



Signing in DocuSign

The following guide will provide information on how to sign in DocuSign using ZealiD's Qualified Electronic Signature.

There are 2 ways for signing a document in DocuSign:

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

↑ How to send a document for signing in DocuSign?

▶ 1.

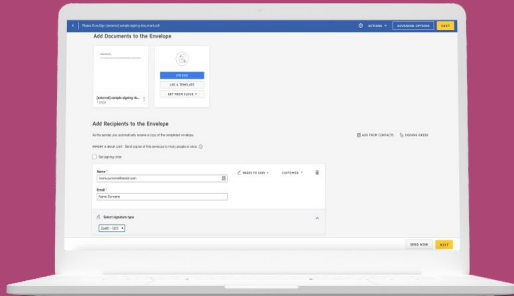
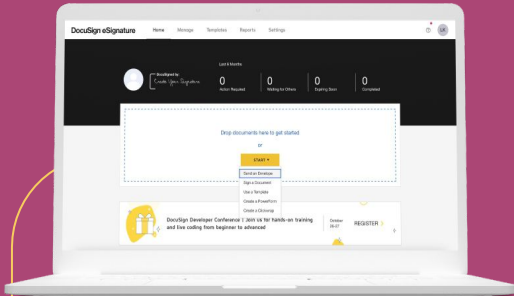


Go to your DocuSign account, click on Start and select Send an Envelope.

2.



Upload the document for signing.

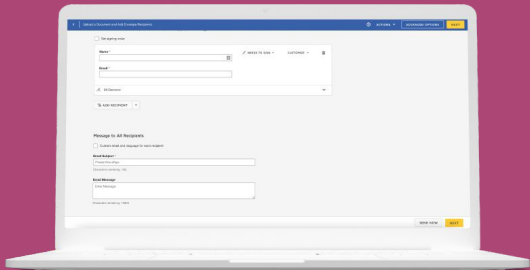


3.



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.

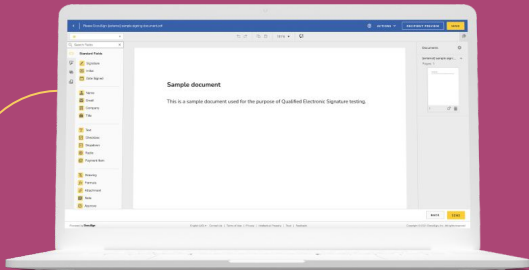
Leave the message to all recipients (if applicable) and click on Next to continue.



4.



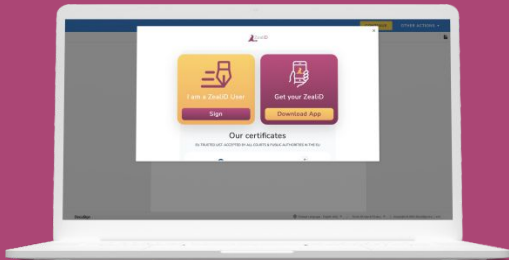
Select a signing field from the list provided. After the signing field is selected, click Send.



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.



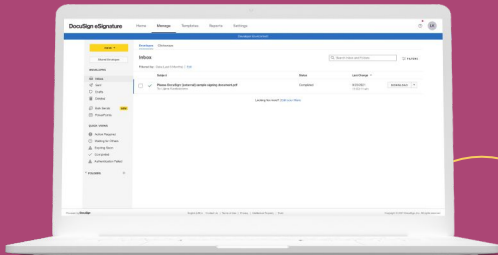
After you click Sign, you will see the QR Code. The the QR Code with ZealiD app and complete signing.



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.

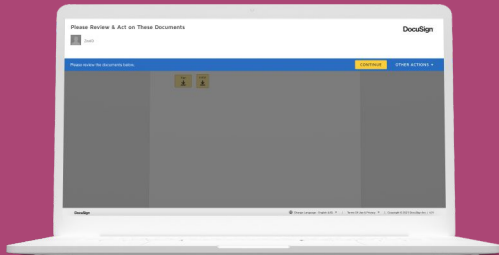
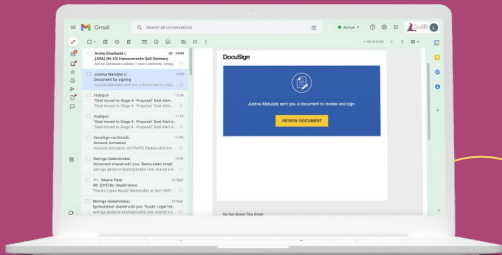


Review the email and click Review Document.

2.



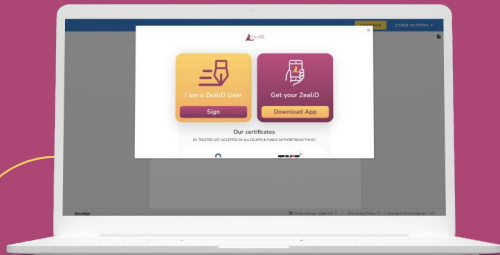
Review the document and click Continue.



3.



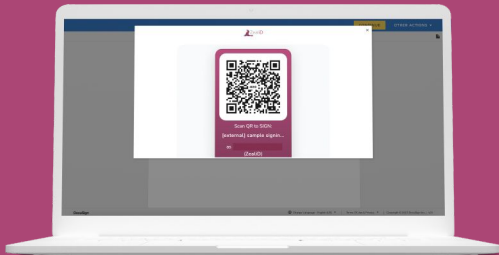
If you already are a user of ZealiD, click Sign and proceed with signing. If you are not a user of the ZealiD yet, download the app from Google Play or App Store.



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.

