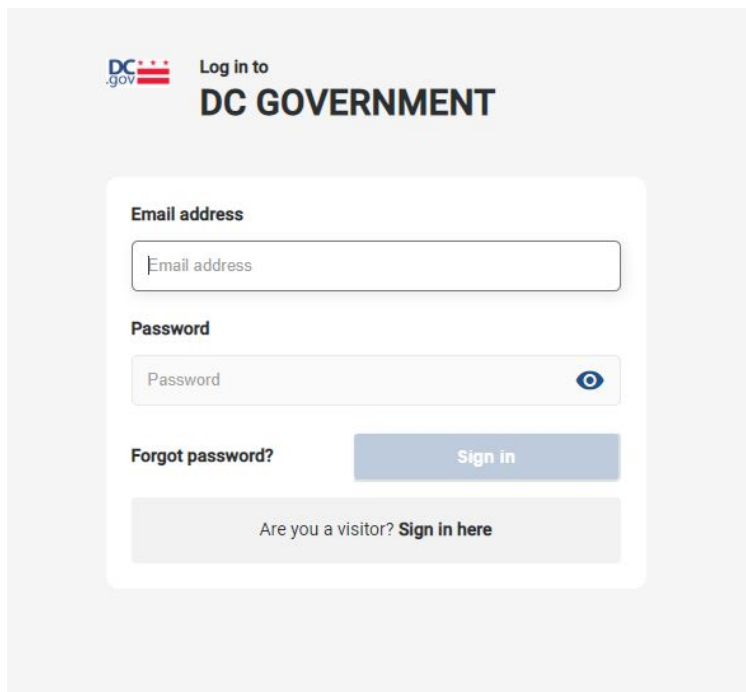# SeamlessDocs:
How To Create An E-signature

SeamlessDocs: E-signature User Guide
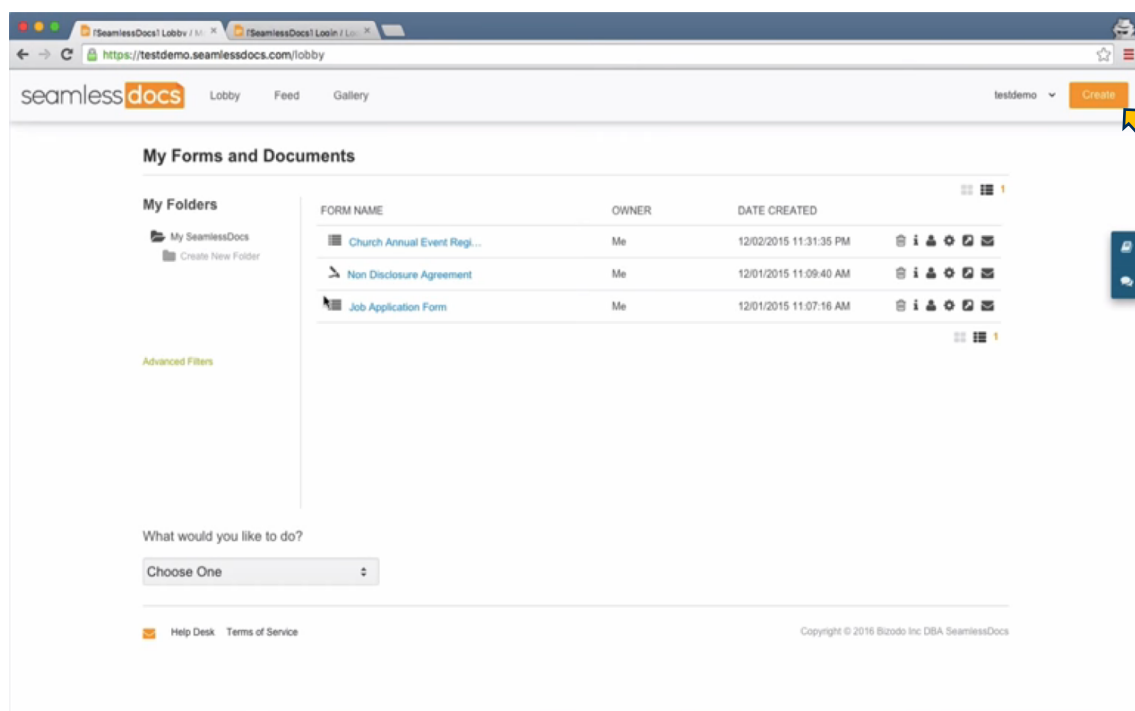
Go to **dcgov.seamlessdocs.com** to log-in. Type in your email address and password.

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.
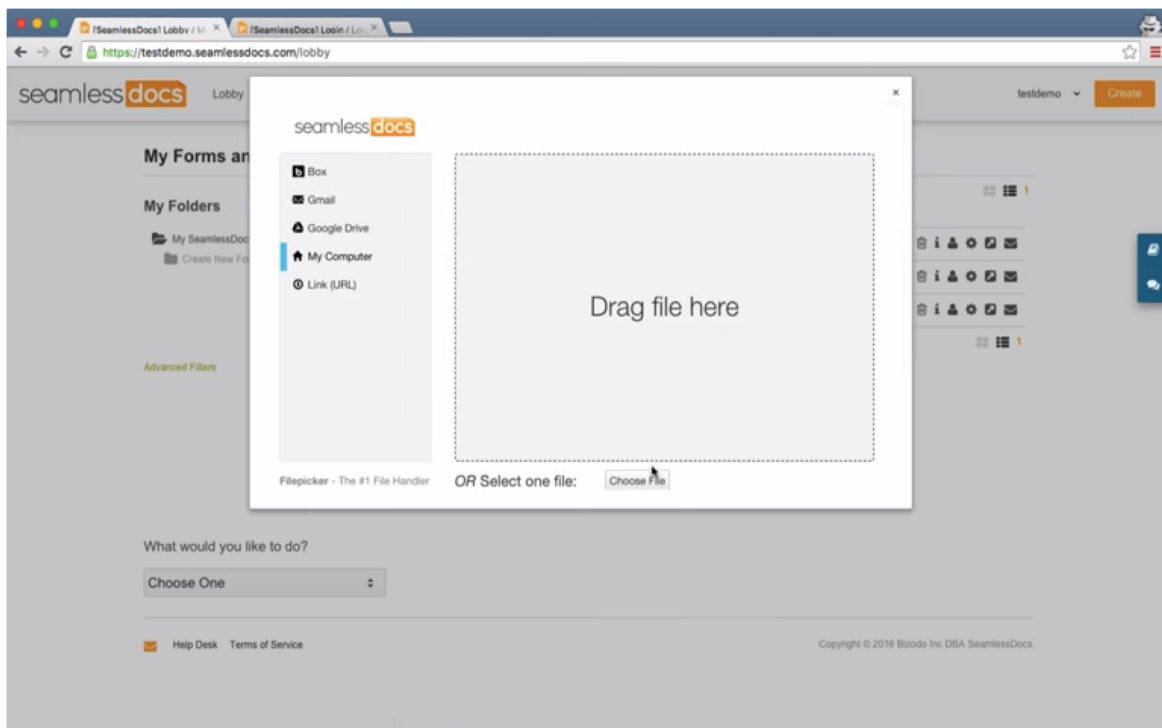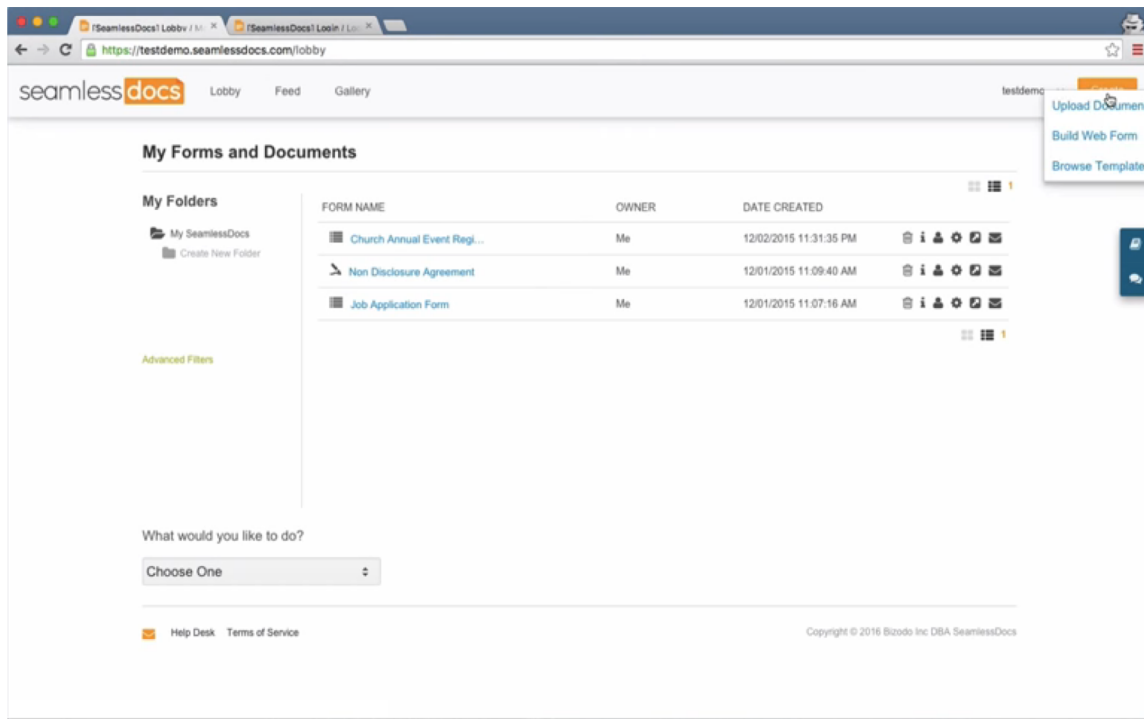
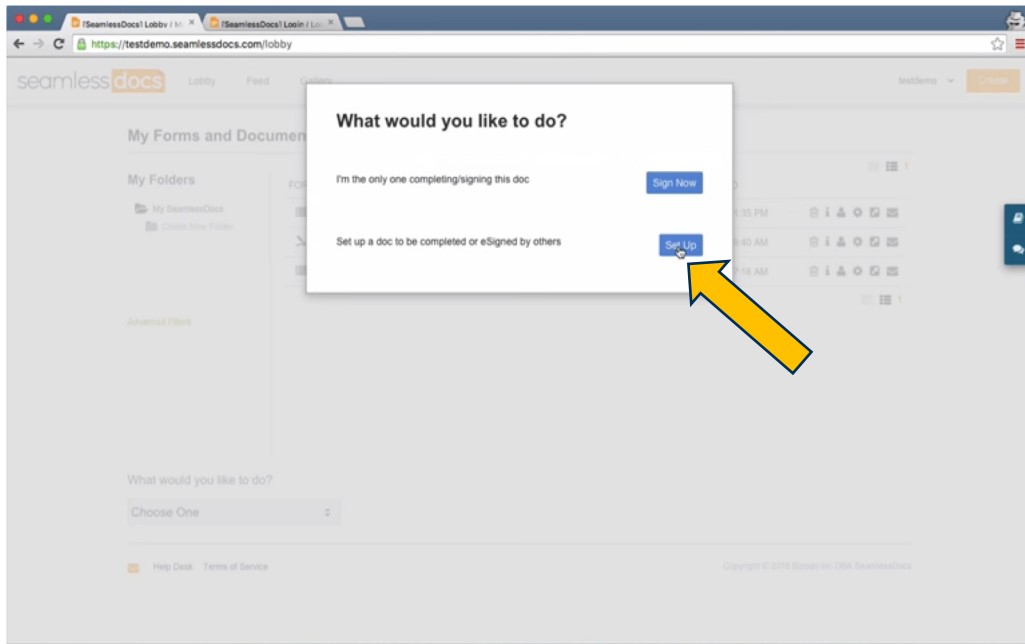# SeamlessDocs: E-signature User Guide

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.
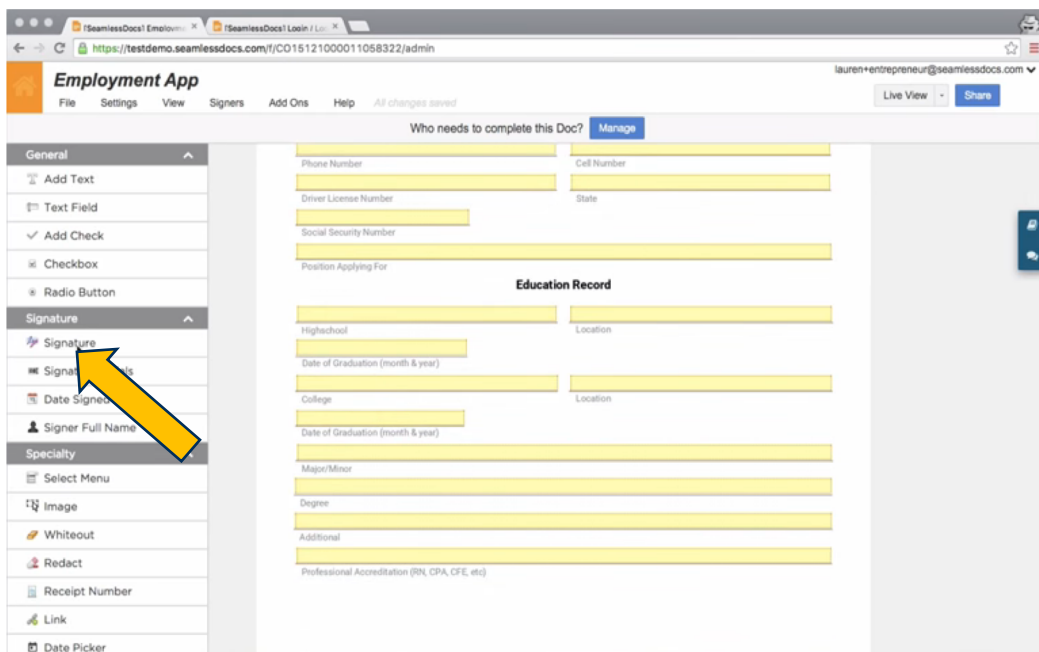
SeamlessDocs: E-signature User Guide

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.)*
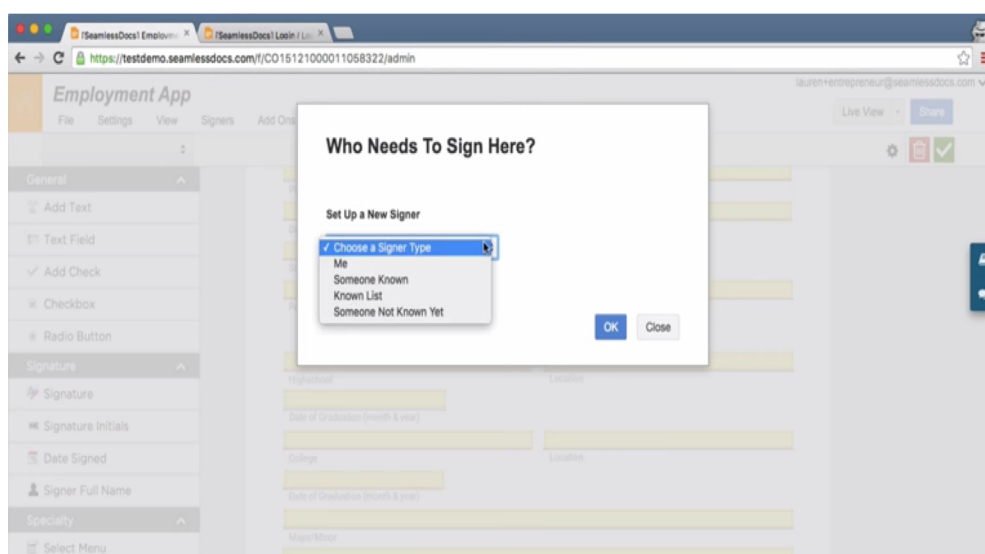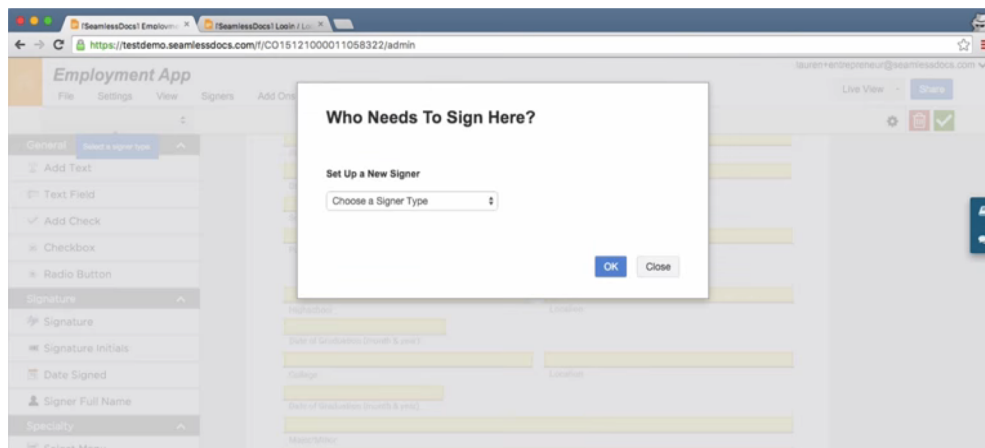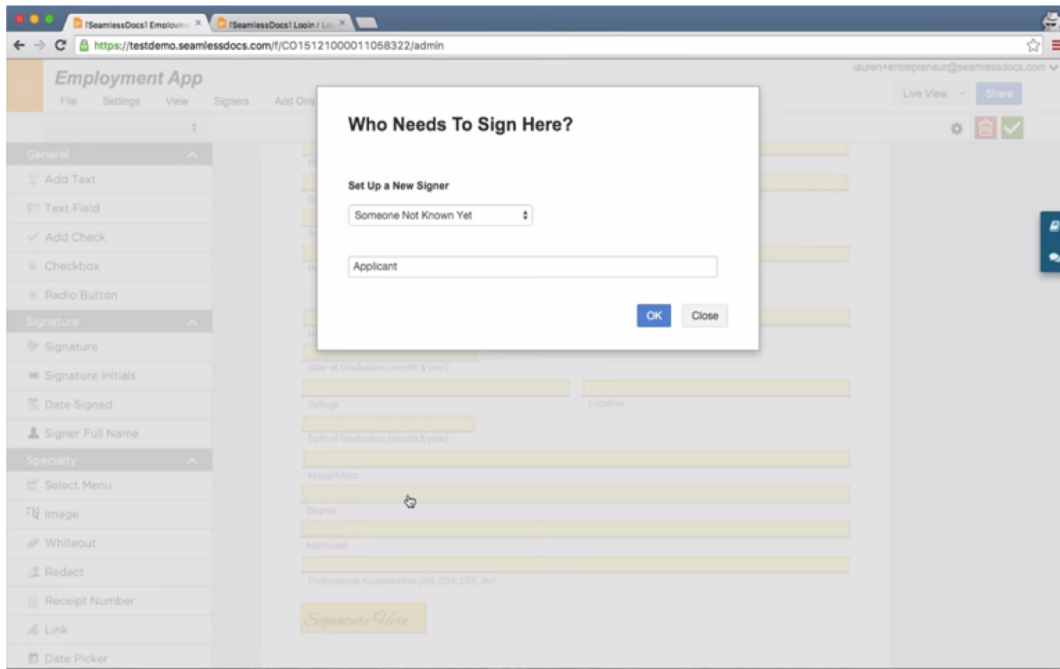
SeamlessDocs: E-signature User Guide

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

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.
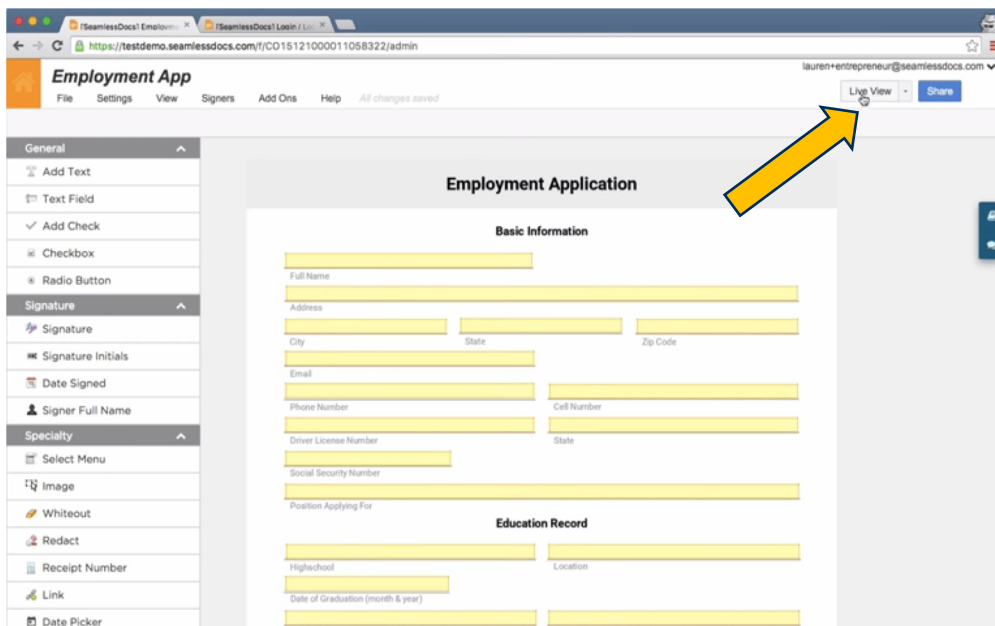
SeamlessDocs: E-signature User Guide

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.

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**