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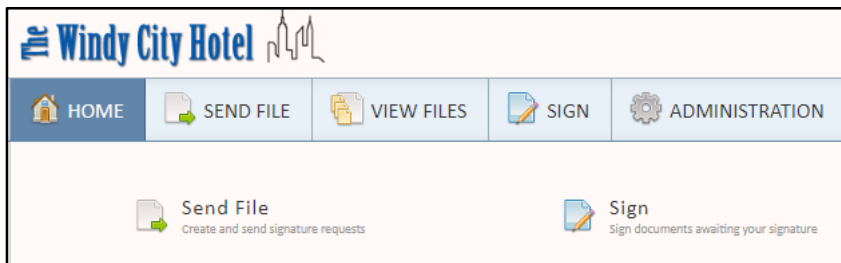
3. Enter a unique file name so you can quickly recognize the folder once you receive the signed form.

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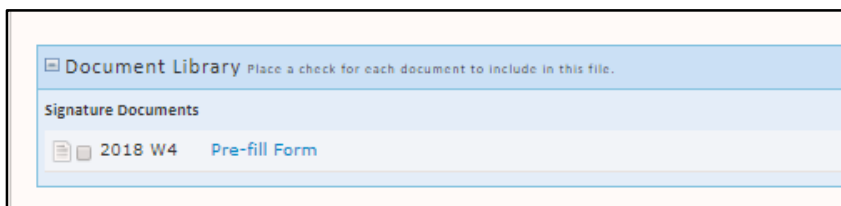
6. Send the signature form to your guest. That's it!