

What to Do When You Get a Signature Requested Email from SeamlessDocs

Click the link in the email. It will take you to the form that you have been requested to sign.

If you are on Desktop, you will see three floating icons on the left side of the page: the attachment button, the print button, and the decline button. If your screen size is small enough, then they will instead appear in that order on a bar the bottom of the page with the “*Submit & Sign*” button.

Desktop layout.



Submit & Sign

On a mobile device, you’ll see the print button, the decline button, and the “Submit & Sign” button on a bar at the bottom of the page. There will not be an attachment button shown for mobile, as you will be automatically shown the attachments for review when you select to submit and sign.

Mobile layout.



Action Buttons

Attachment Button



Use this button to view any supporting documentation submitted with the form.

- You do not have to click the button to review the supporting documentation. When you click the “*Submit & Sign*” button, the attachment window will appear for you to see all the supporting documentation.
- After you sign, the email you will receive will include links to all uploaded documents, so there is no need to save them before signing. The same email will also include the submitted form as an attachment.

Print Button



Use this button to print the form.

Decline Button



Use this button to decline the form.

Below is a table that summarizes the options for declining, when you should choose both options, and what happens after you select an option.

Option	When to Use Option	What Happens
Return form to previous signer	The form contains incorrect or incomplete information.	The selected signer will receive an email that includes the reason for declining and a link to that form so they can make the requested changes and resubmit.
End workflow	You are not the correct person to approve the form. The submitter did not provide the correct attachments.	The submitter and any previous signers will receive an email that includes the reason for declining. The submitter will have to submit a new form.

Submit & Sign Button

Submit & Sign

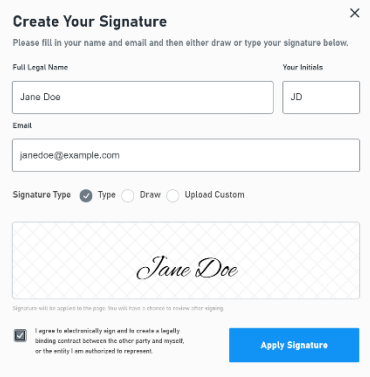
Use this option if you are approving the request.

- If you need to add additional information to the form before signing, you will be prompted to enter this information.
- If you are on a mobile device and the requester uploaded supporting documentation, when you click the “*Submit & Sign*” option you will see a list of uploaded documents.

Signature Workflow: After Clicking “Submit & Sign”

On Desktop:

- Step 1. You will be asked to enter your name and email and agree to sign electronically.
- Step 2. You will be asked to draw, type, or upload your signature.
- Step 3. Click the blue “Apply Signature” button. The image below shows the popup box that appears which you will use to complete these first three steps.

A desktop browser popup titled "Create Your Signature" with a close button (X) in the top right. The text inside says "Please fill in your name and email and then either draw or type your signature below." There are two input fields: "Full Legal Name" with the value "Jane Doe" and "Your Initials" with the value "JD". Below these is an "Email" field with the value "janedoe@example.com". Underneath is a "Signature Type" section with three radio buttons: "Type" (selected), "Draw", and "Upload Custom". Below the radio buttons is a large rectangular area showing a sample signature "Jane Doe" in a cursive font. At the bottom, there is a checkbox that is checked, with the text "I agree to electronically sign and to create a legally binding contract between the other party and myself, or the entity I am authorized to represent." To the right of the checkbox is a blue button labeled "Apply Signature".

- Step 4. Click “Finalize & Submit”.

On Mobile:

- Step 1. You will be asked to enter your name and email and agree to sign electronically.
- Step 2. You will be asked to rotate your mobile device to draw or type your signature.
- Step 3. After drawing or typing your signature, tap the blue checkbox button . See below for the screens involved in these first three steps:

Two mobile screens for signature creation. The top screen is titled "eSign Here" and has "Cancel" and "Next" buttons. It contains the same text and input fields as the desktop version: "Please fill in your name and email below and then click 'Next'", "Full Legal Name" (Jane Doe), "Your Initials" (JD), "Email" (janedoe@example.com), and a checked checkbox for the agreement. Below the checkbox is a "Rotate To Sign" button. The bottom screen shows a large area for the signature. On the left, there is a hand icon and a large letter "A". In the center, there is a text input field with "Jane Doe" and a signature "Jane Doe" in a cursive font. On the right, there is a blue checkbox icon that is checked. A circular arrow icon is also visible on the right side of the signature area.

- Step 4. Tap *Submit*.