



Manage e-Signatures Integration

Help Guide

26 February 2025

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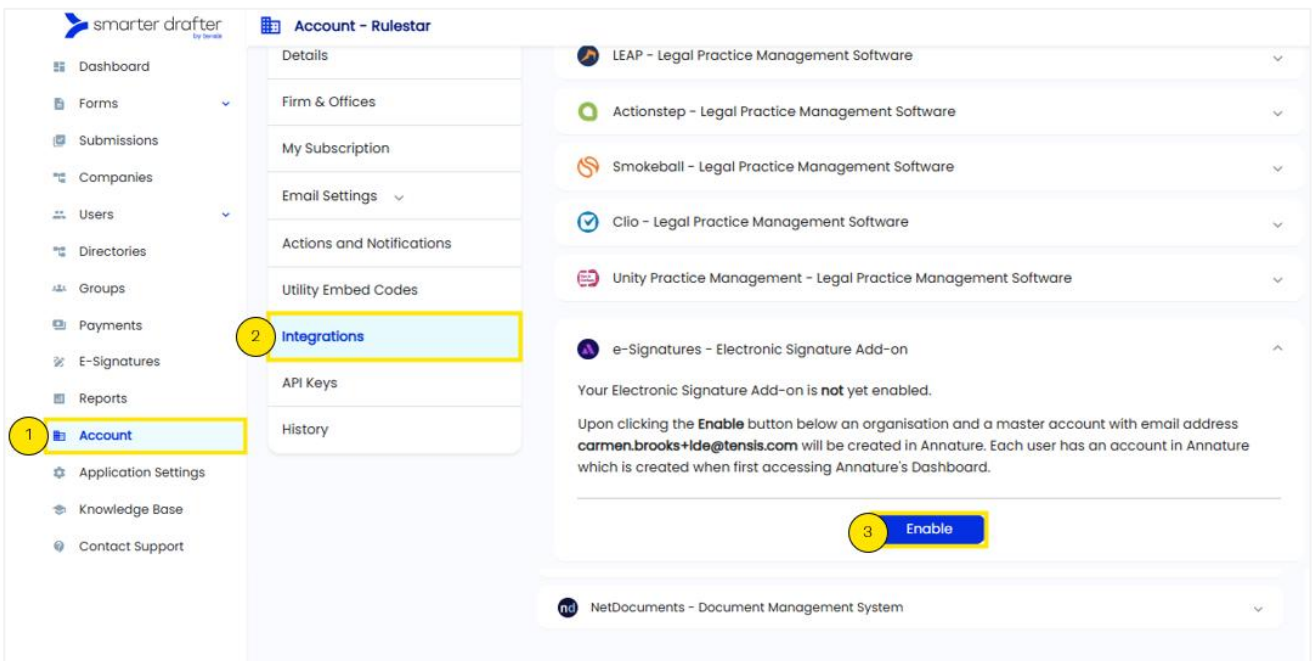
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1. Enable E-Signatures Add-on

To enable the e-Signatures Electronic Signature Add-on to integrate with Smarter Drafter:

1. Click **Account** in the navigation menu.
2. Click **Integrations**.
3. Under the **e-Signatures** accordion, click **Enable**.

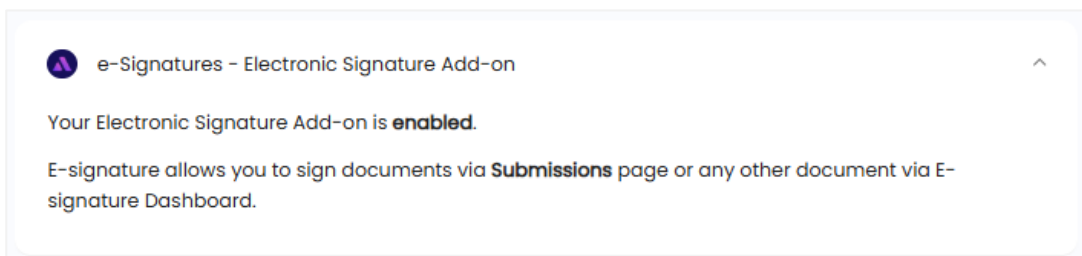
You will be redirected to the integration, where it can be enabled by clicking **Enable**.



The screenshot shows the Smarter Drafter interface. On the left, the navigation menu has 'Account' highlighted with a yellow box and a '1' in a yellow circle. The main content area is titled 'Account - Rulestar' and has a sub-menu with 'Integrations' highlighted with a yellow box and a '2' in a yellow circle. The 'Integrations' section lists several legal practice management software integrations. The 'e-Signatures - Electronic Signature Add-on' is expanded, showing a message: 'Your Electronic Signature Add-on is **not** yet enabled. Upon clicking the **Enable** button below an organisation and a master account with email address **carmen.brooks+ide@tensis.com** will be created in Annature. Each user has an account in Annature which is created when first accessing Annature's Dashboard.' Below this message is an 'Enable' button highlighted with a yellow box and a '3' in a yellow circle.

1.1 Confirm the Add-on is enabled

When the Add-on is enabled, the accordion will show it.

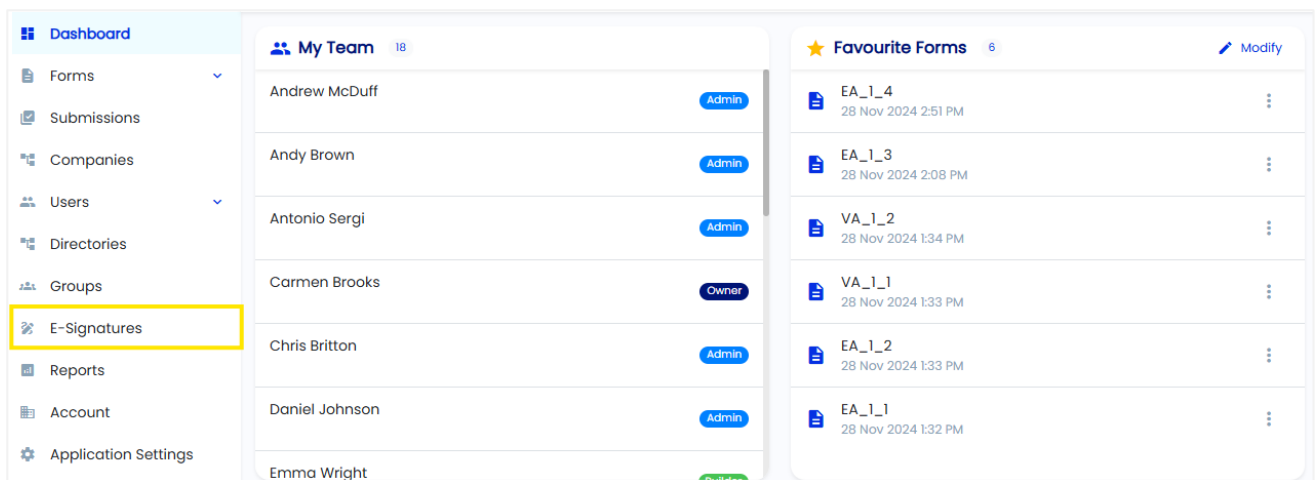


The screenshot shows the 'e-Signatures - Electronic Signature Add-on' accordion expanded. The message now reads: 'Your Electronic Signature Add-on is **enabled**. E-signature allows you to sign documents via **Submissions** page or any other document via E-signature Dashboard.'

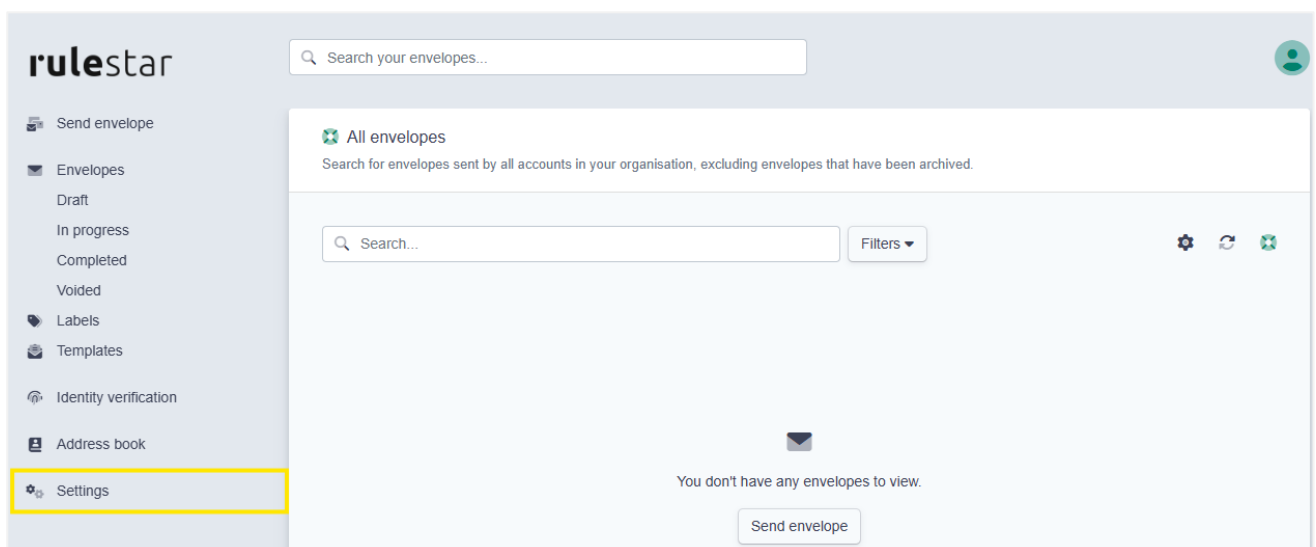
2. E-Signatures Settings

2.1 Access Settings

To access the e-Signatures Electronic Signature Add-on settings from Smarter Drafter, click E-Signatures in the navigation menu.

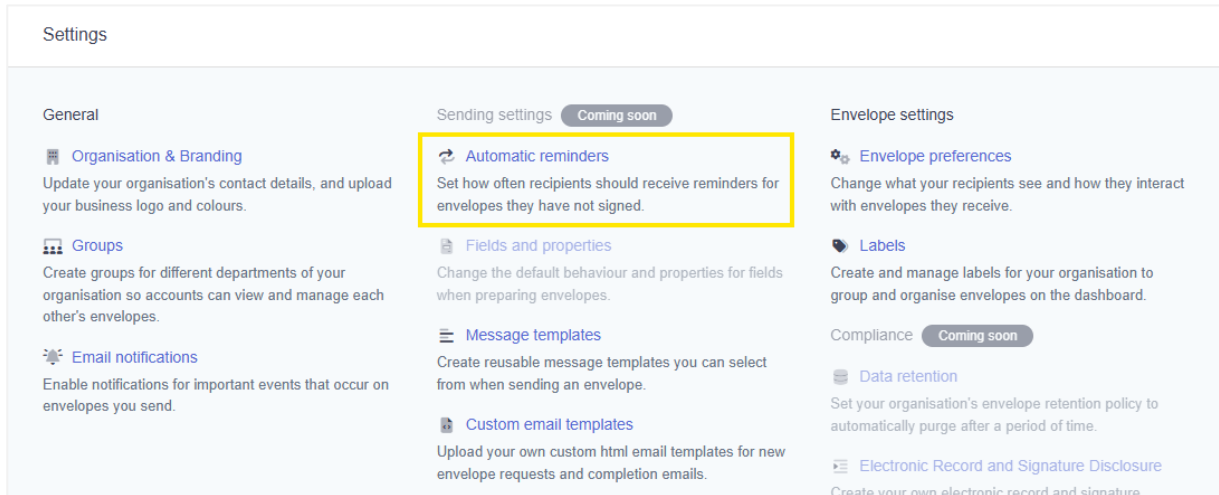


You will be redirected to the e-Signatures integration. Click **Settings** to access the settings.



2.2 Update the Automatic Reminders

Click Automatic Reminders to modify the settings.



The automatic reminders options can be edited in the screen that opens.

- It's recommended to **enable automatic reminders**.
- Set the option to **send reminders by SMS**, according to your preferences.
- It's recommended to activate the option to **send reminders during standard business hours**.
- Select the **days between reminders**, per your organisation's requirements.
- Set the **maximum number of reminders**. This option will limit the reminders for each envelope.
- Save the changes.

