How-to EchoSign

1) The group will receive notification via email from Client Relations [echosign@echosign.com] that there is a document to sign.

From:	Client Relations [echosign@echosign.com]
To:	▮▮▮▮▮
Cc:	
Subject:	Please sign Delta Dental ▮▮ Document

2) Towards the bottom of the email notification, there is a link that will open a PDF version of the document. Select the link.
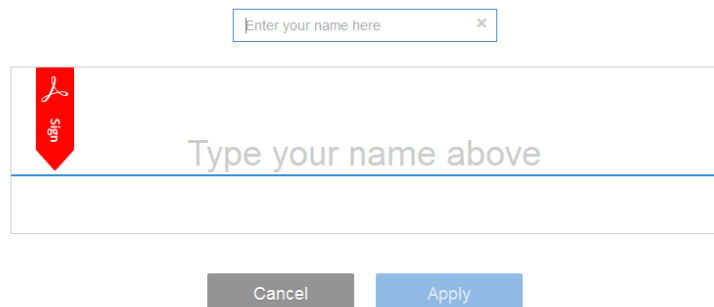
www.DeltaDentalOK.org"

Click here to review and sign Delta Dental Test Document.

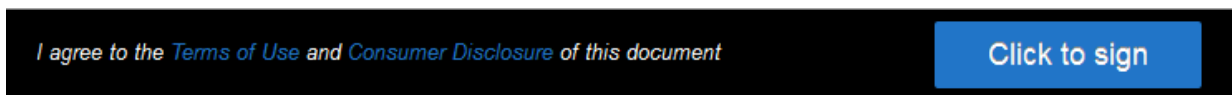After you sign Delta Dental Test Document, all parties will receive a final PDF copy by email.

3) Once selected, a PDF will open in your Internet browser with a tab showing where to click to sign the document. Click in the *Click here to sign box.

Start

Signature: *Click here to sign

Email: ▮▮▮▮▮▮▮▮

4) A pop-up window will appear. Type the name of the authorized individual signing the document and select Apply.

5) The pop-up window will close taking you back to the original document. After you have reviewed both the Terms of Use and the Consumer Disclosure, select Click to sign at the bottom of the PDF to agree.

6) You will be redirected to a confirmation page that indicates you have successfully signed the agreement and that PDF copies of the document were emailed to all parties. You can Download a copy by selecting Download a copy or open the attached copy from the email notification you will receive.