How to Use Draft Envelopes

Log into SkySlope: www.skyslope.com. On the upper right-hand corner, click "Apps". Then from the drop-down menu, click "SkySlope Forms". This will take you into your Sky Slope Forms Dashboard

SAVE DRAFT

From the Form Filling page

1. From the File page, **select your forms and click Fill & Send.**

2. From the Form Filling page, **fill out your forms** so that they're ready to be signed.
   Need to make changes later? No worries! Fill out all that you can, and save the rest for later.

3. When you're ready to save your Draft Envelope, **click Save & Exit.**

4. You'll be prompted to **name your envelope**. Enter an envelope name that clearly shows the envelope's purpose. This will make it easier to find when you're ready to send it! **Click Save & Exit.**

5. Your **Draft will be saved**, and you'll be redirected to the Envelopes tab of your Forms file.

SAVE DRAFT

From the Signature Block page

1. From the File page, **select your forms and click Fill & Send.**

2. From the Form Filling page, **fill out your forms** so that they're ready to be signed.
   Need to make changes later? After clicking Prepare Signature, you won't be able to make changes to the forms - only to the signature/initial blocks. Read the Warning below to learn more.

3. Once your forms are ready, **click Prepare Signature.**

4. You'll be prompted to **name your envelope** and **select your signer's action**. Enter an envelope name that clearly shows the envelope's purpose. Then select each person's action. **Click Next.**

5. **Prepare your envelope** to the extent you wish, until you're ready to save.

6. When you're ready to save your Draft Envelope, **click Exit**. Your Draft Envelope will be saved under the envelope name, and you'll be redirected to the Envelopes tab of your Forms file.

AUTOSAVE

They'll do the work for you.

Any time you attempt to leave the Form Filling page without saving your work, we will save it for you! By clicking on the Back button in your browser, or clicking on the Forms logo to jump back to the dashboard, you are exiting the envelope, and we will autosave the envelope under the file's name!

WARNING! ⚠️

Don't lose your progress.

This one's important! If you've filled out your forms, started to prepare the signatures and dates, and realized you need to make changes to the forms, you will lose the progress you've made with the signature and date boxes. For example, let's look at this scenario:

1. You've added a Purchase Contract and Addendum to your file.

2. You select the forms, and click Fill & Send.

3. You've filled out the forms, and click Prepare signature.

4. After looking over the forms and signature blocks, you realize that you selected the wrong Addendum. **If you click ← Back, you will lose any of the progress you've made in DigiSign** (meaning the signature, date, initial, and check boxes). You will then be taken back to the Forms page of your file, where you can begin again at Step 2 to select and fill your forms before clicking Prepare Signature.