1. Receive the signature request e-mail



Click the Signing URL on the email. Document will be displayed on the browser.

* Title: "Signature Request for -"【GMO Sign 】 Please Sign the documents using theURL below

XIF access coded is required, please confirm the access code with PIC and input the code.

2. Check the document



Review the document and click the [Sign] icon to proceed.

3. Select Signature Type



- 1. Select signature type and add the signature.
- 2. Click on [Continue] button to proceed.

[Signature Image details]

- Enter the text and create signature : The entered text will be displayed on the document as signature.
- Upload signature image : An image can be uploaded as signature image.
- Draw your signature : The drawn signature will be displayed on the document as signature.

4. Signature Completion



Click the [Submit] button to complete the signature.

[Reference]The signature image will be imprinted on the document.

Two types of signature can be imprinted on the document 1. Registered images 2. Customized signatures

Customized Signature

Yamada Taro

You can customize the signature and use it as signature image on the document.

User registered images



User registered image can be selected and displayed as signature image.

Draw the signature

The drawn signature will be displayed on the document as signature image.