



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

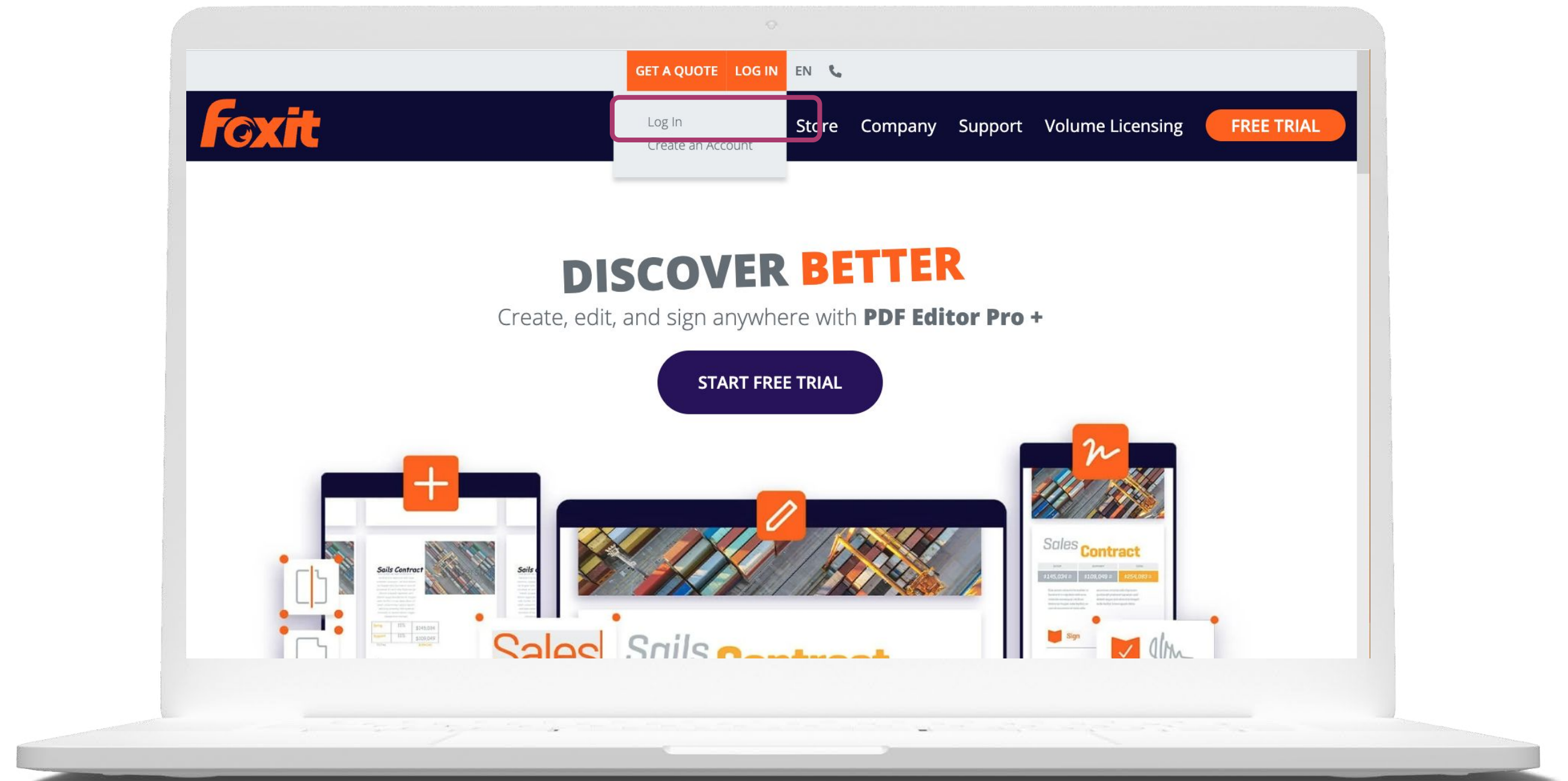
Still don't have the ZealiD app?
Get your ZealiD app:



01



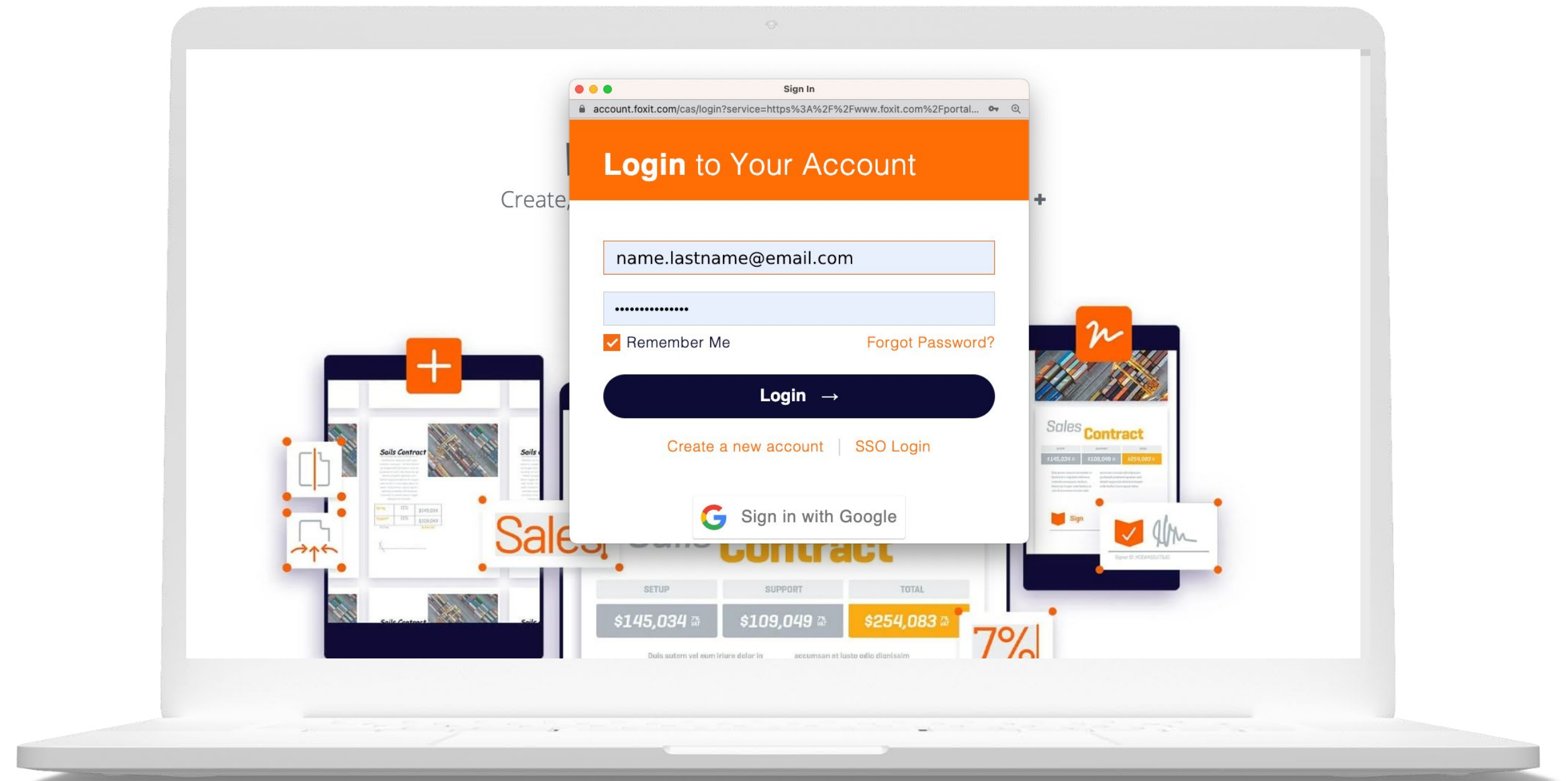
Go to www.foxit.com/
select **Log in** from the
top menu.



02



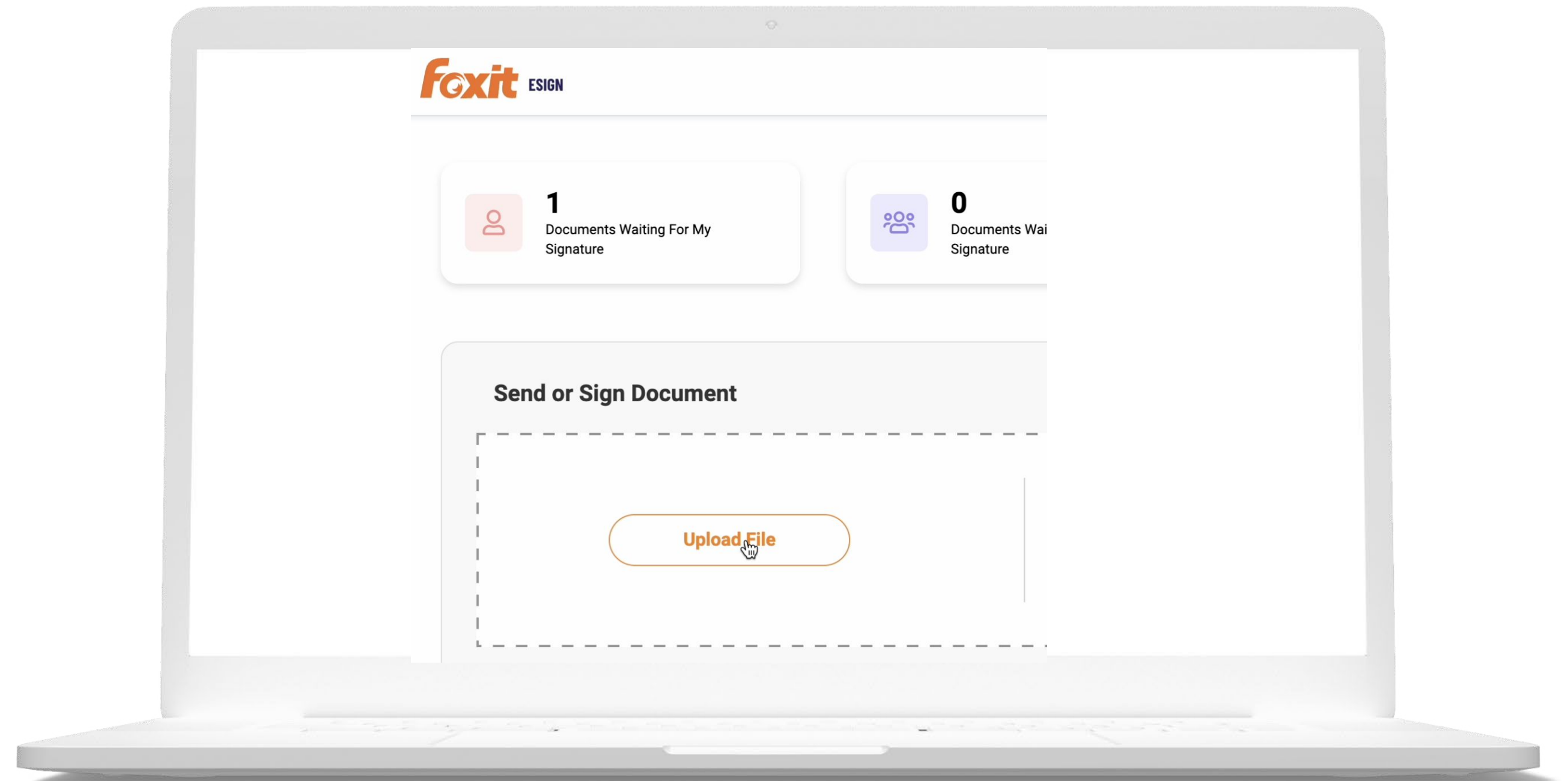
Log in to your Foxit
eSign account.



03



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



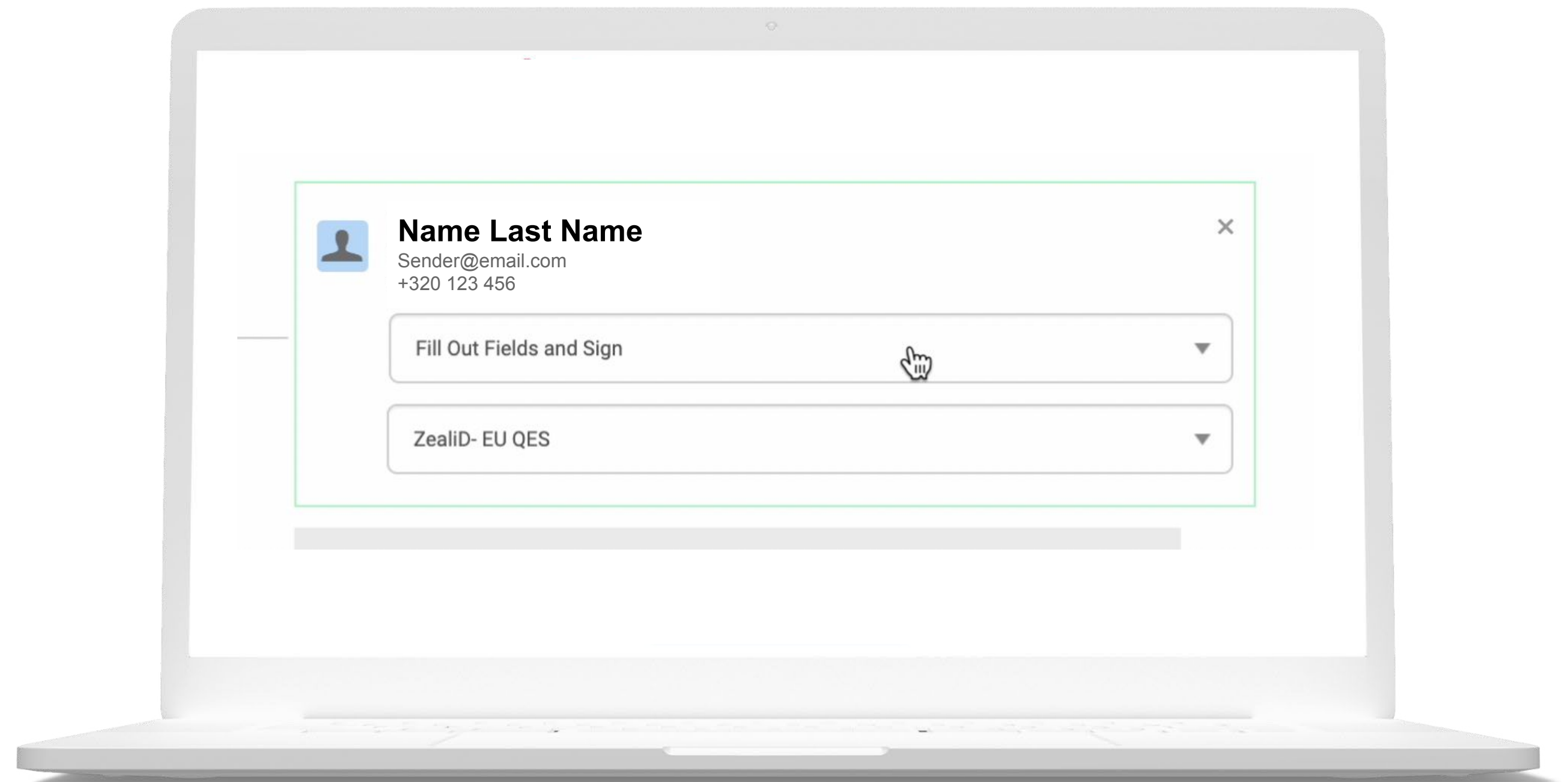
04



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.

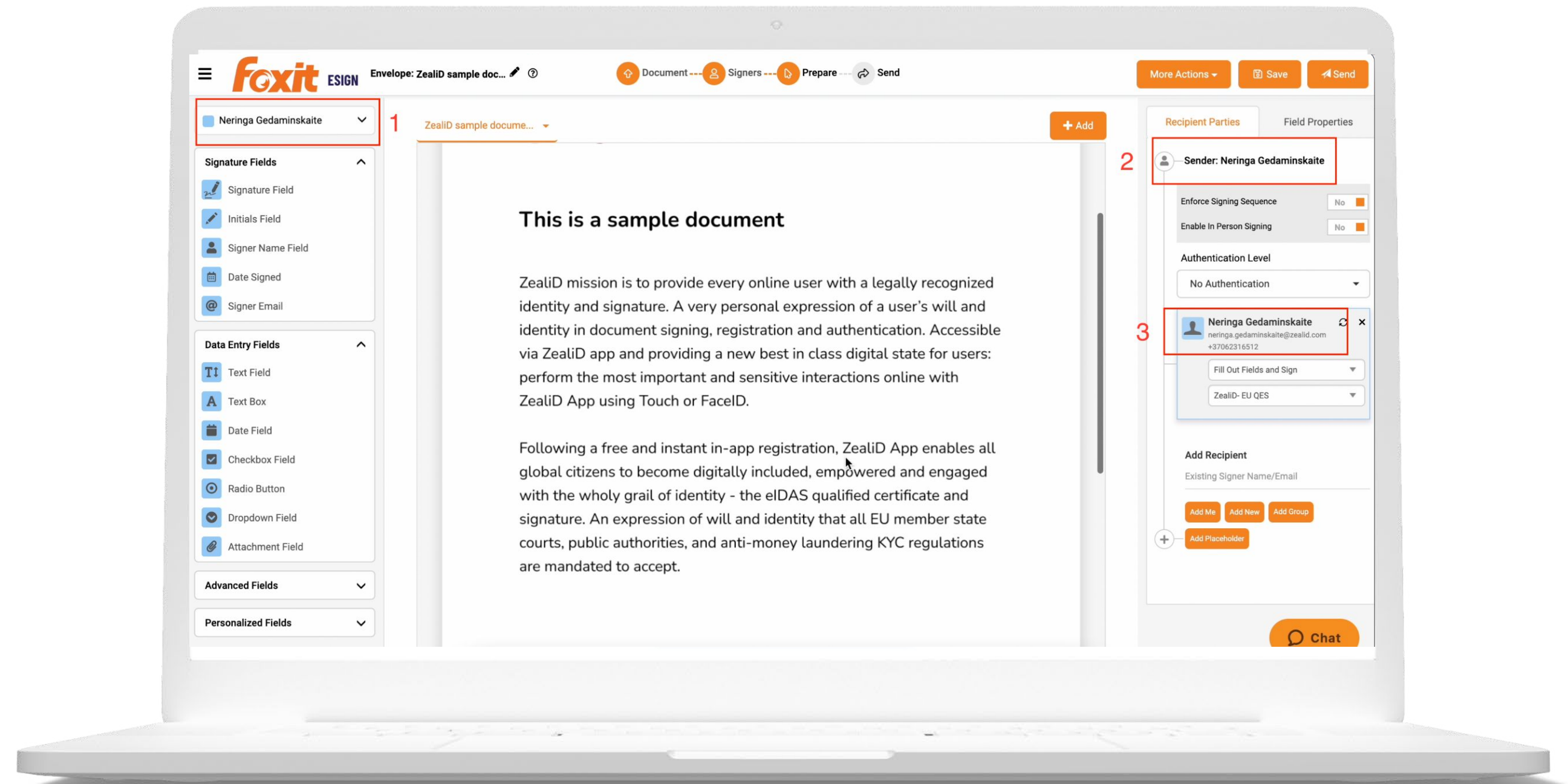


05



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**.



06



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

Document Sending Flow

- 1 Add Documents
- 2 Add Signers
- 3 Prepare
- 4 Send >

Review / Send

Message to Recipients

Select Email Template to Use

Invitation Email

Select Recipients List

Name Last Name ▼

Normal View Editor View

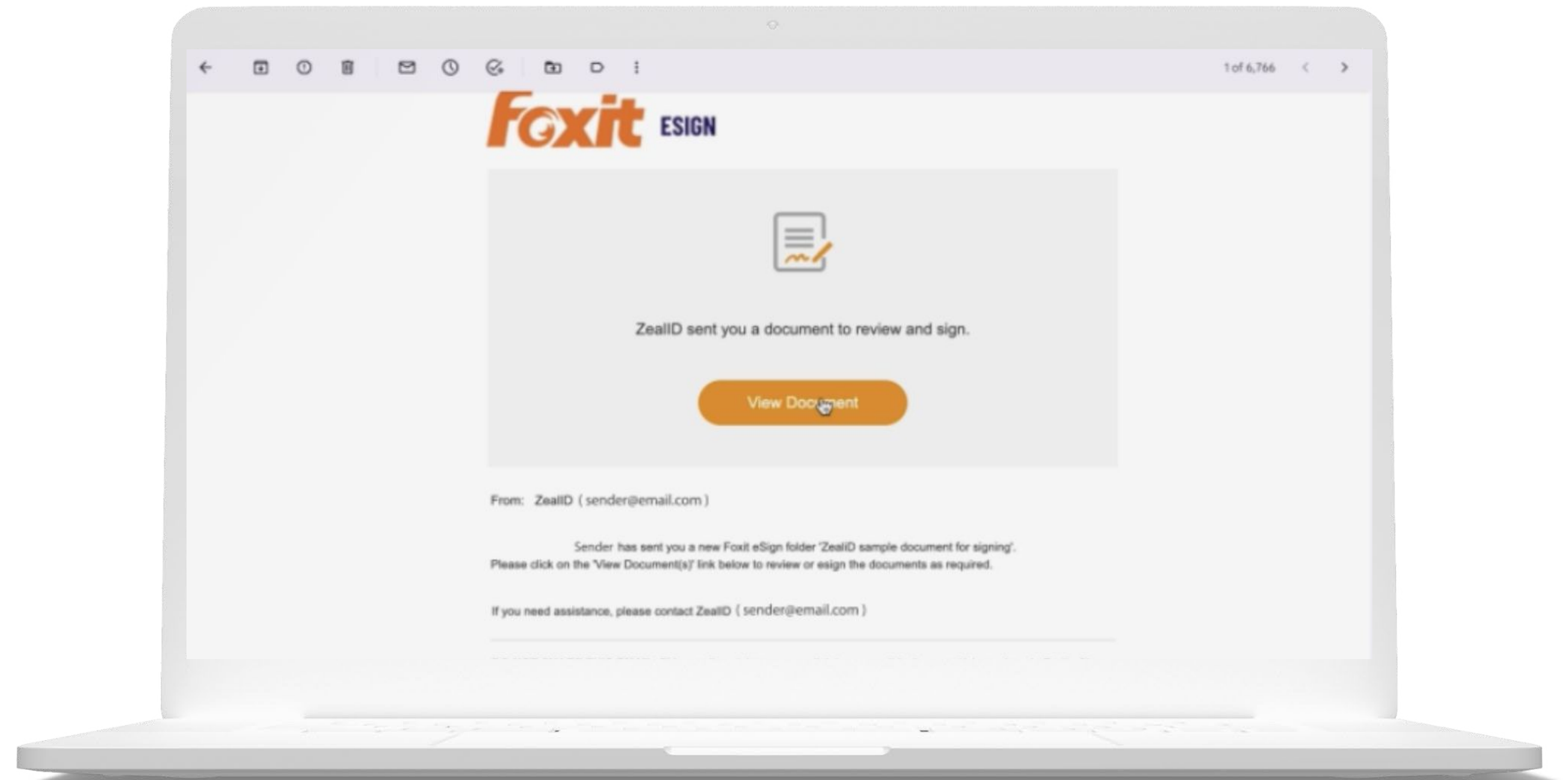
Subject

Please review or esign the document(s) ZealiD sample document for signing

07



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

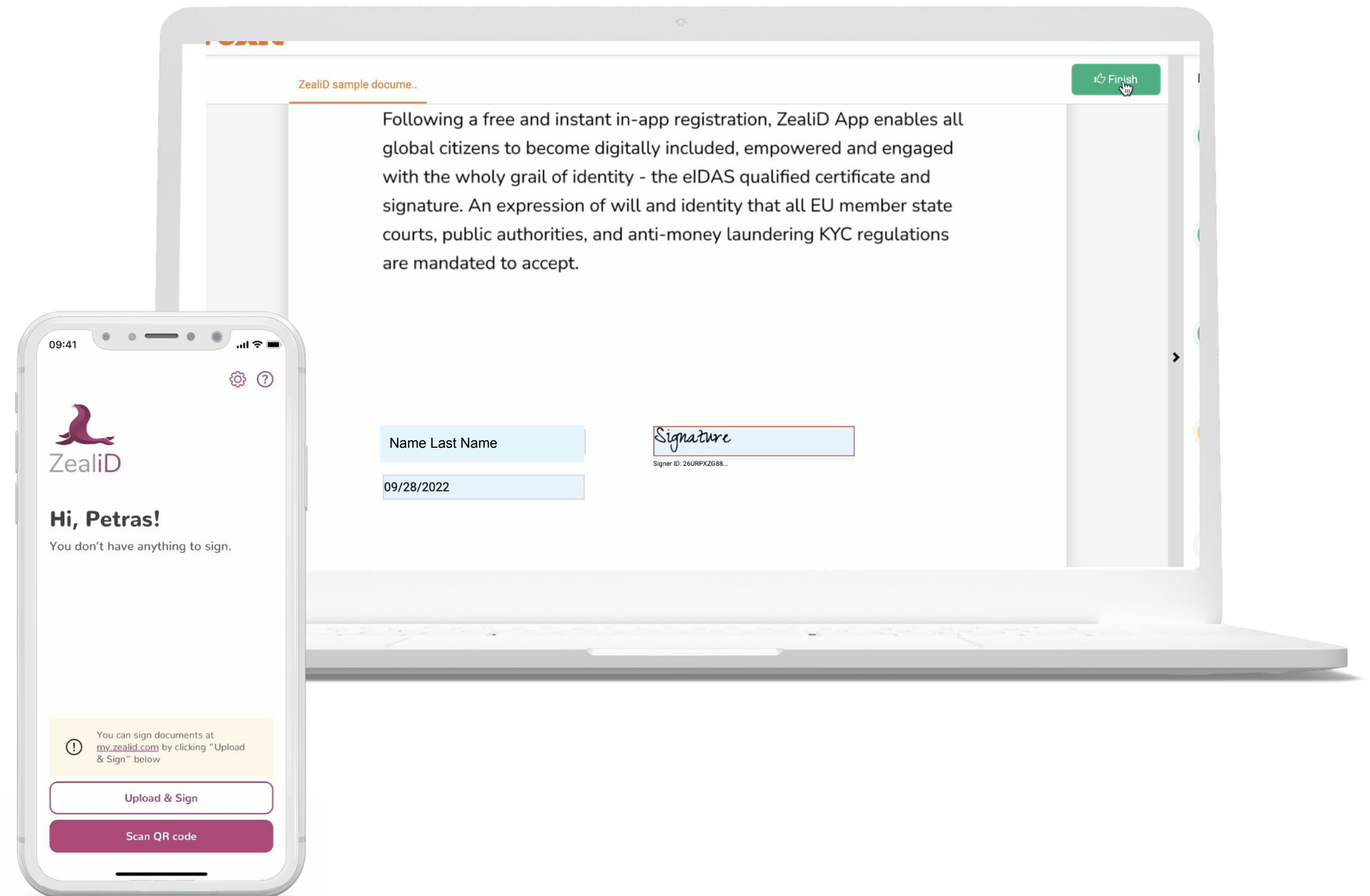


09



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

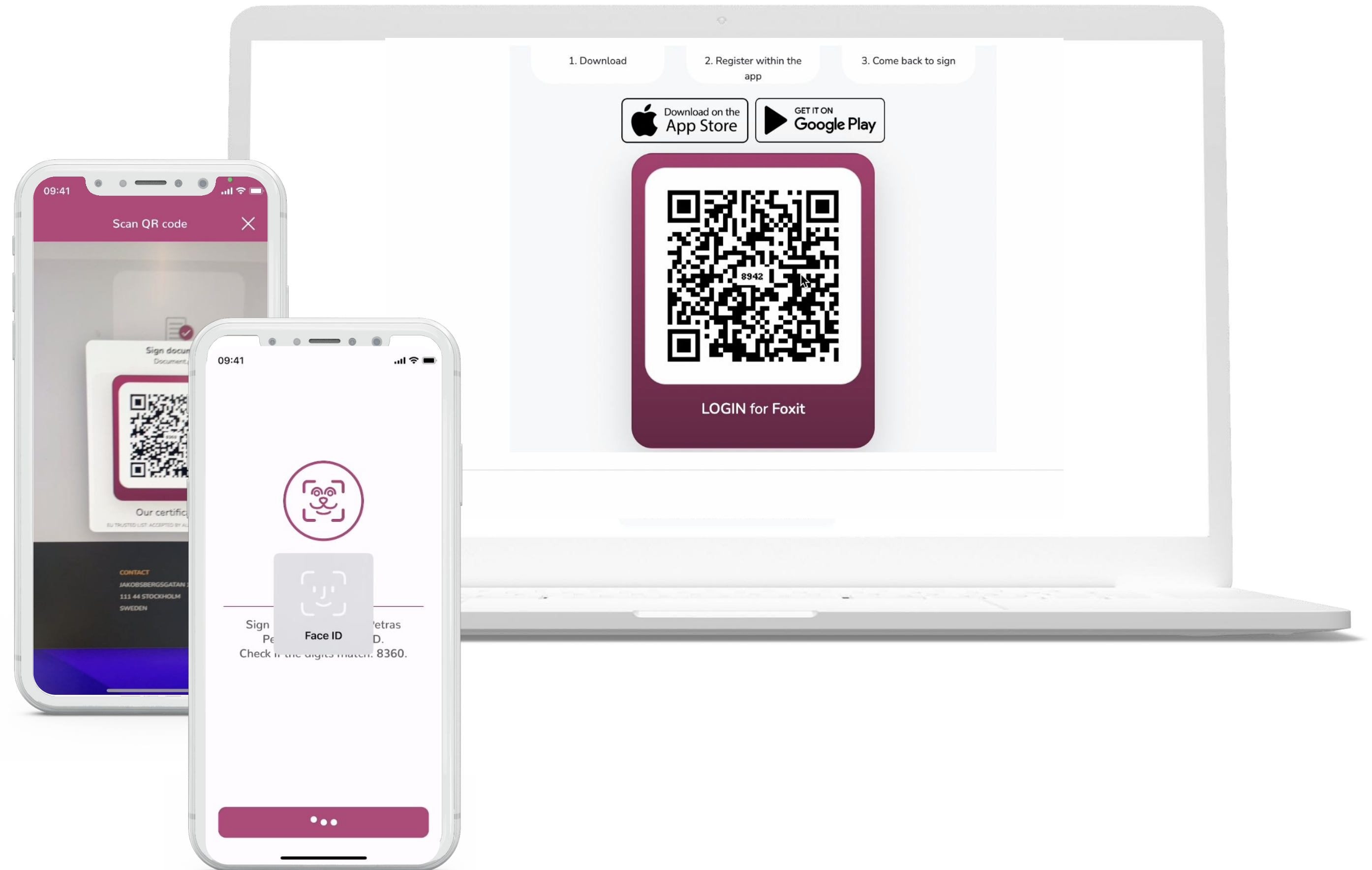
Once the user clicks Finish, they will see a QR Code.



10



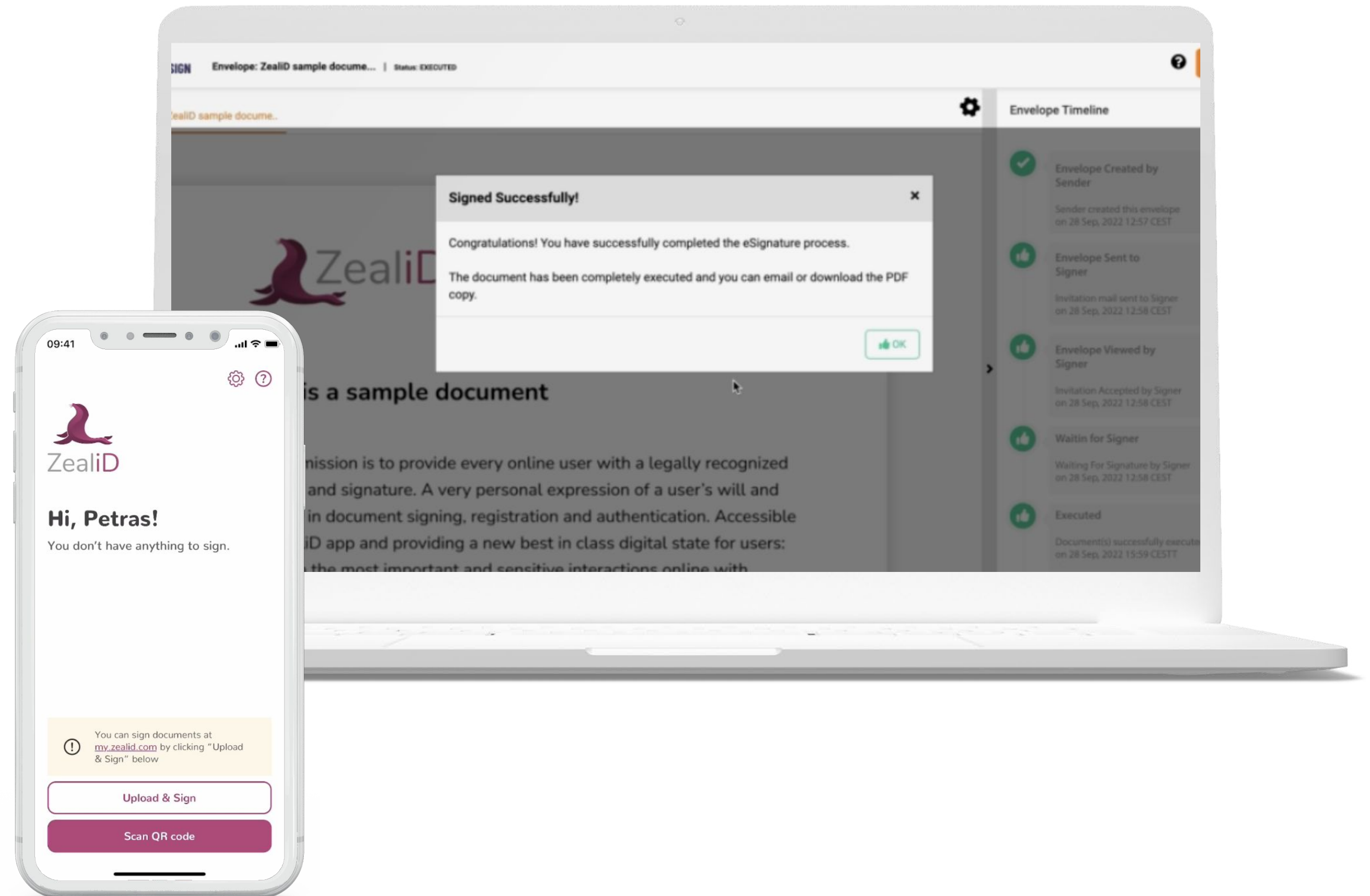
A signer needs to scan the QR Code using the ZealiD app and authenticate using Face or Touch ID. Scan a QR code once again to sign the document.



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





Download your ZealiD

