

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.).

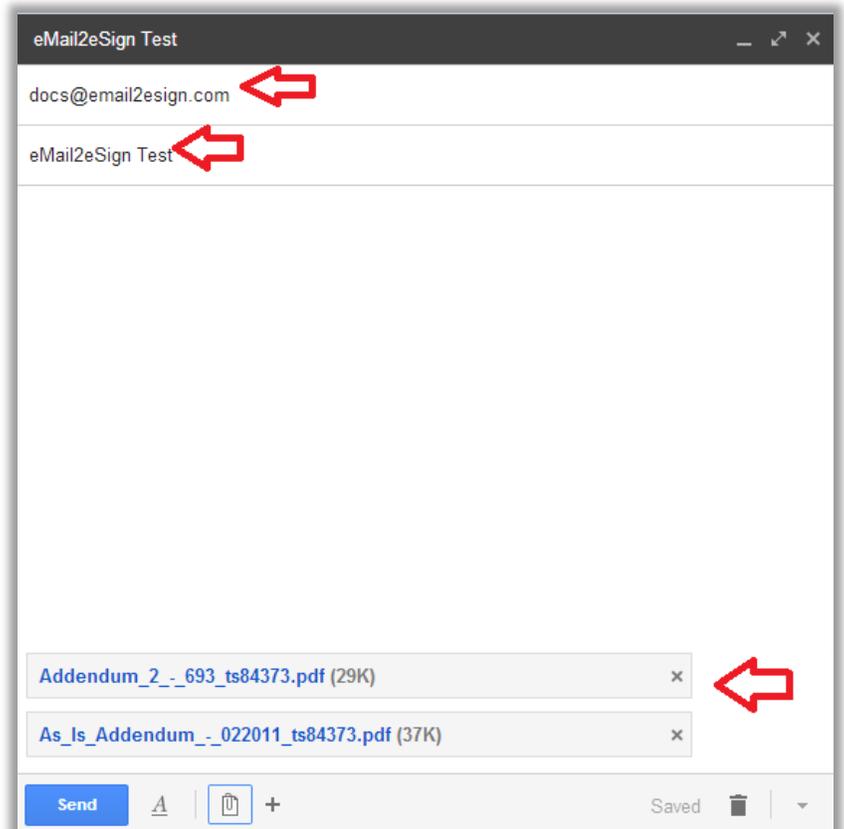
Here is an example shown from the Gmail email composer.

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

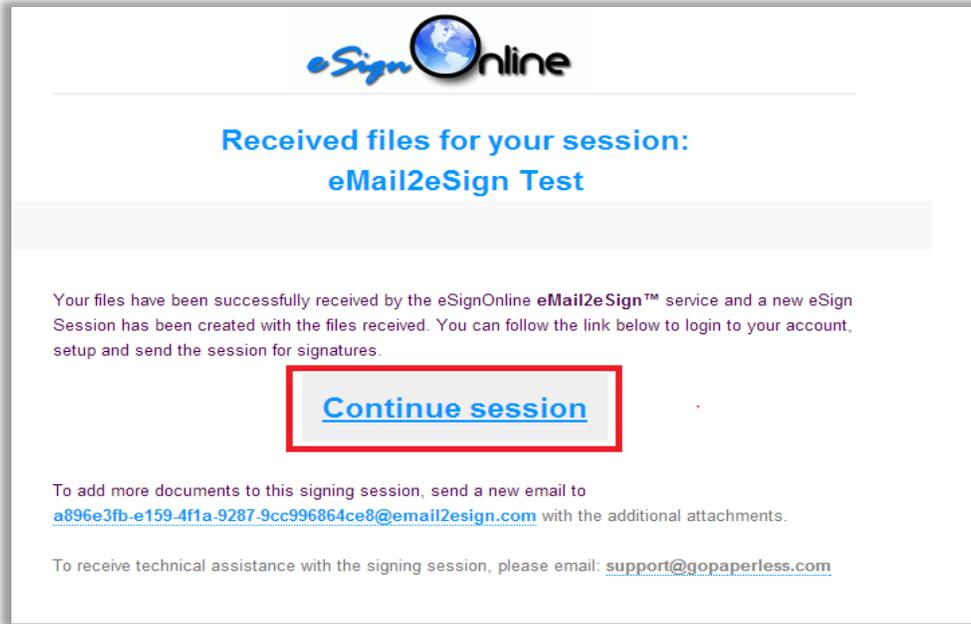
The subject becomes the session title (e.g. Mr. Smith Listing Agreement).

The body of the email can be blank.

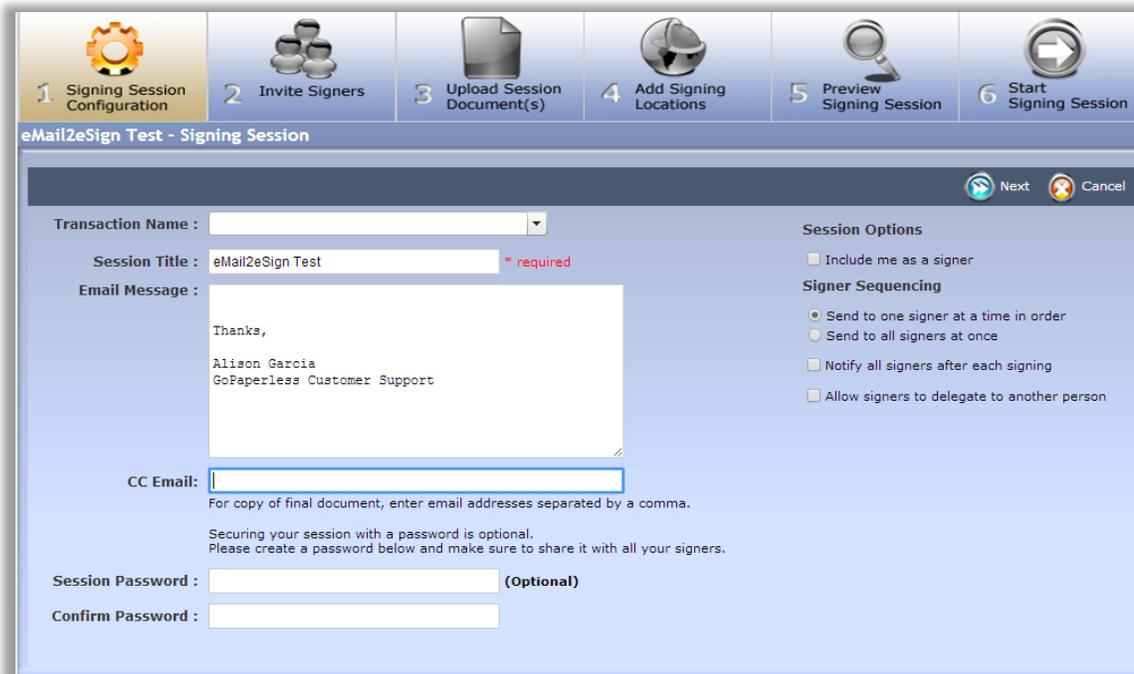
Click to send the email.



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.

The screenshot shows a document management interface with a top navigation bar containing six steps: 1. Signing Session Configuration, 2. Invite Signers, 3. Upload Session Document(s) (highlighted in yellow), 4. Add Signing Locations, 5. Preview Signing Session, and 6. Start Signing Session. Below the navigation bar is a toolbar with icons for 'Upload From Computer', 'Add Package(s)', 'Move Up', 'Move Down', 'Delete', 'Previous', 'Next', and 'Cancel'. The main area is a table with the following columns: Seq., Document Name, Template, Pages, Size (KB), Signing Locations, View, and Edit. The 'View' column is highlighted with a red box. The table contains five rows of documents:

Seq.	Document Name	Template	Pages	Size (KB)	Signing Locations	View	Edit
1	Addendum_2_-_693_ts84373.pdf		1	29	0		
2	Application_For_Occupancy__022013_ts37454.pdf		3	56	0		
3	Commercial_Buyers_Inspection_Notice_And_Sellers_Response-0210_ts35251.pdf		2	38	0		
4	Notice_to_Terminate_Lease_Agreement_Due_to_Material_Noncompliance_-_012014_ts35251.pdf		1	34	0		
5	BIN_Test_AAR.pdf	BIN	3	247	1		

The 'Designate Signers' dialog box is shown. It has a title bar with a minus sign and the text 'Designate Signers'. The main area contains three input fields for 'First Name', 'Last Name', and 'Email Address', followed by an 'Add Signer' button. Below this is a section titled 'Package Templates' with a dropdown arrow. Underneath, the 'Template Title' is set to 'BIN'. There are four rows of signer designations, each with a label and a dropdown menu:

- Buyer 1: Alison Garcia
- Owner 1: [Empty]
- Buyer 2: [Empty]
- Owner 2: [Empty]

At the bottom right of the dialog are 'Next' and 'Cancel' buttons.

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.



**Received files for your session:
eMail2eSign Test**

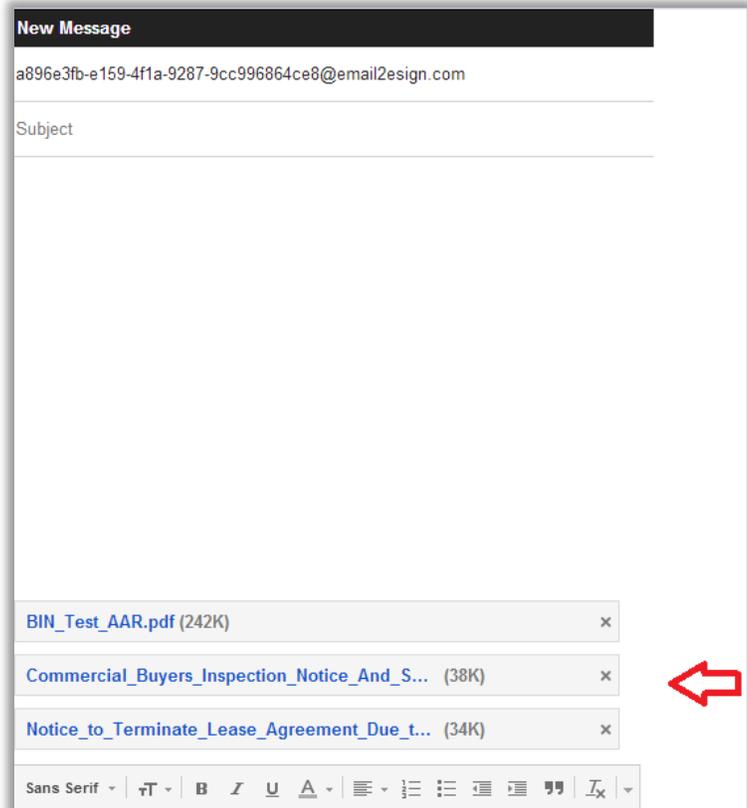
Your files have been successfully received by the eSignOnline eMail2eSign™ service and a new eSign Session has been created with the files received. You can follow the link below to login to your account, setup and send the session for signatures.

[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

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



New Message

a896e3fb-e159-4f1a-9287-9cc996864ce8@email2esign.com

Subject

BIN_Test_AAR.pdf (242K) x

Commercial_Buyers_Inspection_Notice_And_S... (38K) x

Notice_to_Terminate_Lease_Agreement_Due_t... (34K) x

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



**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.



**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.