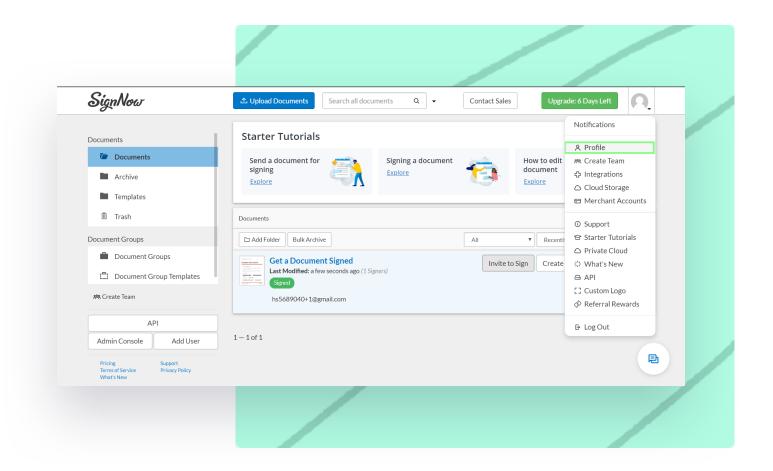


An admin of a Team



A member of any organization with an active Enterprise subscription

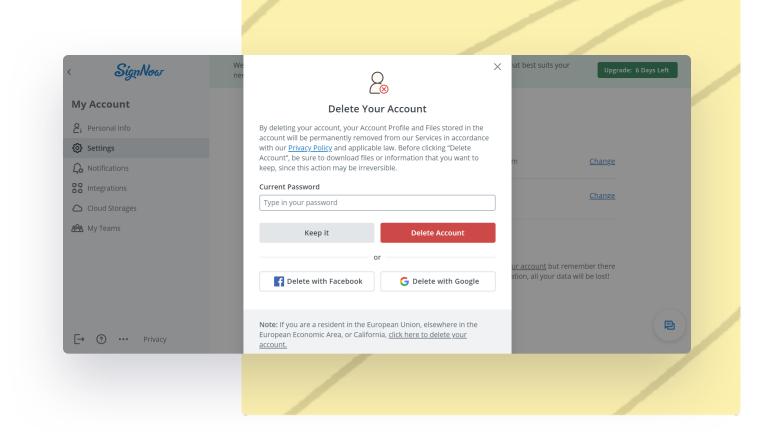
Go to your Profile settings.



| | < 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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