



Tech Tip #47: Send Reference Documents to the eDOC-IT Printer!




*****These settings and features may not be available for all clients. If you do not see them, please contact your solution provider.*****

Did you know you can now send reference documents directly through the eDOC-IT printer to add to your package?

Send the document to the eDOC-IT printer and select **Send as Reference Document**.


A screenshot of the eDOCSignature web application interface. At the top is a blue header bar with a globe icon on the left, the text "Welcome to eDOCSignature" in the center, and a help icon and a printer icon on the right. Below the header, the text "Document uploaded, what would you like to do with it?" is displayed. There are two input fields: "Document Name:" with the value "2020051911160000002001" and "Package Name:" which is empty. To the right of the "Package Name:" field is a green plus icon and the text "Add to existing Package". Below these fields are four action buttons, each with an icon and a label: 1. A blue circular arrow icon labeled "Send for Signing". 2. A green document icon labeled "Send as Reference Document". 3. A purple document icon labeled "Create Template". 4. A purple document icon with a house symbol labeled "Send Using a Template". At the bottom of the interface is a grey footer bar. On the left, it says "Secured by eDOC Innovations, Inc. | Terms and Conditions". On the right, there is a green lock icon and the text "eDOC INNOVATIONS VERIFIED & SECURED VERIFY SECURITY".

Once the form has completed the virtual printing process, it will appear in your package as a Reference Document. Now, just add the document to an existing package or create a new package as shown below.

Upload Documents


Back

Package Name:

Add to existing Package


Next


Documents to Sign




Add documents to sign
drag and drop any .pdf, .doc, .png, or .tiff file. [Browse](#)


Reference Documents



New Document



Requested Documents



Request a document from a signer
the signer will be prompted to securely upload requested documents. [Add one](#)