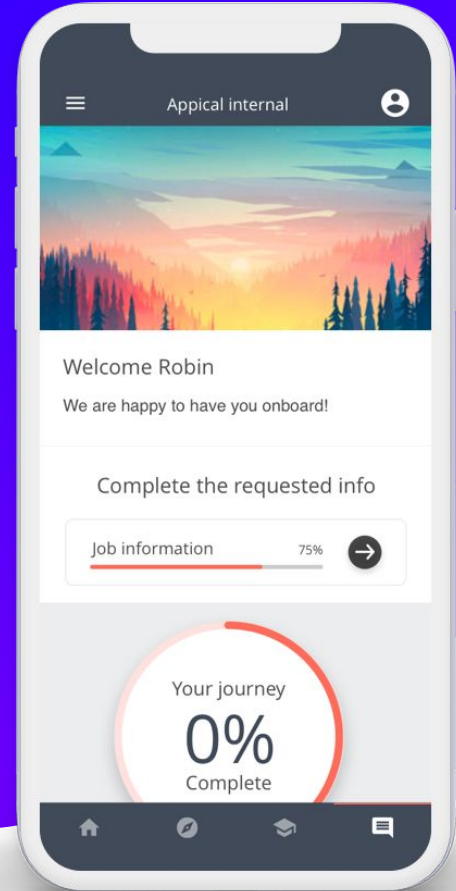




Our app just got better.



The new Digital Signing feature allows you to skip paper forms altogether! With our new DocuSign integration you can get your new hires to sign PDF documents directly online!





Digital Signing

We have integrated *DocuSign* into our Appical to allow quick & easy upload of documents for electronic signing!

Let your new hires sign the required documents during their onboarding directly through the app,
without needing any external emailing or printing.

DocuSign®



In order to use the DocuSign feature, you first need to create a DocuSign account.



About Digital Signing

We have integrated *DocuSign* into Appical to allow quick & easy upload of documents for electronic signing! Let your new hires sign the required documents during their onboarding directly through the app, without needing any external emailing or printing!



In order to use the DocuSign feature, you first need to create a DocuSign account.

1. Upload documents

The Signing feature allows you to easily upload and send PDF files to your users for electronic signing.

MS

Welcome,
Milo

COURSES

SIGNING

USER MANAGEMENT

REPORTING

MESSAGES

IDEAS

SUPPORT

1. Select an user

Milo Baars (milo@appical.nl)

2. Select which file(s) should be signed

☒ Upload file(s)

☐ Select template

☐ Save file as template

Contract Appical.pdf

UPLOAD FILE

3. Customise your email

Hi Milo, your contract is here!

Please sign this contract digitally through DocuSign

2. Your users digitally sign the documents online

Users will receive an email with a link. With one click, they access the document and can start the signing process. This works on virtually any internet-enabled device, including mobile devices.



DocuSign



Milo Baars sent you a document to review and sign.

REVIEW DOCUMENT

Milo Baars
milo@appical.nl

Hi John,

Please sign this contract digitally through DocuSign

Do Not Share This Email

This email contains a secure link to **DocuSign**. Please do not share this email, link, or access code with others.



Enter text

OTHER ACTIONS -

🔍 🔍 📄 🖨️ ?

NEXT

Alex Smith
DeltaSync
130 Broadway Floor 25
San Francisco, CA 94101

555 Market St
Suite 2200
San Francisco, CA 94101

Product Name	Unit Price	Qty	Totals (\$)
GenWatt Annual Subscription	\$199.50	10	\$1995.00
Training	\$250.00	1	\$250.00
Grand Total			\$2245.00

SIGN
↓

Signature

Name

Alex Smith

Phone

DocuSign

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It's simple and quick!

Your users will be guided through the signing process by simple instructions, taking them all the way through.



4. Manage your signed documents

Date received ↓	Name	Email	Document title	Status	Download file
06/05/2019	John Doe	john@doe.com	Wage tax deduction form	COMPLETED	↓
26/04/2019	Jane Doe	jane@doe.com	Contract Appical	COMPLETED	↓
26/04/2019	Robin Younge	robin.younge@appical.com	Contract Appical	COMPLETED	↓
24/04/2019	James Brown	james.brown@appical.com	Non Disclosure Agreement	SENT	↓

The signed PDF Documents will be saved in the Appical Editor for 30 days. During that time you can download and save them to your device.

After 30 days the documents expire and can no longer be downloaded through Appical.





More secure than paper!



Documents are encrypted and a complete audit trail is maintained. Your electronic signatures are secure, legally binding, and widely accepted for most business transactions around the world.

