

triSearch®

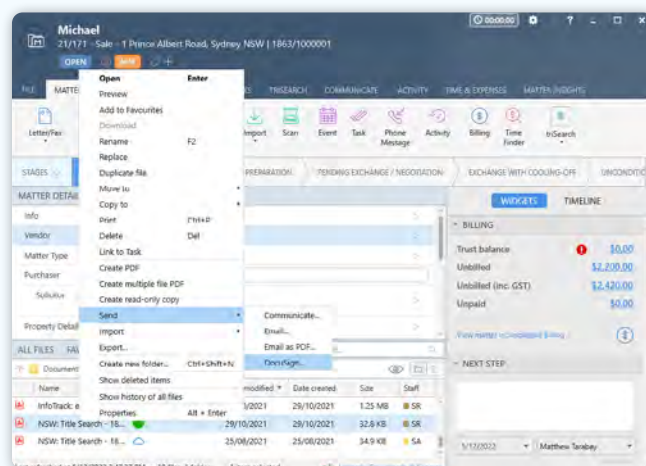
triSign®

Userguide

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Step 1: Launching triSign

- Create the document that you would like signed and save as a PDF or Word document.
- Right click on the document within the matter card you want to sign, and select **Send > DocuSign**.

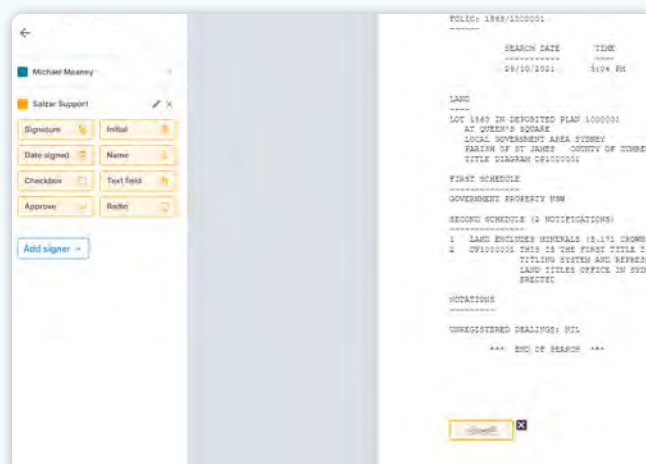


Step 2: Add signers

- Add signers.
- Enter in their contact details and make sure to add their role (i.e. Vendor, Purchaser).

Step 3: Add signing tags

- Drag tags from the menu onto your document.
- The tags for each signer will be in a different colour.
- You have the ability to add a signing order if there is more than one signer.



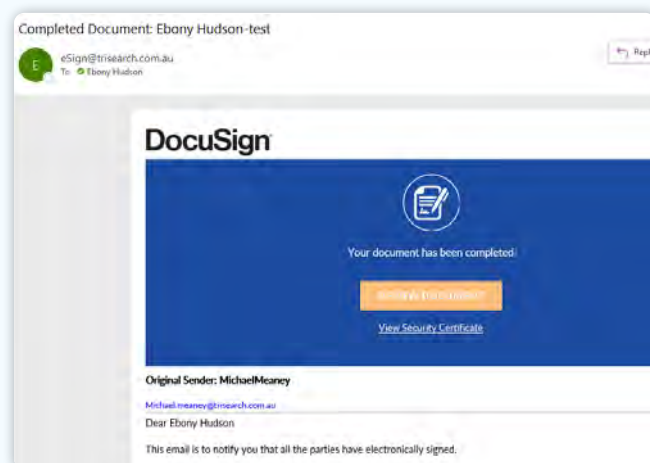


Step 4: Send for signing

- Once finished select 'Finish & Send'.
- Each signer will receive an email inviting them to review and sign your document.
- When they click 'Review & Sign', DocuSign will take them through the simple electronic signing process.

Step 5: Review final document

- Once all parties have signed the document, you and all signing parties will receive a copy and the Certificate of Completion.



Book a Training

For additional education on triSign, book a session with our training specialists.

[Book a Training](#)