

APPLICABLE TO:

- Administrators
- Room Managers
- Editors
- Readers
- eISF

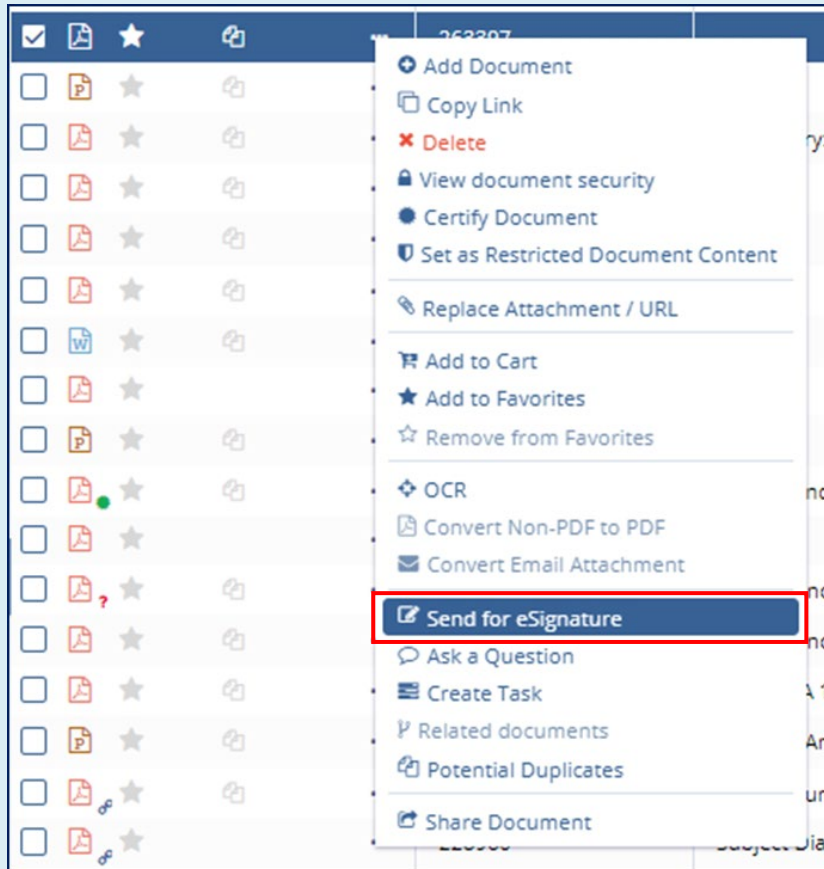
1. Locate a document you want signed in the Documents Library



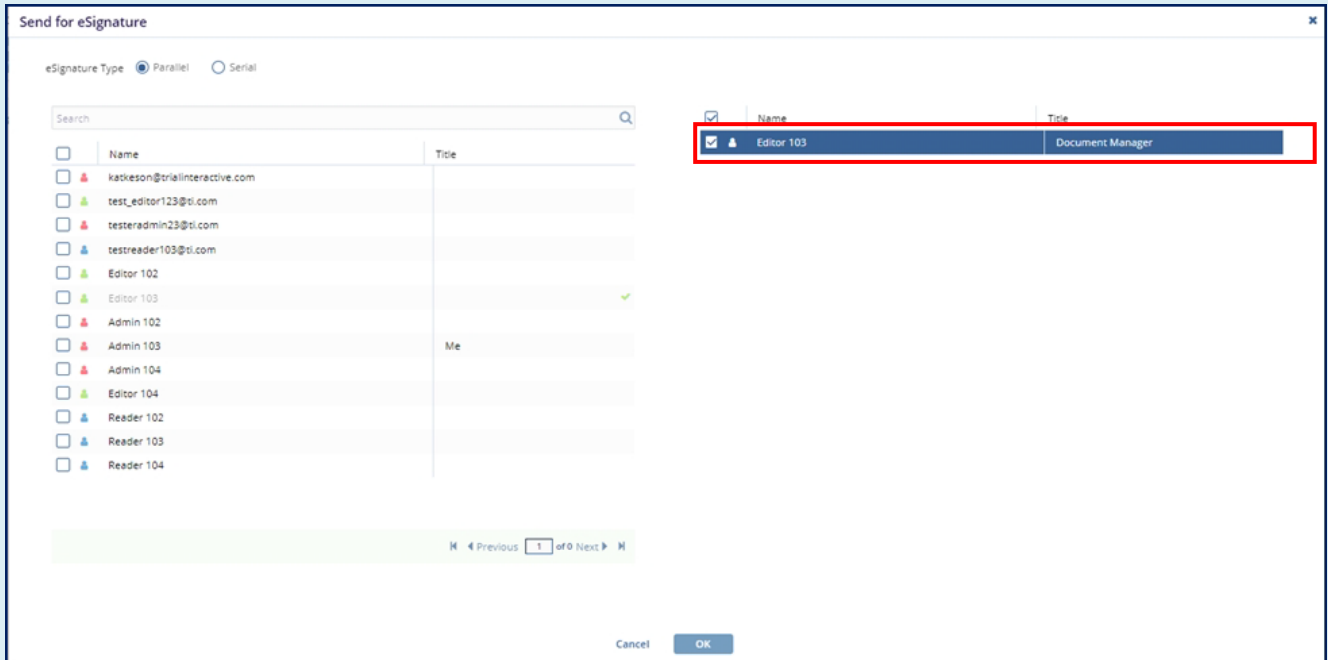
Note: Only PDF docs can be sent for signing. A document still in review or with an open query will not be eligible for eSignature.



2. Click on the **Document Action Menu** and select **Send for eSignature**



3. In the eSignature settings popup, choose the user(s) who will need to sign the document by moving them from the left side to the right side



You can determine a specific order for signatories to sign the document by selecting the **Serial** radio button. **Parallel** signatures can happen at the same simultaneously.

4. Press **OK** to start the process for signature(s). How users sign will vary based on what signature vendor your study room is using.