

Sign a document you've been sent

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Someone has emailed you a document to sign online. You don't need an account or any software, just the email and a phone, tablet or computer.

1 Open the email

Look for an email from the person or company who sent it, saying they've sent you something to sign. Select **Review and sign**.

2 Read the document

The document opens in your browser. Take your time to read it, and if there's a note from the sender it's shown at the top.

3 Add your signature

Tap a highlighted **Sign here** place, or select **Sign** if nothing is marked. Draw your signature with your finger or mouse, or sign on paper and take a photo, then select **Use this signature**. If you're asked for initials, tap **Initial**, check them and select **Use these initials**.

4 Go through each place

Select **Next place** to jump to the next one. Dates fill themselves in, and the bar at the bottom counts how many places you've signed.

5 Finish signing

Select **Finish signing**. Depending on what the sender asked for, you may be asked to share your location or take a two second video, so the sender knows it was really you.

6 Get your copy

Once everyone has signed, we email you a link to download your signed copy.

If you don't want to sign

Select **Decline**, say why, and select **Decline** again. The sender sees your reason, and nobody else will be able to sign the document.

If something goes wrong

The page says it isn't your turn yet.

Someone else needs to sign before you. We'll email you again when it's your turn.

The link isn't valid any more, or the page says the document has expired.

Contact whoever sent you the document and ask them to send it again.