



Signing in DocuSign

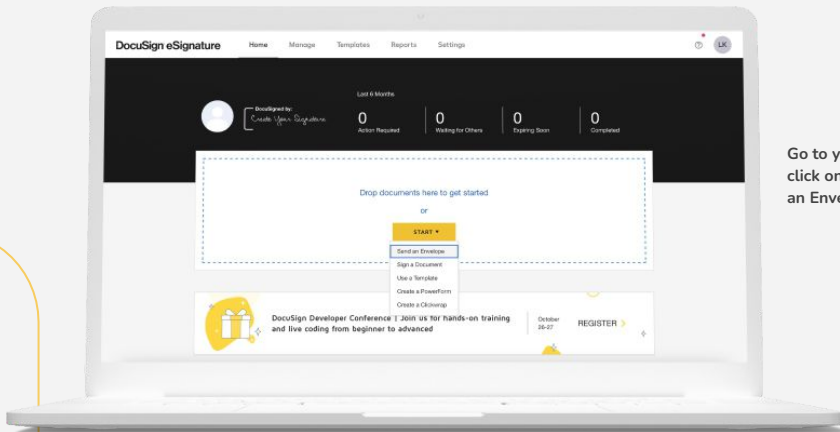
The following guide will provide you with information on how to sign a document in the DocuSign platform using the ZealiD e-signature

There are two ways to sign a document in the DocuSign:

- ⬆ Sending a document for signing
- ⬇ Receiving a document for signing

📌 How to send a document for signing in DocuSign?

▶ 1.

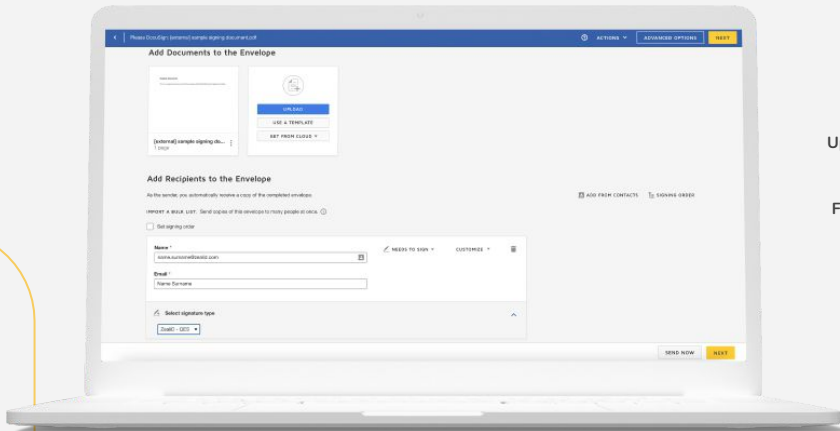


Go to your DocuSign account, click on **Start** and select **Send an Envelope**.



⬆️ How to send a document for signing in DocuSign?

▶ 2.



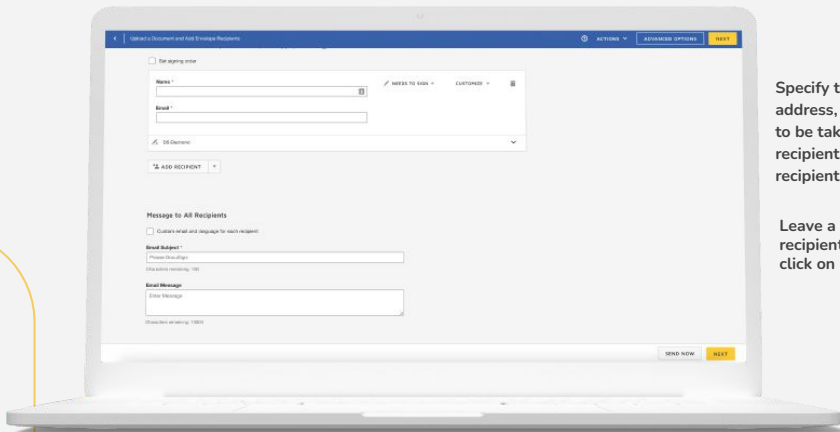
Upload a document
for signing.

From a drop down
menu choose
ZealID QES



⤴ How to send a document for signing in DocuSign?

▶ 3.



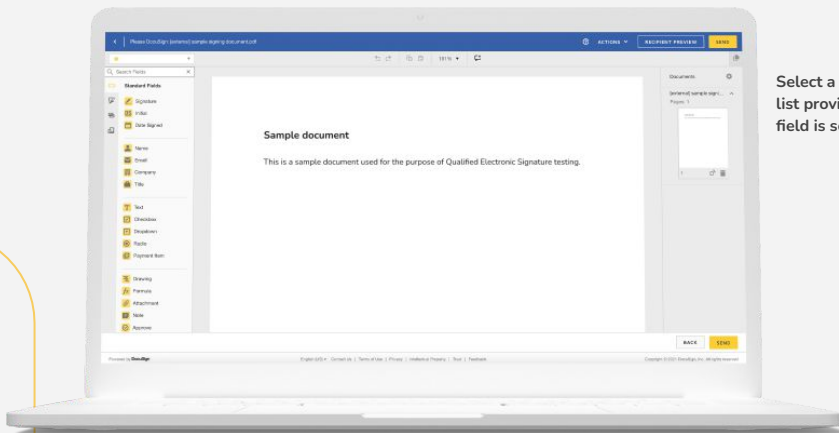
Specify the recipient, its email address, and what action needs to be taken. If more than one recipient is required, click Add recipient to add more.

Leave a message to all recipients (if applicable) and click on Next to continue.



↑ How to send a document for signing in DocuSign?

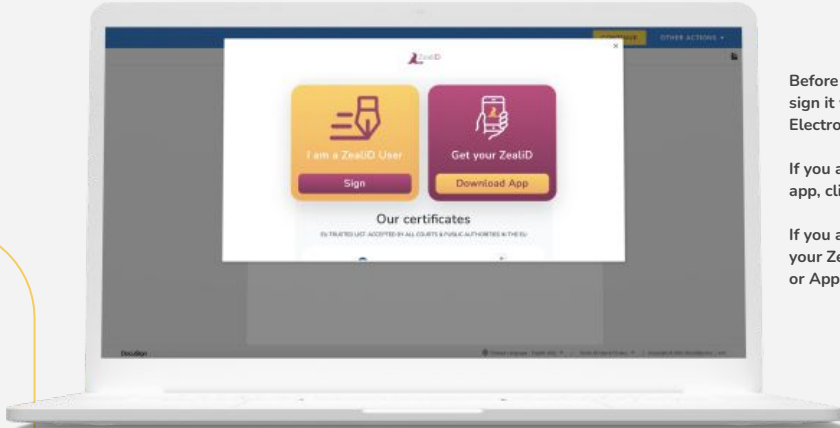
▶ 4.



Select a signing field from the list provided. After the signing field is selected, click Send.

⬆️ How to send a document for signing in DocuSign?

▶ 5.



Before sending the document, sign it with ZealID's Qualified Electronic Signature.

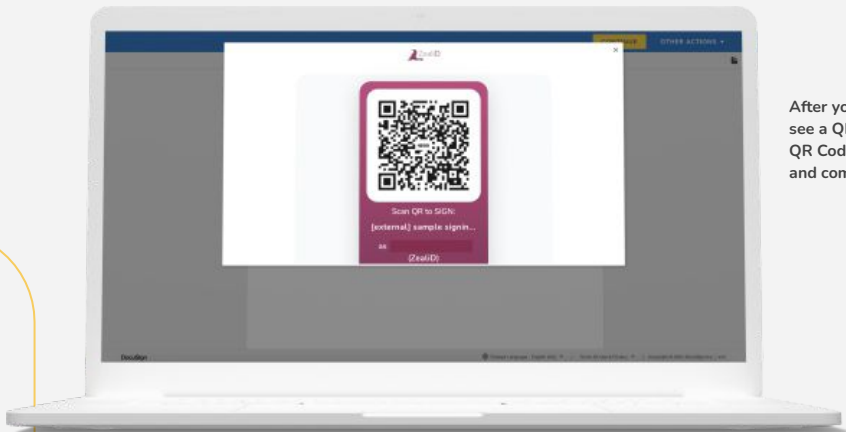
If you already use the ZealID app, click **Sign**.

If you are new to the app, get your ZealID app in Google Play or App Store.



⬆️ How to send a document for signing in DocuSign?

▶ 5.

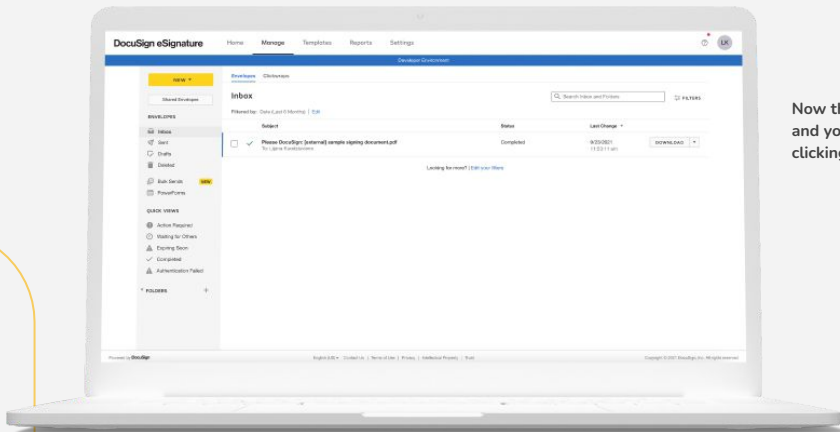


After you click Sign, you will see a QR Code. Scan a QR Code with the ZealiD app and complete signing.



⬆️ How to send a document for signing in DocuSign?

▶ 6.



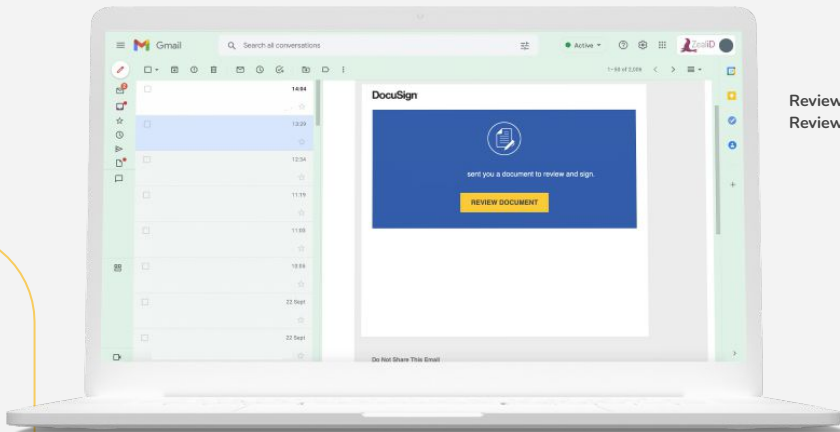
Now the document is signed, and you can download it by clicking Download.



⬆️ How to sign a received document in DocuSign?

When someone adds you as a recipient of a document, DocuSign sends you an email on behalf of the sender.

▶ 1.

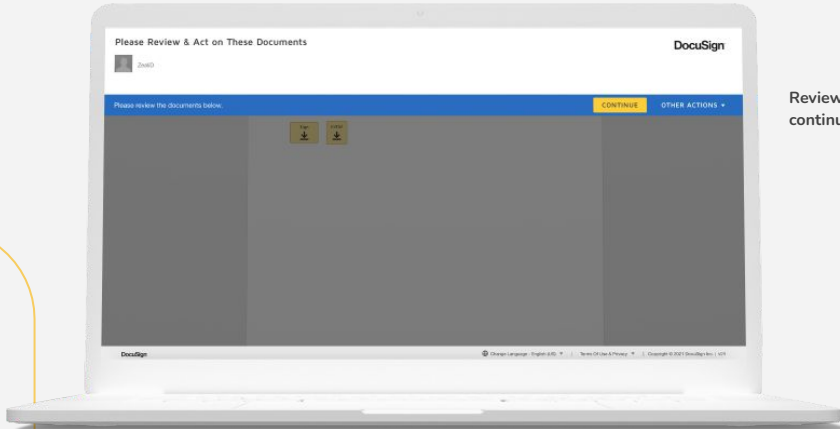


Review the email and click
Review Document.



⬆️ How to sign a received document in DocuSign?

▶ 2.

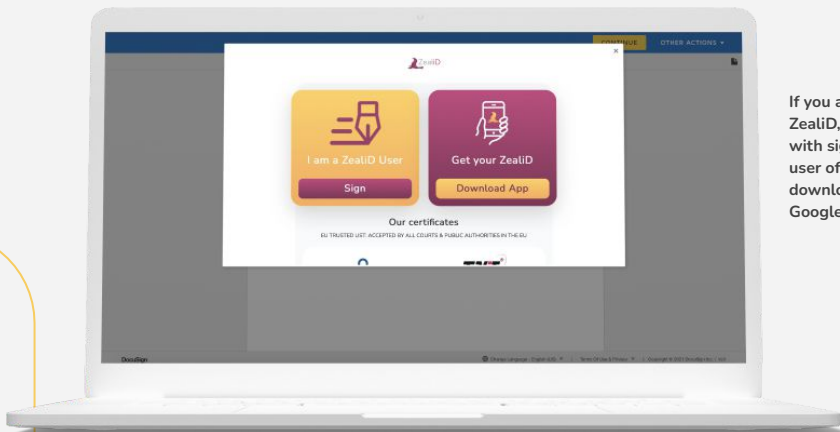


Review the document and click continue.



⤴ How to sign a received document in DocuSign?

▶ 3.

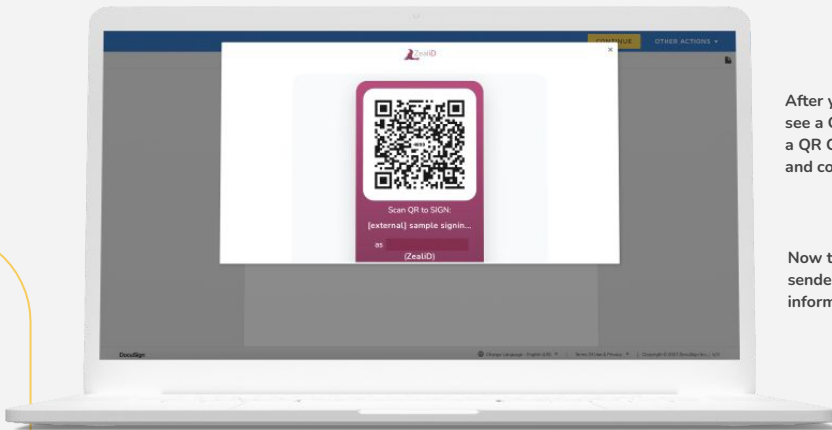


If you already are a user of ZealID, click Sign and proceed with signing. If you are not a user of the ZealID yet, download the app from Google Play or App Store.



⤴ How to sign a received document in DocuSign?

▶ 4.



After you click Sign, you will see a QR Code. Scan a QR Code with ZealID app and complete signing.



Now the document is signed. The sender will receive an email informing of the signing.

