



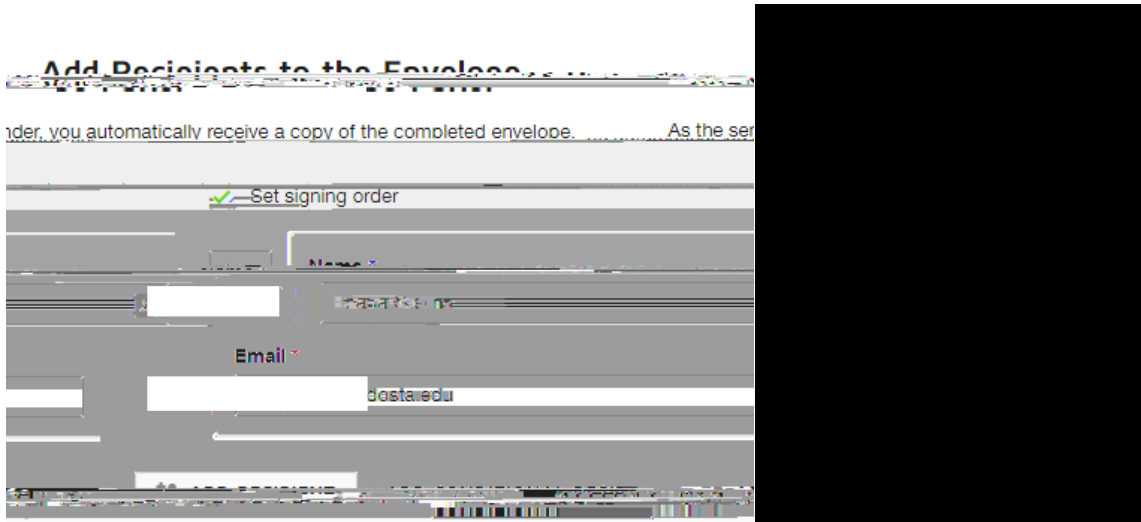
## To add recipients

3. From the prepare view, enter the email address and name of your first recipient.

\* To add additional recipient rows, click **ADD RECIPIENT**.

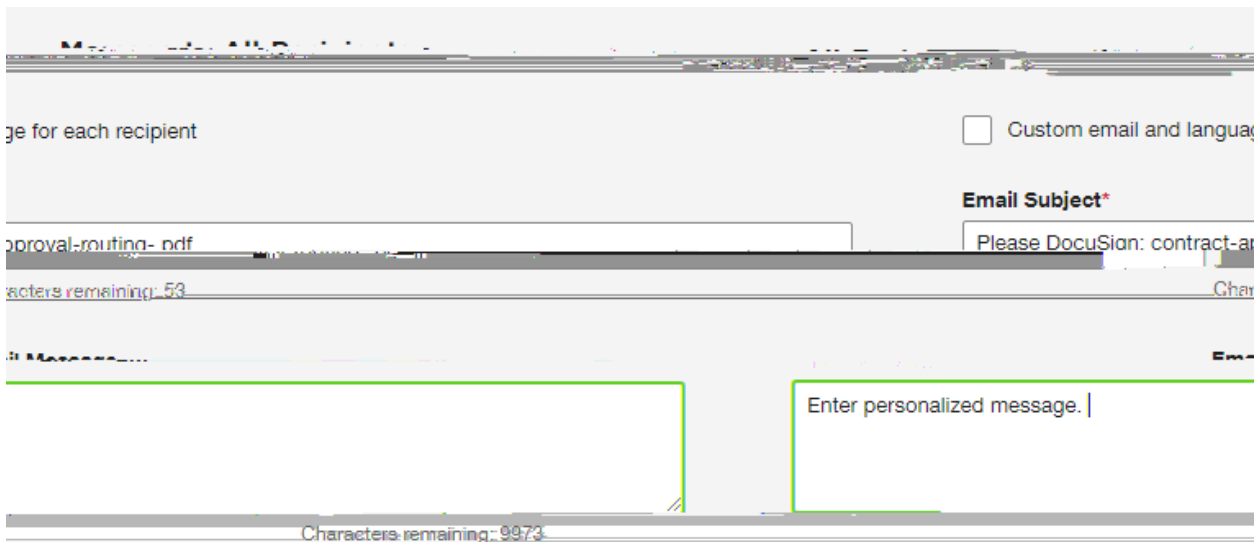
\* (Optional) Specify a signing order for the recipients to control the order in which your recipients receive and sign your documents.

\* You can assign different actions to the recipient (image 2).

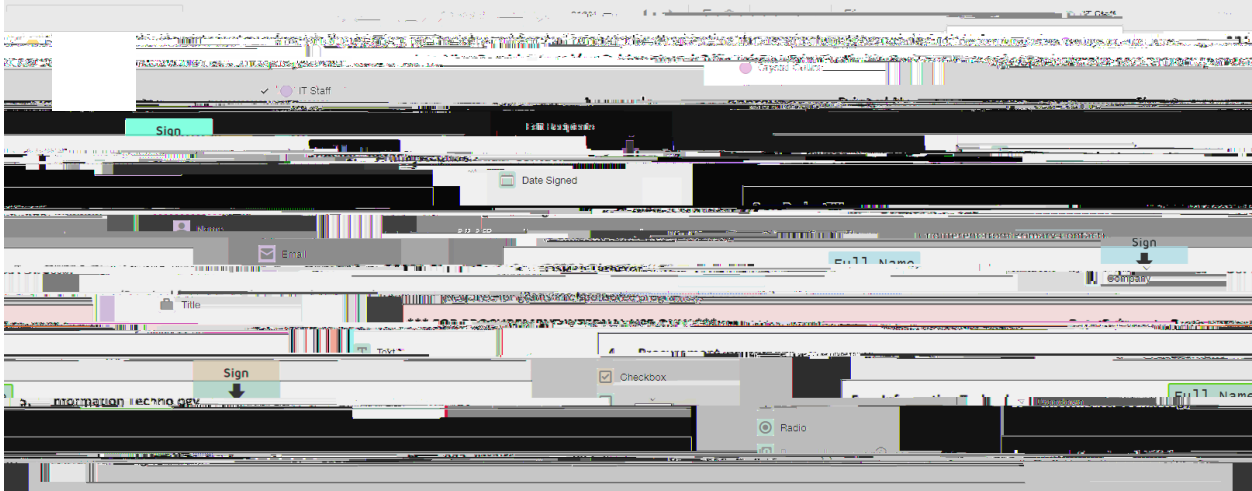


4. After you add recipients, you enter the email subject and message.

\*You can send individual messages to each recipient if necessary.



- When finished, click **NEXT**.
- The Fields Palette and your document will appear. The recipient name is displayed in the Recipients List (upper left corner). To assign a signature or other field for the recipient, click and drag a field from the left and place it on the document.



- Review your document, then click **SEND**.