

DaDaDocs for bpm'online

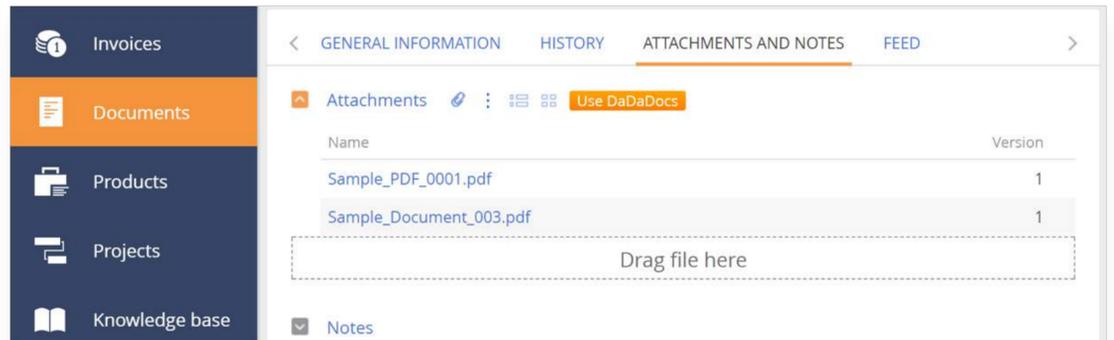
With DaDaDocs you can edit, annotate, sign PDF documents and request eSignatures within your bpm'online account.

NOTE

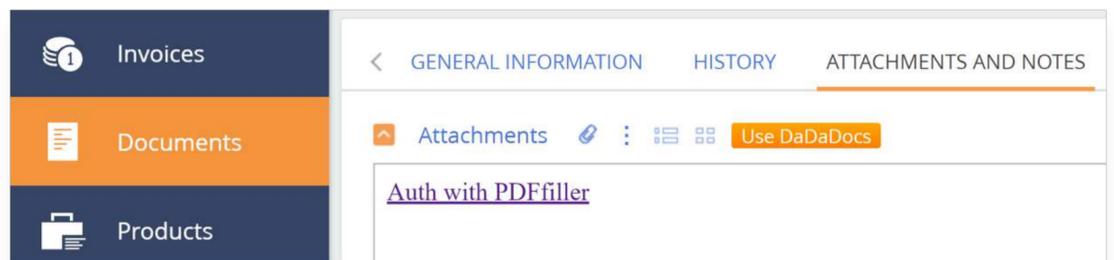
To use DaDaDocs in your bpm'online account you have to be registered with **PDFfiller**.

Getting Started

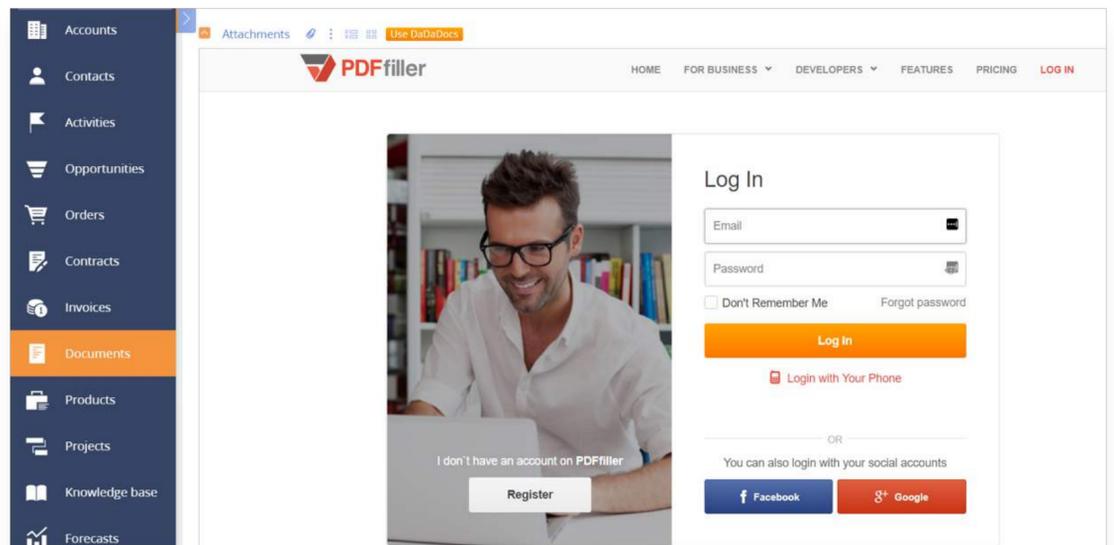
To edit a PDF document, find the document using the left sidebar. Select the document and go to **Attachments and Notes**. Click **Use DaDaDocs**. Select the document you'd like to edit and click **Edit Document** to the right.



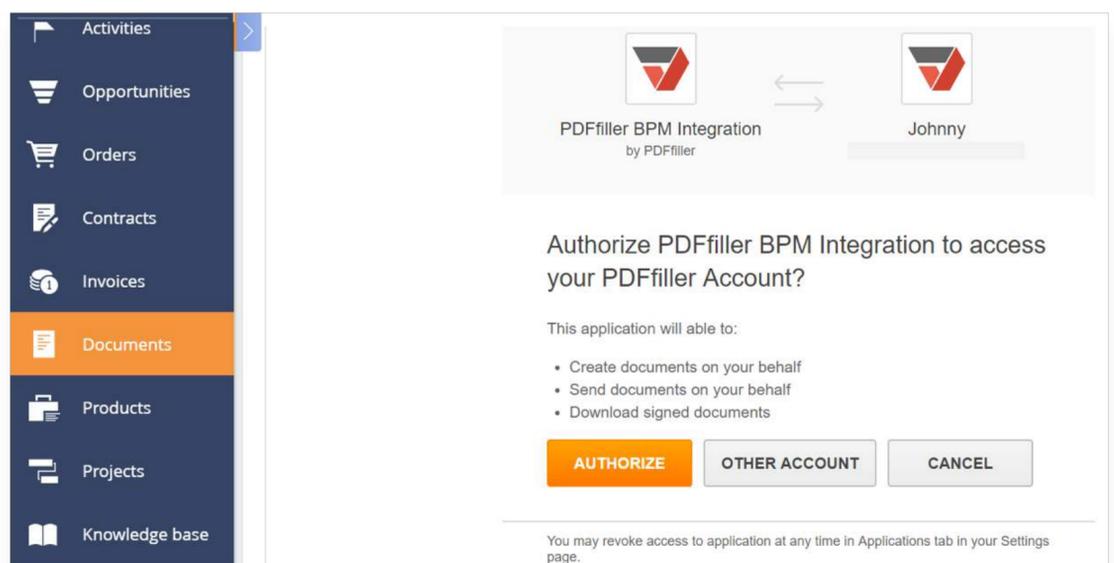
Click **Auth with PDFfiller**.



Log in to your PDFfiller account.



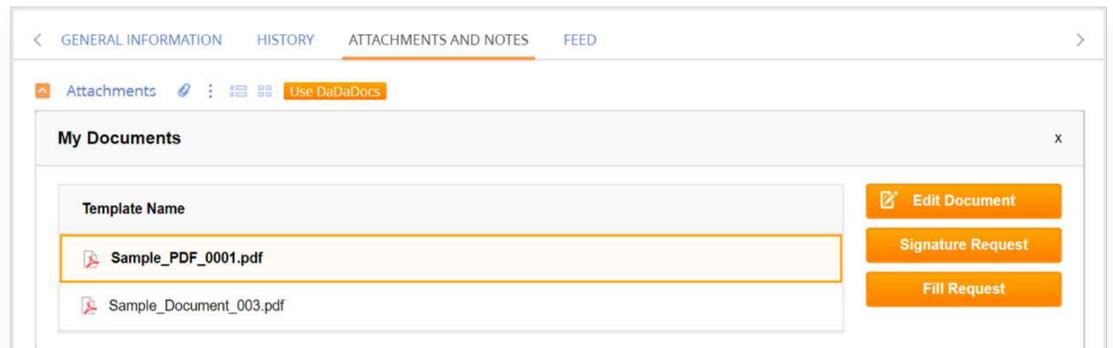
Click **Authorize**.



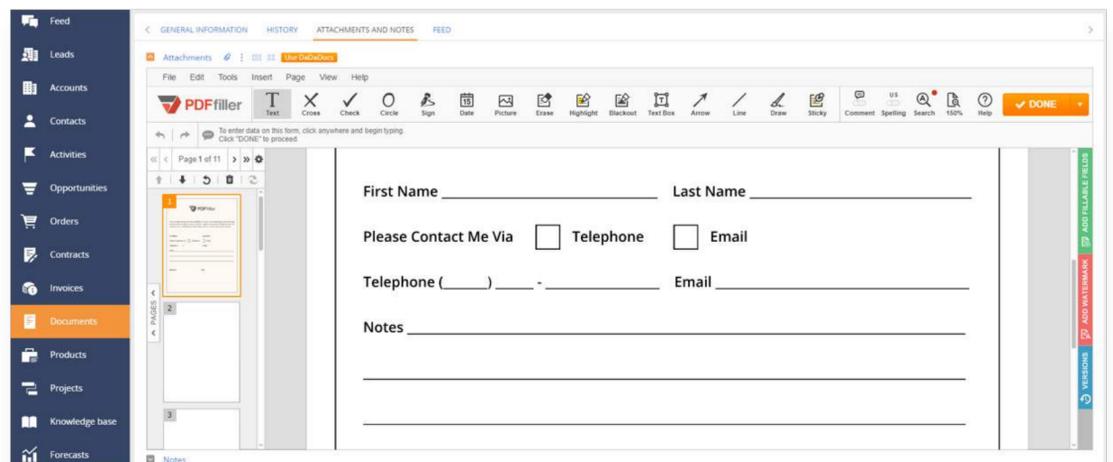
Once you've authorized bpm'online to use your PDFfiller account, you can edit PDF documents and send them out to be signed without leaving your bpm'online account.

Edit PDFs

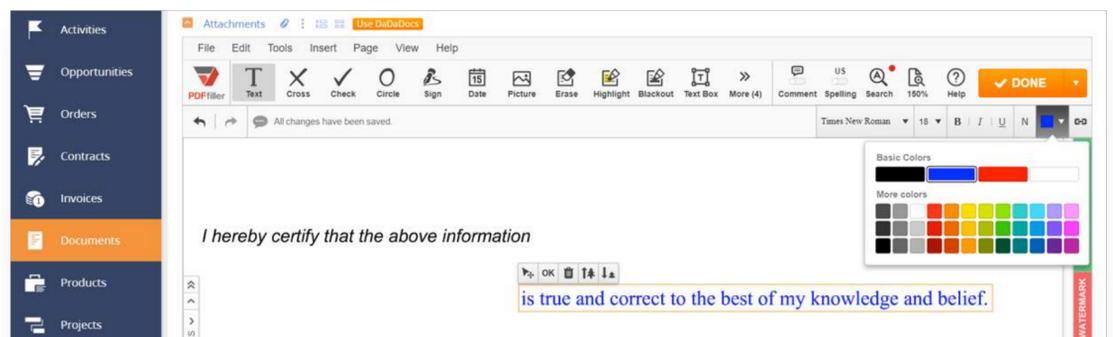
Click on the document you'd like to edit and press **Edit Document** to the right.



You can edit your document with the DaDaDocs editor inside bpm'online.

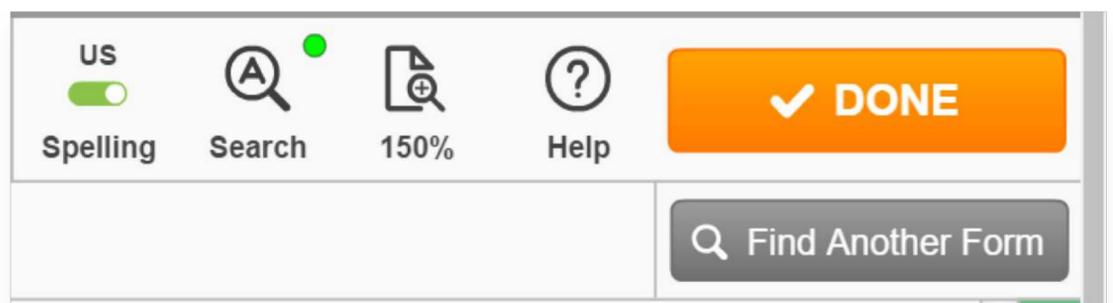


When you open a document, the Text tool is active by default. Click where you'd like to add text and start typing.



DaDaDocs editing tools allow you to blackout sensitive information, highlight important details, erase typos and outdated data, draw tables and add sticky notes or comments.

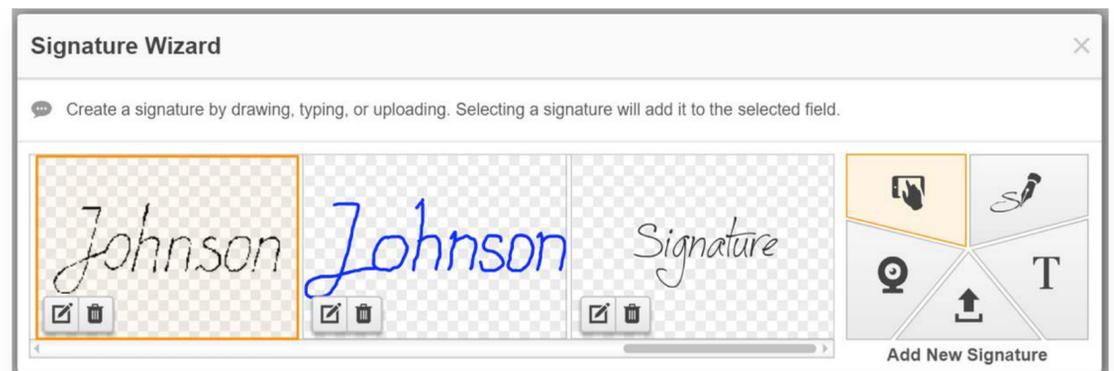
After you've finished editing the document, click **Done** in the top right corner to save the changes you've made. The document will be saved in your bpm'online account.



eSign Documents

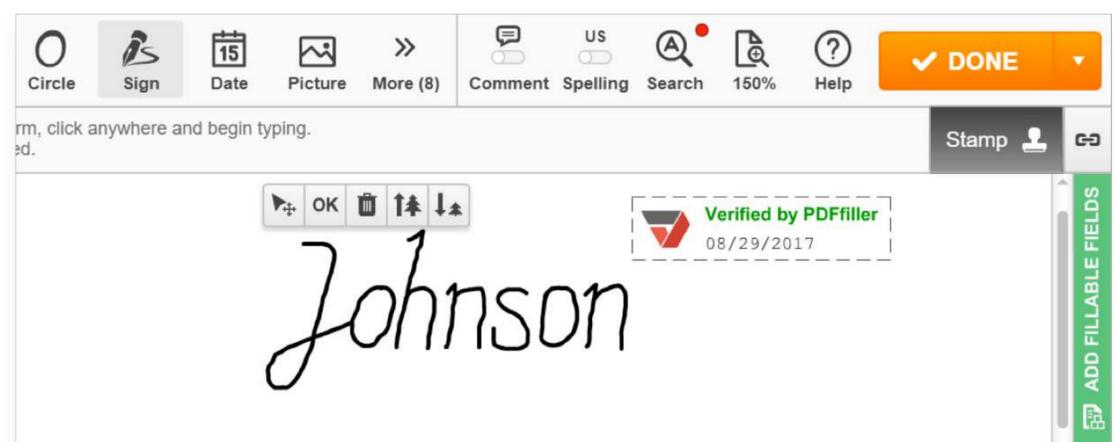
With DaDaDocs you can add eSignatures to agreements, invoices and other documents from any internet connected device right from your bpm'online account.

Click the **Sign icon**  in the main toolbar to open the **Signature Wizard** that allows you to type, draw, upload, capture a signature with a webcam or sign a document on a mobile device.



Once you've created a signature, you can place it anywhere on a document or save it for future use.

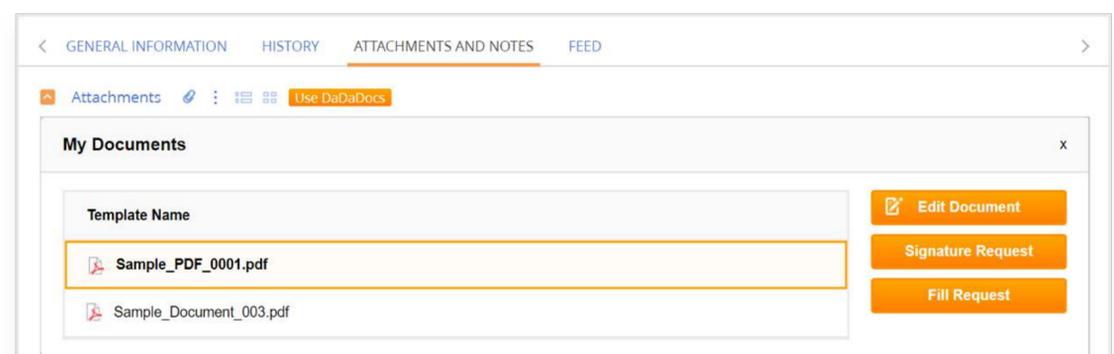
PDFfiller verifies your signature with a stamp showing the date when you signed the document. To display the stamp, click the stamp icon.



Request eSignatures

DaDaDocs allows you to collect eSignatures from business partners, colleagues and customers in seconds.

Select a document you'd like to send out to be signed and click **Signature Request**.



Choose how you'd like your document signed: individually (a single copy signed by each recipient) or in a group (a single copy signed by multiple recipients). If you need a document to be signed in a specific order, select **Sign in Order**.

To protect a document from unauthorized access, enable two-factor authentication. A signer has to enter a unique code sent via text message to open a document with two-factor authentication enabled. You can also ask a signer to authenticate their identity with a photo taken with their webcam. Limit editing permissions to **Signature Only** if you'd like to prevent signers from making changes to a document.

1. Choose how you want this document to be signed?

SendToEach :
Each recipient gets their own document to sign.
Send up to 20 unique copies of this document to be individually signed by each recipient. You will receive a confirmation after each copy is signed.

SendToGroup : **Sign in Order** ⓘ
Everyone signs one document.
Send a single copy of this document to be signed by up to 20 recipients, in any order or in a specific order. You will receive a confirmation email once the document has been signed by all recipients.



2. Add Your Recipients

Recipient Email Recipient Name Options ^

Authenticate Signer ⓘ
Disable Enable Phone Number

Editing Permissions ⓘ
Full Access Signature Only Require a photo for signature authentication ⓘ

Recipients will receive an email with a request to sign your document.

Once a document is signed, it will automatically be uploaded to your bpm'online account.