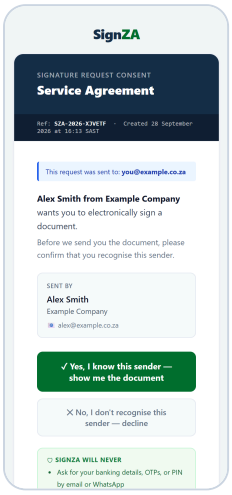
SignZA

How to sign a document sent to you

Someone has sent you a document to sign through SignZA. You can sign on your phone or computer. There is no app to install, no account to open, and signing costs you nothing.

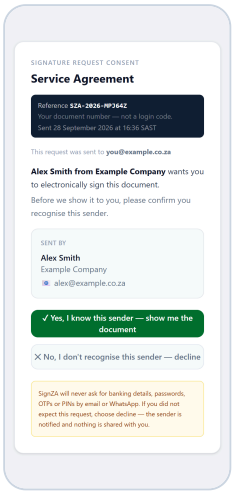


Step 1

Open the email from SignZA

It comes from **noreply@signza.app**. The subject starts with **Confirm sender before signing**.

Can't find it? Look in Junk or Spam, or search your email for **SignZA**.

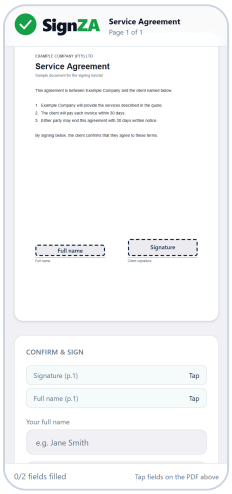


Step 2

Check who sent it

Make sure you know the person or company named as the sender, then tap the green button **Yes, I know this sender, show me the document**.

Tap it once and wait a moment. The document opens in your browser.

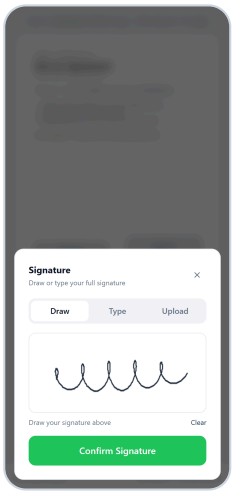


Step 3

Read the document

Scroll down to read every page.

The boxes with a dashed border are the places you need to sign or fill in.

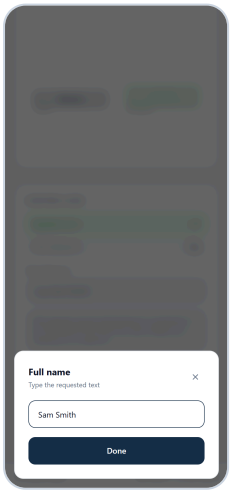


Step 4

Add your signature

Tap the **Signature** box and draw your signature with your finger (or the mouse on a computer). You can tap **Type** instead.

Then tap **Confirm Signature**.

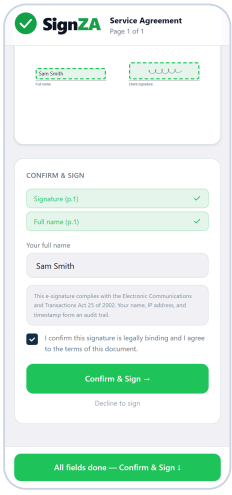


Step 5

Fill in any other boxes

Some documents ask for your name, a date or your initials. Tap each box, type what it asks for, then tap **Done**.

A box turns green once it is done.



Step 6

Confirm and sign

Type your full name, tick the box to confirm you agree, then tap **Confirm & Sign**.

You can download your signed copy straight away, and a copy is emailed to you.

No email from SignZA?

1. Check your **Junk** or **Spam** folder. On Gmail, also look under **Promotions**.
2. Search your email for **SignZA**. If you find it, mark it **Not junk** so the next one lands in your inbox.
3. Work email? Your IT team may be holding it. Ask them to allow **noreply@signza.app**.
4. Still nothing? Contact **the person who sent you the document**. They can send it again, or to your WhatsApp instead.

Questions about the document itself? Reply to the SignZA email and your reply goes straight to the person who sent it. Electronic signatures are legally binding under the Electronic Communications and Transactions Act 25 of 2002.