

Send to several people in turn

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Some documents need signing in a set order, such as a client first and then your director. Sig can hold each person's link back until the person before them has signed.

1 Add your signers in order

On **Send a package**, add each person under **Signers** in the order they should sign, selecting **Add a signer** for each one. The first row signs first.

2 Switch on the order

Once you have more than one signer, switch on **Sign in this order**. If you leave it off, everyone gets their link at the same time.

3 Send the package

Select **Send**. Only the first person is emailed straight away.

4 Follow it along

On the package's page, people further down the list show **Not their turn yet**. As each person signs, we email the next one their link, and you can see it happen under **Signers** and **History**.

If something goes wrong

The order is wrong after you've sent it.

The order can't be changed once a package has gone out. Void it from its page and send a new one with the signers in the right order.