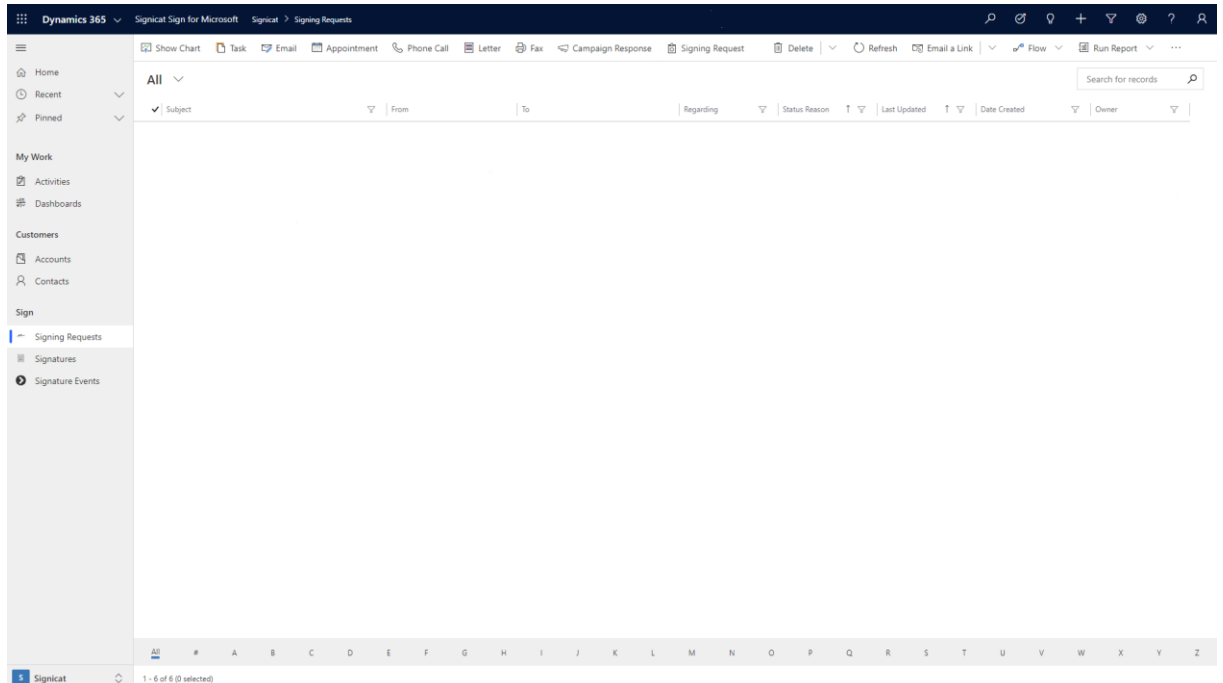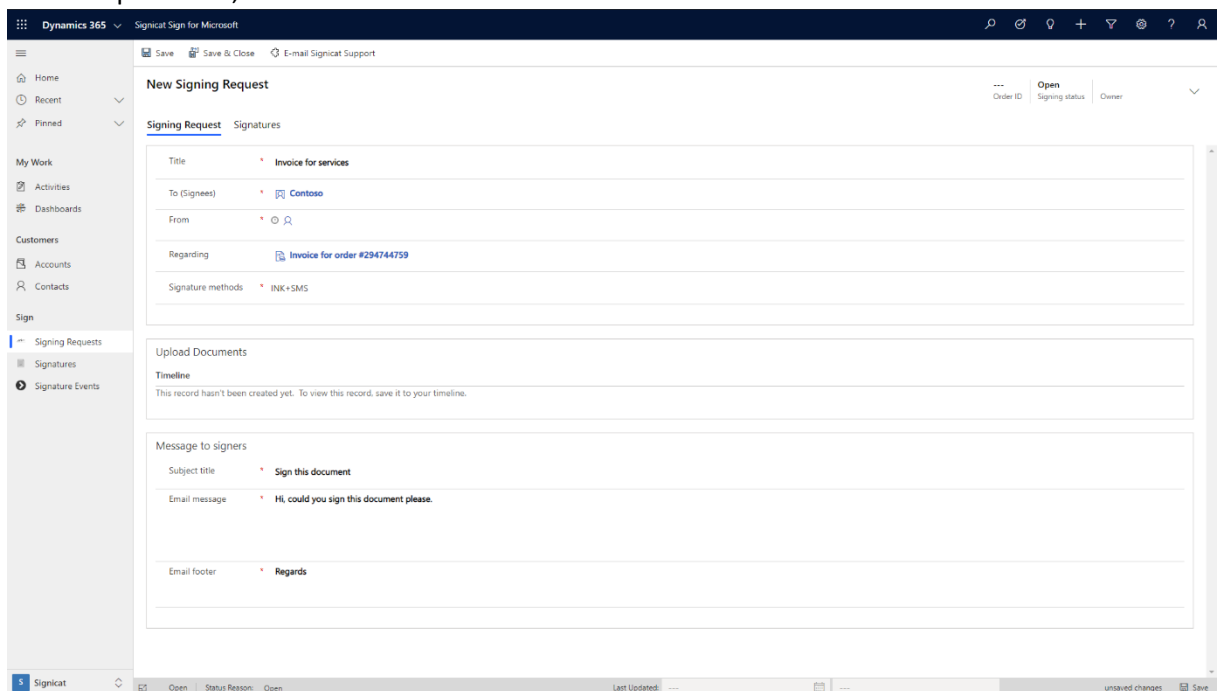# Using Signicat Sign for Microsoft Dynamics 365

1. On the left side menu, click **Signature requests**. To create a new signature request, on the top toolbar, click **Signature Request**.

2. Fill in the necessary information. This is where you select the relevant signing methods attached to the document which requires signing. When all mandatory fields are populated. on the top tool bar, click **Save.**

3. To attach document(s) click 📎 **(paperclip)** and browse to the correct document. When the document(s) are attached, click **save**. The Signing request is now ready to send, which is

done by clicking **Send** on the top toolbar.

4. When the designated recipient receives the URL to sign the document, they are presented with the entire document as well as the option to sign said document.

5. When clicking **Sign Document**, the signer is presented with the attached signing methods.

6. When the signature is complete, the status of the signing requests changes to **Completed** in the upper right-hand corner.