

# How to GET DOCUMENTS SIGNED with MyDoX™

SIGNiX's MyDoX is a cloud-based service that makes getting contracts signed **quick and easy**. You can access this service online with nothing to download or install.



## UPLOAD

Upload, send and sign documents on **any computer or mobile device**



## EMAIL

**Email documents** to your clients and partners for their signatures



## SIGN

Your customers can easily review and sign documents online, **no downloads required**



## TRACK

**Track documents** as they move through the signing process

To create a document, simply upload any PDF into MyDoX and customize the document with signature fields.

Seconds after you finish, your customers will receive an email saying they have a document to review and sign.

Your customers can then sign documents online quickly and easily without downloading any additional software.

Our system automatically reminds signers to sign the documents every few days. You can track the document to know exactly where it is in the signing process.

**Signing times will go from days or weeks down to minutes or even seconds!**

The benefits of

# DIGITAL SIGNATURES

for your business

## SPEED

Instead of waiting days or weeks for customers to sign critical documents, you will see turnaround times of minutes or hours.

## CONVENIENCE

Digital signatures allow your customers to sign applications and forms wherever they are, whenever they receive the link. That means customers on vacation or away from their desks can still do business with you.

## SECURITY

With handwritten signatures, you can't always read the person's name. You can't tell if the signature was made by the actual signer or someone else. You can't tell if other pages in the document haven't been changed.

Digital signatures provide you with **all** of this information.

**"What used to take days can now be done in minutes. Signing housing documents online has been a huge benefit for our business practices and allows us to serve our students better."**

**Don Yackley**

Executive Director of Student Housing and Residential Life at the University of Houston

**To learn more, sign up for one of our digital signature classes or request a free personalized demo.**