**You can email your documents directly to your AAR eSign account from zipForm or your Email account using the eMail2eSign™ feature!**

(Note: This function is not compatible with Yahoo and AOL email addresses as these Email servers are known to filter out important notifications and messages.)

From zipForm®: (Note: The email address associated with your zipForm® account in your zipForm® profile must match the email address you use for AAR eSign.)

1. Log into your zipForm® account
2. Open your transaction
3. Select the Documents tab
4. Choose the documents(s) you wish to send
5. Select the Send menu option and then select E-mail
6. You can close out the pop-up box OR select zipForm Contacts to access your address book
7. In the *Send to Recipients* box type docs@email2esign.com
8. Enter the email subject (this will also become the eSign session title which you can later edit)
9. Select Send Attachment as *Separate PDF Files*
10. Send the message (Be sure to select zipForm as your send option)
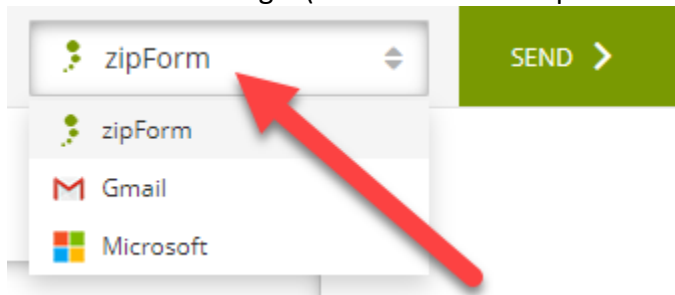
11. Your documents will now be sent to your eSign account for processing.
12. Login to your eSign account at https://aar.esignonline.net
13. Click the arrow under the action tab to "Continue" into the session. Your documents will be in Step 3 of the eSign process. You can also add additional documents from your computer in Step 3.