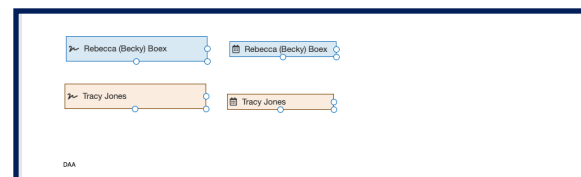
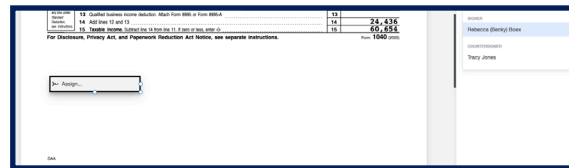
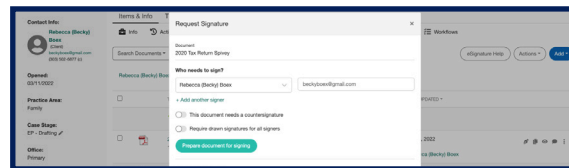


This is just a quick instructional guide on sending documents for signature. Any word or pdf document added to mycase, by upload or by generation, can be sent for signature. This signature can be substituted for physical signature in most cases, but remember that the document cannot be changed after the signature is added. Follow the steps below to see how to keep that process ticking along! You can also watch this guide here: joneslawcolorado.com/dashboard

Steps to Follow

- Select your document and click the signature button on the right hand side of the screen.
- Select how many people will sign and if a counter signature (someone in the office) is needed.
- Click prepare for signature, wait as the pdf is generated and then select the correct locations.
- Make sure to assign the fields you add to the correct signer, and then send it off!
- That's that! Good job!



Concluding Thoughts

At the end of a signed document will be a page that details who signed, when, and from where. If for some reason you need to keep the identity of contact details of one party to the document a secret to the other DO NOT send them a signature request. They will receive a notification with the fully executed document thus breaking the confidentiality.