







Tech Tip #53 eDOCSignature Signing Groups Explained

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

Have you noticed that when adding multiple signers to a document, you can add each person to a numbered group? Signing groups are a powerful tool for having signers sign documents in a specific order.

For example: You have a document that you want signed by a member, then signed by a branch manager. To accomplish this, you set the first signer to **group 1**, and the second signer to **group 2**.

Signer Name	Email	Msg Type	Auth Code	ID Check	Group	
 Scott Grant	sgrant@edoclogic.com	Public ▼		None ▼	1 ▼	
Scott Test	Scott.Test@edoclogic.com	Public ▼		None ▼	2 ▼	

This way, the signer of group 1 will receive the document to be signed. The signer of group 2 will not receive a notification until the signer 1 has completed their signing process. When the signer 2 receives their notification to sign, they will see the document with all elements already signed by the signer 1 and will then be able to complete their signing elements.