

HOW TO SIGN A DOCUMENT USING AN ANDROID PHONE



Android

OPEN MAIL APP

OPEN EMAIL WITH DOCUMENT ATTACHED

SAVE ATTACHMENT TO YOUR DEVICE

OPEN SIMPLE SCAN (DOWNLOADED FROM APP STORE)

TAP THREE DOTS IN THE UPPER RIGHT CORNER



IMPORT YOUR DOCUMENT FROM GALLERY

(MOVE CORNERS TO FRAME DOCUMENT. THIS ONLY APPLIES IF YOU ARE SELECTING A .JPG FILE. CLICK CHECKMARK)

CLICK ON THE PEN ICON IN THE TOP RIGHT CORNER

SELECT SIGNATURE AND SIGN WITH FINGER.

TAP THE CHECKMARK AND PLACE SIGNATURE (USING THE DIAGONAL ARROWS TO CHANGE SIZE)

CLICK CHECKMARK

TO SHARE DOCUMENT CLICK SHARE ICON
SELECT PDF FILE AND CHOOSE EMAIL
OPTION

