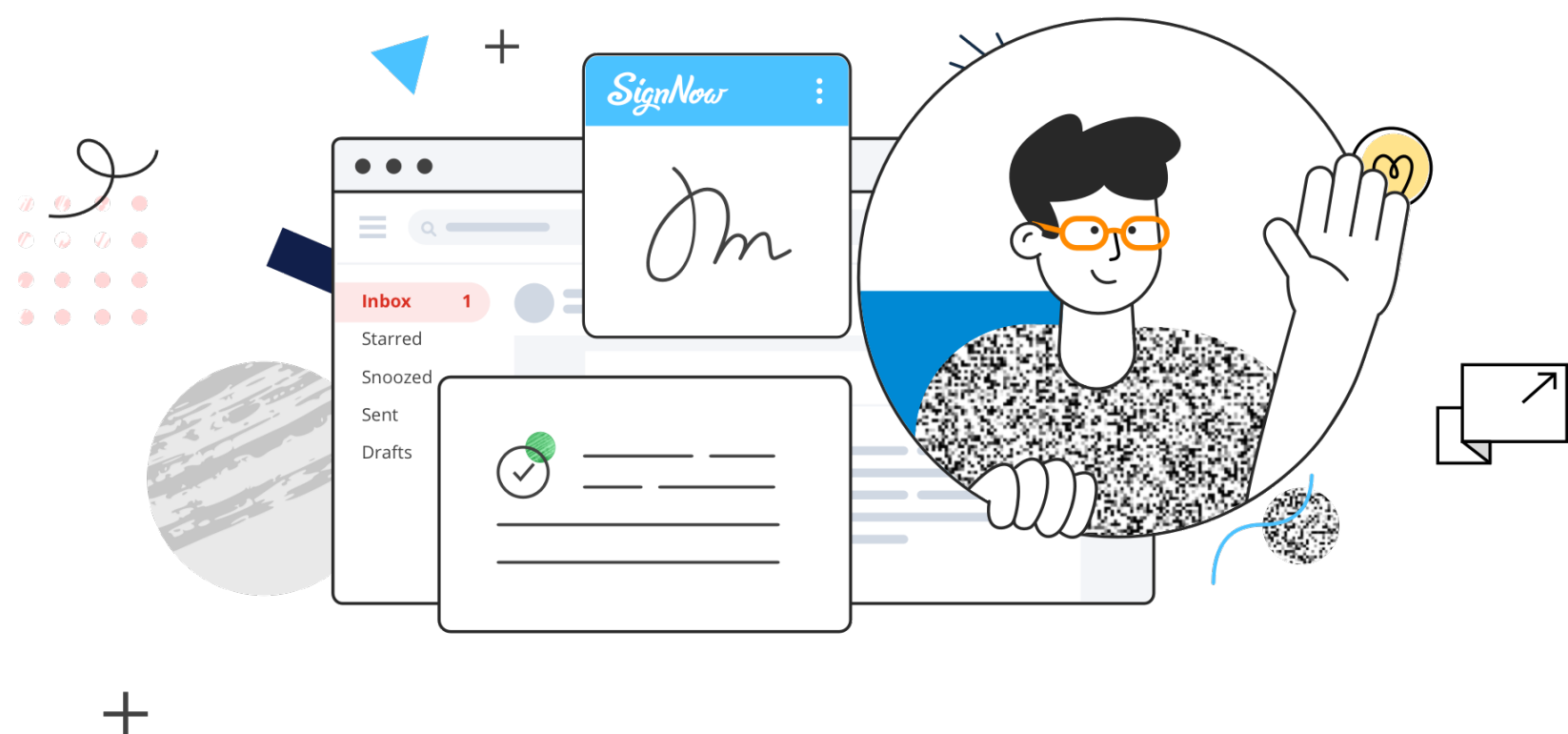
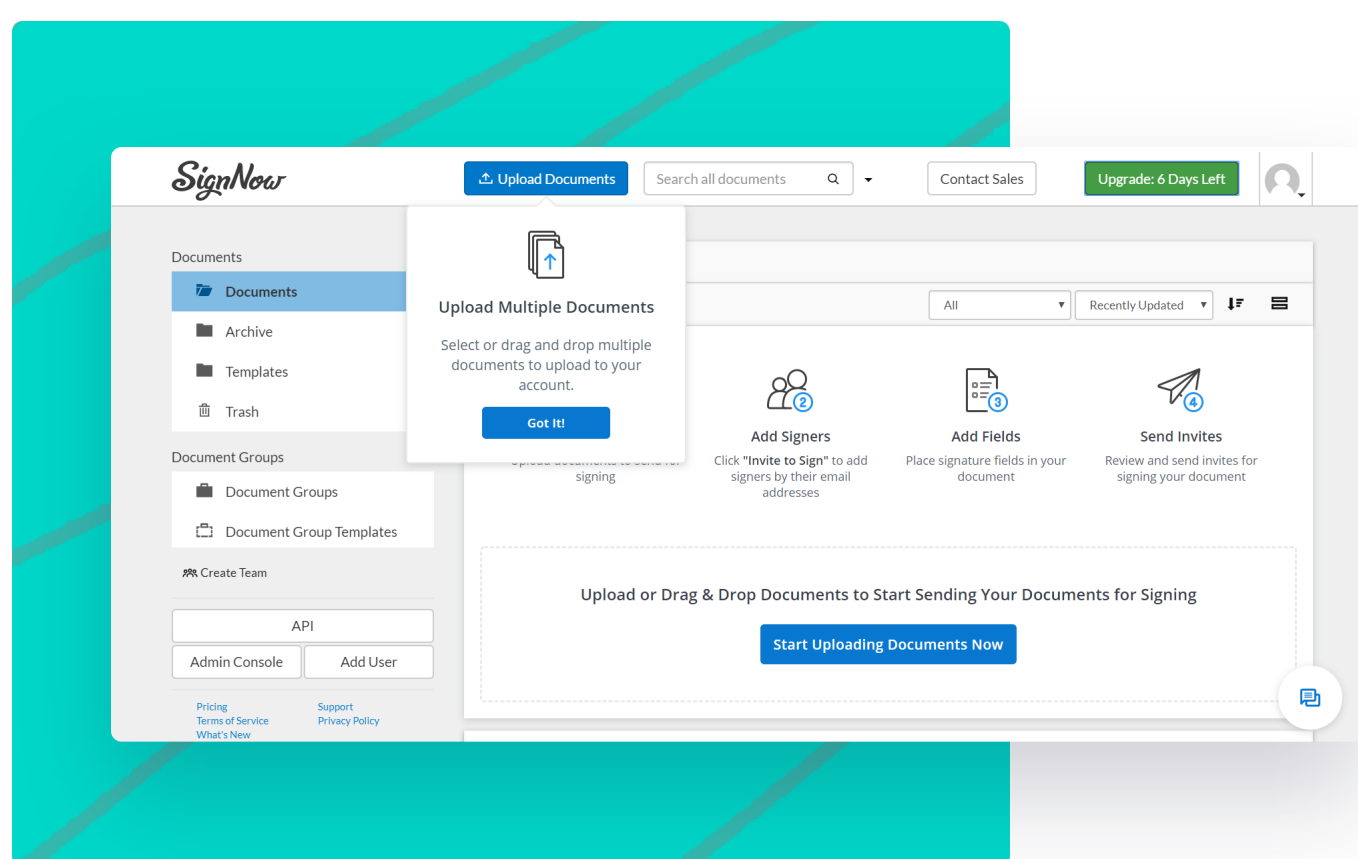




# Getting started with SignNow

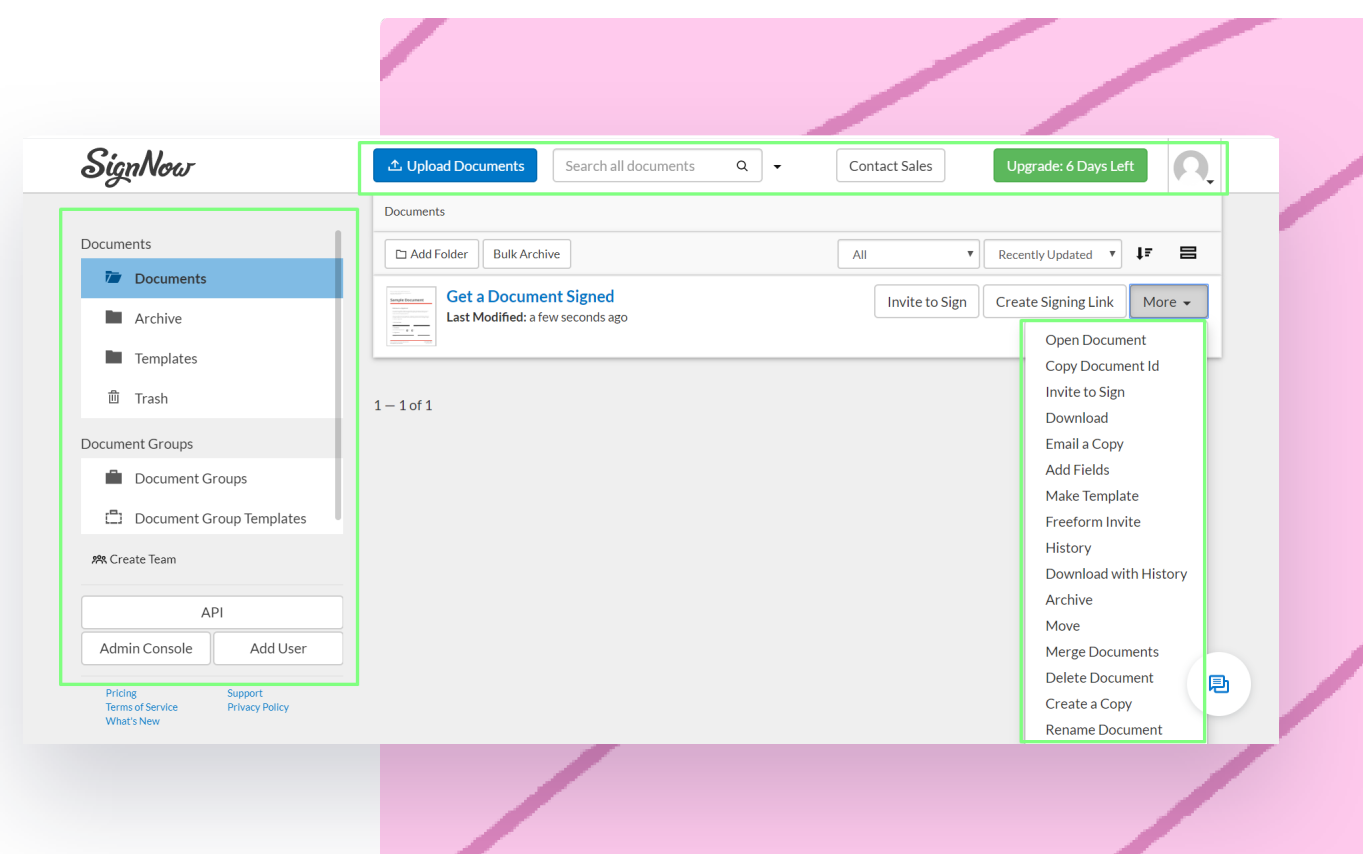


## 1. Account overview



Here's how your SignNow account will appear. Begin by uploading a document to start working. Click **Upload Documents** at the top, use **Start Uploading Documents Now** or drag and drop a document into the indicated area. All your documents will be listed in the area at the center.

By clicking **More** on a document, you'll get a list of options for customizing your document. Also, see the interface's top and left panels. The top panel contains the uploading button, search tool, and button for contacting sales as well as your profile section.



## The left panel contains folders and sections that correspond to the following features:



### Documents

A folder that stores all documents uploaded or signed by you.



### Archive

If you don't need a document or template right now but may need it in the future, you can archive your document in this folder instead of deleting it.



### Templates

To make a document reusable, simply turn it into a template. All templates are stored in this folder.



### Trash

Contains all deleted files. Here you can delete files permanently or restore them.



### Document Groups/ Document Group Templates

Create a package of documents or templates for a particular case and send it out for signing.



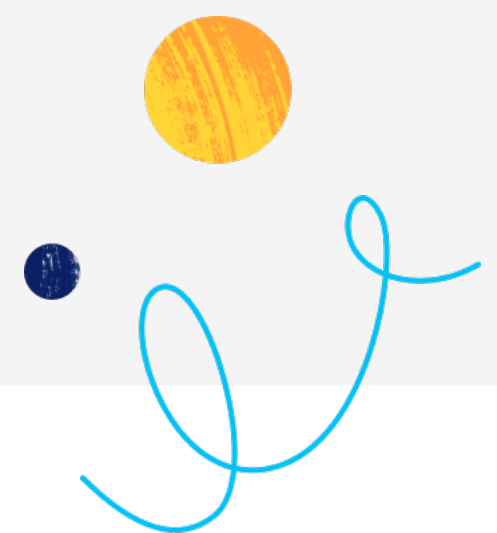
### Create Team

Allows you to create a team and invite others to share documents and work on them together.



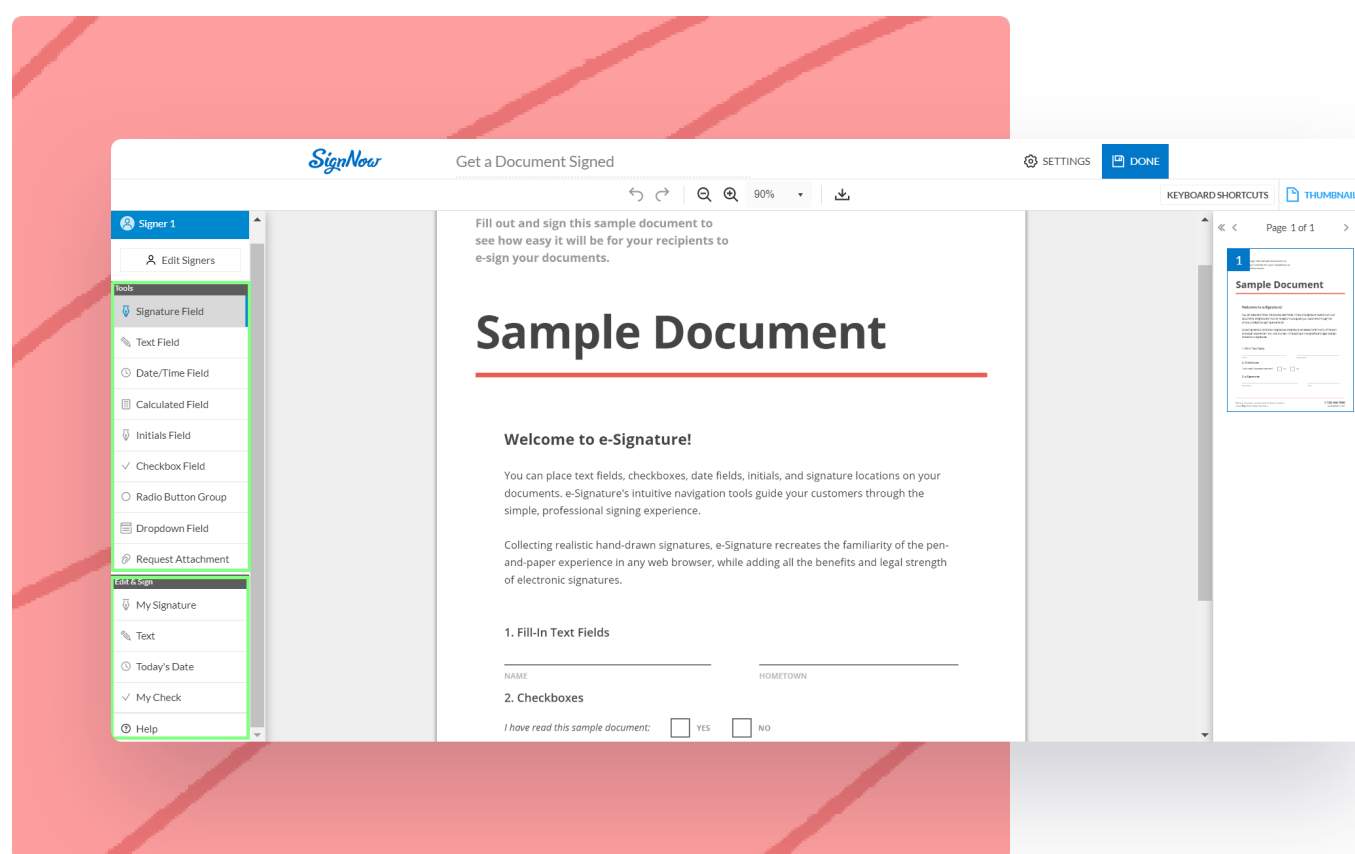
### Admin Console

Allows you to manage your subscription, add and remove users, and check their history.






## 2. Signing your first document

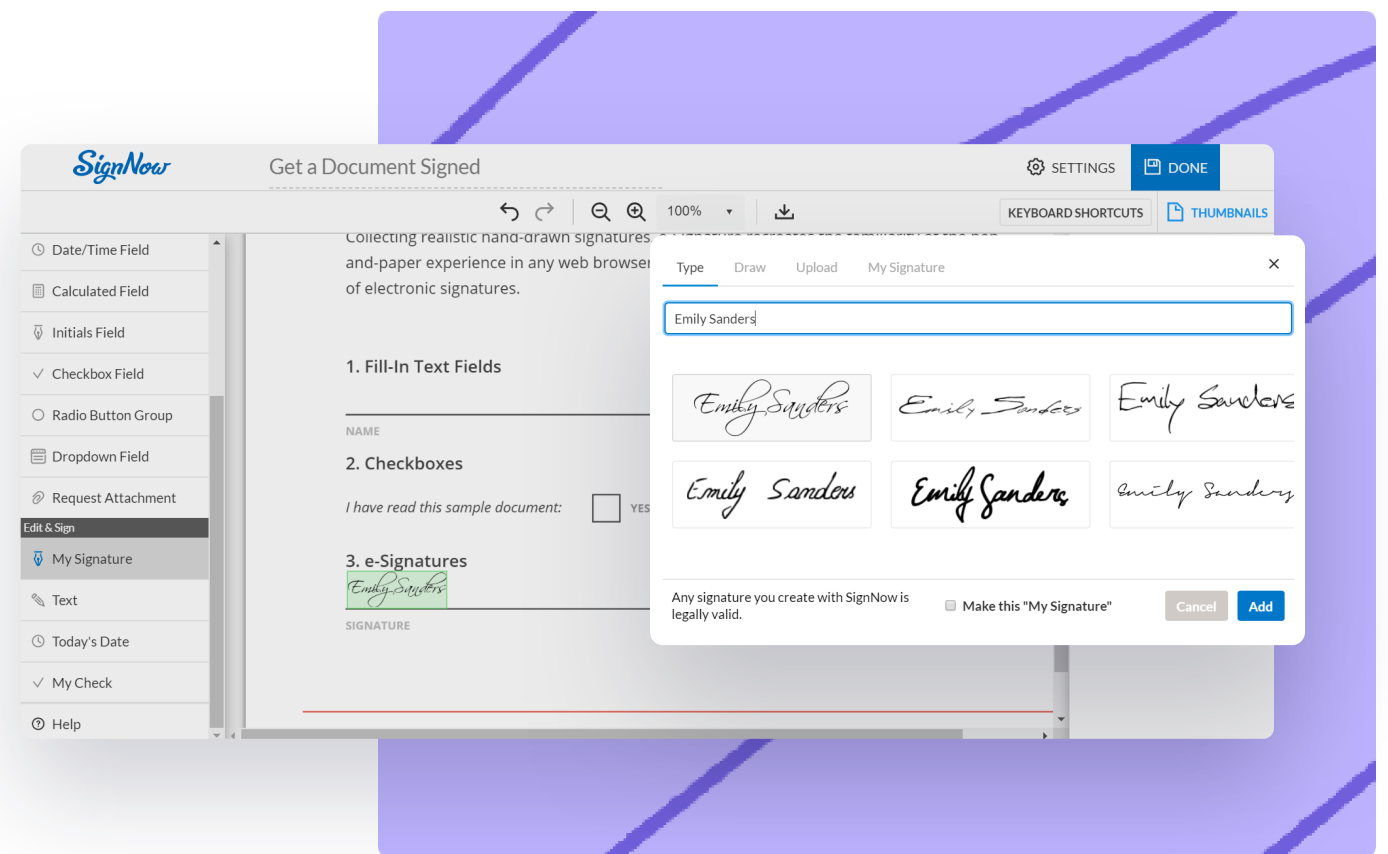
In SignNow, you can sign a document someone sent you or sign your own document.



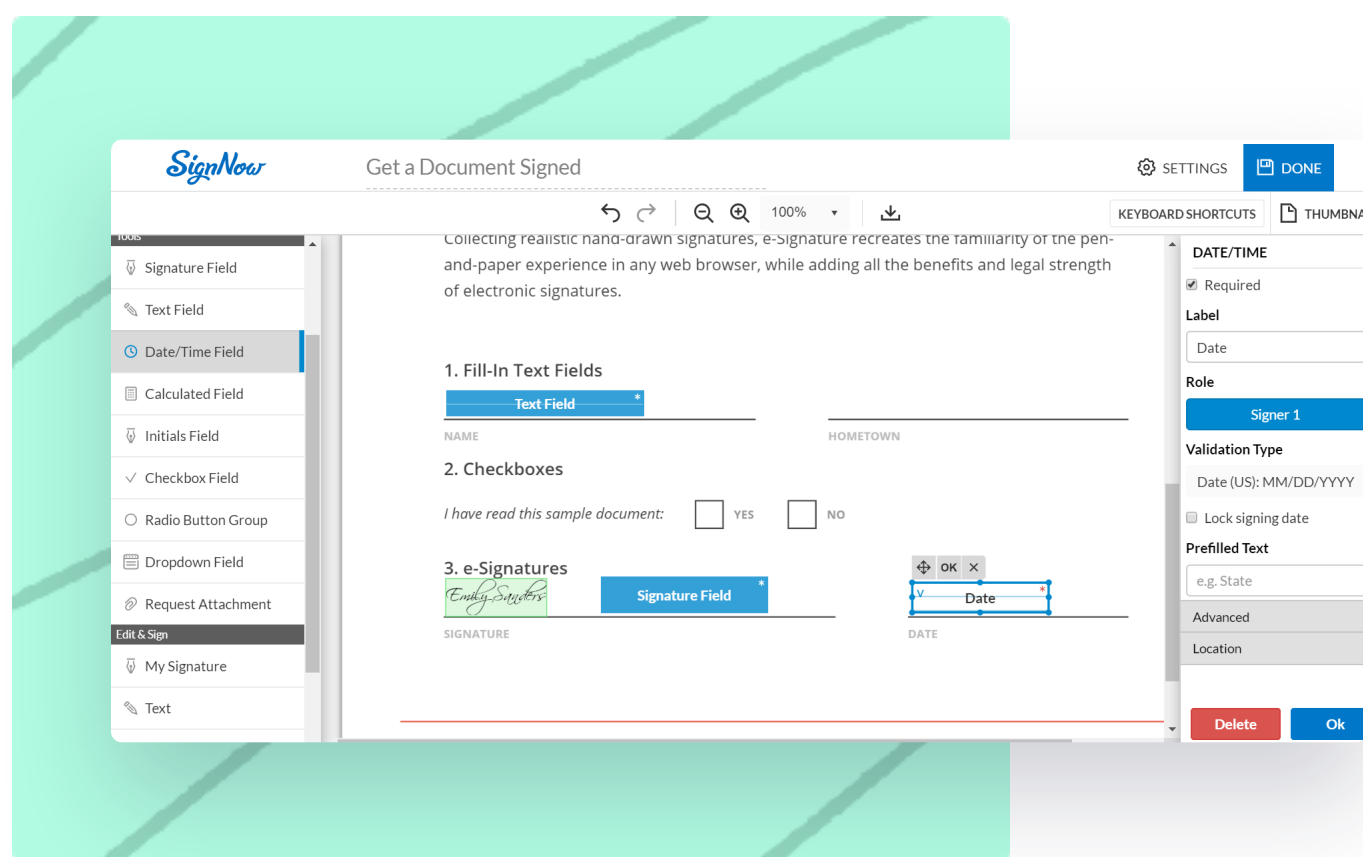
To sign your own document, click on your uploaded document to open it in the editor. On the left, you'll find a list of tools divided into two sections. **Tools** allow you to add fillable fields for your recipients; **Edit&Sign** allows you to add your own data.

In the Edit&Sign section, select **My Signature** and drag it onto the page or click on the place where it should be. In the windows that appears next, choose your preferred method for signing the document:

-  Type your name and select its stylized format
-  Draw your signature using a touchpad
-  Upload a picture of your handwritten signature

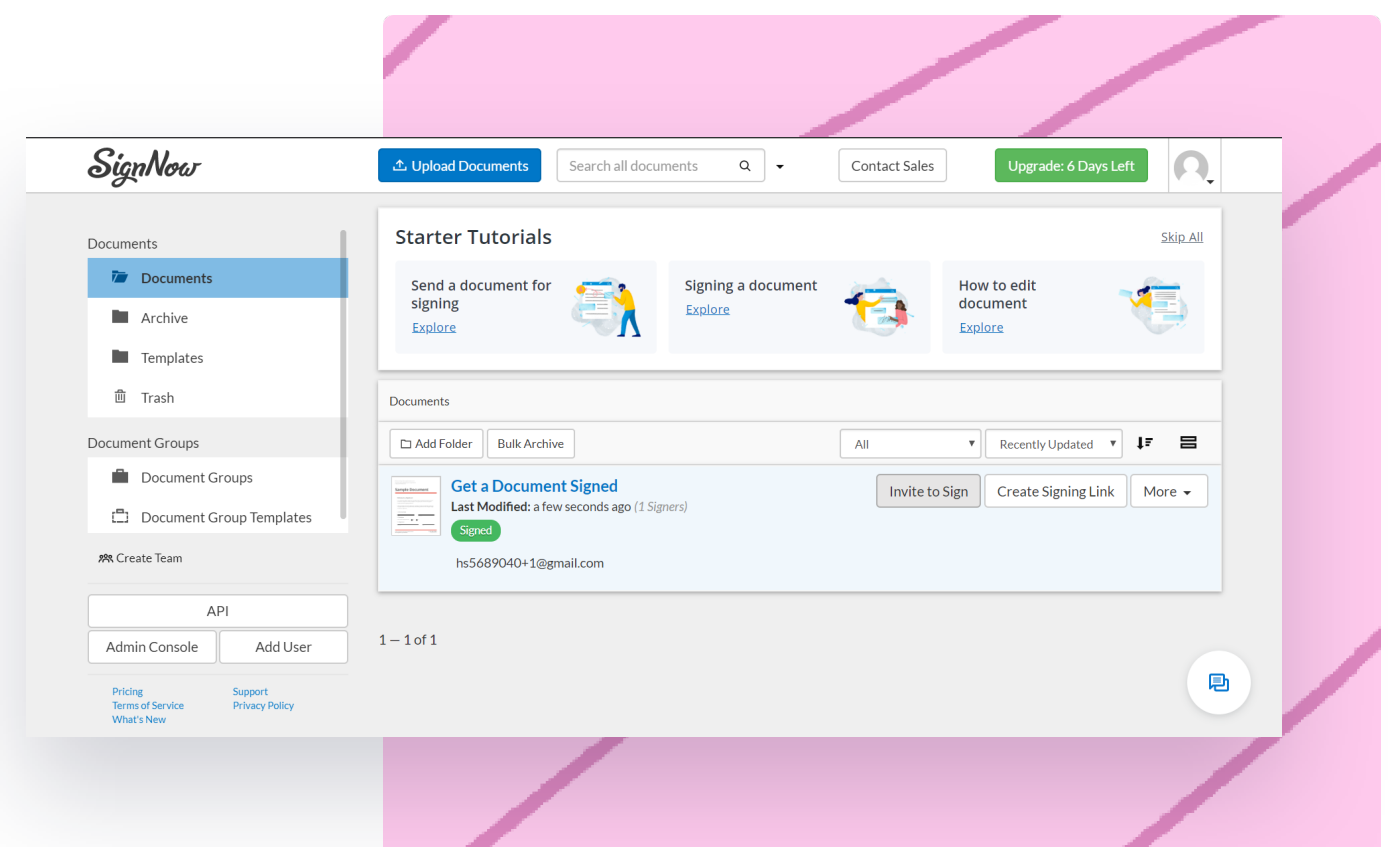


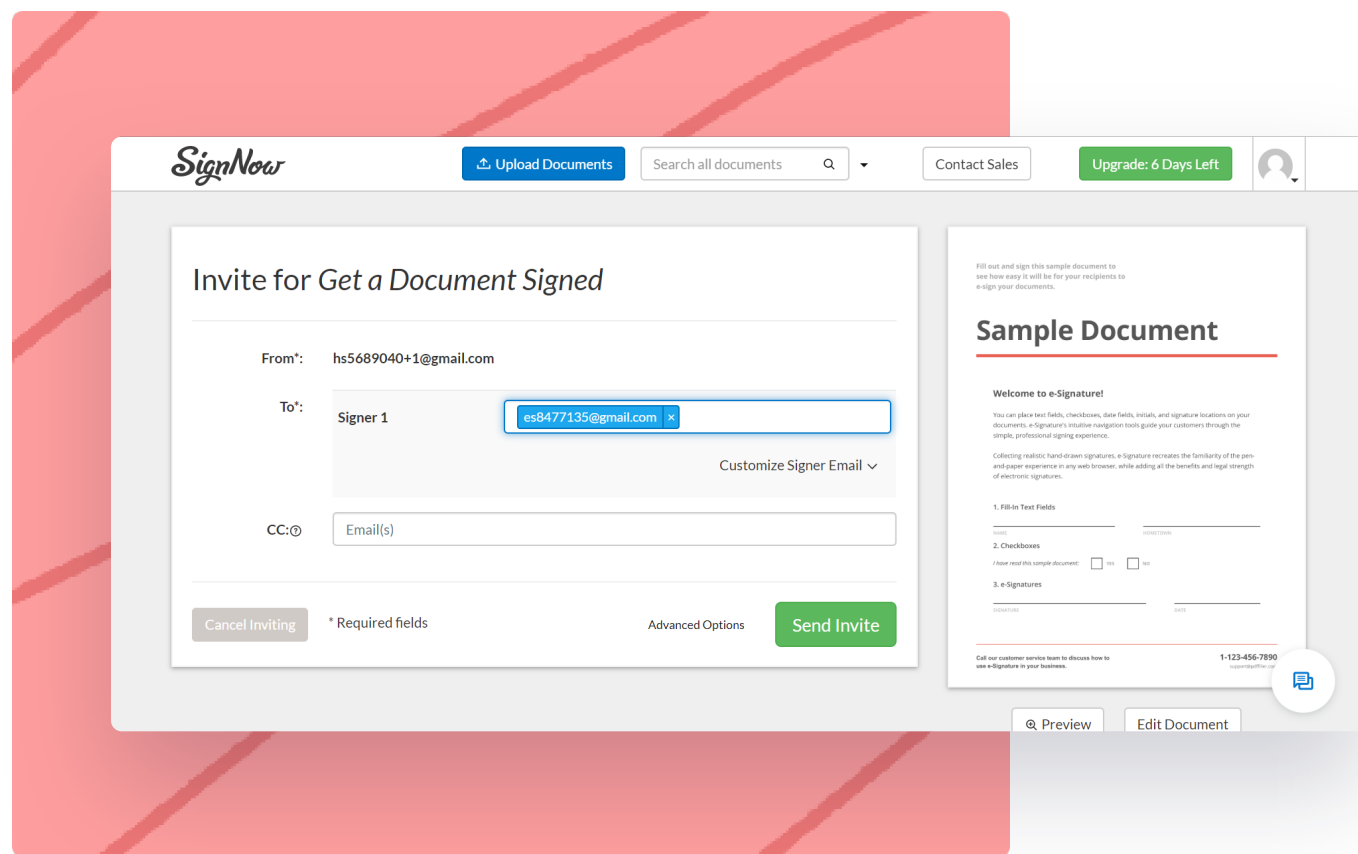
### 3. Request others to complete and sign your document



To ask a recipient to fill out and sign your document, begin by preparing the necessary fillable fields. Choose the fields you need from the **Tools** section and place them onto your document. You can move fields and resize them by dragging their corners.

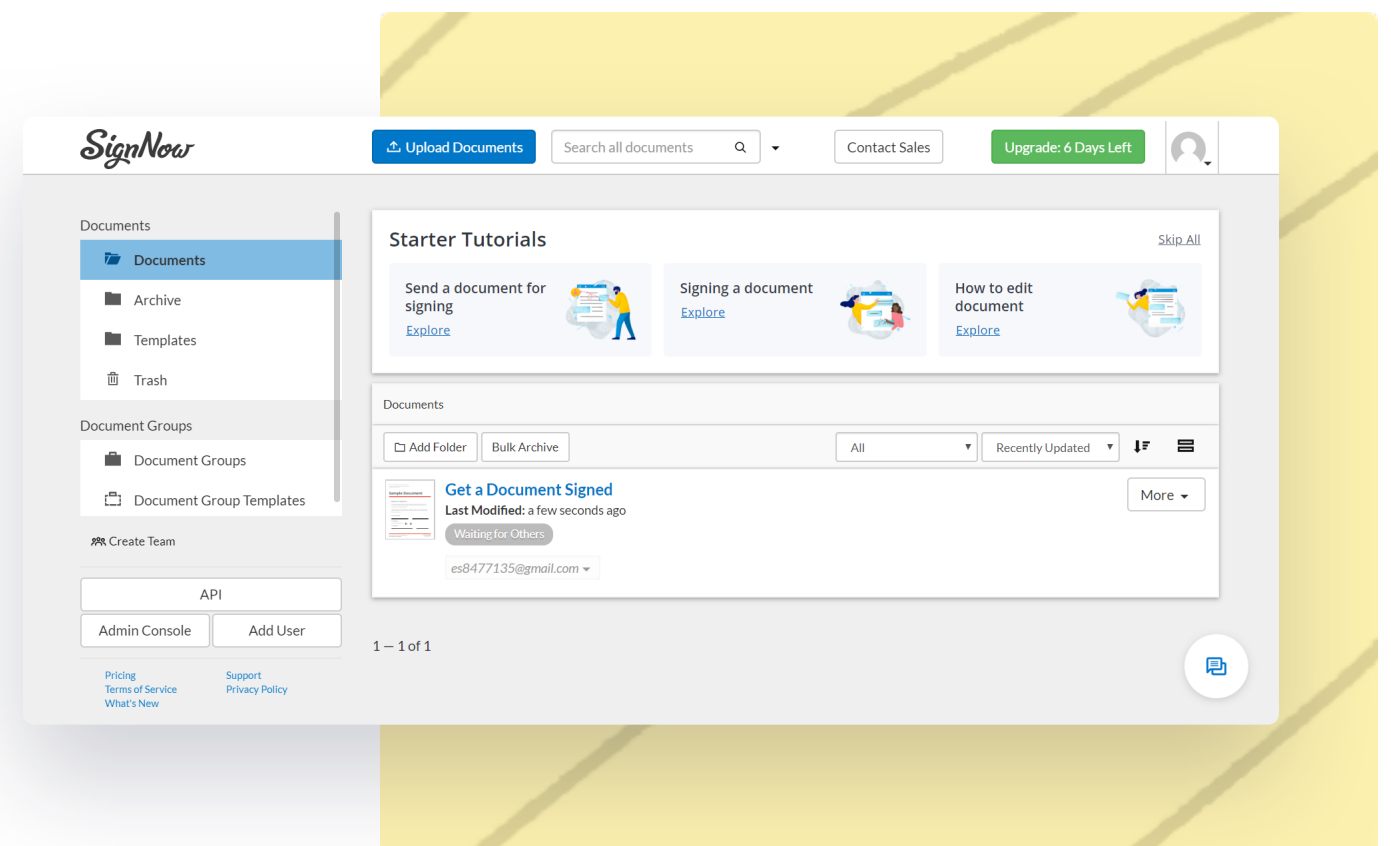
Once you've finished editing, click **Done**. To make a signing request, click **Invite to Sign** in the document's options.





In the invitation window, enter the email of your recipient, customize an email subject and message, and click **Send Invite**.

Now, you can track the status of your document. Once completed, its status will appear as **Signed**.



## 4. Other plan features

### Features offered by the free trial also include:



#### Bulk sending

Allows you to send separate copies of the same document to up to 20 people.



#### Signing Links

Generate links to a document and post them on the Web, so anyone can follow the link and complete your document anonymously.



#### Custom branding

Brand your account and emails by adding your custom logo.



#### Conditional fields

These fields become active when a certain condition (set by you) has been fulfilled.



#### Link protection

Links in sent and uploaded documents are scanned for malicious software.



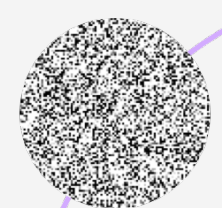
#### Conditional routing

Set the order in which your document will be completed.




#### Advanced forms


Authorize your first signer to resend a document onto additional signers.



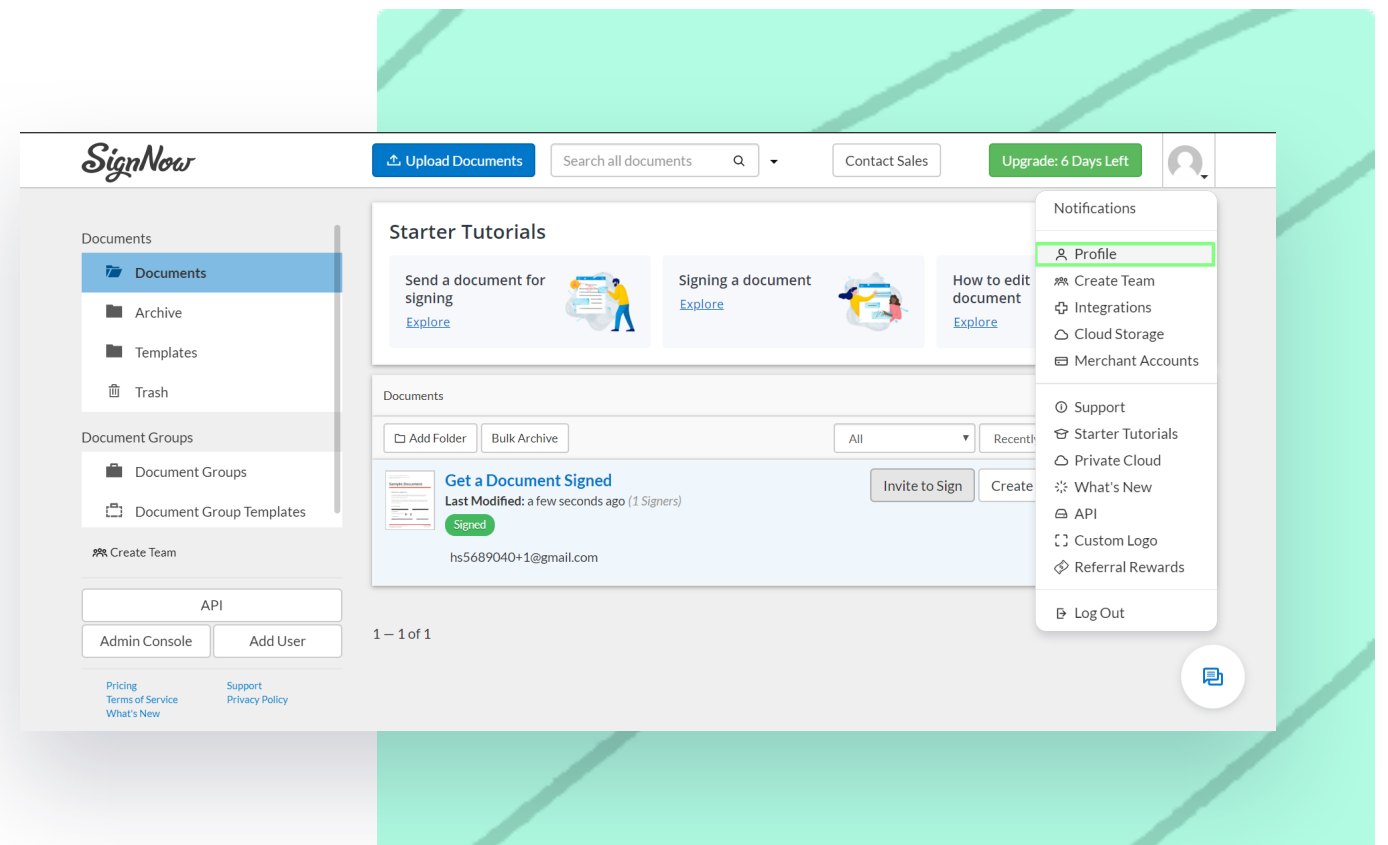
# 5. Deleting your account

You can easily delete your SignNow account if you're not:

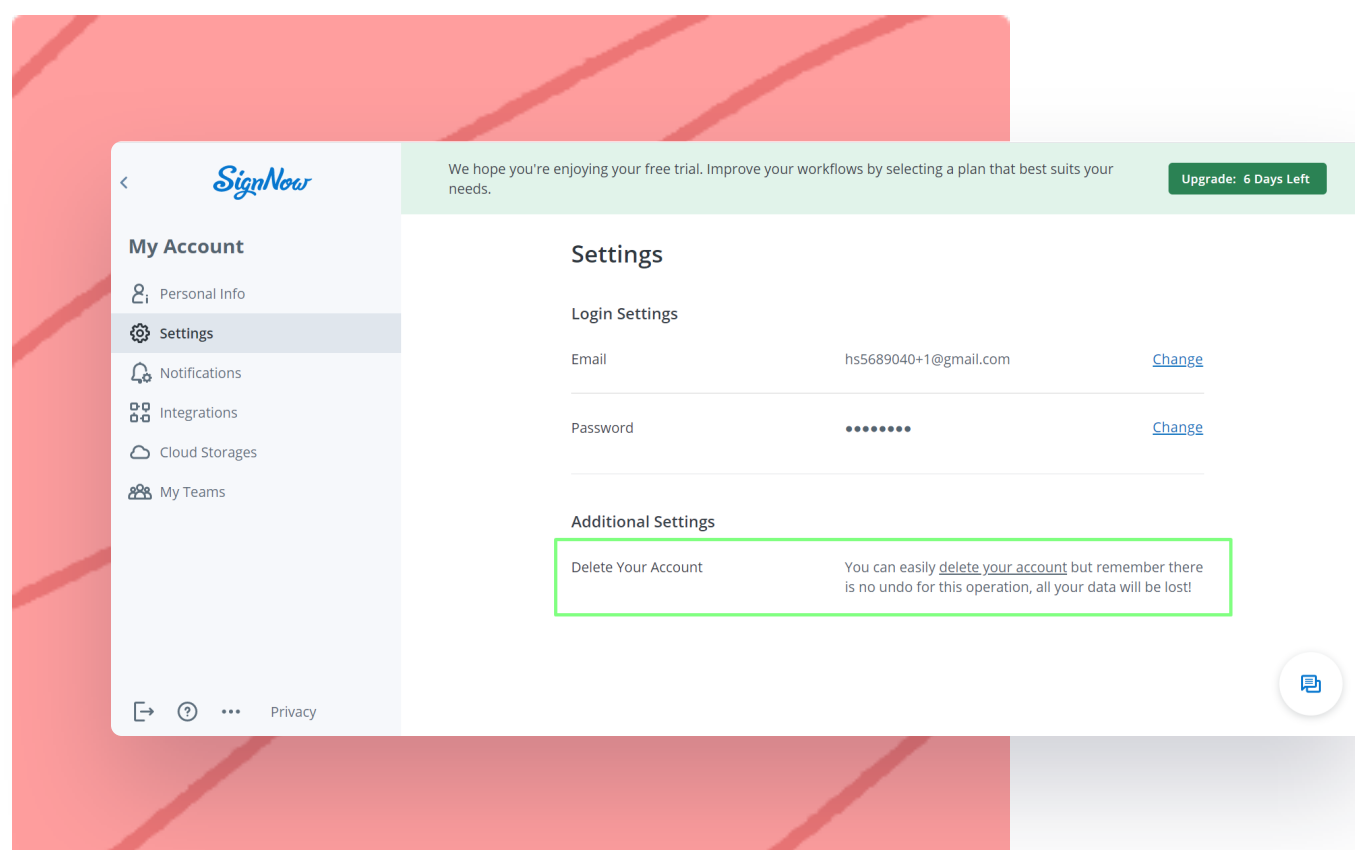
 An admin of a Team

 A member of any organization with an active Enterprise subscription

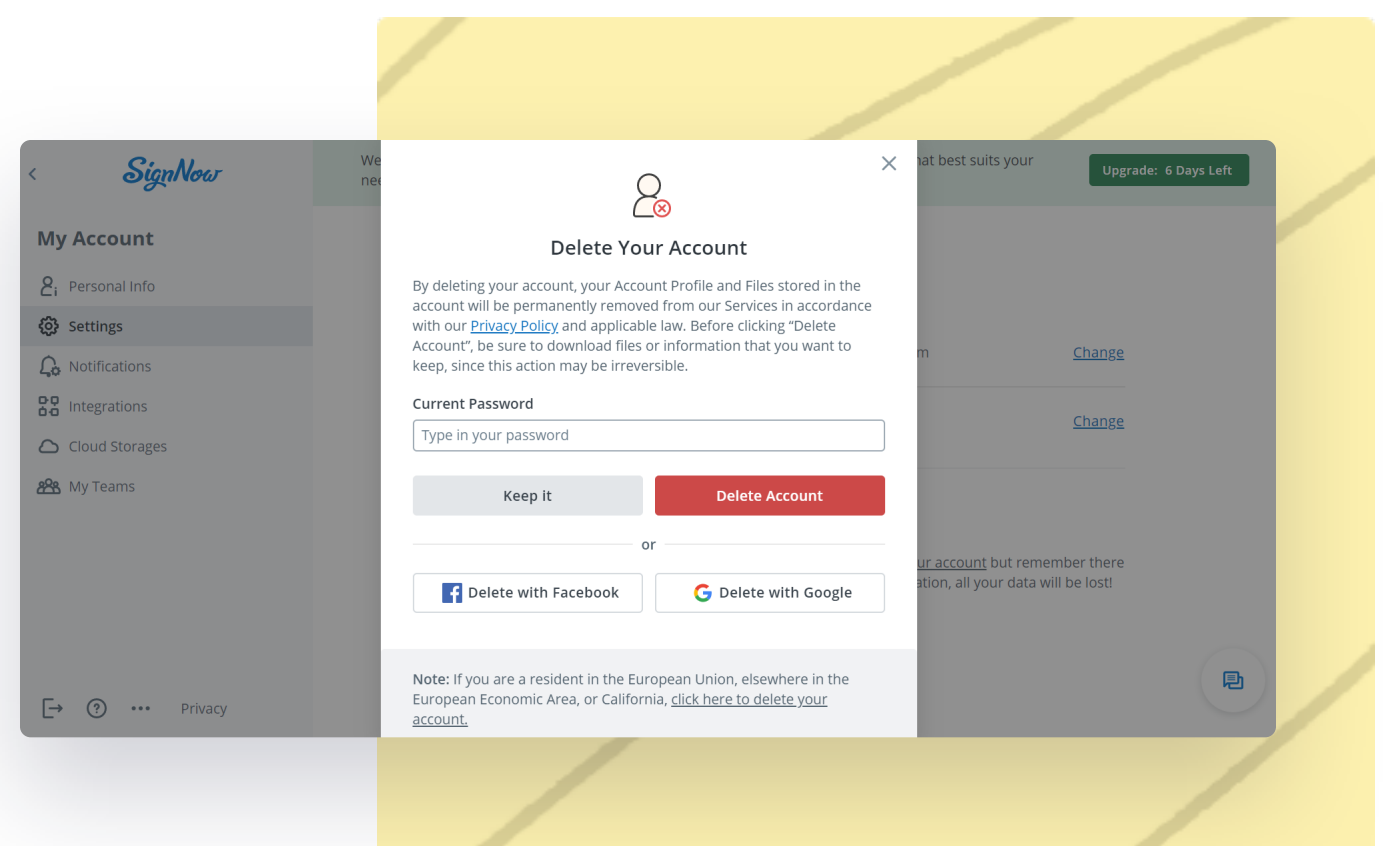
Go to your Profile settings.



Choose **delete your account**.



Follow the instructions to complete your account's deletion.



Get started today and see why thousands of customers prefer SignNow for its ease of use when sending, signing, and storing documents safely and securely.