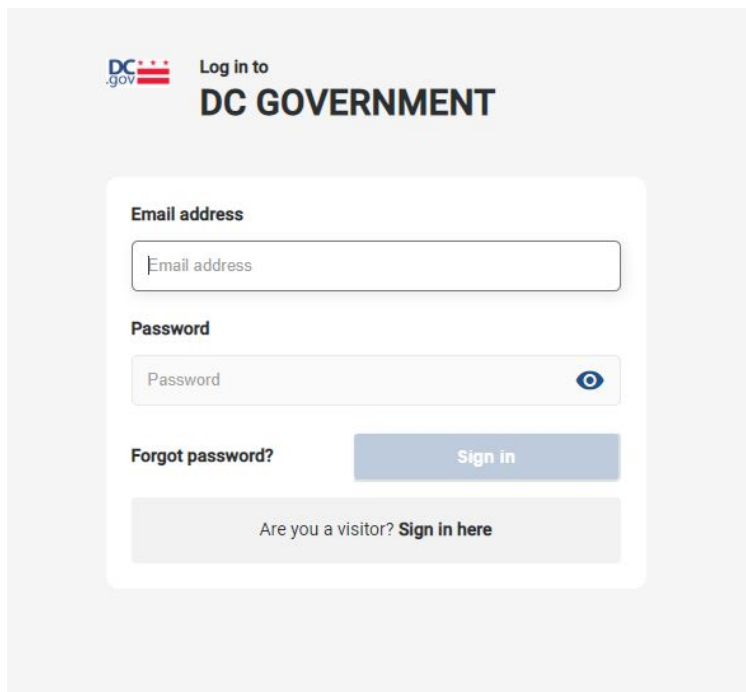


SeamlessDocs: How To Create An E-signature



SeamlessDocs: E-signature User Guide

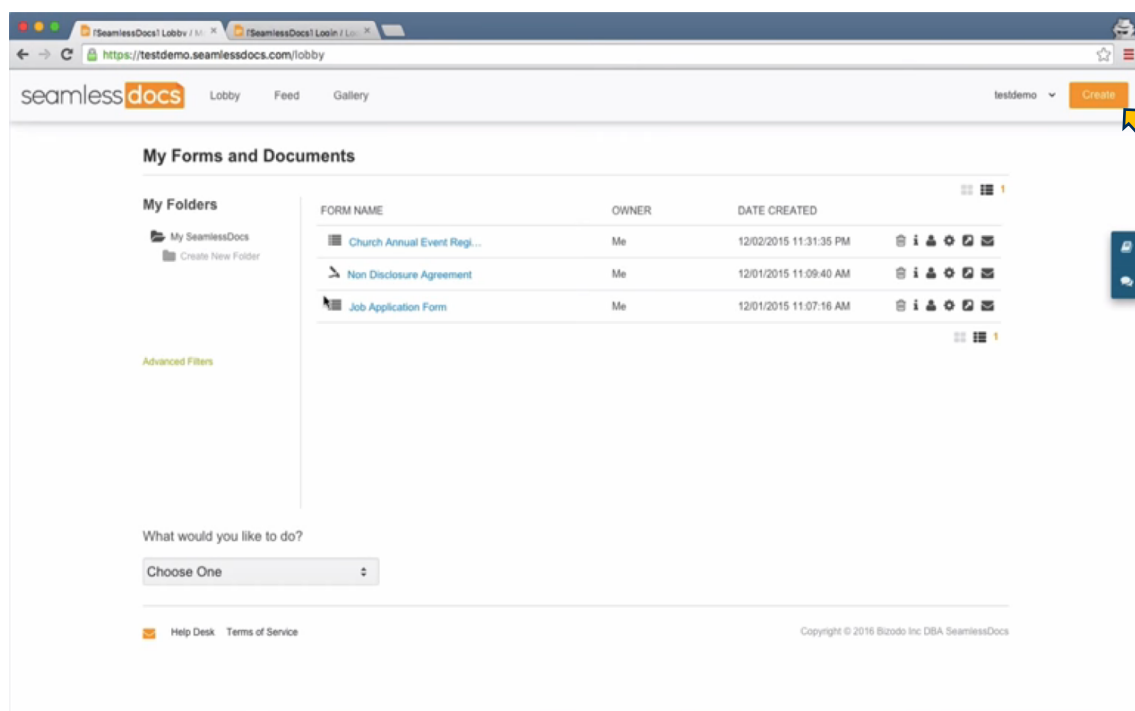
Go to dcgov.seamlessdocs.com to log-in. Type in your email address and password.



The login page features the DC.gov logo and the text "Log in to DC GOVERNMENT". It contains a form with the following elements:

- Email address:** A text input field with a placeholder "Email address".
- Password:** A password input field with a placeholder "Password" and a toggle icon (an eye) to the right.
- Forgot password?:** A link to the password recovery page.
- Sign in:** A blue button to submit the login credentials.
- Are you a visitor? Sign in here:** A link for visitors to sign in.

Once you log-in, you will be in the Lobby. (The Lobby is like the SeamlessDocs home page.) Move your cursor to the very top right and click the orange "Create" button.



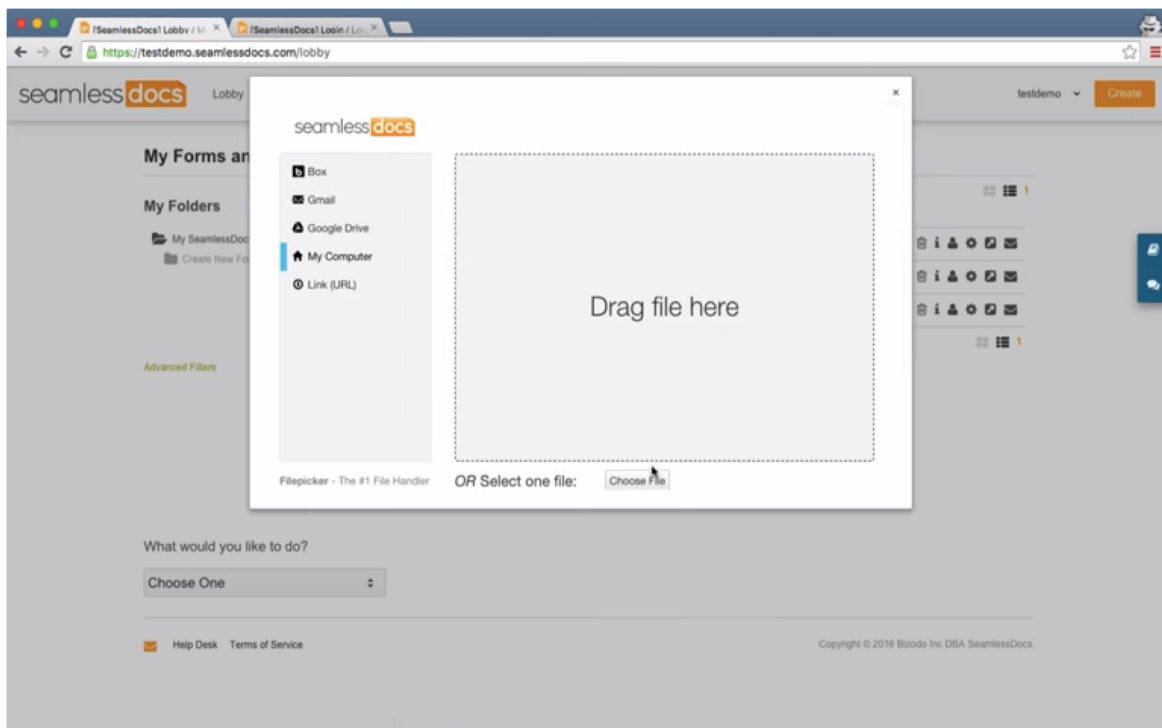
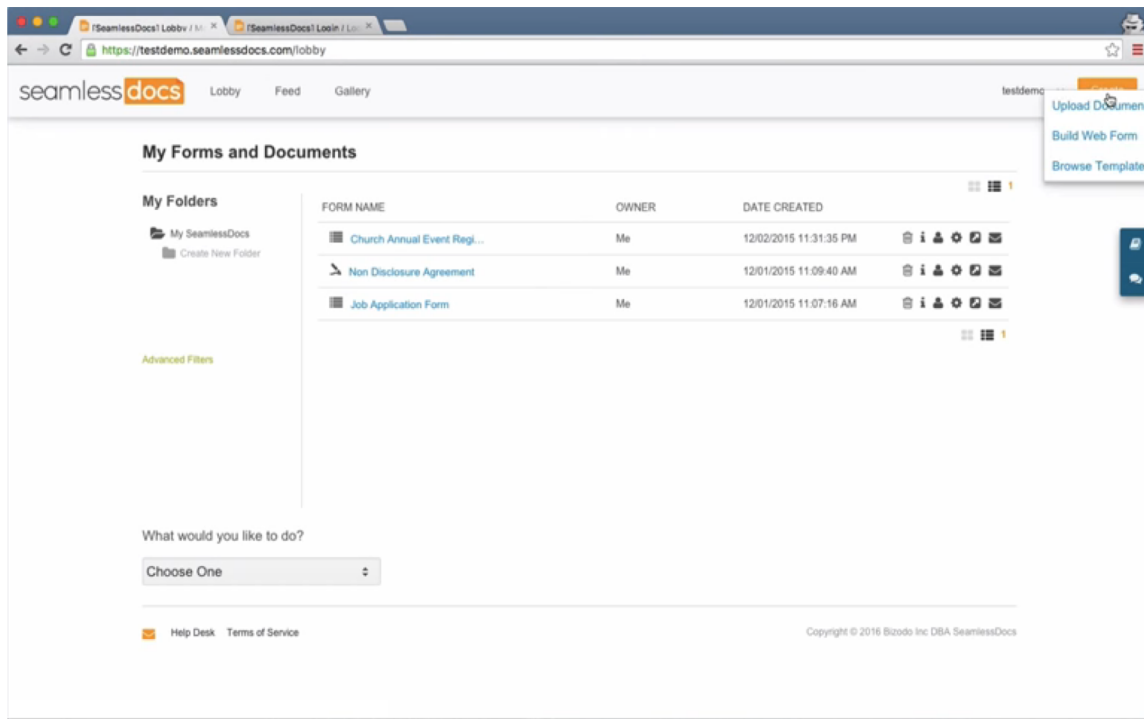
The screenshot shows the SeamlessDocs Lobby interface. The top navigation bar includes the SeamlessDocs logo, links for "Lobby", "Feed", and "Gallery", a user profile dropdown labeled "testdemo", and an orange "Create" button. A yellow arrow points to the "Create" button. Below the navigation bar, the "My Forms and Documents" section is visible, featuring a "My Folders" sidebar and a table of forms.

FORM NAME	OWNER	DATE CREATED	
Church Annual Event Regi...	Me	12/02/2015 11:31:35 PM	ⓘ ⚙️ 📧
Non Disclosure Agreement	Me	12/01/2015 11:09:40 AM	ⓘ ⚙️ 📧
Job Application Form	Me	12/01/2015 11:07:16 AM	ⓘ ⚙️ 📧

At the bottom of the page, there is a "What would you like to do?" section with a "Choose One" dropdown menu, and a footer with "Help Desk" and "Terms of Service" links, along with the copyright notice "Copyright © 2016 Sizodo Inc DBA SeamlessDocs".

SeamlessDocs: E-signature User Guide

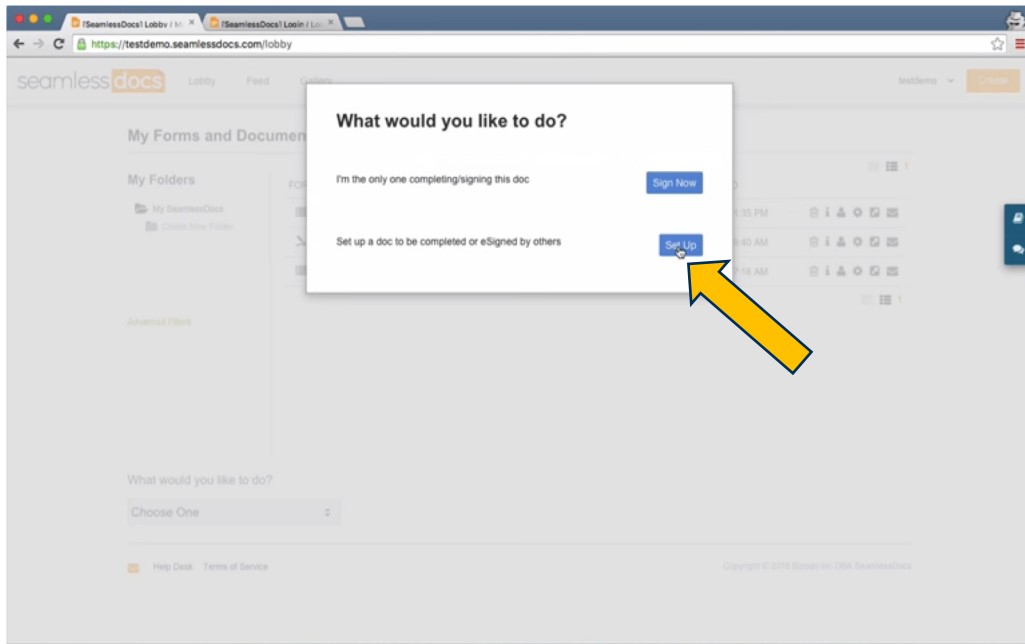
Once you click, select the option “Upload Document”. From there you will be able to select your file from your computer.



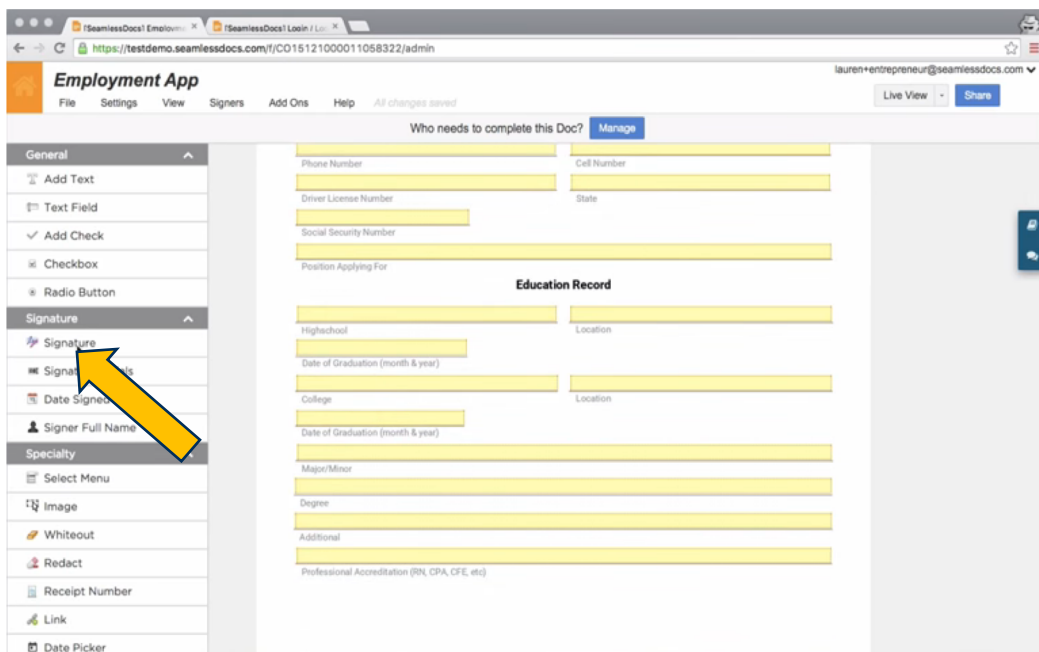
SeamlessDocs: E-signature User Guide

Once you choose your file, you will see a dialogue box appear on your screen. It will read, “What Would You Like To Do?”

Select the “Set Up a doc to be completed or e-signed by others” option by clicking the blue “Set Up” button.



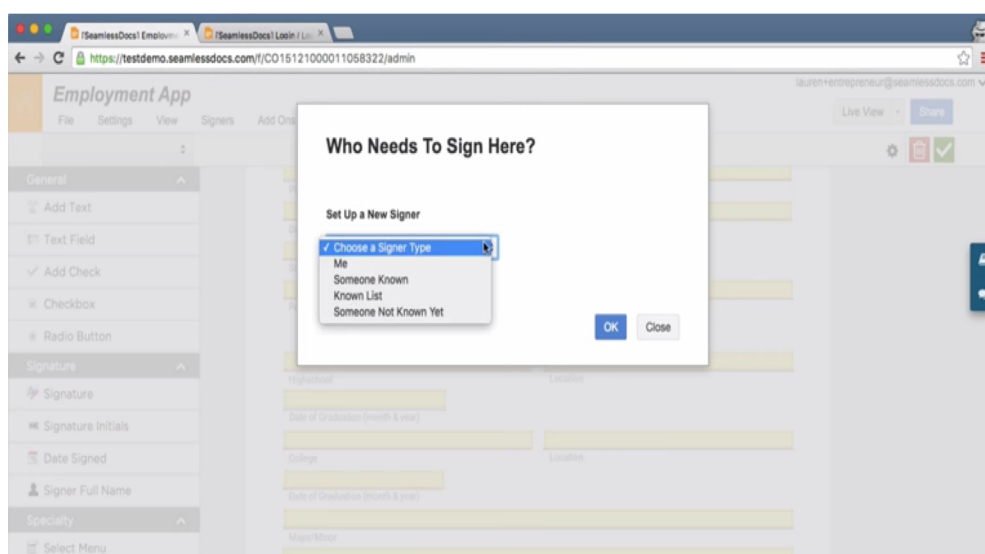
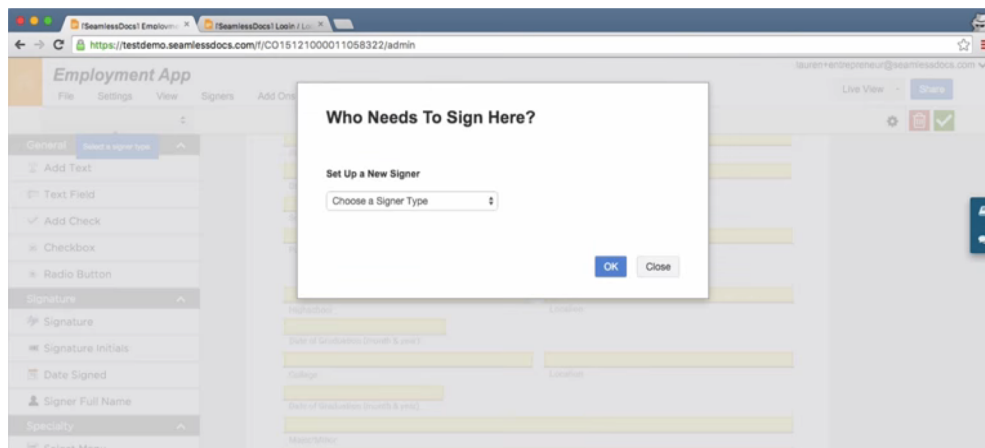
Once you click the “Set Up” button, you will be taken into the Doc Editor. On the left hand side of the Doc Editor page, scroll through the tools and find the “Signature” tool.



SeamlessDocs: E-signature User Guide

Once you create the signature field, a dialogue box will appear. It will read, “Who Needs to Sign Here.” Click the drop-down arrows in the dialogue box to select your “Signer Type.” You will be given the option to select the following Signer Types:

- Me
- Someone Known
- Known List or
- Someone Not Yet Known **(The “Someone Not Yet Known” option is most common and allows anyone to sign that field.)*



SeamlessDocs: E-signature User Guide

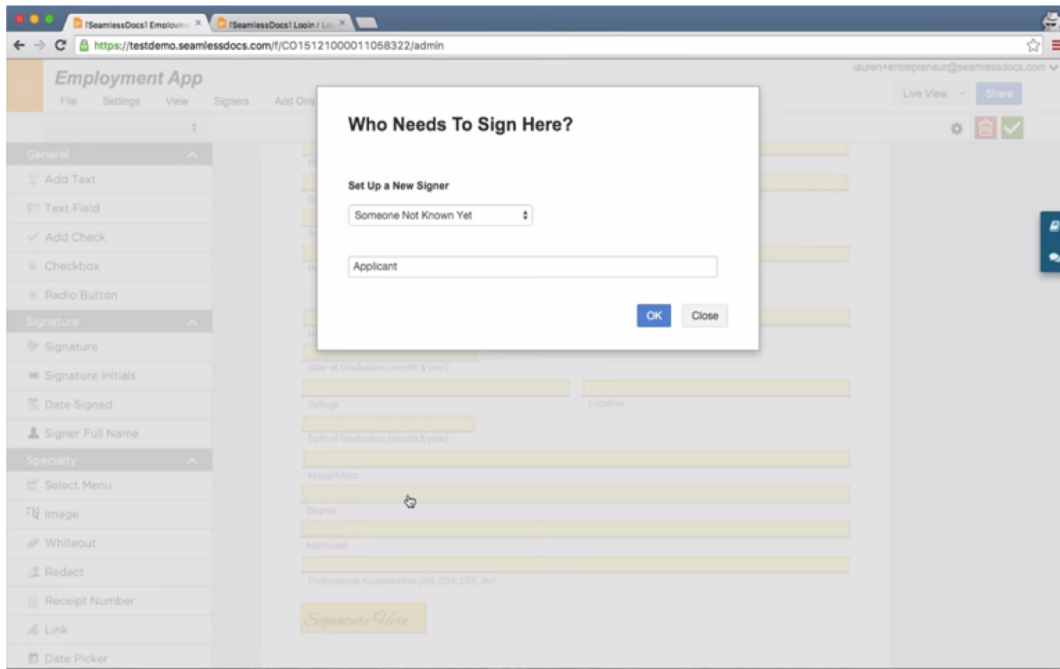
Next, drag and place the “Signature” tool in the place on your document where a signature is needed. This will create a signature field.

The screenshot shows the SeamlessDocs Employment App interface. On the left is a sidebar with a list of tools: General (Add Text, Text Field, Add Check, Checkbox, Radio Button), Signature (Signature, Signature Initials, Date Signed, Signer Full Name), and Specialty (Select Menu, Image, Whiteout, Redact, Receipt Number, Link, Date Picker). A yellow arrow points from the 'Signature' tool in the sidebar to a yellow rectangular field in the 'Education Record' section of the form. The form includes sections for General information (Phone Number, Cell Number, Driver License Number, State, Social Security Number, Position Applying For) and Education Record (Highschool, Location, Date of Graduation, College, Location, Date of Graduation, Major/Minor, Degree, Additional, Professional Accreditation).

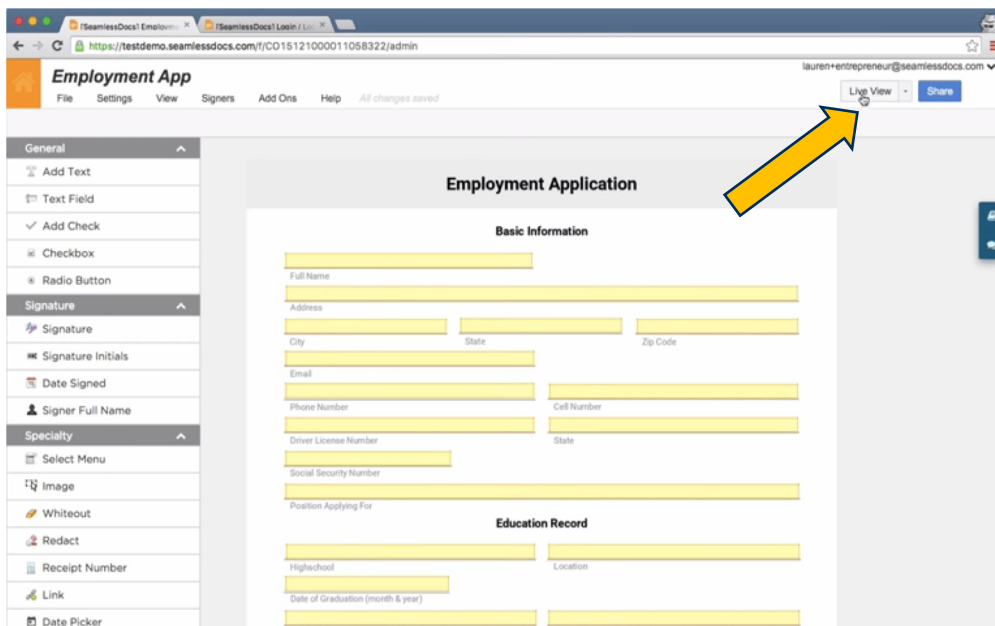
The screenshot shows the SeamlessDocs Employment App interface after the 'Signature' tool has been placed on the form. A yellow arrow points from the 'Signature' tool in the sidebar to a purple rectangular field labeled 'Signature Here' in the 'Education Record' section. A notification box in the top right corner states 'Updates Saved Your updates have been saved.' The form structure is identical to the previous screenshot, with sections for General information and Education Record.

SeamlessDocs: E-signature User Guide

After you choose the signer, a blank field will appear. You will be prompted to type in a name or title (Example: Applicant). Once you type in the name or title, click OK and the Signer Type will be added to your document.



Once you have added the signature fields, click the white button in the upper right hand side of the form that reads, "Live View." You will now see the form that anyone completing the form will actually see.



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When you are in the Live View, the link for your newly created document will appear in your internet browser. The form is now ready to be signed. You can share it by emailing this link.

The screenshot displays the SeamlessDocs web interface for an Employment Application. The browser's address bar is highlighted with an orange circle, showing the URL <https://testdemo.seamlessdocs.com/f/06BWEH>. The application form is titled "Employment Application" and is divided into two main sections: "Basic Information" and "Education Record".

Basic Information

Fields include:

- Full Name
- Address
- City, State, Zip Code
- Email
- Phone Number, Cell Number
- Driver License Number, State
- Social Security Number
- Position Applying For

Education Record

Fields include:

- Highschool, Location
- Date of Graduation (month & year)
- College, Location

On the left sidebar, under "Document Signers", it indicates "1 Applicant". At the bottom right of the form, there is a blue button labeled "SUBMIT & SIGN".

SeamlessDocs: E-signature User Guide

SeamlessDocs Additional Resources

For additional information regarding SeamlessDocs, please review the information below:

- <https://help.seamlessdocs.com/>
- [Webform vs. SeamlessDoc Capabilities - Where to Start](#)
- [Checklist for Making a SeamlessDoc](#)

If you have questions or need help with account set-up or usernames/passwords, please contact:

- EDM/Application Development & Operations, PM, Anup Sharma
anup.Sharma@dc.gov
- Web Maintenance and Operations, Developer, Peter Wachira
peter.Wachira@dc.gov