Using HelloSign for Digital Signatures

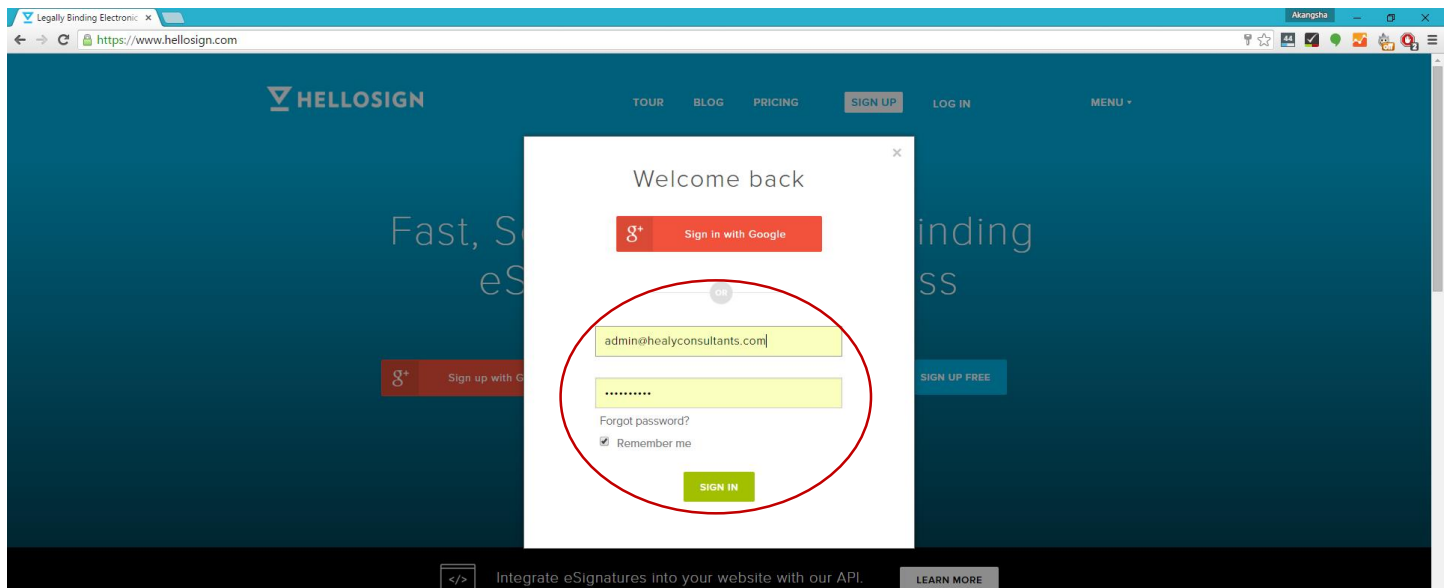1. Visit http://www.hellosign.com, click the "LOG IN" button
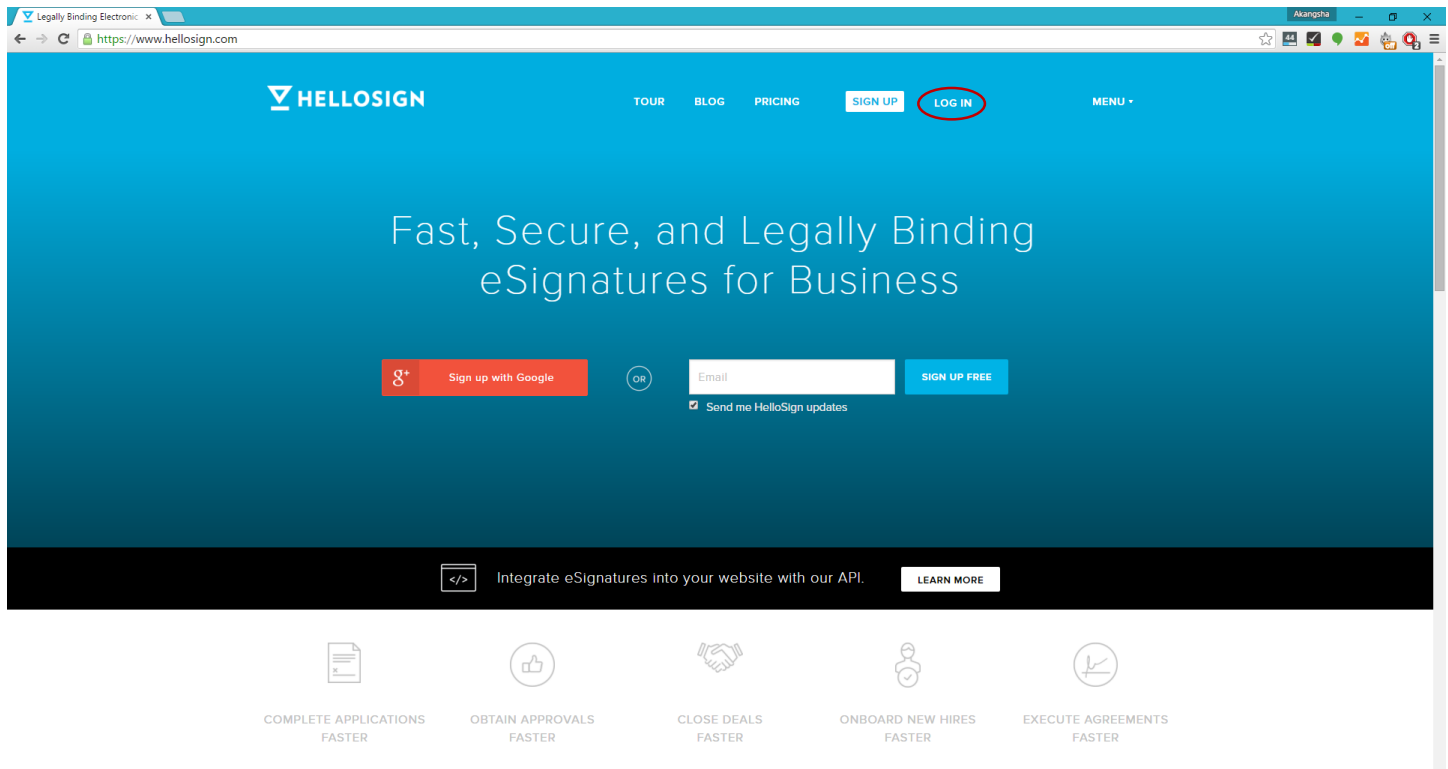
2. Enter the following login details:
   a. Username: admin@healyconsultants.com
   b. Password: Singapore1
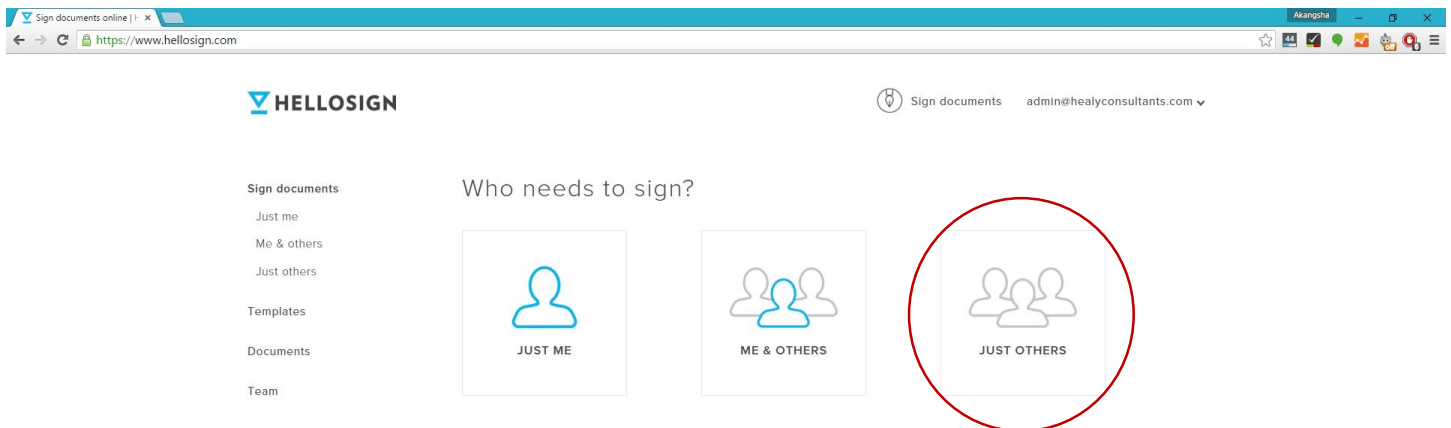
   Then click "SIGN IN"

   * TIP: You might want to click "Remember me" to save you time when logging in the next time

Sending out a new document for signing

**3.** Choose between the three options for who needs to sign the document (for this example, I will be using the "just others" scenario)

Select "Just others"

4. Upload the document that you need signed by either **i)** selecting "UPLOAD FILES" or **ii)** dragging and dropping the file to where it says "or drag files here"

The file will then upload, then convert. This should take less than a minute (assuming your file is not very big)
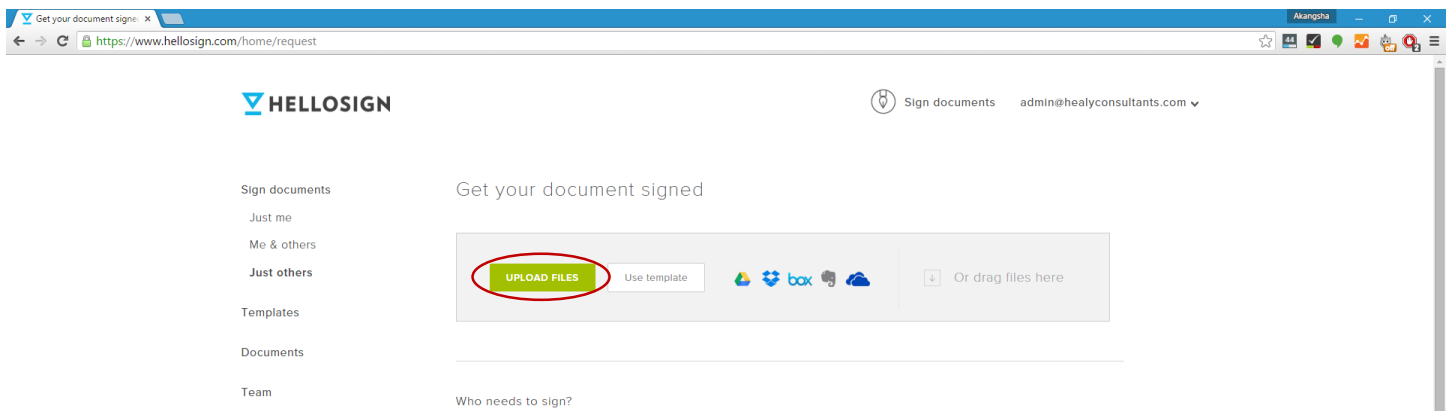
5. List who needs to sign the document. You can choose whether or not there is an order for signing (for this example, I will be setting an order)

You can add as many signers as necessary:

6. In order to ensure that you are notified when the document is signed by each person and receive the final copy, you **must** "Add CC" and enter your email address (and your manager's if necessary). If you do not do this, you will need to manually log in to hellosign.com to check if the document is signed

7. You must then click "prepare document for signing" to set the location for each person's signature:

8. You can choose what information needs to be added from the top. Please click and drag to the preferred location on each page:

You can choose who signs in each place using the dropdown list and set whether the signature is required

Once you are done, please click the "CONTINUE" button in the top right

9. You can then set the email Subject and the Message
10. Once you are done, please click the "REQUEST SIGNATURE" button

PREPARE DOCS FOR SIGNING

Add a title and message for the recipient

Document Title

Message (optional)

REQUEST SIGNATURE

11. If your Client forgets to sign, you can always choose the arrow button in the list of documents and select "SEND REMINDER"

Sign documents

Templates

Documents
• Out for signature
• Awaiting my signature

Status	Title	Date
● COMPLETED	engagement letter test	Dec 3