

# Send your first document for signing

Updated 14 October 2026 · [unforged.ai/help/sig/send-your-first-document-for-signing](https://unforged.ai/help/sig/send-your-first-document-for-signing)

Everything you send for signing goes out as a package: one or more documents, and the people who need to sign them. You can send your first one in a few minutes.

## Before you start

You need a role that can send documents for signing. If you can't see **Send a package**, ask whoever runs your Unforged account. The documents can be PDFs or photos (PNG or JPEG), up to 25 MB each.

### 1 Start a new package

Open Sig and select **Send a package** at the top of the **Packages** page.

### 2 Add your documents

Drop the files onto **Documents to sign**, or select it to choose them. You can give the package a **Title**, or leave it and we'll use the first document's name. Anything you write in **Message to the signers** appears in their email and on the page where they sign.

### 3 Add the people who sign

Under **Signers**, fill in each person's **Name** and **Email**. Select **Add a signer** for each extra person, up to twenty.

### 4 Choose your options

Under **Options**, pick how long people have to sign in **Signers have until**. It starts at 30 days, and you can choose anything from 1 week to 90 days.

### 5 Send it

Select **Send**. We email each signer a link, and you land on the package's own page, where you can follow along as people open and sign it.

## Filming each signer

If you switch on **Film each signer as they sign**, each person takes a two second video of themselves as they finish signing. Anyone without a working camera can sign with a code we email them instead, and the package page shows you which way each person signed.

## If something goes wrong

### It says a signer needs a name and an email address.

Every row under **Signers** needs both. Fill in the missing one, or select **Remove** on a row you don't need, then select **Send** again.

**Something else stops the package going out.**

Check the message at the top of the page, which says what needs changing. If it still won't send, write to [support@unforged.ai](mailto:support@unforged.ai) and tell us what you see.