



Signing in DocuSign

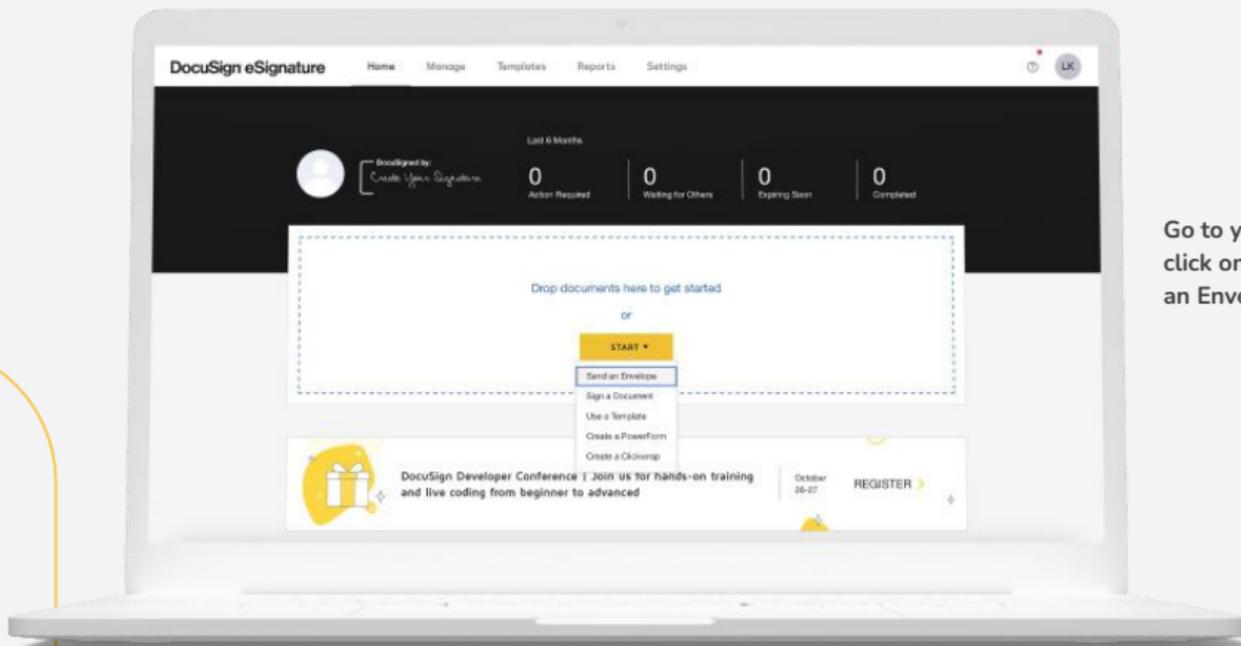
The following guide will provide you with information on how to sign a document in the DocuSign platform using the ZealiD e-signature

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.

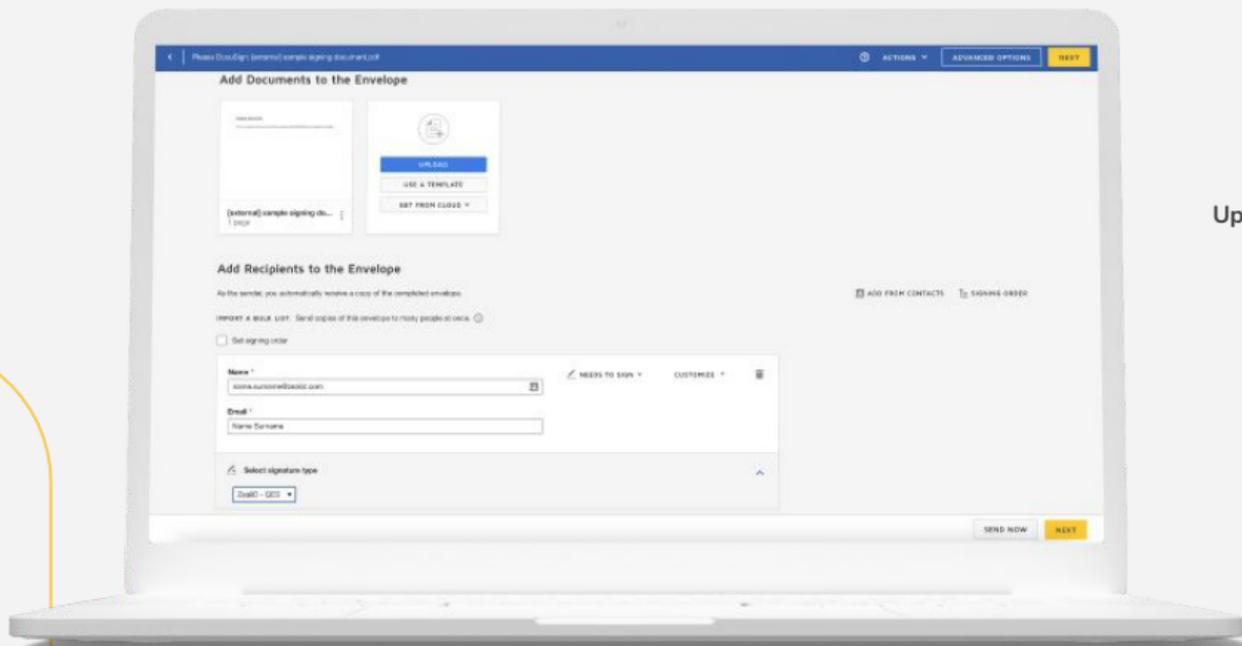


Go to your DocuSign account, click on start and select Send an Envelope.



⬆️ How to send a document for signing in DocuSign?

▶ 2.

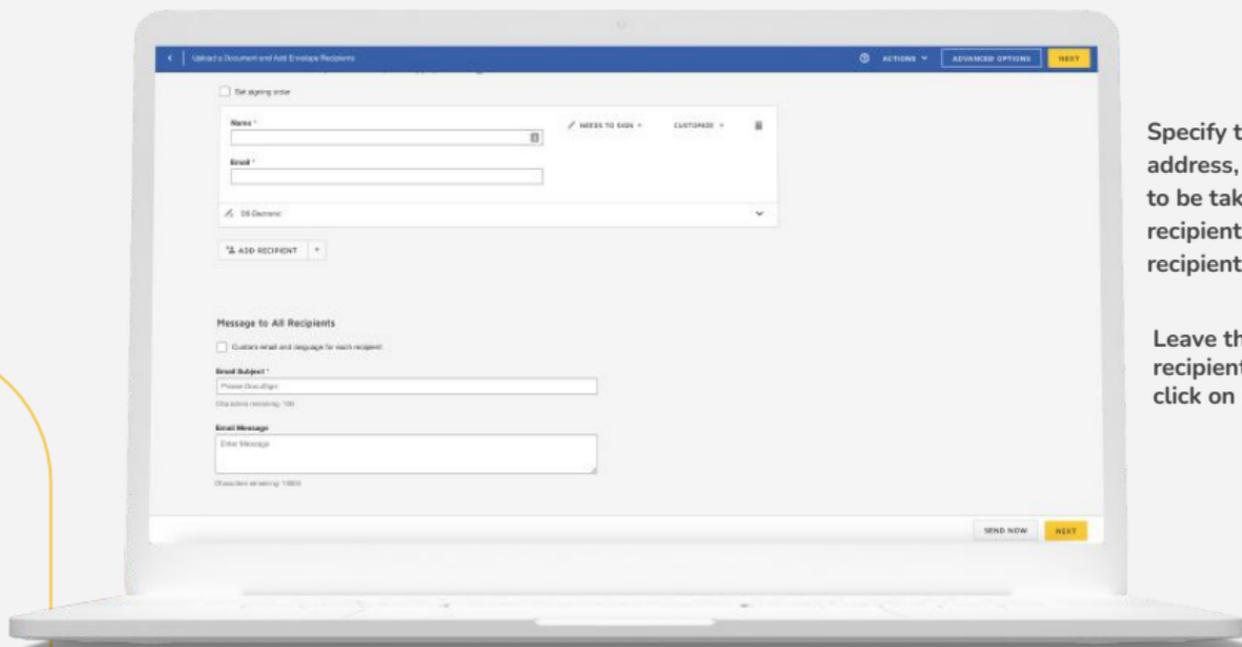


⬆️
Upload the document
for signing.



⤴ How to send a document for signing in DocuSign?

▶ 3.



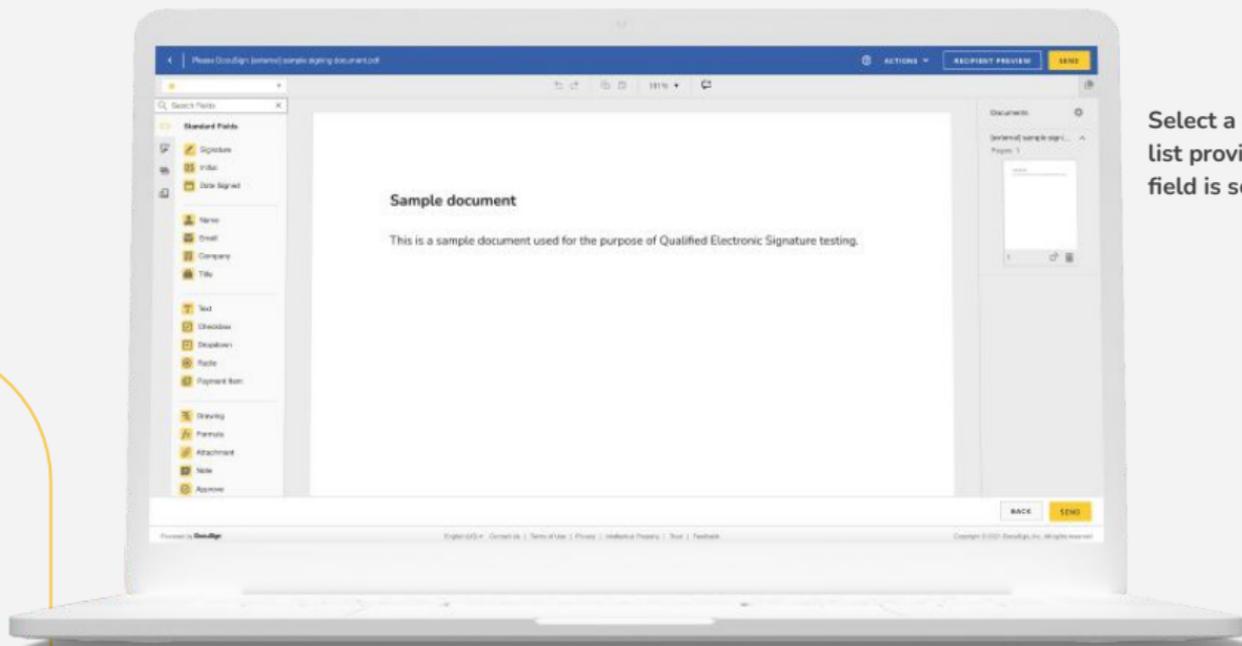
Specify the recipient, its email address, and what action needs to be taken. If more than one recipient is required, click Add recipient to add more.

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



↑ How to send a document for signing in DocuSign?

▶ 4.

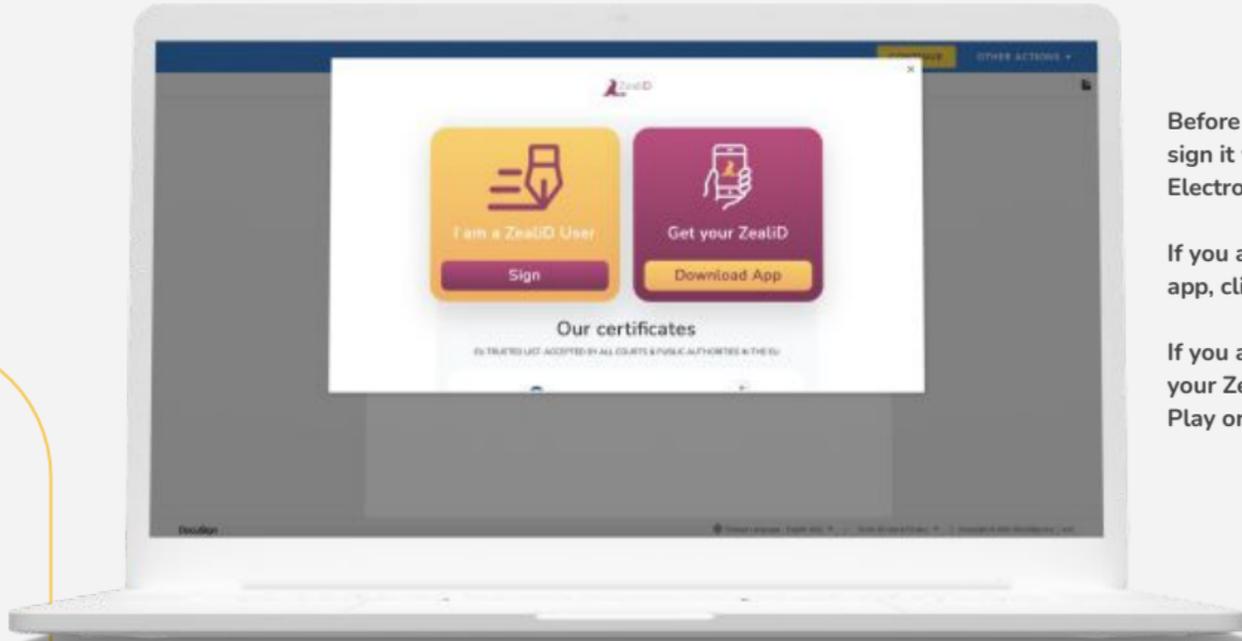


Select a signing field from the list provided. After the signing field is selected, click Send.



⬆️ How to send a document for signing in DocuSign?

▶ 5.



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

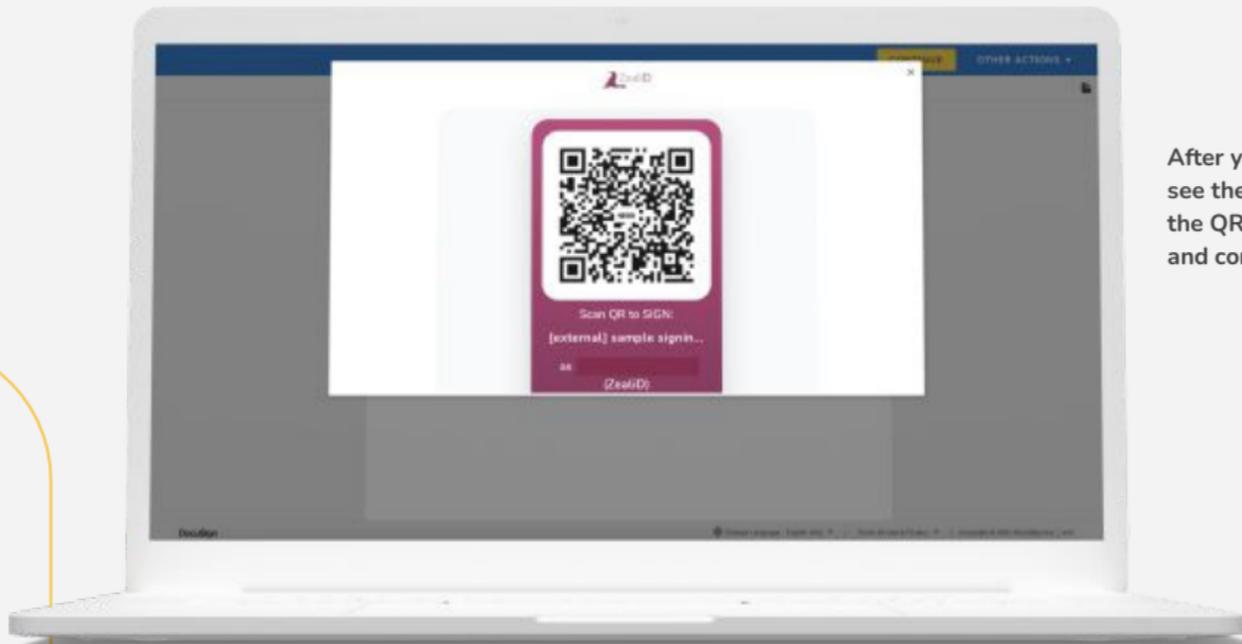
If you already use the ZealID app, click **Login**.

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.

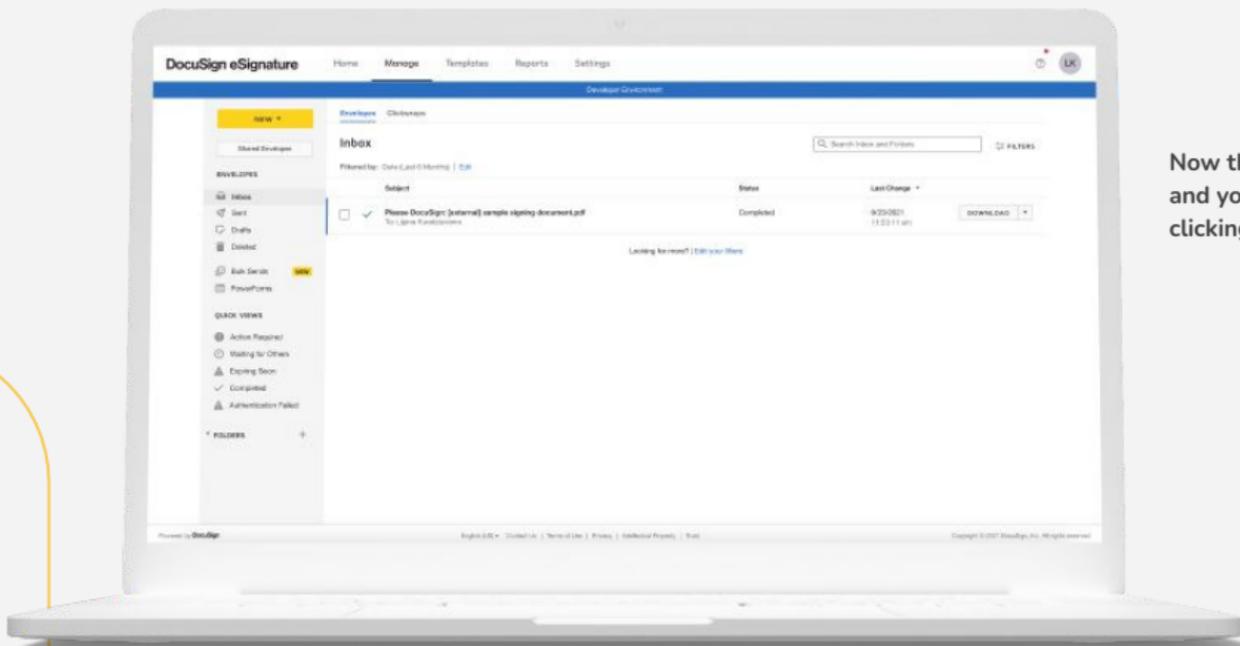


After you click Sign, you will see the QR Code. The QR Code with ZealiD app and complete signing.



⬆️ How to send a document for signing in DocuSign?

▶ 6.



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

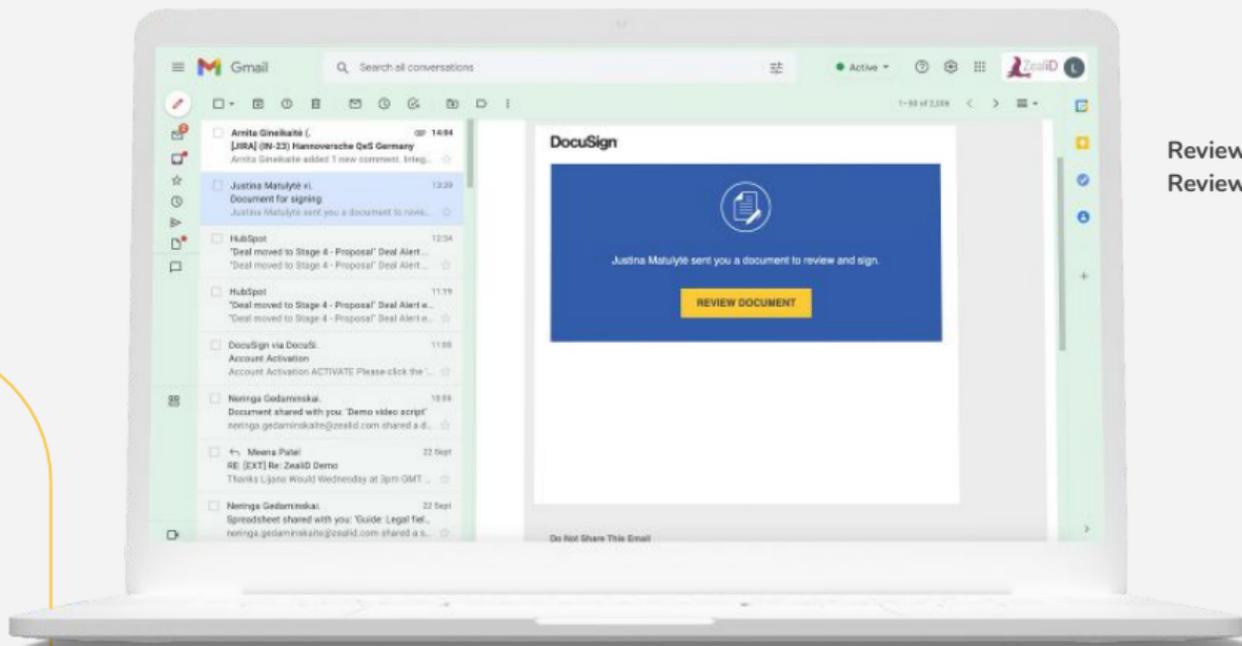




How to sign a received document in DocuSign?

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

▶ 1.

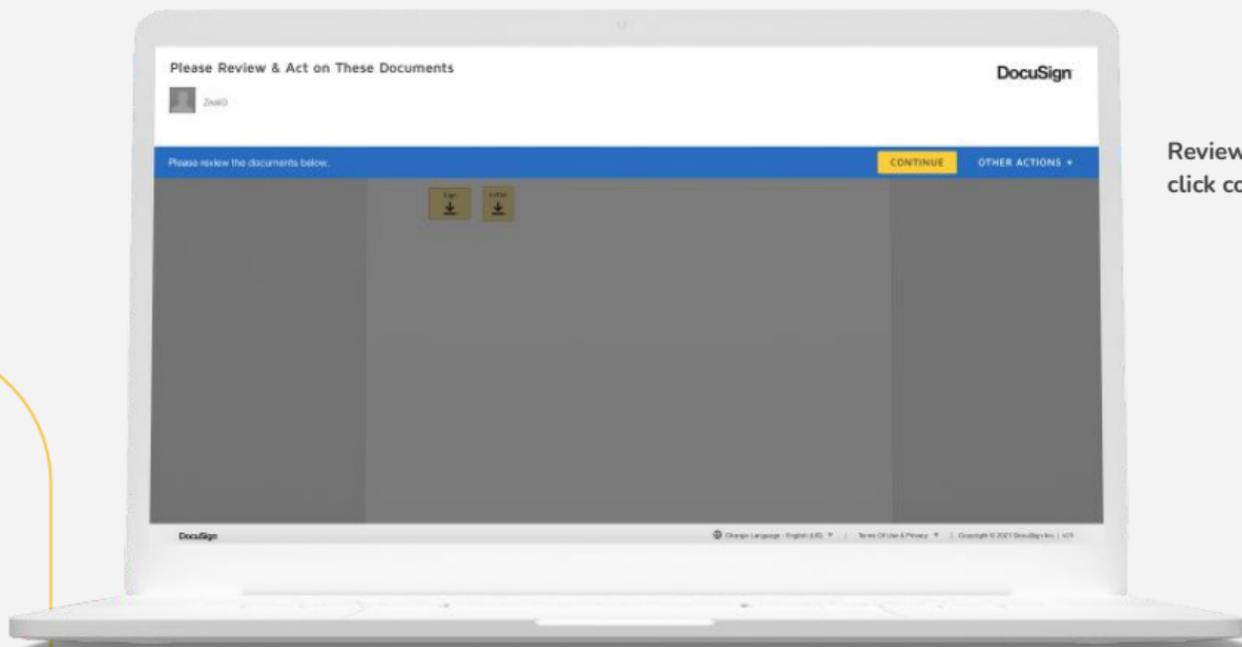


Review the email and click
Review Document.



⤴ How to sign a received document in DocuSign?

▶ 2.

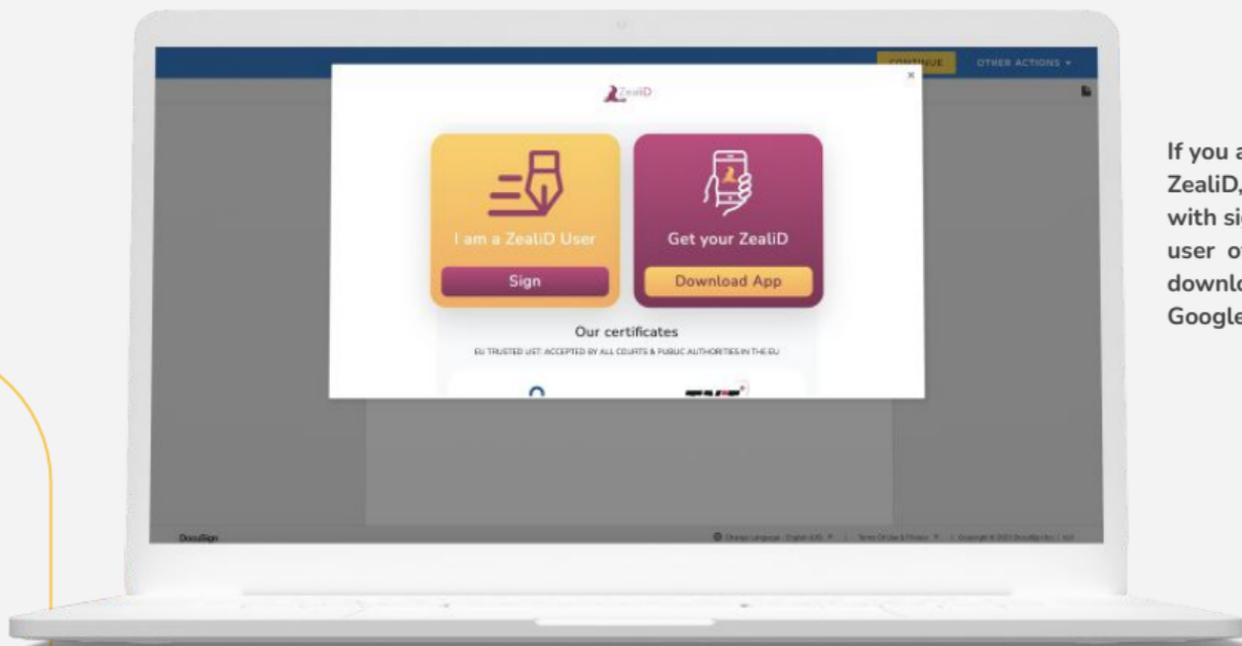


Review the document and click continue.



⤴ How to sign a received document in DocuSign?

▶ 3.

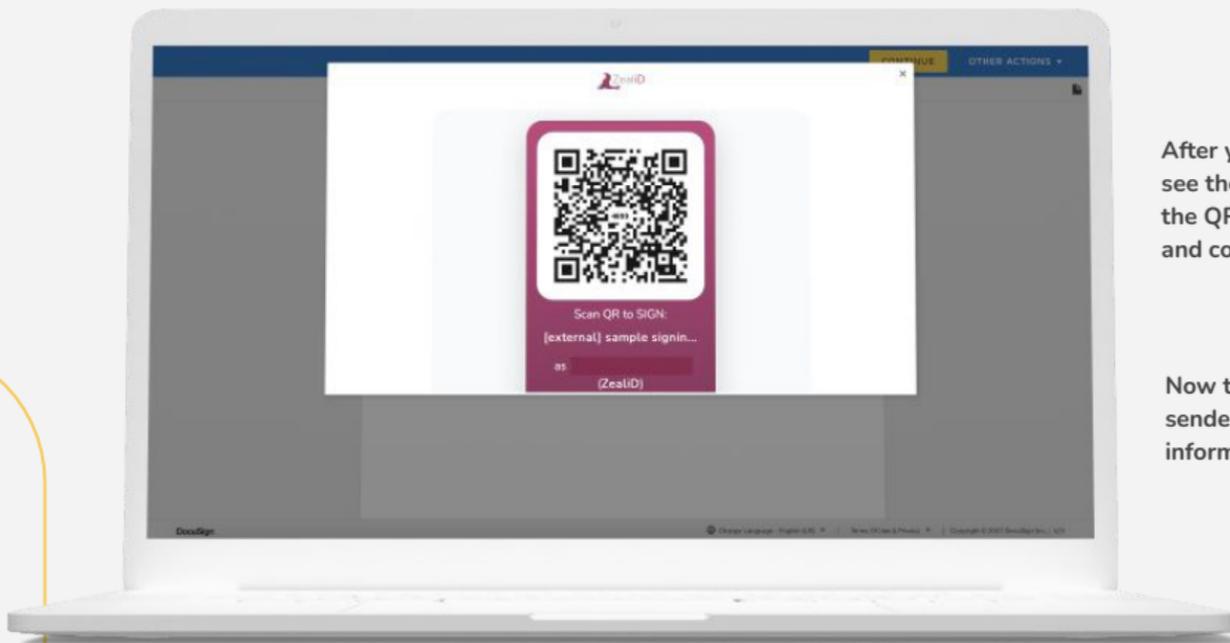


If you already are a user of ZealiD, click Sign and proceed with signing. If you are not a user of the ZealiD yet, download the app from Google Play or App Store.



⤴ How to sign a received document in DocuSign?

▶ 4.



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



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

