# ZealiD

#### How to sign a document in Foxit using the ZealiD app?

Still don't have the ZealiD app? Get your ZealiD app:









Go to **www.foxit.com/** select **Log in** from the top menu.



ZealiD



Log in to your Foxit eSign account.





Upload the file or just simply drag and drop your document(s) that need to be signed.





Specify the recipient, enter their email address and indicate what action they need to take.

If this action applies to more than one recipient, click Add new to add more recipients..

Click **Save and Next** to proceed.



me		~	
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In this step, you can specify which fields the signer should fill in, e.g. name, date, signature.

Simply drag and drop fields you need and click **Send**.





Review the details and, if needed, adjust the message to the recipient. Click **Send**.



Review / Send	
Message to Recipients delect Email Template to Use Invitation Email delect Recipients List Name Last Name  Normal View Editor View Subject Please review or esign the document(s) ZealiD sample document for signing	ew / Send
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Invitation Email Telefict Recipients List Name Last Name Tubject Please review or esign the document(s) ZealiD sample document for signing	mail Template to Use
Select Recipients List   Name Last Name   Normal View   Editor View   Subject Please review or esign the document(s) ZealiD sample document for signing	tion Email
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	e review or esign the document(s) ZealiD sample document for signing





The signer will receive an email with a link to the document.



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ESIGN	
ZealID sent you a document to review and sign.	
View Document	
der@email.com )	
er has sent you a new Foxit eSign folder 'ZealiD sample document for signing'. ew Document(s)' link below to review or esign the documents as required.	
e, please contact ZeallD ( sender@email.com )	



When clicking on view document, the user will be asked to view, fill and sign the document.

Once the user clicks Finish, they will see a QR Code.

		ZealiD sample docume
		Following a free a global citizens to b with the wholy gr signature. An exp courts, public auth are mandated to a
	09:41 • • • • • • • • • • • • • • • • • • •	
701	ZealiD	Name Last Name
		09/28/2022
	<b>Hi, Petras!</b> You don't have anything to sign.	
	You can sign documents at <u>my.zealid.com</u> by clicking "Upload & Sign" below	
	Upload & Sign	
	Scan QR code	





A signer needs to scan the QR Code using the ZealiD app and authenticate using Face or Touch ID. Scan a QR code once again to sign the document.





The document is signed now. You can download, email or do any other action on the list.



## ZealiD

#### Download your ZealiD









Face ID Signing

> Touch ID Signing