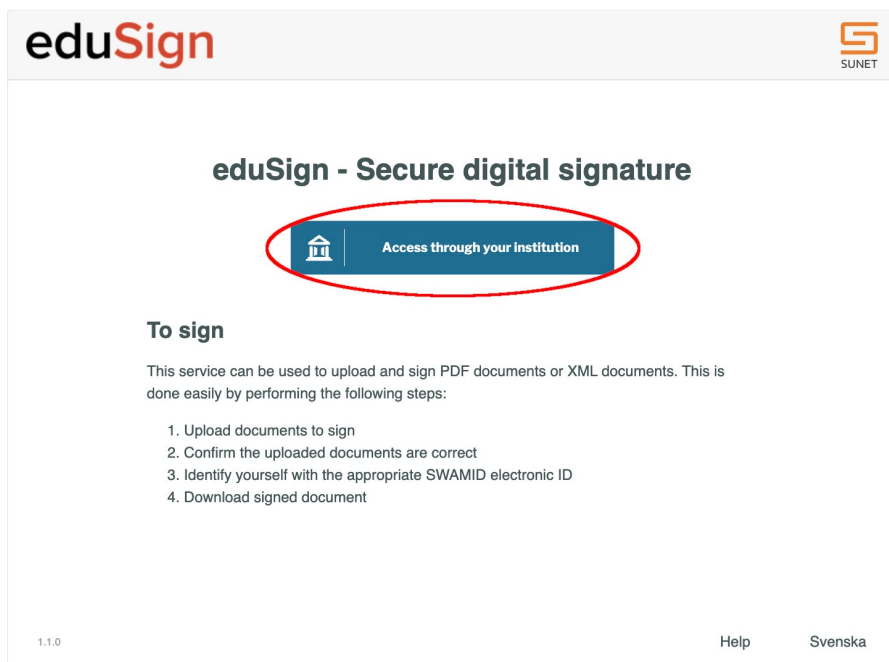
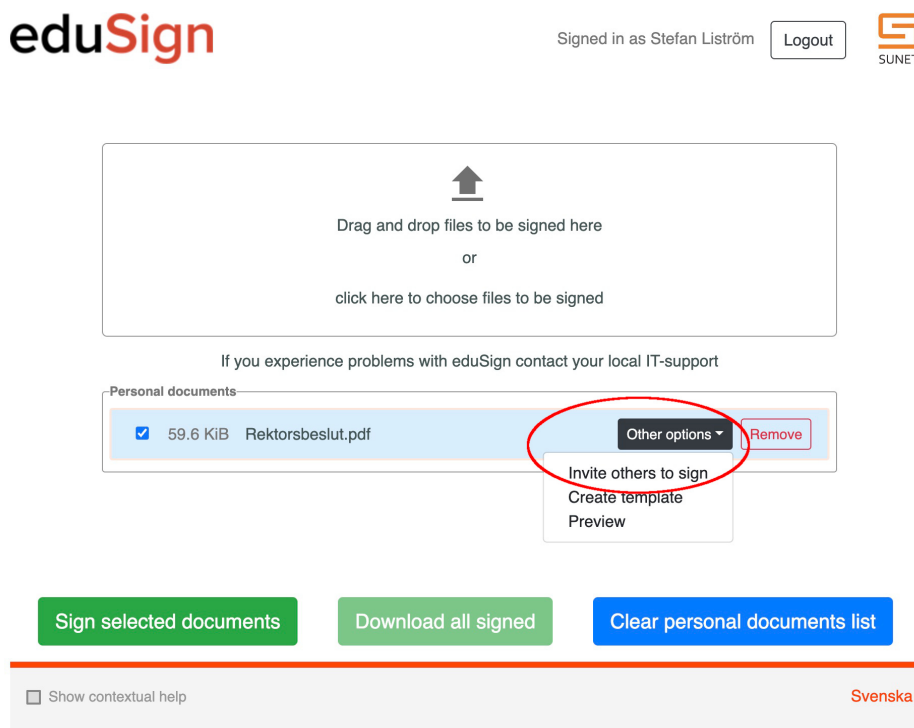


Invite others to sign documents in eduSign

1. Login to edusign.sunet.se and upload the document you want to invite others to sign.
[Read and follow the first four steps in the login and sign guide if you are unsure how to perform the above steps](#)



2. Once you have uploaded the document press the "Other options" button and choose the "Invite others to sign" option.



3. In the invite people to sign popup you need to input at least one person with a name and email to be able to send out the invitation. You can click on the "Invite more people" to invite more than one person to sign your document. You can also include a message in the invitation that is sent out to all invited persons by email. If you prefer not to have the eduSign service automatically send out the signed document to all persons that signed when the signature process is completed you can uncheck the "Send signed document in email" option,

The screenshot shows a modal window titled "Invite people to sign: Rektorsbeslut.pdf". It contains a text area for "Add a message to send to all invitees", a checkbox for "Send signed document in email" which is checked, and input fields for "Name" (Jane Doe) and "Email" (jane@example.com). There is an "Invite more people" button and "Cancel" and "Invite" buttons at the bottom right. The "Invite" button is circled in red. In the background, a document list shows "59.6 KiB Rektorsbeslut.pdf" with an "Other options" dropdown and a "Remove" button.

4. If something went wrong with the initial invitation, e.g. the wrong e-mail was used or one person is not responding to the invitation you can edit the invitation by pressing the "Other options" button and choosing "Edit invitation". When editing an invitation you can change the information in regards to an already invited person or you can add or remove invited persons.

eduSign

Signed in as Stefan Liström

Logout



The area contains an upward arrow icon and the text: "Drag and drop files to be signed here or click here to choose files to be signed".

If you experience problems with eduSign contact your local IT-support

Documents you have invited others to sign

The entry shows "59.6 KiB Rektorsbeslut.pdf" and "Waiting for signatures by: Stefan Liström <steli@sunet.se>". It includes an "Other options" dropdown menu (circled in red) and a "Remove" button. The dropdown menu is open, showing "Edit invitations", "Send reminder", and "Preview".

Sign selected documents

Download all signed

Clear personal documents list

☐ Show contextual help

Svenska


5. Once all the persons you have invited replies to the invitation (by either signing or decline to sign) you need to finalize the signature process by choosing to sign the document yourself or press the "Skip signature" button to indicate that you will not sign the document yourself at this time.

eduSign

Signed in as Stefan Liström

Logout




Drag and drop files to be signed here
or
click here to choose files to be signed

If you experience problems with eduSign contact your local IT-support

Documents you have invited others to sign

☐ 59.6 KiB Rectorsbeslut.pdf

Other options ▾

Skip Signature

Remove

Signed by: Stefan Liström <steli@sunet.se> .

Sign selected documents

Download all signed

Clear personal documents list

☒ Show contextual help

Svenska


6. Once the invitation signature process is finalized you will be able to download the document if you wish to do so.

eduSign

Signed in as Stefan Liström

Logout




Drag and drop files to be signed here
or
click here to choose files to be signed

If you experience problems with eduSign contact your local IT-support

Personal documents

59.6 KiB Rectorsbeslut.pdf

Other options ▾

Download (signed)

Remove

Signed by: Stefan Liström <steli@sunet.se> .

Sign selected documents

Download all signed

Clear personal documents list

☐ Show contextual help

Svenska

More information

You can view more information about how to invite others to sign documents in eduSign in the following video

- [How to sign and invite others to sign documents in eduSign](#)