eSign - Digital Document Signing

BookingCenter **eSign- Digital Document Signing** lets you create a customized letter with a built-in digital signature function which can be emailed to guests at any time on or before the check-in date. This allows you to request and store documents signed by the guest.

The eSign function is already enabled for each booking in MyPMS and is seamlessly integrated with BookingCenter Customized Letters. To implement the Esign- Digital Signing Process, follow these steps.

Read below for detailed step-by-step instructions.

eSign - Setup: Setup your Default Signature Letters - Create Default eSign Letter

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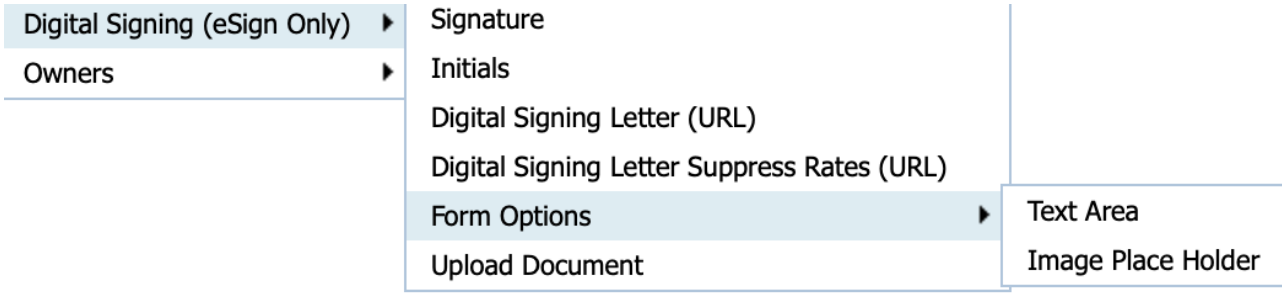
eSign - Process: Learn how to send a Digital Signature Request Letter - Send eSign Request Letter

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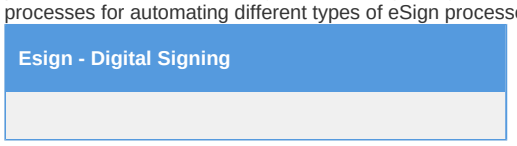
eSign - Digital Signature Letter Storage: See where the signed digital letters are stored. - Digital Signature, Initial, Image, and Document Letter Storage

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eSign special functions : signatures, initials, image uploading, and document uploading. These are special options available for eSign letters (these options only work with eSign Booking Letters) that enable a Letter to be *signed* or *initialed* (using the 'Signature' or 'Initial' option); using the **Image Place Holder** a guest can submit an image uploaded from a device (any computer, tablet, or smart phone can work in .jpg, .png, .jpeg, .gif formats ***only***); an **Upload Document** that allows documents (we support .jpg, .png, .jpeg, .gif, .pdf, .docx, .rtf, .txt, . doc, and .tiff file formats ***only***) to be uploaded from a device (any computer, tablet, or smart phone can work); a **Text Area** to allow a Guest to place 'free form' text into a box and have the text 'saved'. These merge elements are available ***only*** for eSign Letters, they will ***not work*** outside of the eSign process,



If desiring to use 2 different Self Check-in 'processes' for your Guests, or 2 eSign Letters for other purposes, consider a PMS Agent that can differentiate between bookings and thus requiring a unique eSign - Digital Document Signing process based on the 'Suppress Agent Rate' process. This adds an entirely different **eSign**- Digital Document Signing process and may be useful for certain businesses requiring distinct processes for automating different types of eSign processes.



Please note that in order for Digital Signing to work with a Booking, it must have a unique link (RUID), which was added on August 7, 2018. Therefore, only Bookings created since August 7, 2018 have a RUID and are enabled for eSign. Bookings created prior to this date, DO NOT have an RUID and the Digital Signing function will not work. All new Bookings created will have the unique RUID and can use eSign - Digital Document Signing. Note that using EDIT on booking will not create a RUID. Learn more about Booking RUID

Learn more about the Booking RUID

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