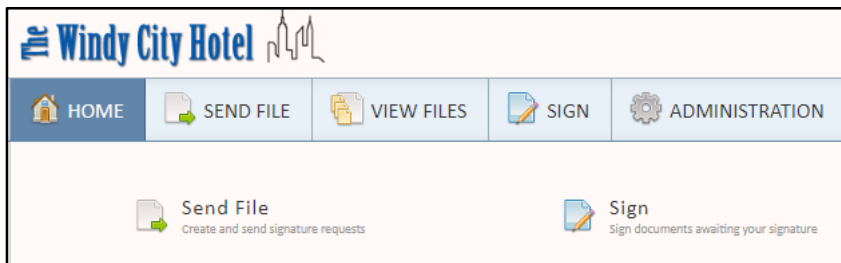


### Sertifi eSignatures

This guide walks you through the sending process for Sertifi eSignatures. This is the basic process for Sertifi Admins to follow when sending a signature form to a guest. For more details about the options available for customizing signature forms, see our online Support Center.

### Send a signature request

1. Log in to your Sertifi Portal.
2. Click Send File to create a folder to add your signature form to.

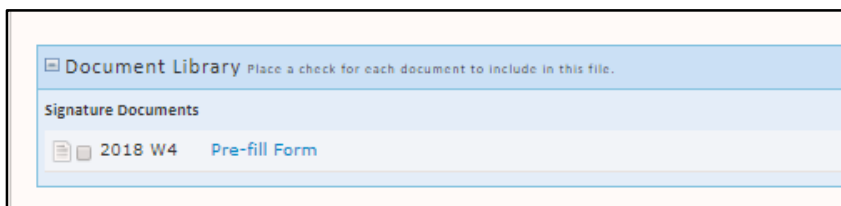


3. Enter a unique file name so you can quickly recognize the folder once you receive the signed form.



The screenshot shows the 'Send File' form. At the top, there is a note: '\* Indicates a required field'. Below this is a 'File Name' dropdown menu with the text 'Reservation for John Smith'. Below the 'File Name' dropdown is a '1st Level Signer(s)' text area containing the email address 'jsmith@example.com'. To the right of the text area are two buttons: 'My Address Book' and 'Add to Address Book'. Below the text area is a note: 'Enter email addresses of users required to sign this file. Separate emails with commas.'

4. Provide an email address for your first-level participant or add a first-level participant from your Sertifi address book.
5. Upload your signature form from your computer or your Sertifi Document Library.



6. Send the signature form to your guest. That's it!