

Signing with DocuSign

How to digitally sign
a document

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Prima di tutto, devi accettare che possiamo elaborare alcune delle tue informazioni personali per verificare la tua identità.

Come elaboriamo le tue informazioni

START



Begin the eSignature process

Click on «Review Document» in the email, then select «Start» to begin

Consigliamo di utilizzare il telefono cellulare. Ti guideremo in questo processo.



Vuoi utilizzare un dispositivo mobile? Carica un file.

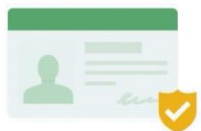
CONTINUE



Upload a photo of your ID

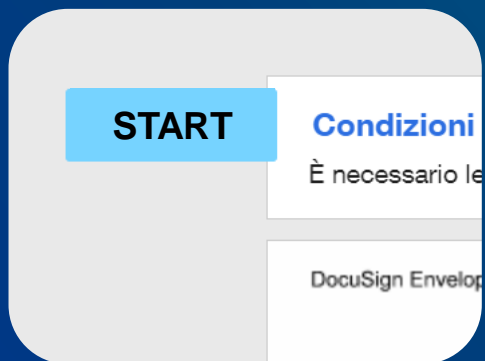
You can take a photo with your phone, yet we suggest to upload a Front and Back view with «Upload File»

**YOUR ID HAS
BEEN VALIDATED**



Wait for the ID validation

In order to be validated, your ID photo must be clear, without cuts or glares



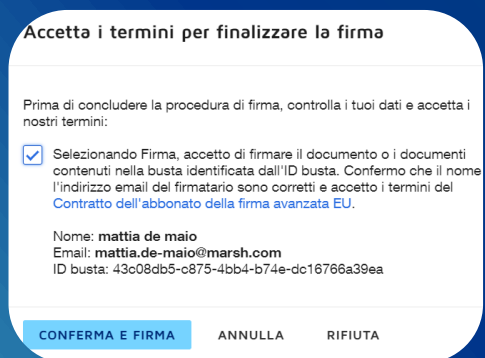
Follow the hints to proceed

DocuSign will assist you in every Step: simply select «Start» on the left side to begin



Sign the document

The Signer should select every field «Sign» in the document



Finish signing!

Once every field is signed, check the box to agree to the Terms and Conditions and confirm!

What kind of ID documents are valid?

It is not possible to upload paper Identity Cards. Any other Identity Document will be validated

What should the Reviewer do in the Signing process?

They have to approve the document by selecting «Approve»; only then, it will be sent to the Signer

Do I have many attempts to upload my ID document?

The signer has 2 attempts to upload their ID. In case of trouble, our team will contact you

Is there a time limit to sign the document?

It is necessary to sign the document within 30 days from the date of receipt



Team eSignature

Get support at
Italy.marshdigital@marsh.com

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