

Signing Packages:

1. Open DigaSign and login.
2. Click the Main Menu button, navigate to Signer, then click **Sign Package**.
3. On the *Welcome to the Sign Package Wizard* window, click **Next** to continue.
4. On the *Package Retrieval* window, enter the key and password of the package, and your name in the Retriever box. Click **Retrieve**.
5. On the *Signer* window, select your name from the dropdown and enter the required information. Click **Next**.
6. Read the electronic consent agreement, then click **Accept** to continue.
7. On the *Package Approval* window, review the documents that require your signature. Click the checkmark button to approve the current document, or click the button with multiple checkmarks to approve all documents. When ready, click **Next**.
8. On the *Signature Capture* window, enter your signature into the signature pad, then click the Accept button. Click **Next**.
9. On the *Package Review* window, review the documents and make sure your signature was entered correctly. Click **Next**.
10. On the *Completion Tasks* window, check Additional Signer to repeat steps 5 through 9 for a different signer at the same table. Check the checkboxes to print the documents or export them to a disk. Click **Next**.
11. On the *Save Option* window, click **Next**.
12. Click Finish to save the signed document(s) to the server.

Signing Local Documents:

1. Open DigaSign and login.
2. Click the Main Menu button, navigate to Signer, then click **Sign Local Document**.
3. On the *Document* window, browse for the file on disk that you would like to sign.
4. On the *Sign Document* window, navigate to a page in the document that needs to be signed.

Next, select a coordinate type on the left.

Then, click the location in the document where the signature needs to be placed.

Finally, enter your signature or data as needed.

You can repeat the above steps to add as many signatures as you need.

When ready to continue, click **Next**.

5. On the *Save Option* window, choose if you want to save the signed document to disk, send it to an email address, or both.
When ready, click **Next**.
6. Review the document if you wish, then click **Finish**.