

Digital Ink – Choosing a Return Folder

This is a short guide on how to choose a specific return folder for a document you have sent out for signature. This guide presumes you know how to choose documents for signature.

Click on the link that states, “Choose a Folder for Returned Signed Documents to go into Automatically.”

The screenshot shows the zipForm Plus web application interface. The browser address bar displays "zipformplus.com/Default.aspx#". The application header includes the zipForm Plus logo and navigation icons. A progress bar at the top indicates the current step: "1 SELECT FORMS", "2 SELECT PARTIES", and "3 ADD SIGNATURES".

The main content area shows the following fields:

- Packet Name: Signature Packet 1
- Signing Service: zipLogix Digital Ink® 2.0 (Po.⚡)
- Return folder (optional): Choose a folder for returned signed documents to go into automatically
- What is this? (help icon)
- Select documents to include (document icon)

A red arrow points to the "Choose a folder for returned signed documents to go into automatically" option, with the text "Click here." next to it.

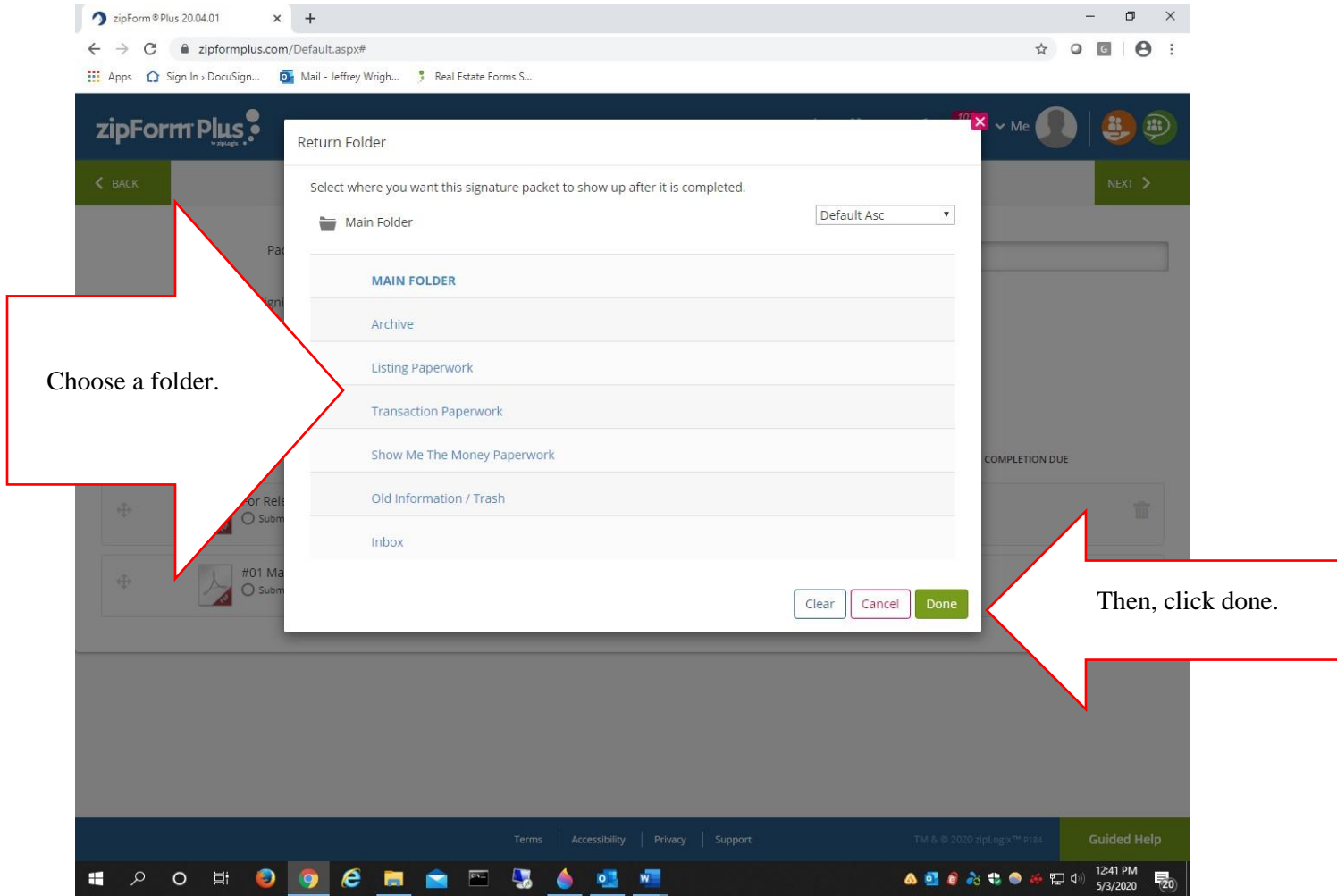
The "DOCUMENT" section lists two items:

- For Release Notes Combined 05-03-2020 (1) (2) [Submit for review]
- #01 Magic to Do [Submit for review]

The footer contains links for Terms, Accessibility, Privacy, and Support, along with the copyright notice "TM & © 2020 zipLogix™ P184" and a "Guided Help" button. The system tray shows the time as 12:40 PM on 5/3/2020.

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Select the folder you would like the returned signed documents to go into. Then click done.



Proceed to finish the process of sending out your documents for signature. When they have been signed, they will return to the folder you chose.