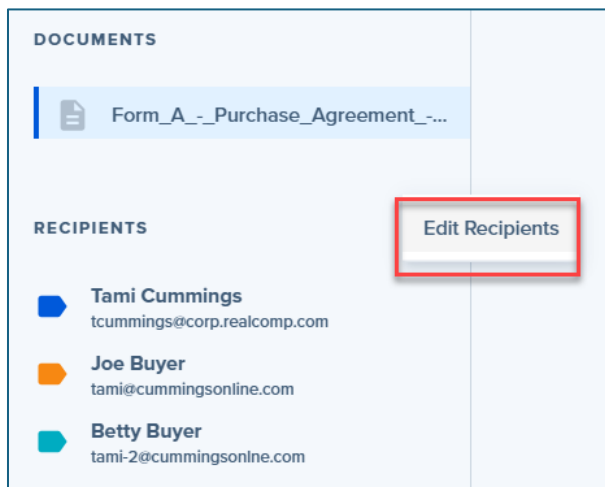


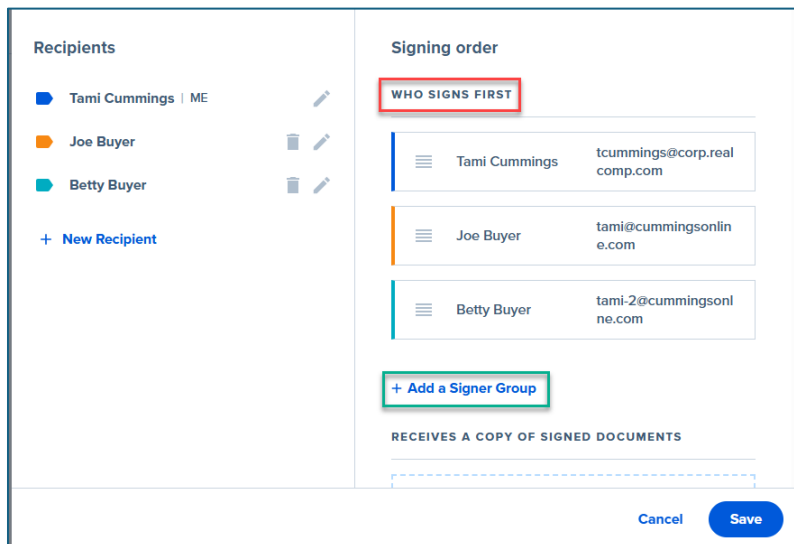
How to Establish a Signing Order in SkySlope

By default, all signings in SkySlope will be inline signings, meaning the document is sent to all signers at once for their signature. However, if you choose to, you can select the order in which the signers receive the document for signing. This way the second person doesn't get the signing email until the first signer has completed their part.

1. Set up your document signing in SkySlope/DigiSign adding the forms and entering any information needed.
2. Click the three dots in Recipients on the left side and select Edit Recipients.



3. By default, they are all in the section of "Who Signs First" (in red below) meaning the email will be sent to all signers at once. To specify an order for the signing, click Add a Signer Group (in green below).



- This allows you to drag one of the signers down to the new section that says “Who signs second”.

Recipients

- Tami Cummings | ME
- Joe Buyer
- Betty Buyer
- + New Recipient

Signing order

WHO SIGNS FIRST

- Tami Cummings | tcummings@corp.realcomp.com
- Joe Buyer | tami@cummingsonline.com

WHO SIGNS SECOND

- Betty Buyer | tami-2@cummingsonline.com

+ Add a Signer Group

Cancel Save

- If you need someone else to sign third, click Add a Signer Group again and repeat those steps. Left as shown above, Tami and Joe would get the email to sign first and when they are finished, the document would go to Betty for her signature.
- Click the Save button when you have finished setting the order.
- Your signing order will now be shown in that Recipients section on the left.

RECIPIENTS

FIRST TO SIGN

- Tami Cummings | tcummings@corp.realcomp.com
- Joe Buyer | tami@cummingsonline.com

NEXT TO SIGN

- Click Send in the lower right corner to begin the signing process.

Save & Exit Send

Please contact Customer Care at (248) 553-3430 if you have questions.