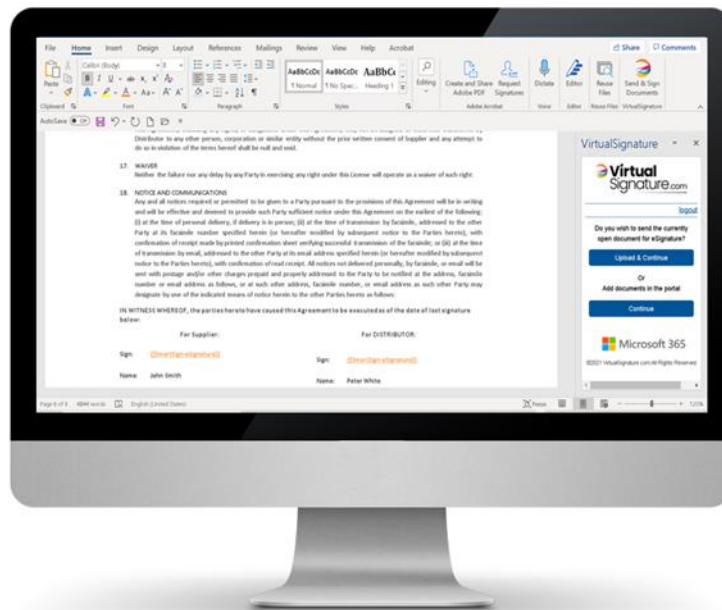# Introducing the VirtualSignature O365 Word Add-in

# Digitally transform the way you do business with the SmartSign Add-in for Microsoft Word

With billions of contracts, agreements and forms being generated from Microsoft Word each day, we've made it faster and easier to add eSignatures, document management and customer onboarding into your everyday workflow using our **Smart**Sign Add-in for Microsoft Word 365.

Not only can you create "Signature ready" documents, you can also manage signer authentication, deed sealing, ID verification & third-party Witnessing on-demand.
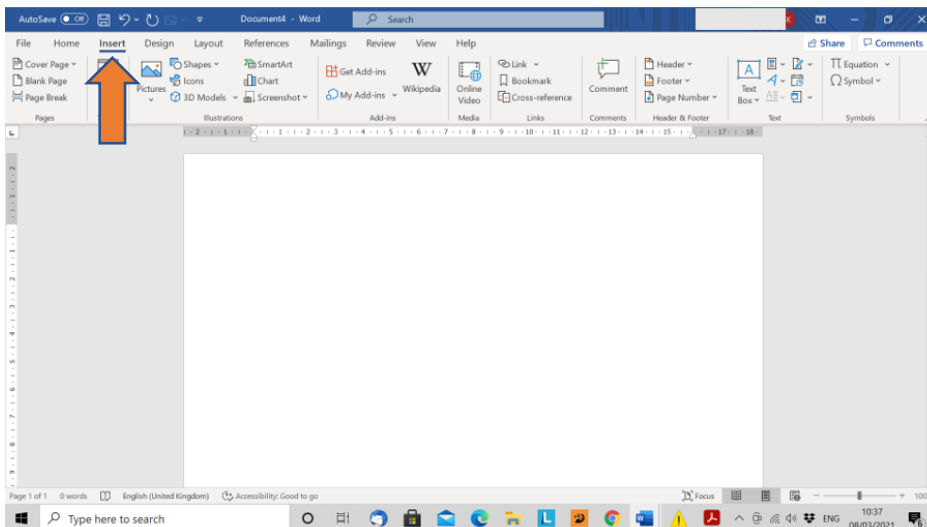
✓ Easy and simple to use

✓ No complicated installation or set-up

✓ Onboard customers faster

✓ Single Sign-On (SSO) capability

✓ Secure eSignature exchange

✓ Advanced signing workflows

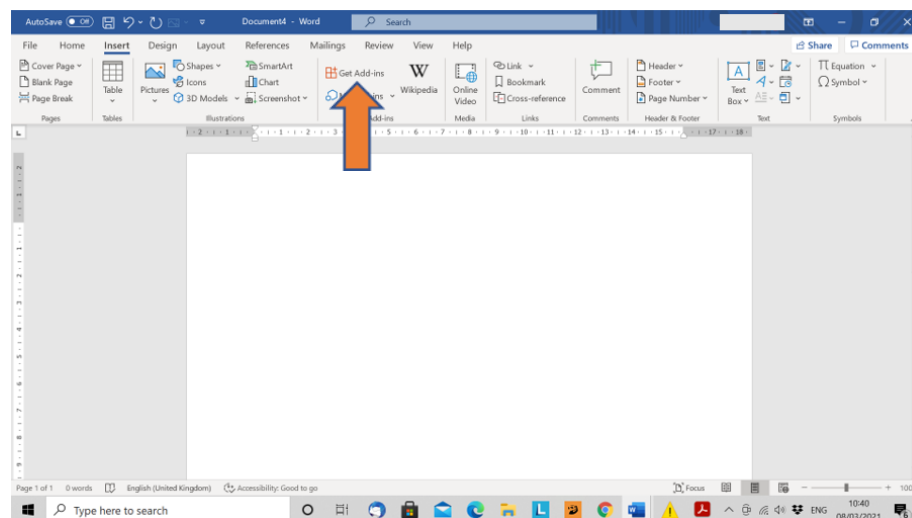# How to create and send a document with eSignature fields from Microsoft Word

If your firm uses Word O365 you can now access our eSignature tool from the Add-Ins available from the Microsoft Office Store.  Add-ins are designed to help personalise documents and streamline access to information.  The **Virtual**Signature icon can be pinned to the Word ribbon allowing its features to be used directly.  You can set up a <u>free 28 day trial</u> or log in to an existing account, subject to your organisation administrator's permissions.

Here we take you through the simple steps needed in order to start creating ready to send documents with multiple eSignature features.
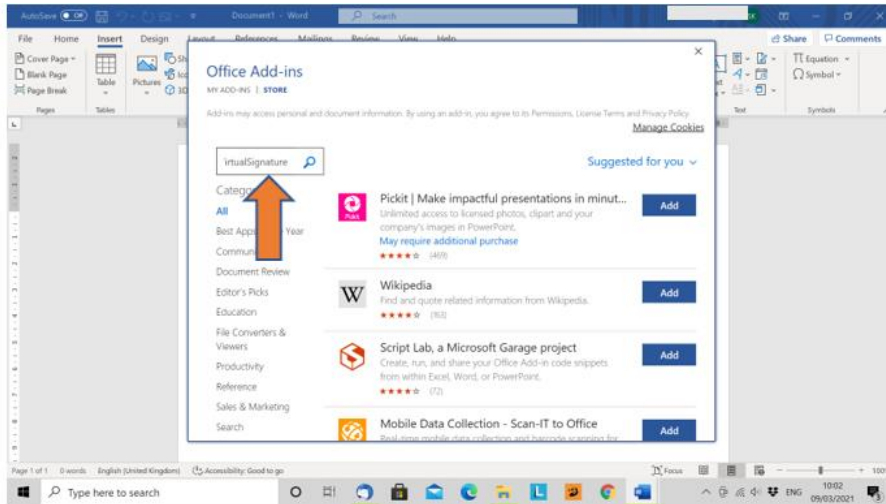
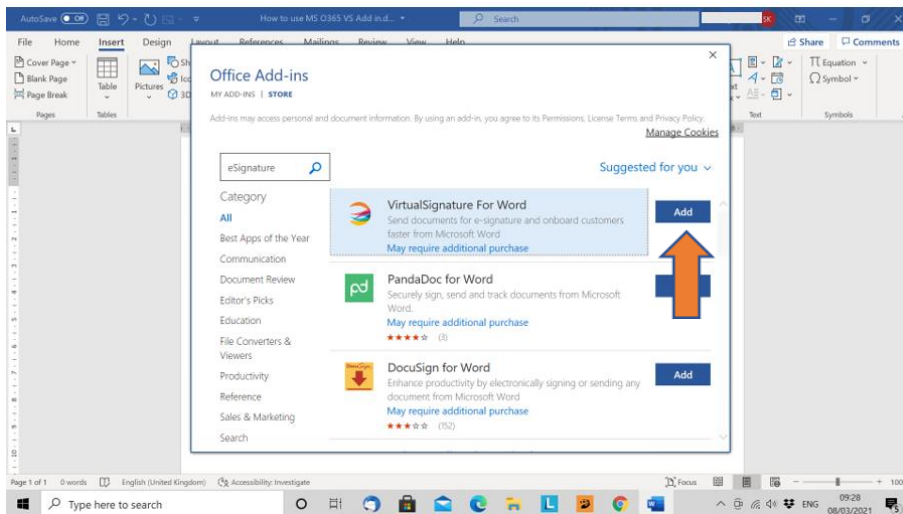Step 1 – In Word, open an existing or new document and click on "Insert"
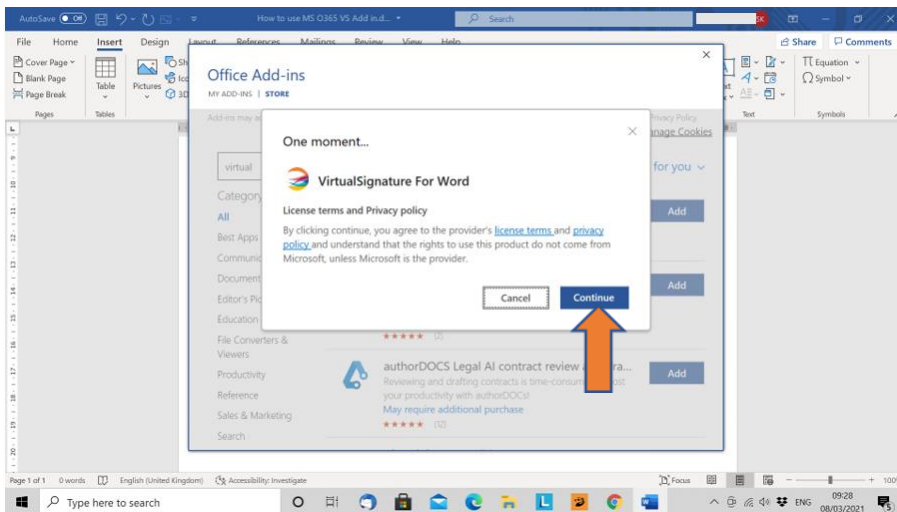


Step 2 – Click "Get Add-ins"
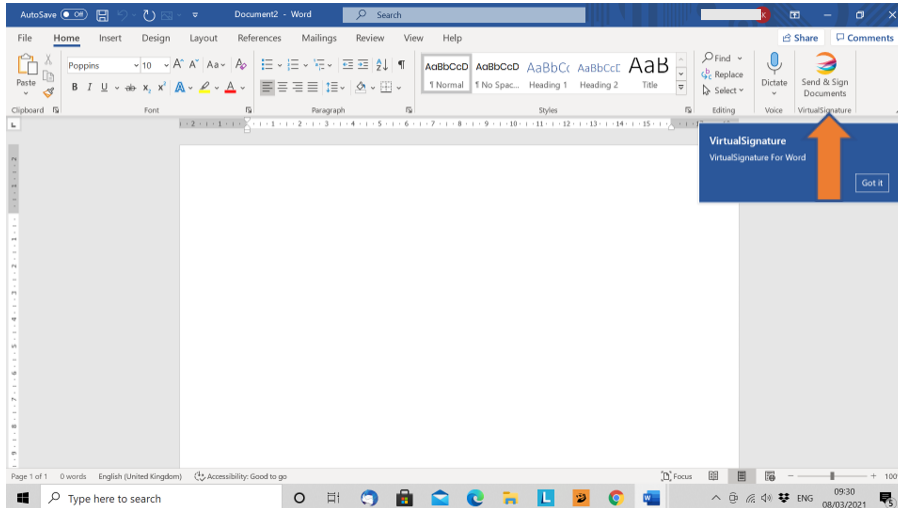
## Step 3 – Search for "VirtualSignature"
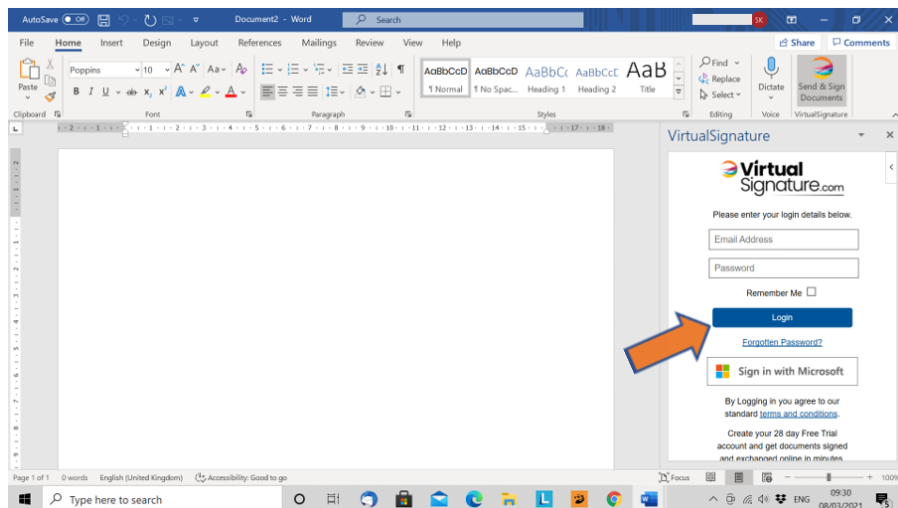


## Step 4 – Add VirtualSignature to your ribbon



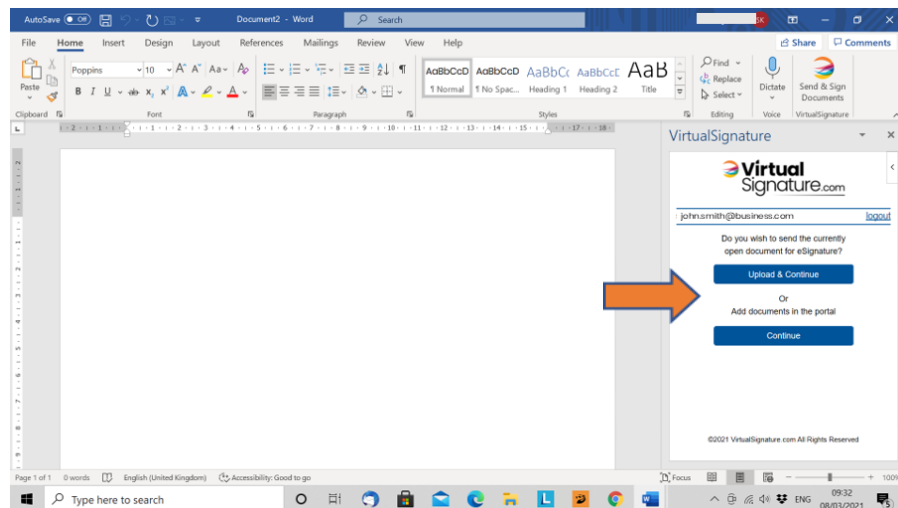## Step 5 – Click Continue to Accept Terms & Conditions

## Step 6 – The VirtualSignature logo now appears on your tool bar



## Step 7 – Login in with Microsoft, VirtualSignature or create a new account



## Step 8 – You're all set to upload & add eSignatures to your documents!

**Virtual Signature** | **iD Validate**

Advanced Onboarding Technology

# Contact Us

We provide end-to-end services and solutions in digital onboarding / cloud technology. Armed with a large team of experts in consulting, design, application development and integration, along with experience delivering projects to professional enterprise businesses and local authorities, we offer a wide range of services across many industry verticals.

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