

Find your way around Sig

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Sig keeps every package your team sends in one list, and each package has a page of its own showing who has signed and what happened when.

1

Open your packages

Packages lists everything your team has sent, newest first, with how many people have signed so far and who sent it. Select a package's name to open it.

2

Filter by status

Pick a status from the dropdown above the list to see, for example, only the packages that are **Waiting for signatures**. Choose **Every package** to see them all again.

3

Read a package's page

Signers shows where each person has got to, from **Link sent** and **Opened** to **Signed**.

Documents has the files, and their signed copies once everyone has signed. **Places to sign** shows the documents with each person's places marked.

4

Check the details and history

Details shows who sent the package, when signers have until, and whether you asked for their location or a video. **History** lists everything that has happened, with the time of each step.

5

Check a copy someone sends you

If you're handed a signed copy or certificate and want to know it hasn't been altered, select **Check a signed copy** on the **Packages** page and add the PDF.

What the statuses mean

- **Waiting for signatures**: nobody has signed yet.
- **Partly signed**: some people have signed and others haven't.
- **Signed**: everyone has signed.
- **Declined**: someone chose not to sign, so nobody else can.
- **Voided**: your team cancelled it.
- **Expired**: the deadline passed before everyone signed.