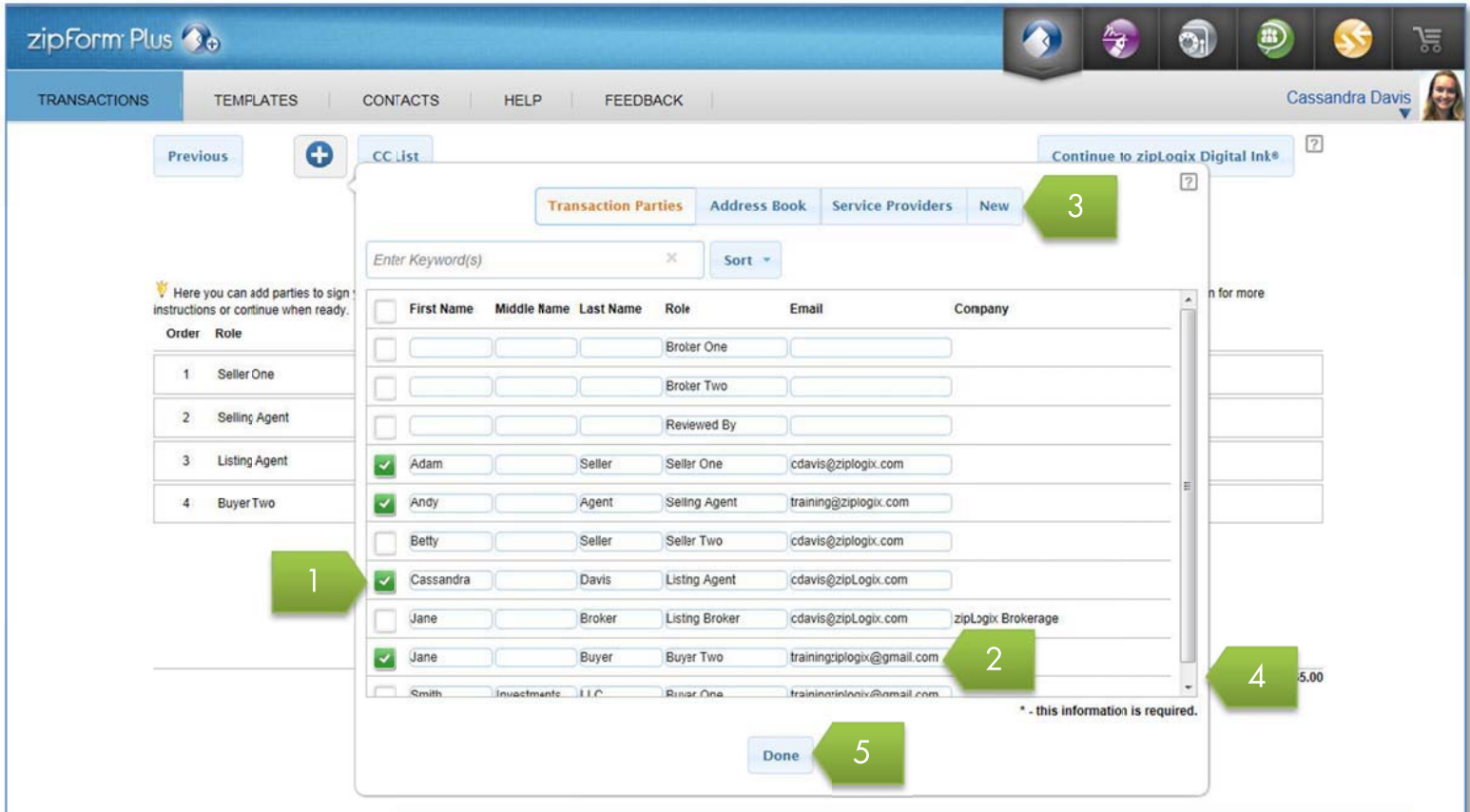After clicking the eSign > Sign option and selecting the documents to be signed, add signers during the **Select Parties** step in order to set up the list of people who are signing or initialing at least one page in the selected packet of contracts at this time.

Select Signers

1. Click the **check box** next to the signer's name
2. **Click and type** to edit a signer's name or email address
   Note: Editing a signer's information will not change what is entered in zipForm® forms. Editing information will only change the signer's contact information for delivering this packet of documents sent for signing.
3. Use the **Address Book**, **Service Providers**, and **New** tabs to add a signer not on this list
4. Use the **scroll bar** to scroll down to additional signers, if necessary
5. Click **Done** when finished in order to select signer options

Tip: Use the Transaction Parties to select signers. The Transaction Parties are signers with areas to sign, initial, or fill out text or check boxes on the zipForm® forms. zipForm® automatically imports their information from the forms or the Parties tab, including the signer's email address. The signer's role indicates that they will sign or initial any areas on the form marked for that role (Seller One, for example).

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Once you have selected the signers, you can adjust the delivery order, add the CC and identity verification options, and add people who are not signing documents to the **CC List**. Anyone on the CC List will automatically receive an email with the fully executed documents attached as PDFs after all parties have signed.

Tip: *Click and drag a signer on top of another singer to have two (or more) signers emailed their link to start signing at the same time. All selected signers must finish signing before the packet of contracts will continue to the next party on the list.*

Signing Party Options

1. The signer's **order number** will determine when documents are delivered to this signer for their signatures
   Note: Contracts continue to the next signer only once the signers before them have signed.
2. **Click and drag** to change the signing order
   Note: If one signer is dragged on top of another signer, they will be assigned the same signing order, and provided the link to start signing at the same time.
3. Check the **CC** box next to a signer to automatically send this signer an email with the fully executed documents attached as a PDF once all signatures are completed
4. Click **CC List** to add the email address of a non-signer who should be automatically emailed a copy of all documents as a PDF attachment once signing is complete
5. Check the box for **Text Message Authentication** and enter a cell phone number in order to text a code to the signer's cellphone which they must enter before they are able to sign ($5 per selection)
6. Check the box for **Verify ID** in order to require the signer to answers a series of identity questions before they are able to sign ($5 per selection)
7. Click **Next** to continue to the **Add Signatures** page and identify where signers will click to sign or initial