Sending Forms from DMS- User Workflow

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Log In → Dashboard with menu items → Send Forms

Upload new Form → Edit or enter Details → Save

From Library

Select Form → Enter Details → Preview → Finish and Send

Log out
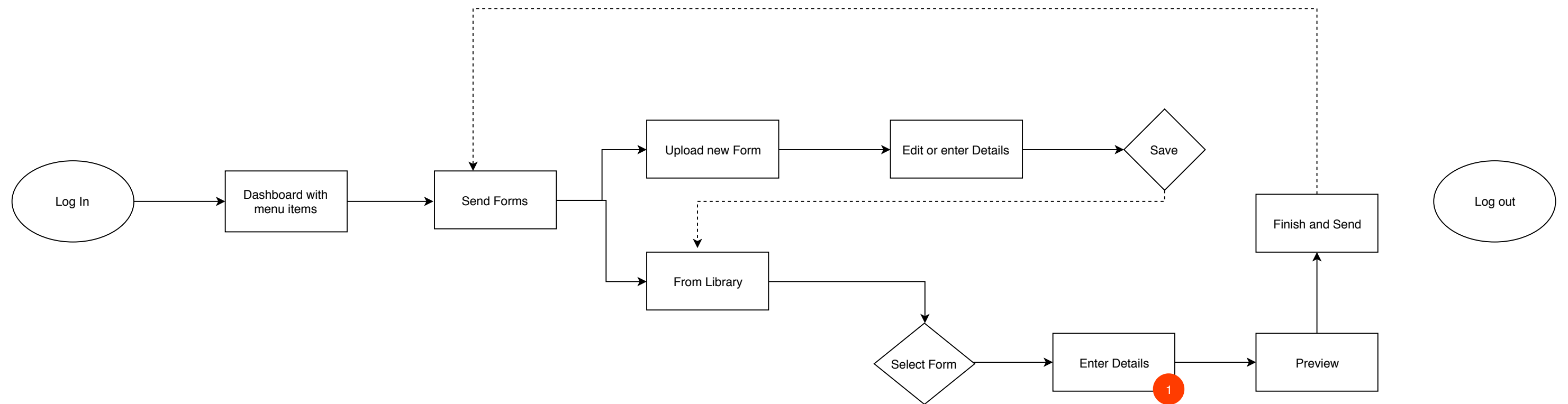
1.	Enter details will cover the following: • Email address of end user • Additional signers option (if applicable) • Email addresses that should be CC'ed on the send • Expiration Date of form (if applicable) • Message to end user.