How to eMail2eSign™

Overview

eMail2eSign™ provides users the ability to email documents as attachments directly into the eSignOnline™ application. This automatically creates a signing session and sends an email reply to the user with a single sign-on link to continue building the session.

This feature is also a great way to start, create and send signing sessions directly on your iPad, Android, Windows and other tablet devices. You can simply attach documents and send from your mail application on your tablet. Click the link in your confirmation email to open the eSignOnline application to setup and send your signing session.

eMail2eSign is described in greater detail below.

eMail2eSign™ from your email account

Before beginning, your "sending as" email address must be the same as your eSign email address in order to properly authenticate, receive documents, start a session and receive a confirmation.

Compose a new email in whatever program you use (outlook, yahoo, Gmail, Hotmail, etc.).

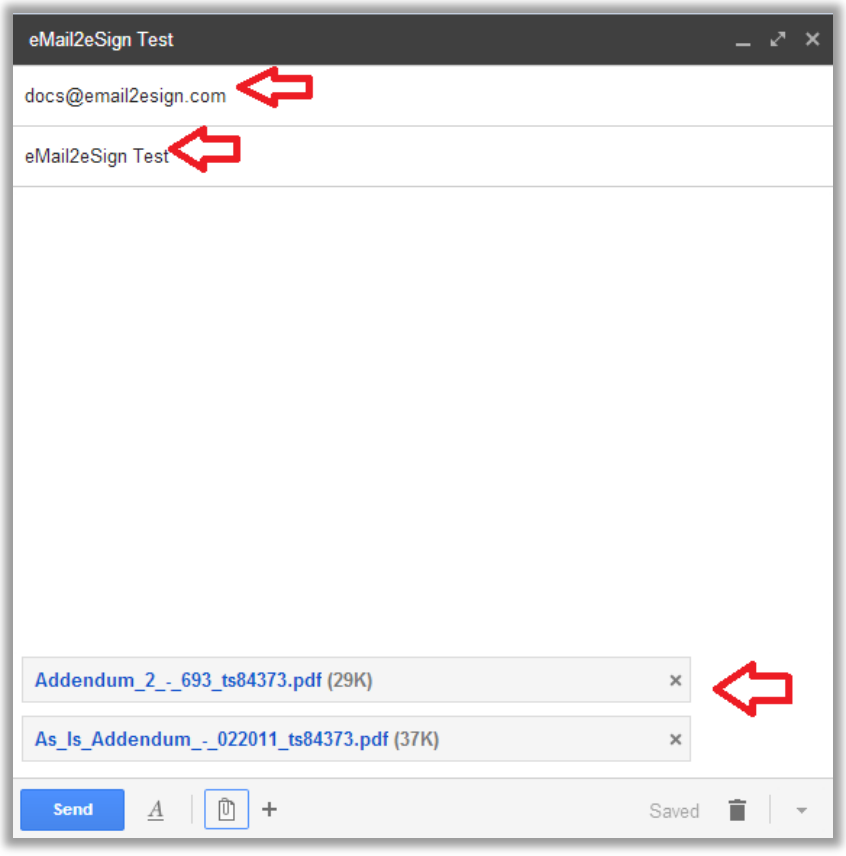
Here is an example shown from the Gmail email composer.

Send to (recipient) docs@email2esign.com and attach all necessary documents and forms to start a signing session.

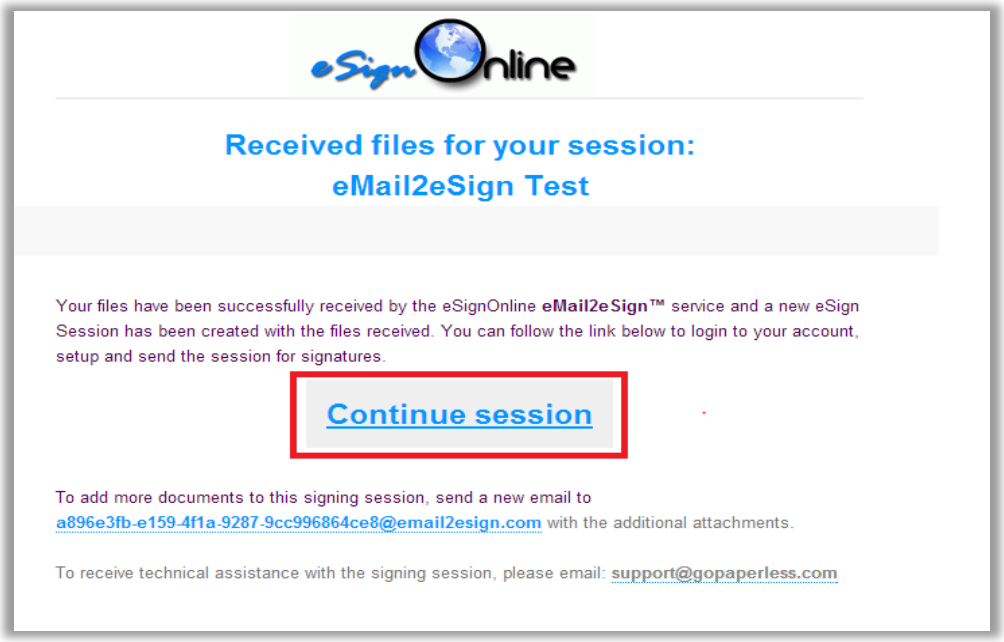
The subject becomes the session title (e.g. Mr. Smith Listing Agreement).

The body of the email can be blank.

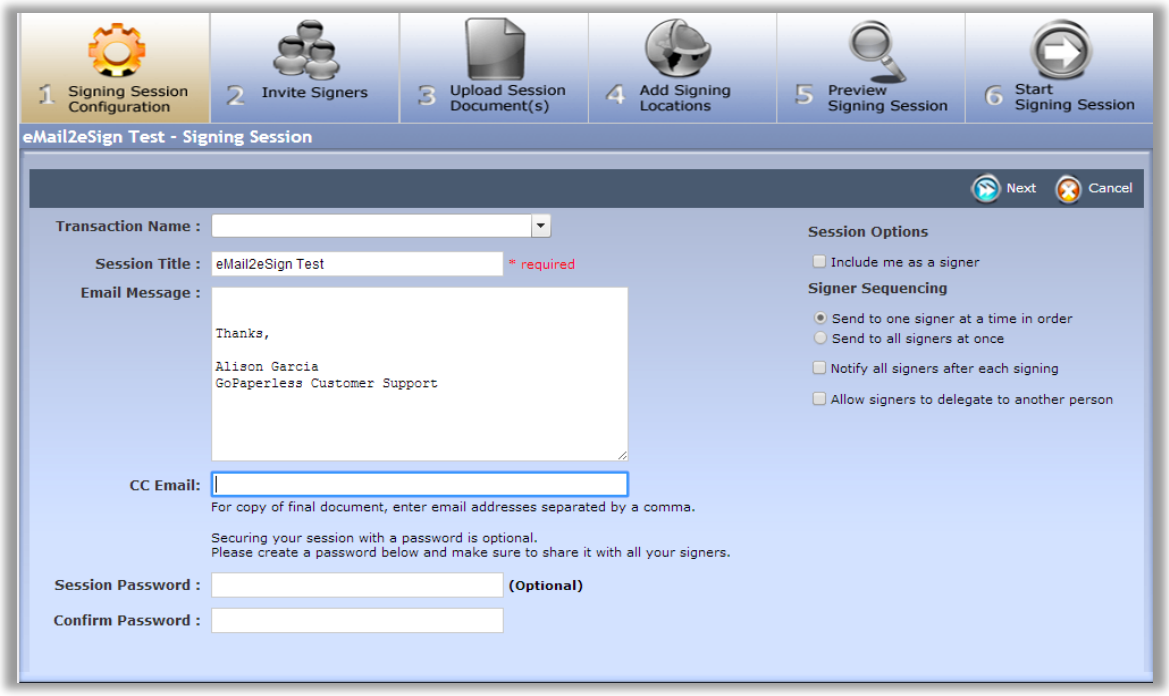
Click to send the email.



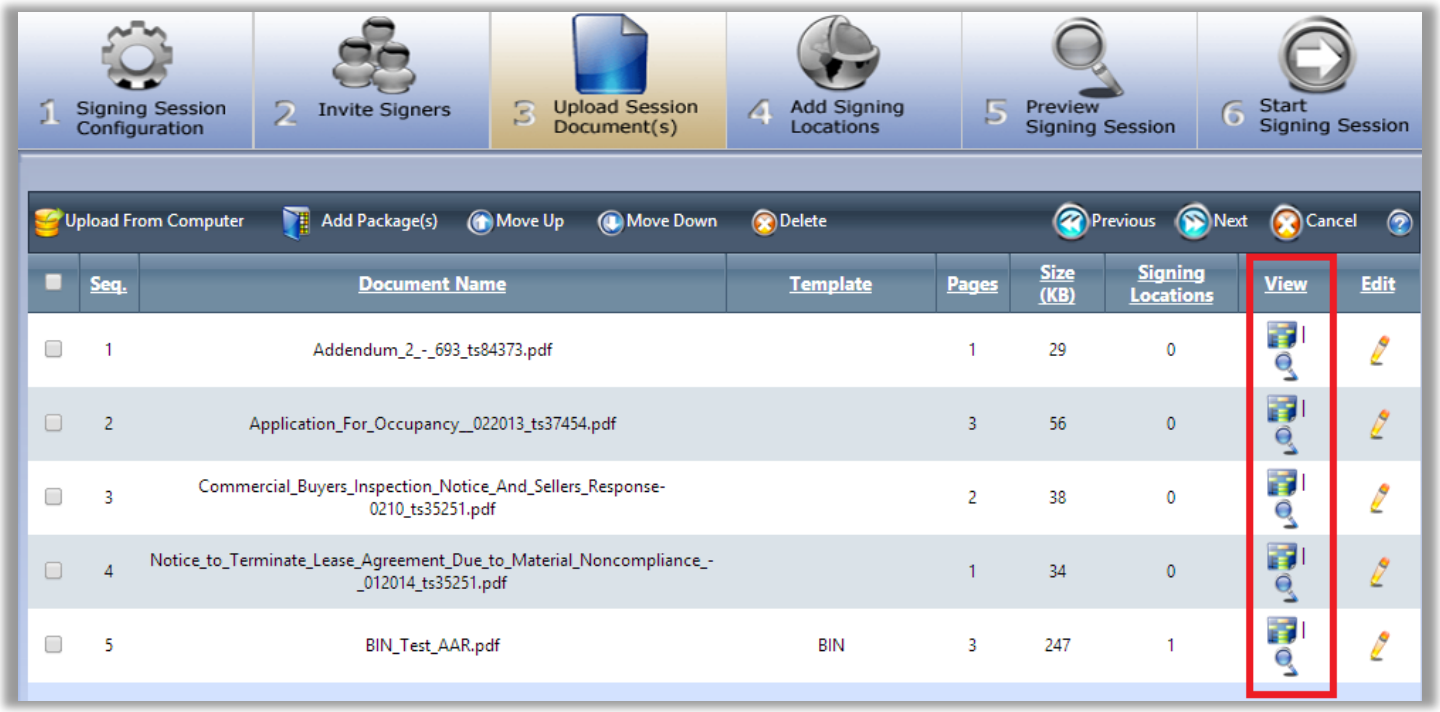
You will receive a confirmation email once files have been successfully received. To continue to the session, select the 'Continue session' link.

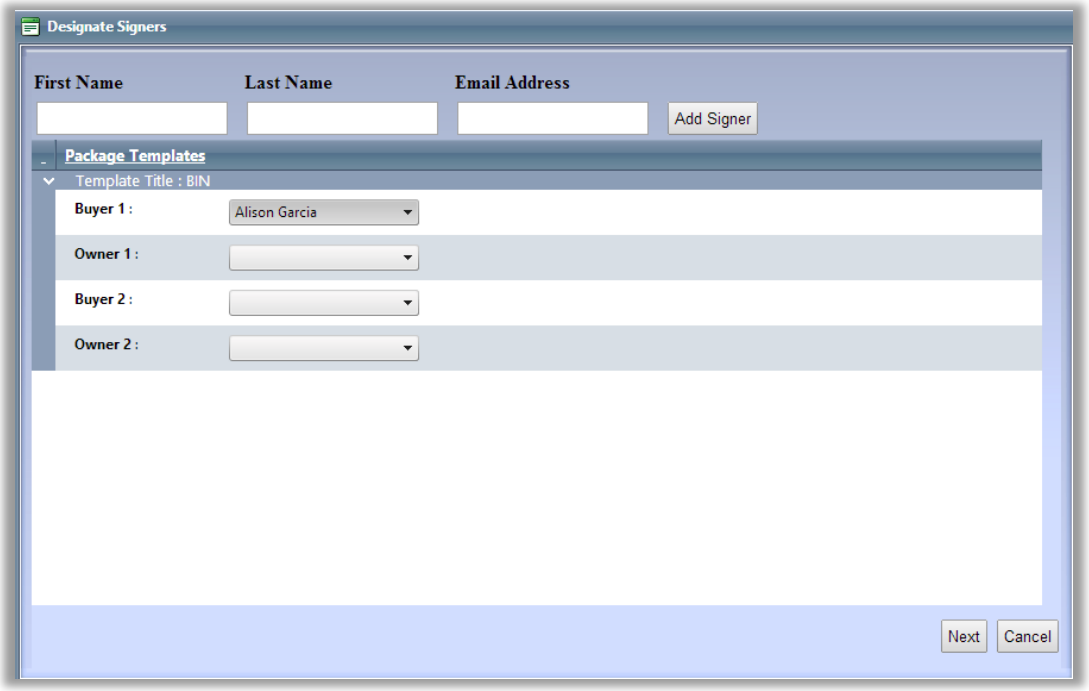


The link will automatically sign you into the program and take you to the new signing session step 1. From here, you can continue to setup the session.

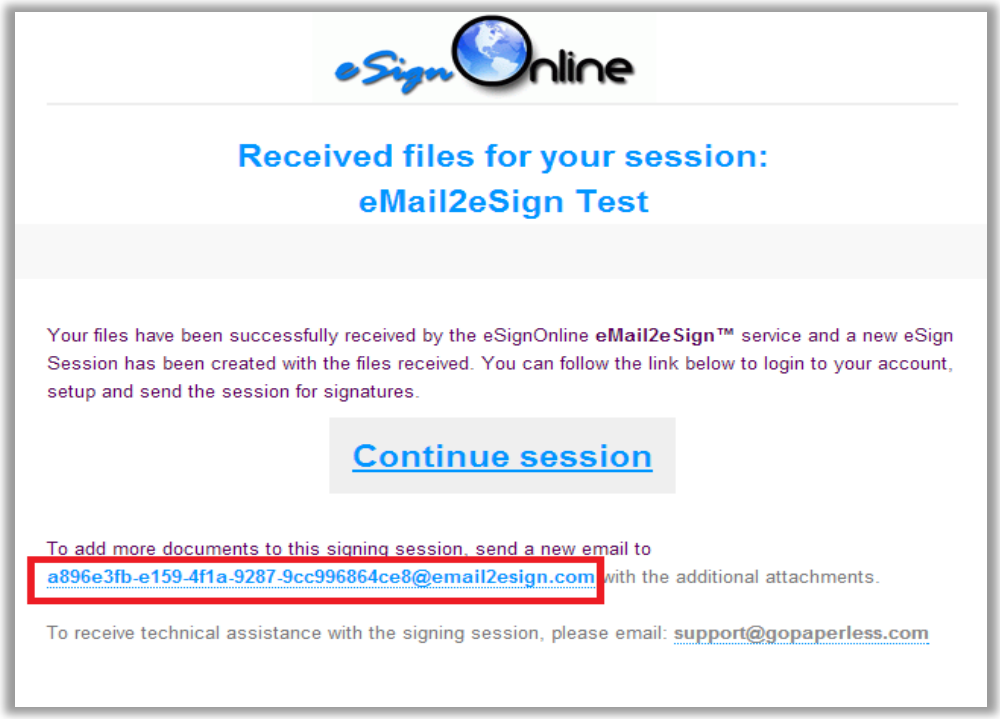


To apply templates on step 3, select the ‘Apply Template’ icon. Select the template and designate your signers.



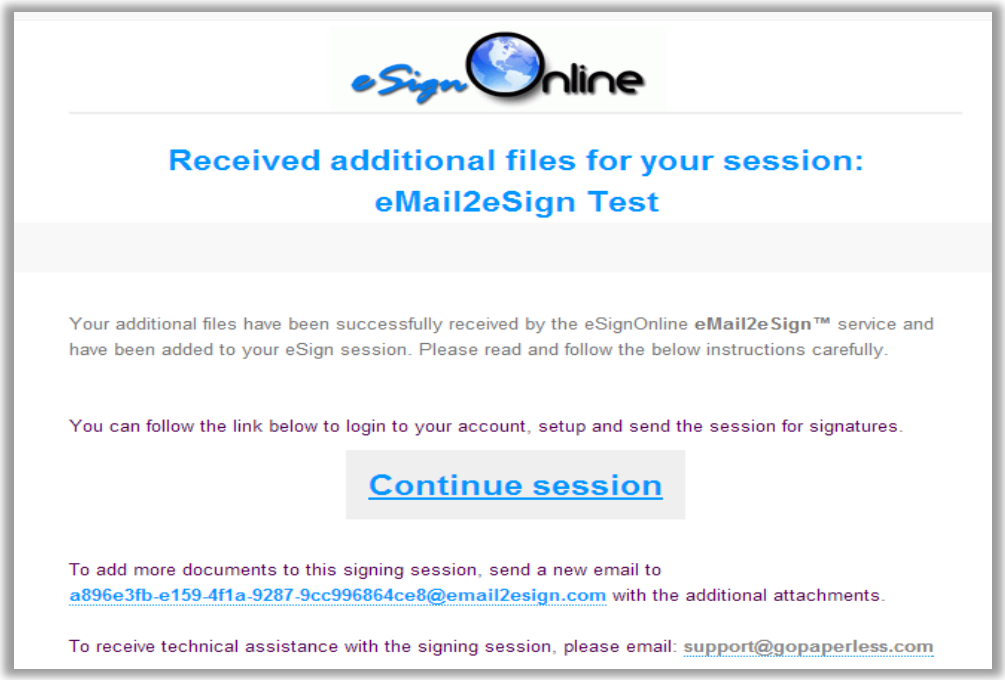


If you have forgotten a document, you can add additional files to the existing session by sending a new email to the address shown in the confirmation email. This is your unique signing session email ID to send additional documents from any other platform (dropbox, Box.net, Google Docs, etc.) and include them in the same signing session.



In your new email, simply attach additional documents and send.

You will receive a new confirmation email stating that your additional files have been successfully received.



eSignOnline

Received additional files for your session:
eMail2eSign Test

Your additional files have been successfully received by the eSignOnline **eMail2eSign™** service and have been added to your eSign session. Please read and follow the below instructions carefully.

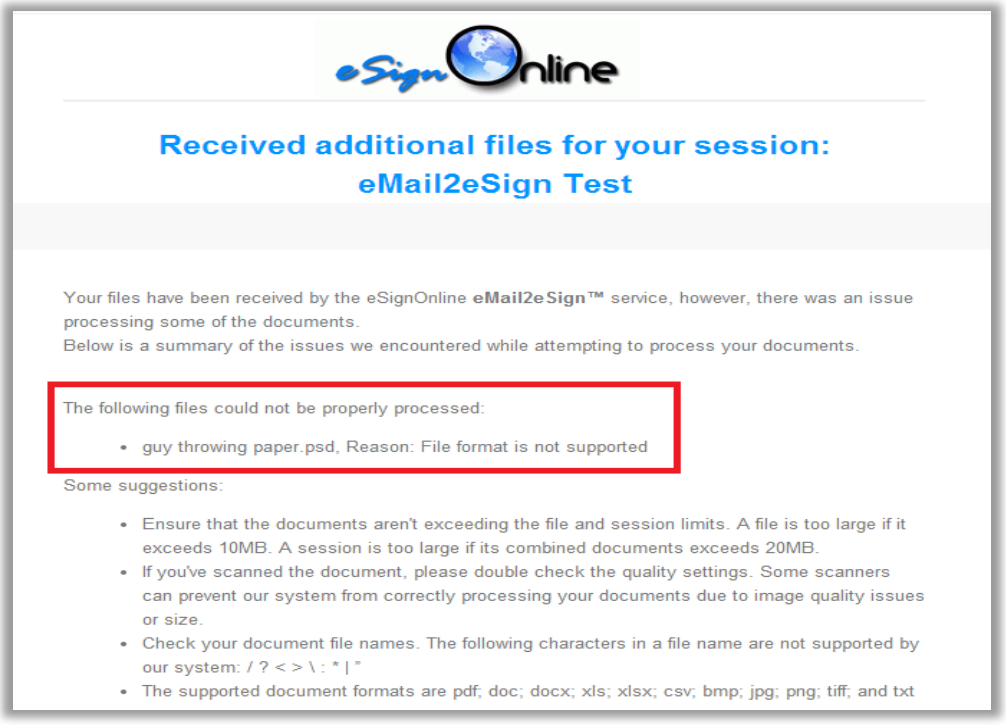
You can follow the link below to login to your account, setup and send the session for signatures.

Continue session

To add more documents to this signing session, send a new email to a896e3fb-e159-4f1a-9287-9cc996864ce8@email2esign.com with the additional attachments.

To receive technical assistance with the signing session, please email: support@gopaperless.com

If you upload a document that is not supported by eSign, you will receive an error email.



eSignOnline

Received additional files for your session:
eMail2eSign Test

Your files have been received by the eSignOnline **eMail2eSign™** service, however, there was an issue processing some of the documents.
Below is a summary of the issues we encountered while attempting to process your documents.

The following files could not be properly processed:

- guy throwing paper.psd, Reason: File format is not supported

Some suggestions:

- Ensure that the documents aren't exceeding the file and session limits. A file is too large if it exceeds 10MB. A session is too large if its combined documents exceeds 20MB.
- If you've scanned the document, please double check the quality settings. Some scanners can prevent our system from correctly processing your documents due to image quality issues or size.
- Check your document file names. The following characters in a file name are not supported by our system: / ? < > \ : * | "
- The supported document formats are pdf; doc; docx; xls; xlsx; csv; bmp; jpg; png; tiff; and txt

To setup the session select the 'Continue session' link to directly access, setup and send the signing session.

You will be automatically logged into your account and taken to step 1 (or whichever step you last saved at) to setup and send your signing session.