

Mark where each person signs

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When you send a package we look through the documents for the places to sign and assign them to your signers. You can check them on the package's page and change them until the first person signs.

1 Open the package

Open the package from **Packages** and scroll to **Places to sign**. If there's more than one document, pick the one you want above the pages.

2 Check what we found

Each place is labelled with the signer's first name and whether it's for a **Signature**, **Initials** or a **Date**, and each signer has their own colour. A dashed place has nobody assigned to it yet.

3 Add a place

Choose the person in **Add a place for** and what they add in **To**, then select **Place on the page** and click where it should go.

4 Move, resize or change a place

Drag a place to move it, or drag its bottom right corner to resize it. Select a place to change **Who signs here** or **What goes here**, or select **Remove** to take it off.

5 Save your changes

Select **Save places**. Anyone who opens their link from then on sees the places as you've left them.

Dates and documents without places

Signers don't type dates themselves: a date place fills in with the day they sign. If a document has no places for someone, they read it through and add their signature at the end.

If something goes wrong

It says we're still reading a scan for places to sign.

Scanned documents take a little longer. Reload the page in a minute or two and the places will be there, or add them yourself in the meantime.

It says we didn't find anywhere to sign.

Add the places yourself as above, then select **Save places**.

You can't change the places any more.

Places are fixed once someone has signed. If they need to change, void the package and send it again.