

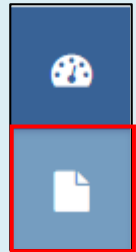
APPLICABLE TO:

- Administrators
- Room Managers
- Editors
- Readers
- eISF

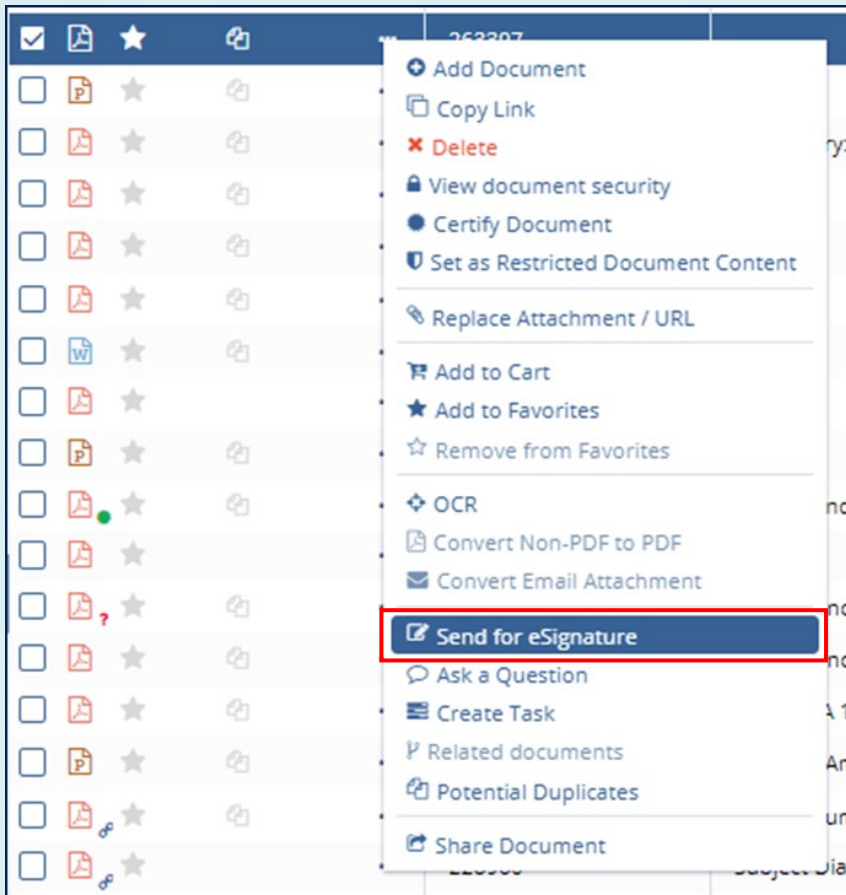
### 1. Locate a document you want to get signed in the Documents Library



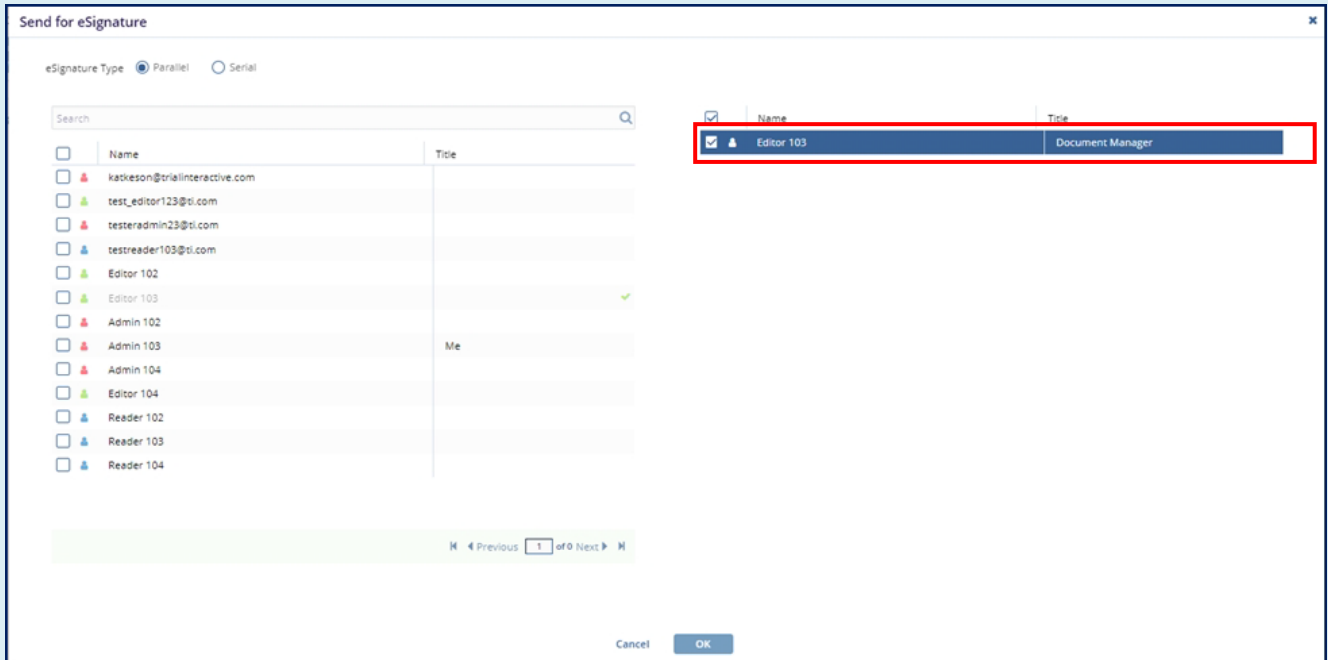
**Note:** Only PDF docs can be sent for signing. A document still in review or with an open query will not be eligible for eSignature.



### 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.