



Tech Tip #31: Did you know eDOCSignature can automatically populate member emails?

Do you find yourself sending documents to the same members? There is a feature in eDOCSignature that allows you to quickly populate a member's information once their email has already been entered into the system.

After adding a document for eSign and you are on the 'Assign Signers to Roles' page or on the Select Signers page, begin typing the members name in the 'Full Name' field and press the enter key.

If there are multiple results with the same name you will be prompted with a list of like-names to choose from. If the name is unique, the information will auto populate.

The screenshot shows the 'Assign Signers to Roles' interface. At the top is a blue header bar with the title 'Assign Signers to Roles' and a help icon. Below the header is a table with columns: Role, Full Name, Email, Notification Type, Auth Code, and Group. The table has two rows: '1st email' and 'Co-Signer'. The 'Full Name' column for the 'Co-Signer' row has a dropdown menu open, showing a list of signers. A red arrow points from the 'Full Name' field to the dropdown menu. Another red arrow points from the dropdown menu to the right. The dropdown menu is titled 'Please select a signer' and contains a table with two columns: 'Signer Name' and 'Signer Email'. The table lists five signers: 'Riley Sullivan', 'Riley Template', 'Riley Template', 'Riley Template', and 'Riley Signer 2'. The 'Signer Email' column contains the corresponding email addresses for each name. A green 'Close' button is at the bottom of the dropdown menu.