

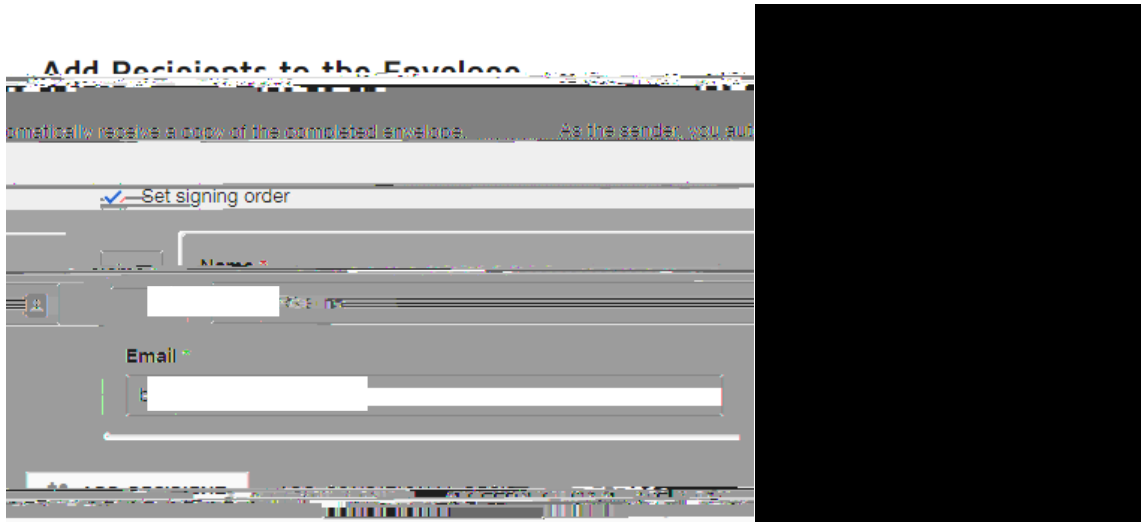
To add recipients

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

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

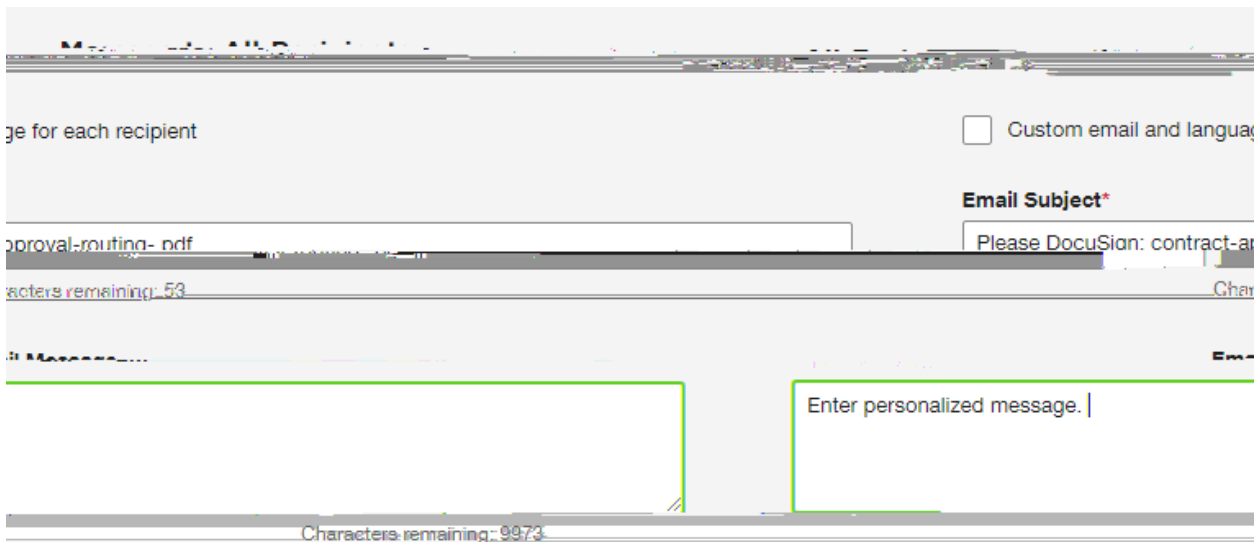
* (Optional) Specify a signing order for the recipients to control the order in which your recipients receive and sign your documents.

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

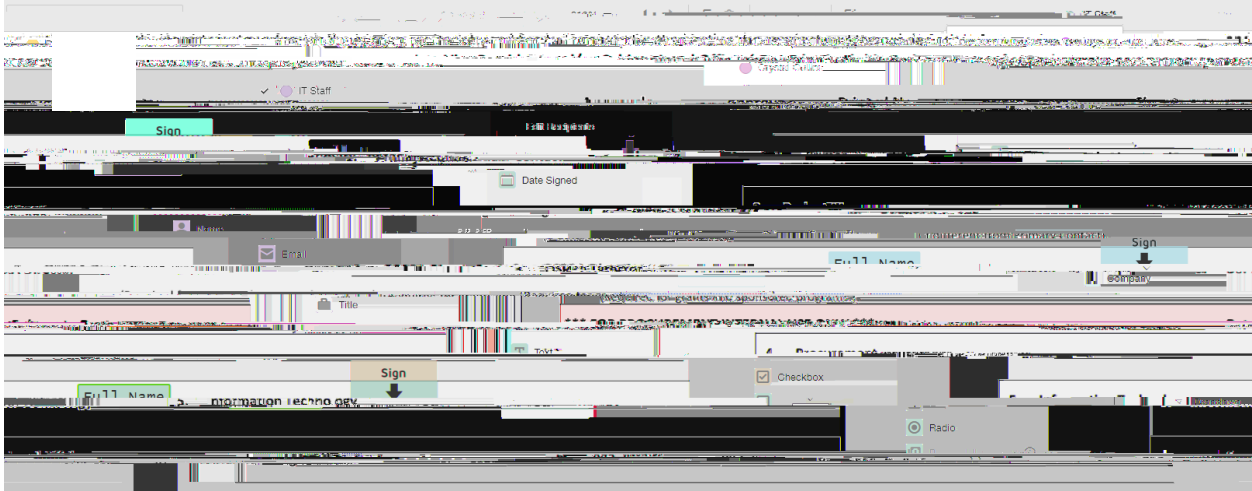


4. After you add recipients, you enter the email subject and message.

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



5. When finished, click **NEXT**.
6. 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.



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