

How to Add Senders

Just  *Sign*
DIGITAL SIGNATURE MADE EASY

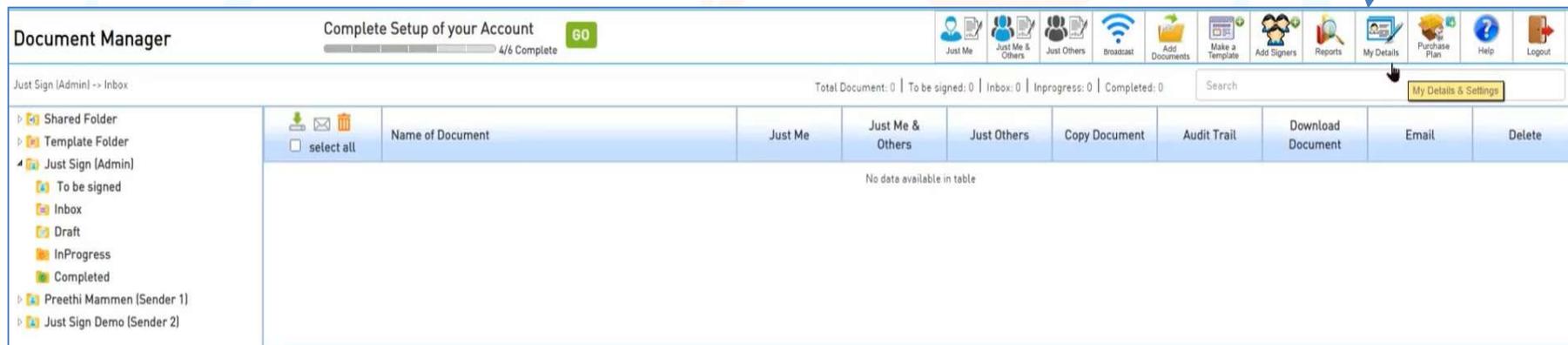


How to Add Senders

1. Login to your account and click on Document Manager



2. Click on 'My Details'



How to Add Senders

3. Click on 'Add Senders'

My Details

Document Manager | Signature Setup | **Add Senders** | Change Password | My Settings | Help | Logout

User Details

| | | | |
|--|---------------------------|----|-------------------------|
|  | First Name | :> | Just |
| | Surname | :> | Sign |
| | Email | :> | test.justsign@gmail.com |
| | Which country are you in? | :> | Australia |
| | Mobile | :> | 04 |

[Edit Profile Image](#)

[Edit User Details](#)

Company Details

| | | | |
|---|--------------|----|----------------------|
|  | Company Name | :> | JustSign |
| | ACN | :> | |
| | Address | :> | 29-31 SOLENT CIRCUIT |
| | Suburb | :> | BAULKHAM HILLS |
| | State | :> | NSW |
| | Post Code | :> | 2153 |
| | Website | :> | www.justsign.com.au |
| | Phone No | :> | 0296844199 |

[Edit Company Logo](#)

[Edit Company Details](#)

How to Add Senders

4. You can drag and drop files from your address book from your system

OR

4. You can manually add senders
First Name , Last Name, Email Address & Mobile Numbers

Add Senders

Senders Details

Profile Image
Image Requirements

→ Drag and drop files here to upload
(Or Click here to upload a file)

First Name * Just

Surname * Sign Demo

Email * justsignp@gmail.com

Mobile

Allow access to Just 's Folder Shared Folder

Sender can not send document to Signer without Approval

* Mandatory

Save Clear

5. You can chose to assign permission to your senders to access your folders or shared folders.
You can set permission if the sender can send documents with or without your approval.

6. Click Save – you staff will get an email with a link to register and activate the account with JustSign

How to Add Senders

Add Senders

Senders Details

Profile Image
Image Requirements

→ Drag and drop files here to upload
(Or Click here to upload a file)
Drag sender profile photo here

First Name * Just

Surname * Sign Demo

Email * justsignp@gmail.com

Mobile

Allow access to Just's Folder Shared Folder

Sender can not send document to Signer without Approval

* Mandatory

Save Clear

| First Name | Surname | Email | Mobile | User Type | Access My Folder | Access Shared Folder | Admin Control Send Document | Active | Edit | Delete |
|------------|--------------|---------------------------|------------|-----------|-------------------------------------|-------------------------------------|-----------------------------|--------------------------|------|--------|
| Alex | Tax Preparer | alextaxpreparer@gmail.com | 0424714307 | Sender | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Mary | Tax Agent | justsigndemo@gmail.com | 0424714307 | Admin | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Scott | ATO Lodger | scottatolodger@gmail.com | 0424714307 | Sender | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

Showing 1 to 3 of 3 entries

Previous 1 Next

7. This section shows you the list of staff members who can send documents with type of access assigned to each member

8. You can deactivate, Edit the sender details or delete the sender

- Use our Free account and send and sign 10 documents free of charge.
- Buy justsign.com.au subscription once the free account is exhausted.
- Get a complimentary 1-year subscription to justsign.com.au and send unlimited documents for e-signatures to your clients by purchasing vouchers on trustdeed.com.au website

Refer our prices

Our Prices – Just Sign

| Features of each plan | Individual Plans | | | Corporate Plans | | | |
|---|---|---|---|---|---|---|--|
| | Basic | Busy | Expert <i>Most Popular</i> | Single | Small Team | Enterprise <i>Most Popular</i> | PAYG |
| Plan Prices | \$330 (Incl. GST) (Approx \$28 Per Month) | \$440 (Incl. GST) (Approx \$37 Per Month) | \$550 (Incl. GST) (Approx \$46 Per Month) | \$770 (Incl. GST) (Approx \$64 Per Month) | \$880 (Incl. GST) (Approx \$73 Per Month) | \$990 (Incl. GST) (Approx \$83 Per Month) | Free |
| Number of eSignature Request Envelopes via Email | Unlimited | Unlimited | Unlimited | Unlimited | Unlimited | Unlimited | No of Envelopes <input type="text" value="10"/> |
| Number of SMS Included in Yearly Plan Extra SMS can be purchased click SMS | 100 | 200 | 300 | 400 | 500 | 1000 | 1 |
| Number of Senders | 1 | 3 | 5 | 1 | 5 | Unlimited | 1 |
| Business branding on every Email sent to signer | With our logo | With our logo | With our logo | Senders logo | Senders logo | Senders logo | Senders logo |
| Invitation SMS To Signer | With our Name | With our Name | With our Name | With Senders Name | With Senders Name | With Senders Name | With Senders Name |
| Signing Page where signers go to sign | Our Branding | Our Branding | Our Branding | Senders Branding | Senders Branding | Senders Branding | Senders Branding |
| Admin controls before document is sent for signing | ✗ | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ |
| Share documents with your team members only when you like | ✗ | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ |

Just sign free if you buy Vouchers from Trustdeed.com.au or use our audit software



REDUCE YOUR COST OF DOCUMENTS - BUY VOUCHERS

For regular large users, we have voucher packages where you can save 40% of document cost. A full "Package History" keeps you informed of your usage. Our plans include usage of digital signature and provides credits to our CPD platform smsfschool.com.au and Incometaxschool.com.au

| Number of Vouchers | 25 | 50 | 100 |
|--------------------------------|--|--|--|
| Price Per Document (Excl. GST) | \$100.00 | \$90.00 | \$80.00 |
| Expiry Period | Never Expire | Never Expire | Never Expire |
| Package Price (Incl.GST) | \$2,750.00 | \$4,950.00 | \$8,800.00 |
| Inclusions | | | |
| Digital Signature |  DIGITAL SIGNATURE MADE EASY 1 Year Single Corporate Plan Value \$770 |  DIGITAL SIGNATURE MADE EASY 1 Year Small Team Corporate Plan Value \$880 |  DIGITAL SIGNATURE MADE EASY 1 Year Enterprise Corporate Plan Value \$990 |

REDUCE YOUR COST OF DOCUMENTS - BUY MONTHLY PLANS

For regular large users, we have monthly plans where you can save 55% to 66% of document cost. A full "Package History" keeps you informed of your usage. Our plans include usage of digital signature and provides credits to our CPD platform smsfschool.com.au and Incometaxschool.com.au

| Number of Vouchers | 200 Per Year | 300 Per Year | 400 Per Year |
|--------------------------------|--|--|--|
| Price Per Document (Excl. GST) | \$70.00 | \$60.00 | \$50.00 |
| Expiry Period | 12 months | 12 months | 12 months |
| Package Price (Incl.GST) | \$1,283.33 (Per Month) \$15,400.00 (Per Year) | \$1,650.00 (Per Month) \$19,800.00 (Per Year) | \$1,833.33 (Per Month) \$22,000.00 (Per Year) |
| Inclusions | | | |
| Digital Signature |  DIGITAL SIGNATURE MADE EASY 1 Year Enterprise Corporate Plan Value \$990 |  DIGITAL SIGNATURE MADE EASY 1 Year Enterprise Corporate Plan Value \$990 |  DIGITAL SIGNATURE MADE EASY 1 Year Enterprise Corporate Plan Value \$990 |



Online SMSF Audit

| Audit Funds | Fees |  |
|---------------------|---|--|
| New User (10 Funds) | Free | justsign.com.au Free 10 Envelopes  |
| 1, 5 and 10 | \$22.00 Per Fund (Plus GST) 1 Package Price (Incl. GST) \$24.20 5 Package Price (Incl. GST) \$121.00 10 Package Price (Incl. GST) \$242.00 | justsign.com.au Free 10 Envelopes  |
| 25 and 50 | \$19.00 Per Fund (Plus GST) 25 Package Price (Incl. GST) \$522.50 50 Package Price (Incl. GST) \$1,045.00 | justsign.com.au Free 10 Envelopes  |
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| 150 | \$17.00 Per Fund (Plus GST) Package Price (Incl. GST) \$2,805.00 | justsign.com.au 1 Year Busy Individual Plan Value \$440  |
| 200 | \$16.00 Per Fund (Plus GST) Package Price (Incl. GST) \$3,520.00 | justsign.com.au 1 Year Busy Individual Plan Value \$440  |
| 300 | \$15.00 Per Fund (Plus GST) Package Price (Incl. GST) \$4,950.00 | justsign.com.au 1 Year Expert Individual Plan Value \$550  |
| 500 | \$13.00 Per Fund (Plus GST) Package Price (Incl. GST) \$7,150.00 | justsign.com.au 1 Year Single Corporate Plan Value \$770  |
| 750 | \$12.00 Per Fund (Plus GST) Package Price (Incl. GST) \$9,900.00 | justsign.com.au 1 Year Single Corporate Plan Value \$770  |
| 1000 | \$11.00 Per Fund (Plus GST) Package Price (Incl. GST) \$12,100.00 | justsign.com.au 1 Year Small Team Corporate Plan Value \$880  |
| 1500 | \$10.00 Per Fund (Plus GST) Package Price (Incl. GST) \$16,500.00 | justsign.com.au 1 Year Small Team Corporate Plan Value \$880  |
| 2000 | \$9.00 Per Fund (Plus GST) Package Price (Incl. GST) \$19,800.00 | justsign.com.au 1 Year Enterprise Corporate Plan Value \$990  |
| 4000 | \$7.00 Per Fund (Plus GST) Package Price (Incl. GST) \$30,800.00 | justsign.com.au 1 Year Enterprise Corporate Plan Value \$990  |
| 7000 | \$6.00 Per Fund (Plus GST) Package Price (Incl. GST) \$46,200.00 | justsign.com.au 1 Year Enterprise Corporate Plan Value \$990  |
| 10000 | \$5.00 Per Fund (Plus GST) Package Price (Incl. GST) \$55,000.00 | justsign.com.au 1 Year Enterprise Corporate Plan Value \$990  |

For further Enquires

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