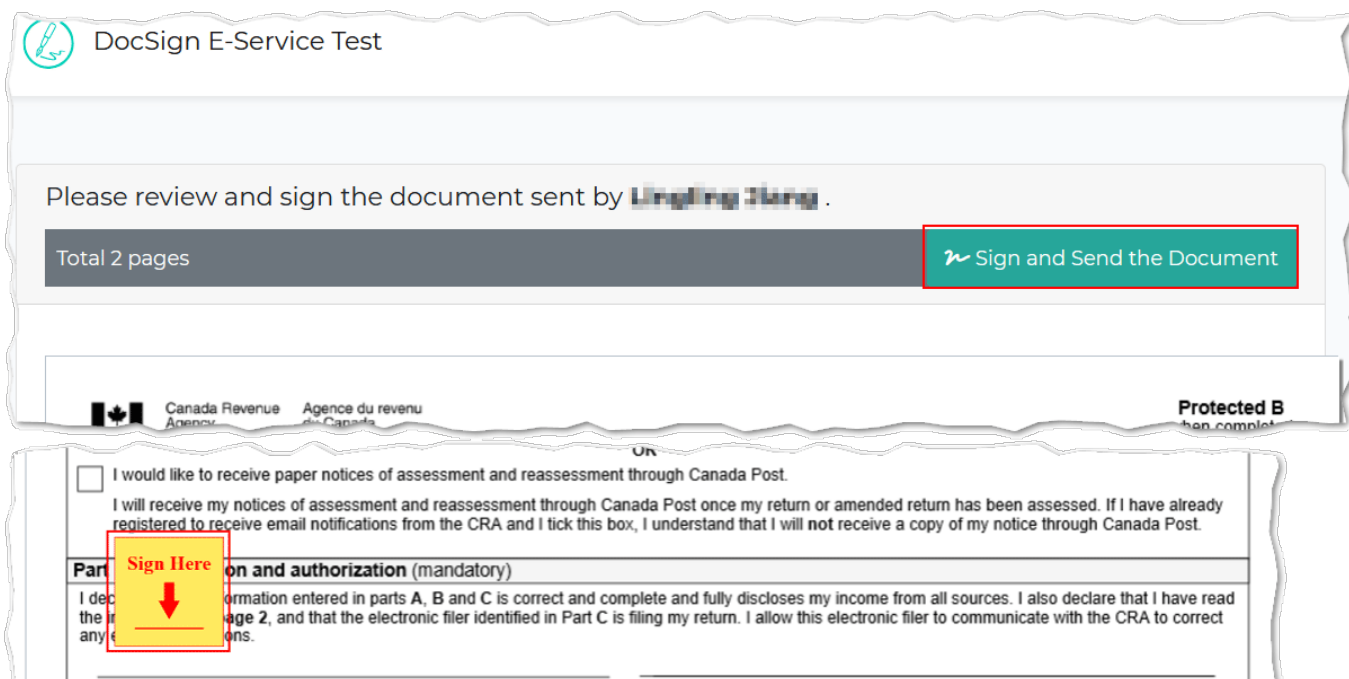


How to complete an e-signature request?

When an e-signature request is submitted in the software, the recipient will get an email with an e-signature access link.

When clicking on the access link, the recipient needs to enter a password provided by the sender in order to proceed.

The recipient can click the '**Sign and Send the Document**' button at the top or the '**Sign Here**' icon on the page to launch Signature Pad to sign the document.



The following video shows how the process will look like:

Here is how the Signature Pad looks like:

Add Signature



By clicking Sign and Complete, I agree that the signature will be the electronic representation of my signature for the purpose of using it on this document.

Draw signature here

Type it Draw it

Type your name here

Change Style ▾

choose different font style

Clear

Cancel

Sign and complete

Once the process is completed successfully, the signer will see a success message with a link to download the signed document. An email will be sent to the signer with the link as well. The link will expire in 72 hours.

Thank you! The document has been signed and sent successfully.

You can download the signed document form this [link](#). The link will expire in 72 hours.

Unique solution ID: #1274
Author: contact mytaxexpress
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