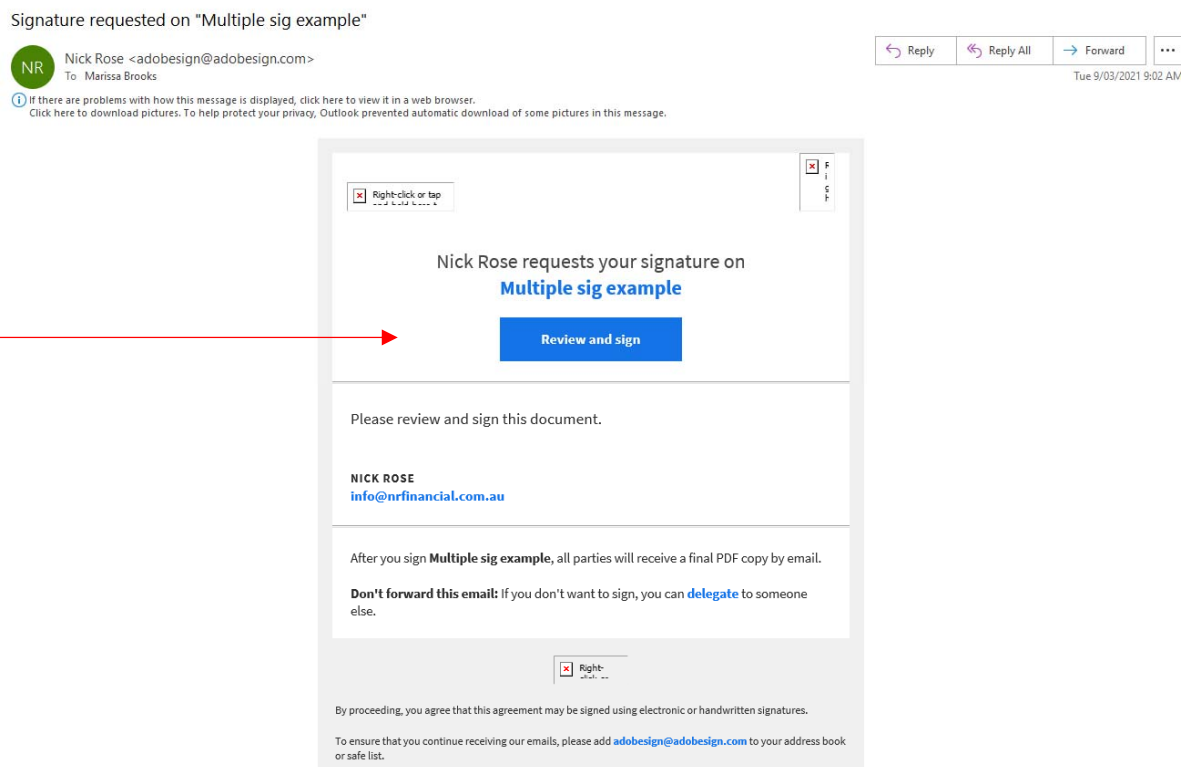# How to sign multiple documents via AdobeSign

1. Click on the blue "Review and sign button" within your email.

2. Your document will open online in AdobeSign.

Click in the "Click here to sign" box.

4. In the signature box you can either type you name, sign your name or upload a digital signature. Click Apply when you have signed.

5. Click on next to go to the next signature box.

6. When you click in the next signature box your signature will automatically appear. Repeat this step until all signature boxes have been signed.

8. To complete the process, you must click on the blue "Click to Sign" button at the bottom of the screen.

9. A copy of the signed document will be emailed to all parties.