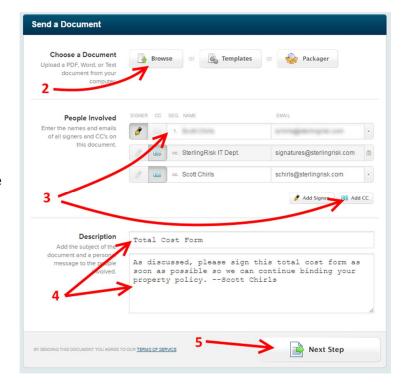
RightSignature Cheat Sheet

How to send a document:

- 1. To get started click Send a Document
- 2. Click Browse to import a PDF or Word document. You can also select a template if one has been previously set up.
- 3. Enter each of the recipients that need to sign the document and *always* add yourself as a CC along with anyone else who should be notified when it is complete.
- 4. Enter the Subject and description of the document(s). There is no need for formatting as this will be removed anyway.
- 5. Click Next Step



6. Drag and drop the signature and any other elements onto the document and click Send for Signature

The recipient will get this email:

