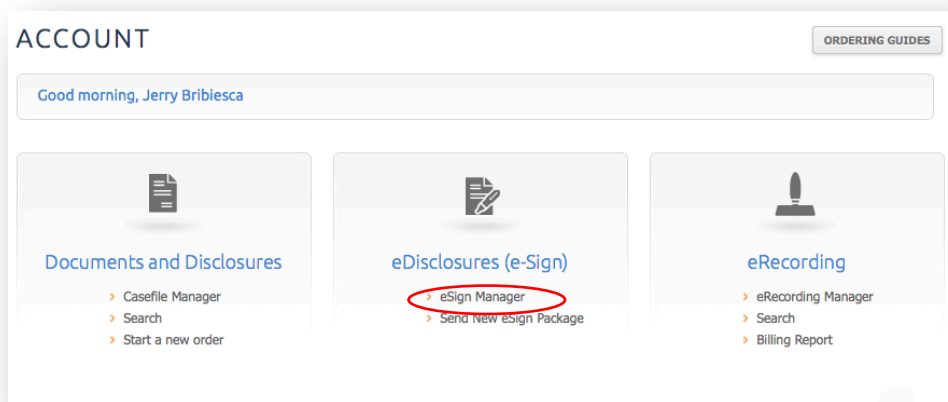


# DocuSign Guide

## How to resend and edit DocuSign transactions:

1. Open and login to PPDocs
2. Click on **My Account**, then **eSign Manager**

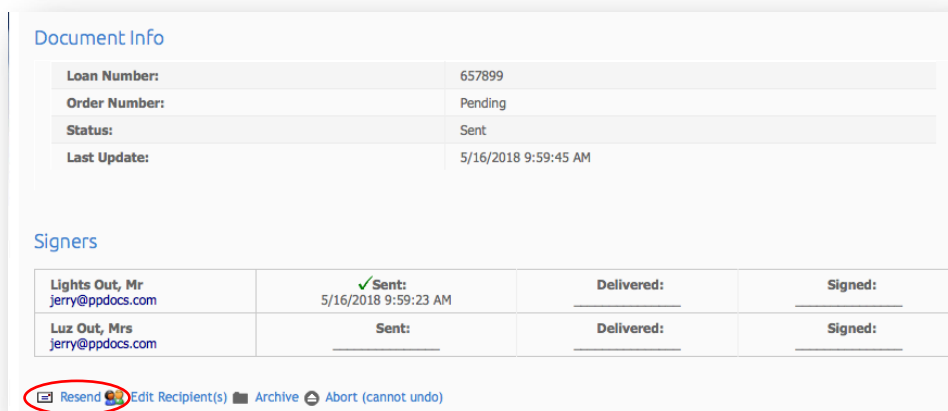


ACCOUNT ORDERING GUIDES

Good morning, Jerry Bribiesca

- Documents and Disclosures**
  - > Casefile Manager
  - > Search
  - > Start a new order
- eDisclosures (e-Sign)**
  - > **eSign Manager**
  - > Send New eSign Package
- eRecording**
  - > eRecording Manager
  - > Search
  - > Billing Report

3. Click on the **Loan number**
4. If the borrowers failed authentication or didn't receive the email. Click **Resend**



Document Info

Loan Number:	657899
Order Number:	Pending
Status:	Sent
Last Update:	5/16/2018 9:59:45 AM

Signers

Signer	Sent	Delivered	Signed
Lights Out, Mr jerry@ppdocs.com	✓ Sent: 5/16/2018 9:59:23 AM	_____	_____
Luz Out, Mrs jerry@ppdocs.com	Sent: _____	_____	_____

**Resend** Edit Recipient(s) Archive Abort (cannot undo)

5. If the email address provided was incorrect, or a borrower no longer needs to sign and just view. Click **Edit Recipient(s)**

Document Info

Loan Number:	657899
Order Number:	Pending
Status:	Sent
Last Update:	5/16/2018 9:59:45 AM

Signers

Lights Out, Mr jerry@ppdocs.com	✓ Sent: 5/16/2018 9:59:23 AM	Delivered:	Signed:
Luz Out, Mrs jerry@ppdocs.com	Sent:	Delivered:	Signed:

Resend **Edit Recipient(s)** Archive Abort (cannot undo)

6. From here you can update the email address, name, or signing requirement.

Update Recipients

	Name	Email*	Must Sign
1.	Lights Out, Mr	jerry@ppdocs.com	<input checked="" type="checkbox"/>
2.	Luz Out, Mrs	jerry@tridshare.com	<input checked="" type="checkbox"/>

Did you know: You can enter the same email address if recipients share an account.

[Update >](#)

7. Click **Update**