



# Uploading and signing documents yourself in Zoho Sign

With this feature, you can sign documents and send the signed copies to one or more recipients. The recipients can only view the signed documents, and cannot perform any signatory actions.

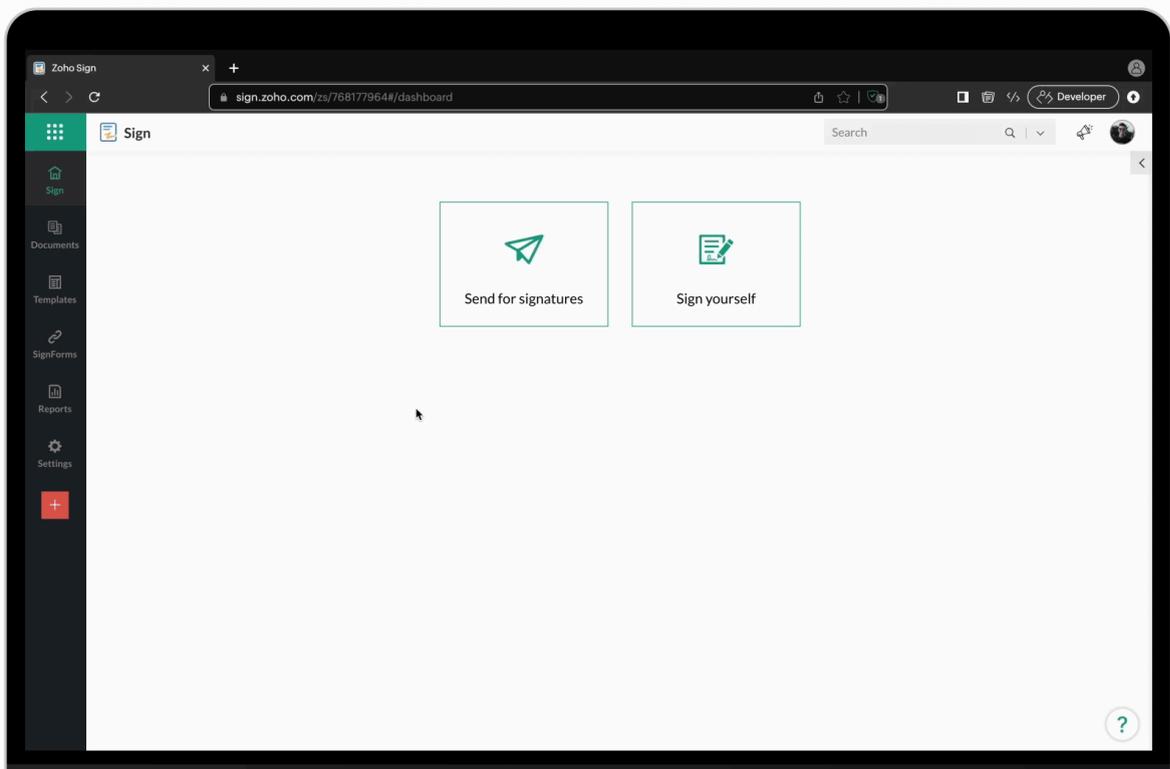
## To sign documents yourself:

1. Log in to your Zoho Sign account and click **Sign Yourself** on your dashboard.

Alternatively, click the plus icon  on the left navigation panel and select **Sign yourself** from the dropdown menu.

2. Drag and drop, upload or import the documents that need to be signed and click **Continue**.

3. Preview the uploaded documents in the document viewer, then add the form fields and position them. The form fields will be filled automatically as they are placed in the documents.



4. If a signature has not already been set in your account, the [signature wizard](#) will help you create an electronic signature, which will be added to documents. Click **ok** to close the wizard.

5. After all the form fields have been placed in the documents, click **Finish** to complete signing the documents.

6. Enter the email addresses of the recipients, separated by a comma, in the dialog box that opens, then click **Send & close** to email them all a signed copy of the documents.