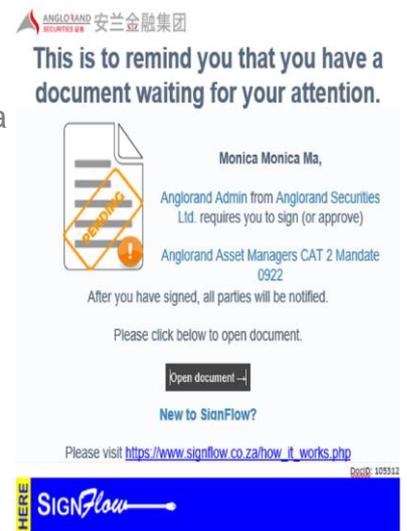


How to register for a SignFlow account when an email has been sent to you:

1. Register as a SignFREE User

- When you receive an email from a SignFlow user who requires you to sign a document, you need to register for a SignFREE account in order to sign it.
- You will receive an email notification, as illustrated to the right, telling you there is a document that requires your signature.
- Click on **Open Document** to kick off the registration process. You will immediately be sent to the SignFlow website to register your account.
- Next, you will be taken to the **Register your account** box (pictured below). Fill in all the required information, ensuring that all your details are correct.



Register your account.

	First Name
PBSA	
	Last Name
PBSA	
	Email
pbsamedia@gmail.com	
	Mobile
0725608236	
	Identification Type
South African ID	
	Identification Number *
8001010080060	
Password (Minimum 8 characters and must contain 1 number.)	
Password	
Confirm Password	
Confirm Password	

By accepting the Terms and Conditions below you acknowledge that you understand and agree to all the Terms and Conditions of service as discussed on this website, which is accessible from <https://www.signflow.co.za/legal.php>.

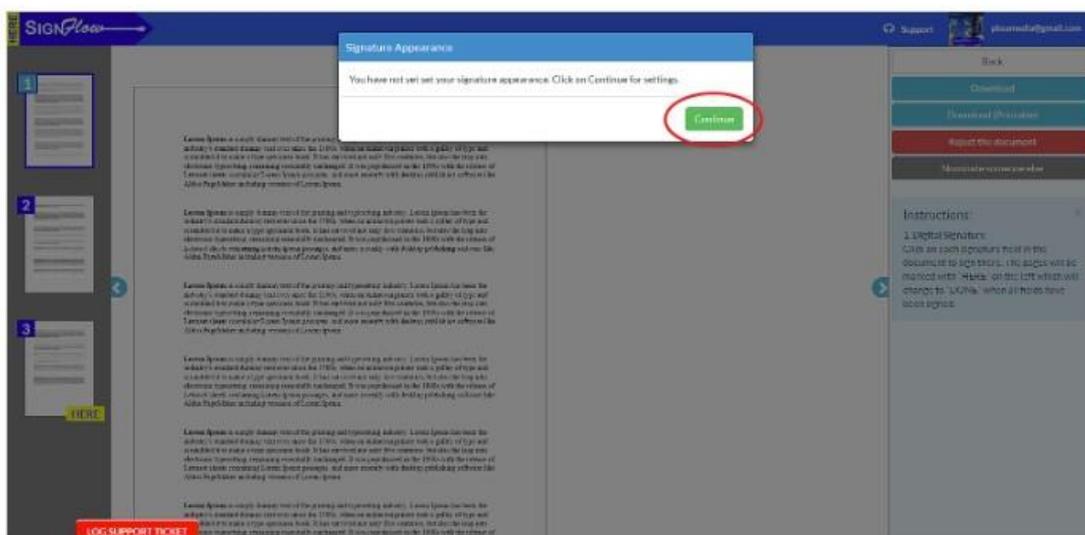
Tick here to accept the Terms and Conditions and Legal notices.

Register

- e. Most of the fields will be pre-populated, so all you need to do is complete your ID number (this is required to make your signature legal) and select a password for your account.
- f. Remember to read the Terms & Conditions and tick the box to acknowledge that you accept them. You will not be able to proceed without doing this.
- g. Click on the **Register** button to proceed.
- h. You will now be prompted to enter your login details (the email address and password you just set up while registering your account).

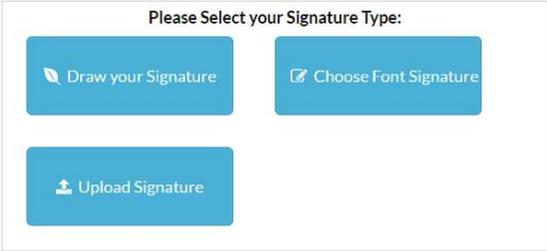
- i. Fill in your email address and password and click **Login**.

You will be taken to your **newly created SignFlow account** (you will see the document you've been sent for signing in the background, as pictured below), where you will need to set up your signature – the last step before you can sign your first document with SignFlow.



2. Set up your signature

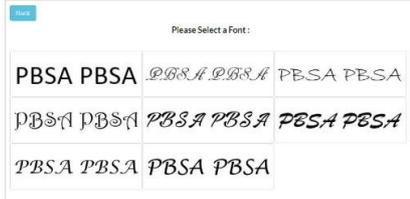
a. Click **Continue** to bring up your 3 **Signature Type** options:



b. **Option 1: Draw your Signature** using your mouse, track pad or tablet/smartphone. For best results, SignFlow recommends you use a touchscreen device and draw your signature with your finger.



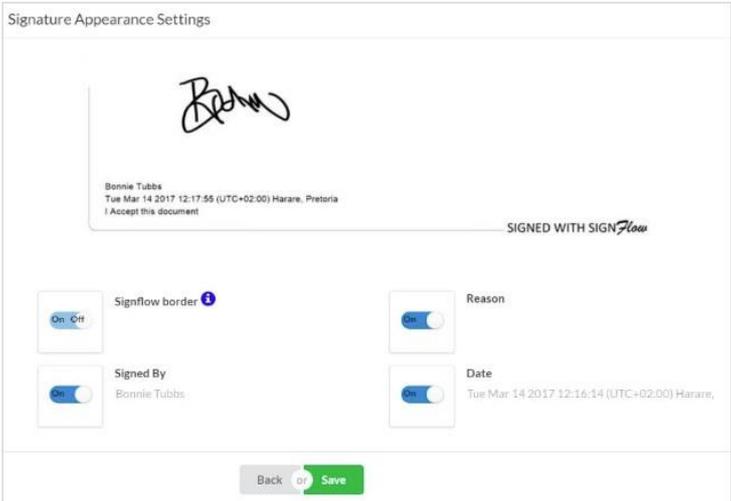
c. **Option 2: Choose Font Signature** from any of 8 pre-set font-based signatures.



d. **Option 3: Upload a Signature** by opening the file of your custom signature, in either jpeg, bmp or png format, and dragging it onto the dotted box (pictured to the right). Your file must not exceed 1 MB in size.



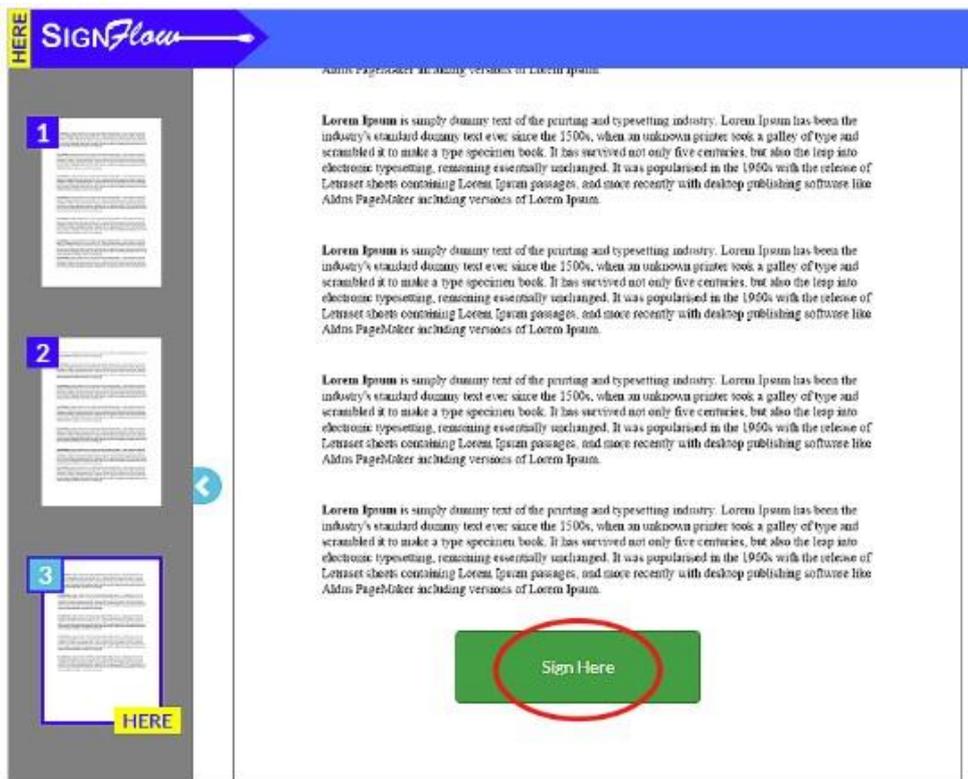
e. Once you have selected your design signature type, you will be presented with various **signature appearance** options.



- f. If you want to remove any of the below text components (Reason, Signed By, or Date), switch these off using the toggle switches under your signature.
- g. Click **Save**, and you've done! **Welcome to SignFlow!**

NB: The items switched off in the **Edit Appearance** function remain embedded in the certificate, and will still be present when you open and validate the digital signature. These fields are merely hidden / will not display on the signature's appearance.

You are now a registered SignFlow user with a legal digital signature. Next, you will be taken to the document to sign:



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 Directors: Zhenyong Ji (CEO), David Smyth, Desmond Esakov

