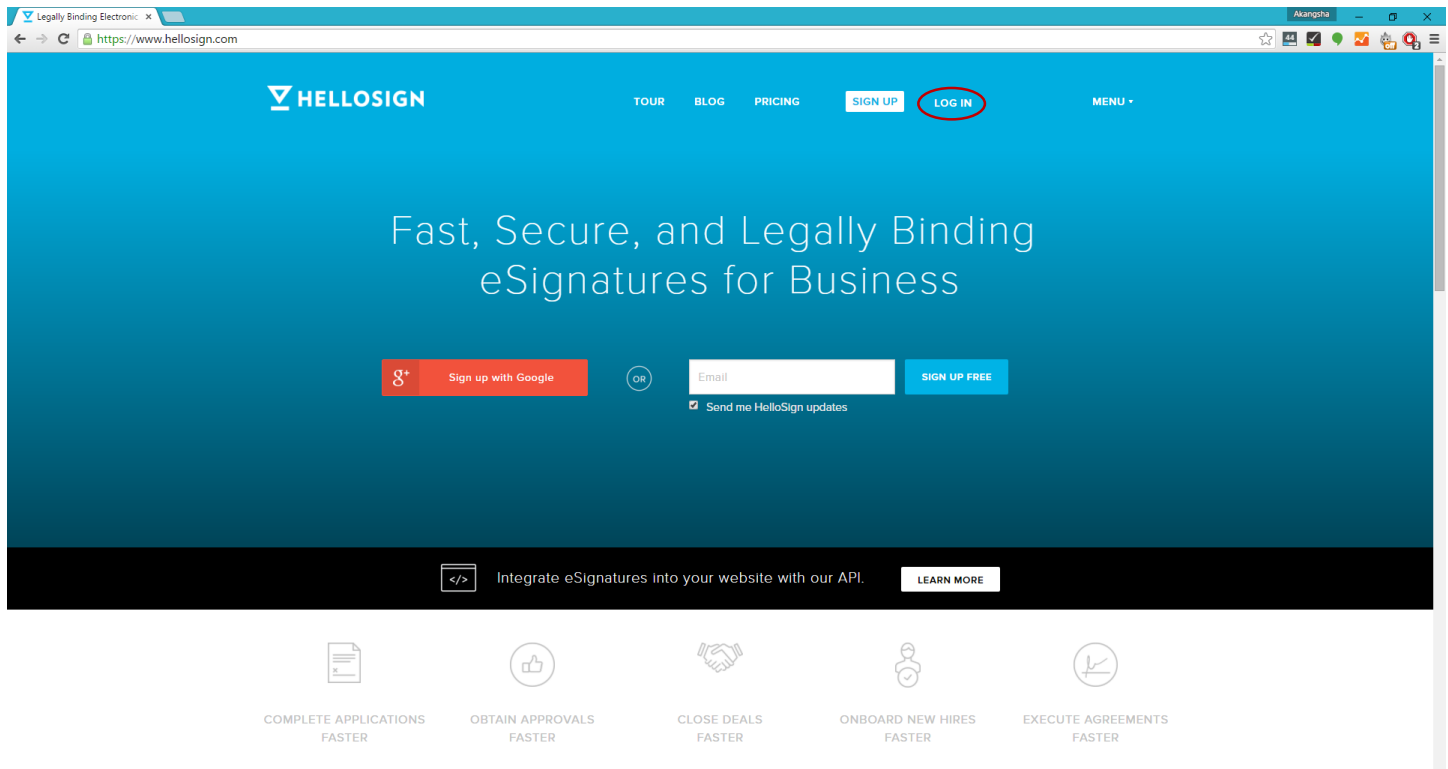


## Using HelloSign for Digital Signatures

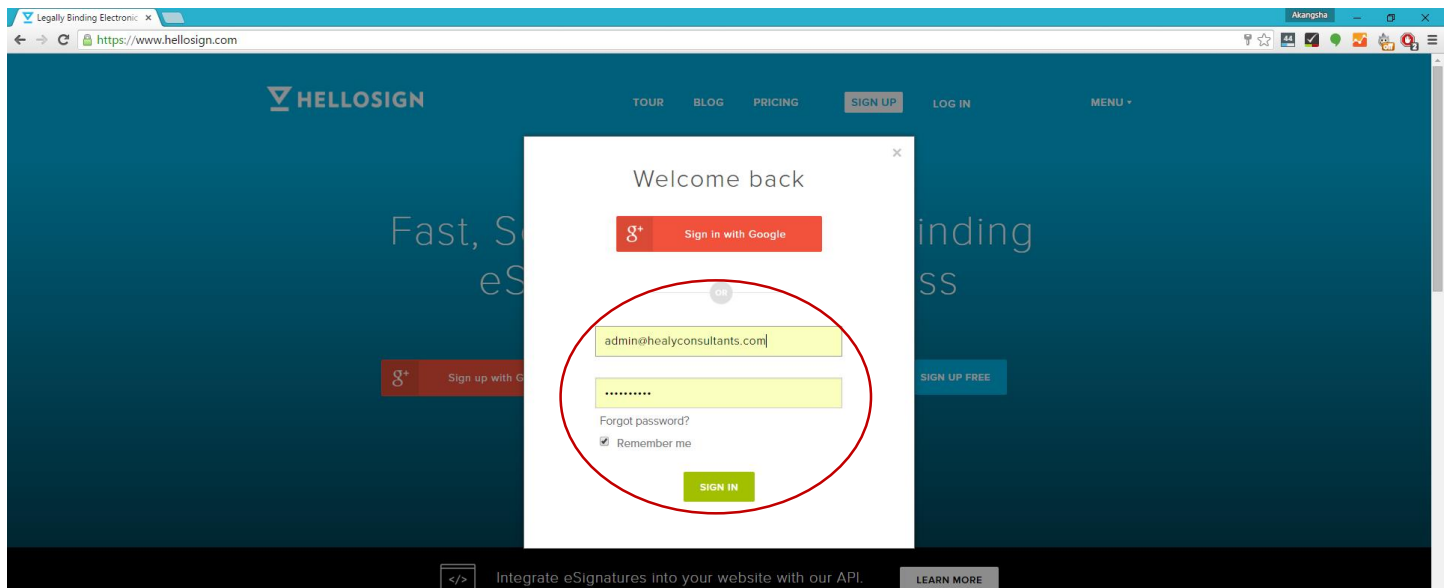
1. Visit <http://www.hellosign.com>, click the “LOG IN” button



2. Enter the following login details:
  - a. Username: [admin@healyconsultants.com](mailto:admin@healyconsultants.com)
  - b. Password: Singapore1

Then click “SIGN IN”

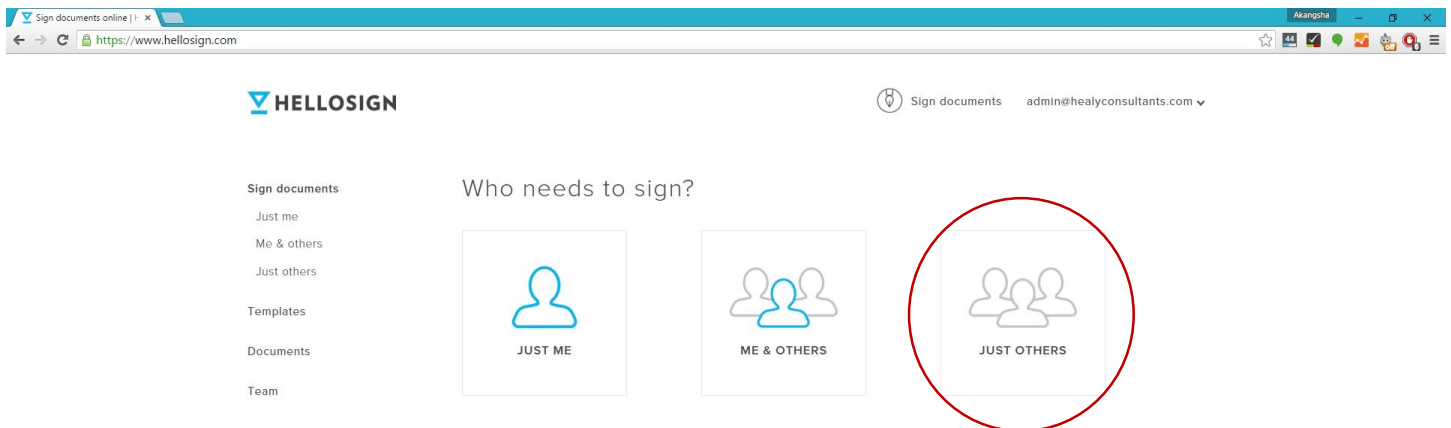
\* TIP: You might want to click “Remember me” to save you time when logging in the next time



### **Sending out a new document for signing**

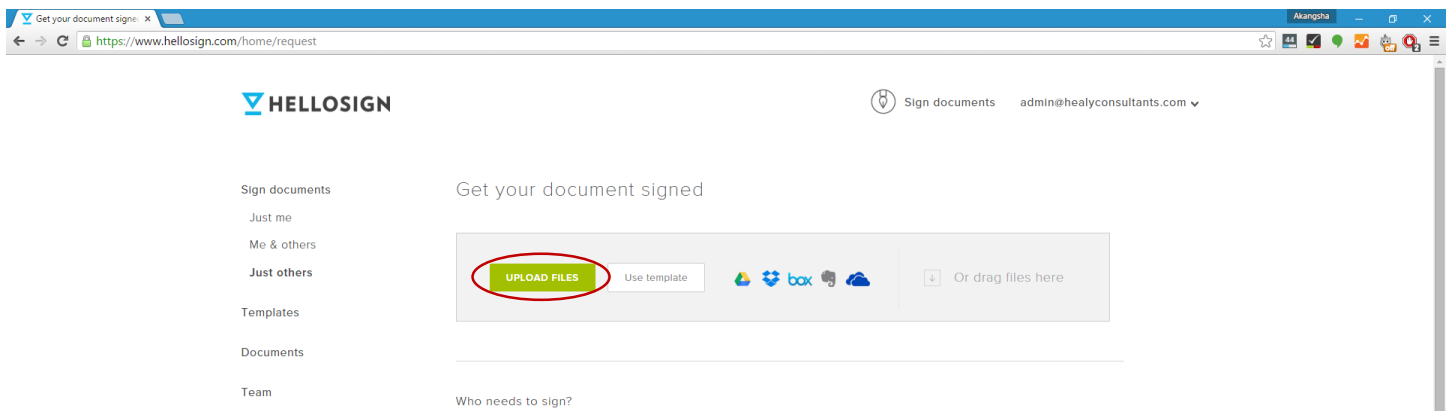
3. Choose between the three options for who needs to sign the document (for this example, I will be using the “just others” scenario)

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:

A screenshot of the 'Who needs to sign?' form. It shows two signers: 1. Aidan Healy (aidanhealy@healyconsultants.com) and 2. Akangsha Bandaikul (akangsha@healyconsultants.com). Below the signers is a dashed box with 'Add Signer' and a '+ Add CC' button. At the bottom, there is a checkbox labeled 'Assign signer order' which is checked.

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

Who needs to sign?

1 Aidan Healy aidanhealy@healyconsultants.com

2 Akangsha Bandakul akangsha@healyconsultants.com

+ Add Signer

+ Add CC

☒ Assign signer order

7. You must then click “prepare document for signing” to set the location for each person’s signature:

weixian@healyconsultants.com

+ Add CC

☒ Assign signer order

PREPARE DOCS FOR SIGNING

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

Signature HS Initials Textbox Checkbox Sign Date

CONTINUE

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

Who signs here?

Aidan Healy

☒ Required

Continued on next page.....

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

CONTINUE

- 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

SEARCH

Status	Title	Date	
COMPLETED	engagement letter test	Dec 3	