



Introduction

eSign-iT is an easy to use e-signature application that allows you to gain legally binding approvals for your documents or Requests from your iPhone. This free version includes up to 2 approval Requests per month. Simply download the application shortcut, follow the links, and register as a new user. Once activated, you will be able to submit and approve documents/Requests with e-signature from your iPhone.

Quick Help

Requests For Approval

Once logged into the application:

1. Click **New** under the My Request link to create a new Request.
 - A new Request is sent for approval by completing the required fields on the Create Request Form.
 - You will be asked to give your Request a name and description as well as defining the signers and non-signers for the Request.
 - You can also define custom data fields to capture additional information such as SSN or Mother's Maiden Name, etc.
2. Click **Next** to continue.
 - The content portion of the Request is the text you wish to have approved.
3. Click **Next** after entering the text to be approved and you are now ready to submit your Request for approval.
4. Click **Submit** and your Request begins the approval process.

To create a complex document approval process, please login using your user ID and password to the full version of the application here:

<https://apps3.sutisoft.com/eSigniT/login.action>

Approvals

1. Click on the **My Approvals** link
 - A list of your pending approval Requests will be shown.
 - Click on the Request you would like to approve.
 - The Request will be displayed for your approval.
 - A link for applicable attachments will also be displayed for review.
2. You will be asked to **Accept** or **Reject** where indicated.



3. Prior to completing the signing, you will be asked to enter your application password as added security.
4. Once the Request has been approved, the approval details will be shown at the bottom of the Request along with a link to download a PDF copy of the signed Request or send it as an email attachment.

Email Request Creation Option

A user is also able to create a Request by simply sending an email to esign@sutisoft.com.

Please use the following syntax to ensure your Request is created successfully:

- Mail should be sent to esign@sutisoft.com
- The subject of the email will be used as the Request title.
- Any attachments in the email will be attached in the Request.
- The body of the email contains the signer information and content of the Request. See below for email format.

Email Format

The first line of the email should contain the signer info: Syntax is shown below:

- To:name@domain.com;name2@domain.com;; Email addresses following the to: and ending with ;; will be taken as the signers. Email addresses should be separated with ;'s

The second line of the email should contain the "read only" signers. They will be copied in on the Request but are not required to sign: Syntax is shown below:

- cc:name3@domain.com;name4@domain.com;; Email addresses following the cc: and ending with ;; will be considered as non-signers and will be cc'd on the Request. Email addresses should be separated with ;'s

Any text found after this point will be considered the content of the Request.

For additional information you can access the help provided in the application by logging-in at: <https://apps3.sutisoft.com/eSigniT/login.action>.