

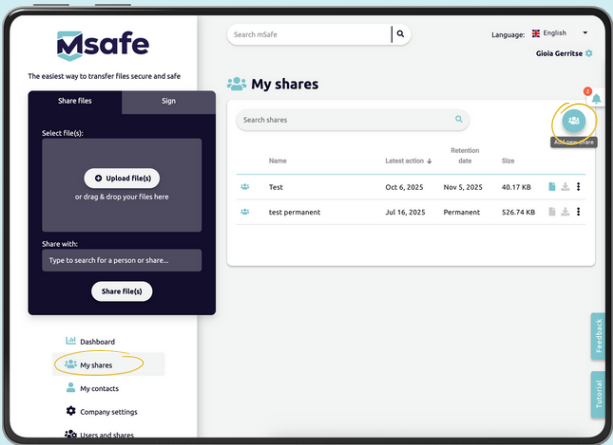
HOW TO Create Signing Package

Step 1

Login to Msafe and create a new share

Go to **msafe.co** and log in with your credentials and the additional verification. Go to 'My Shares', create a new share and add your contacts to it*.

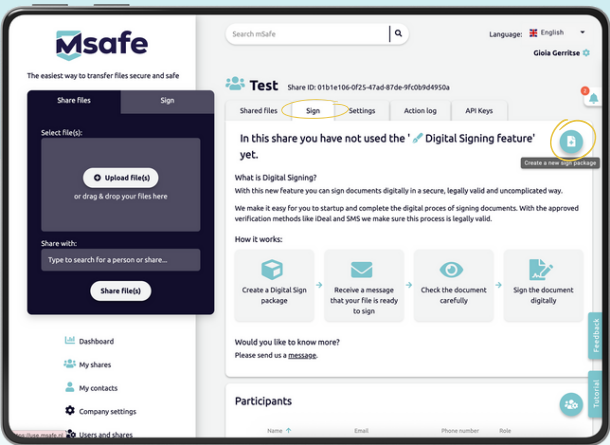
**Find the full instructions in the Quick reference card 'Share files'.*



Step 2

Create a digital signing package

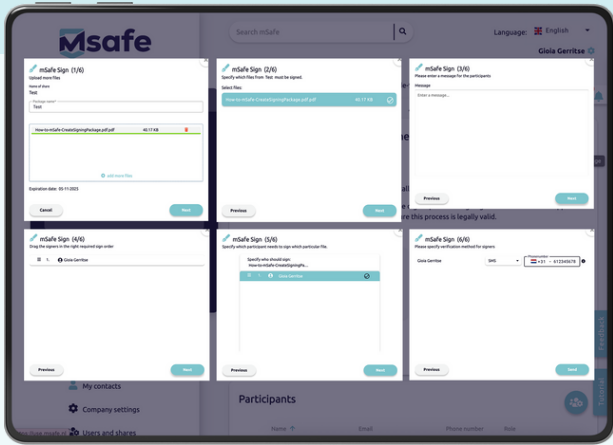
In your share, go to the 'Sign' tab and create a new sign package.



Step 3

Go through these 6 steps

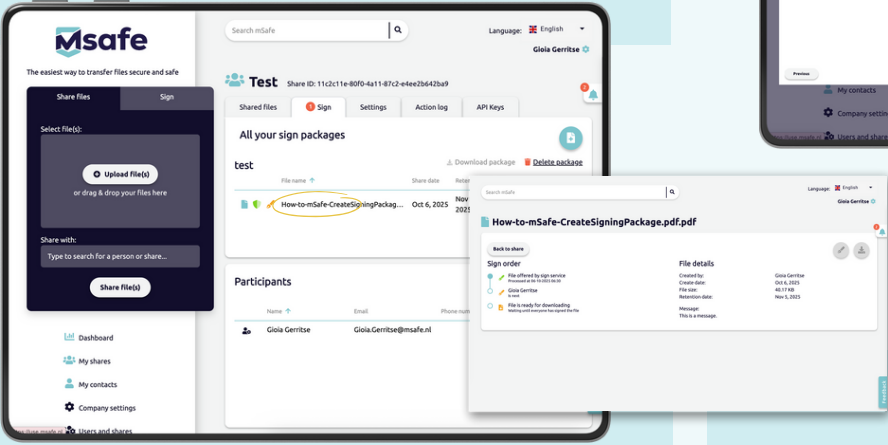
- 1 Add the files you want to share with your contact(s)
- 2 Select which of the files should be signed
- 3 Add a personal message for your contact
- 4 Specify in which order the file should be signed
- 5 Select which participants must sign the file
- 6 Specify how signers should authenticate as an additional verification step. Click on 'Send'. Your contact will receive an email to digitally sign the package.



Step 4

Insights in the digital signing package

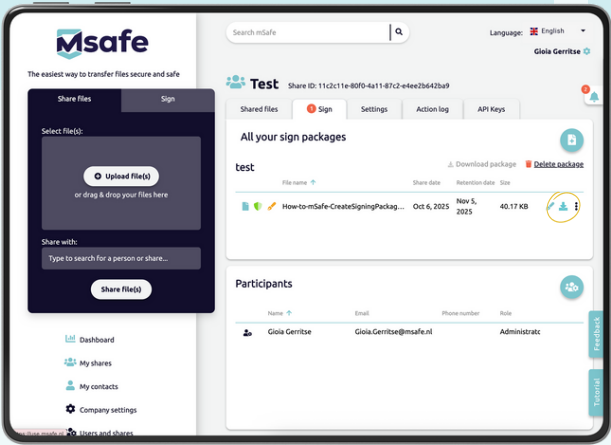
In your share, you will see the status of the file to be signed on the 'Sign' tab. If you click on the file name, you will see more details such as who is next to sign.



Step 5

The file is signed

You will receive an email as soon as the necessary signatures have been placed.



Step 6

Download the digital signed package

Go to your share. You will see the option to download the package on the 'Sign' tab. This download also contains the transaction document; proof that the document has been signed.

