



User manual

Sign PDFs in your browser, and send them to others to sign, privately.

signora-app.com · support@signora-app.com

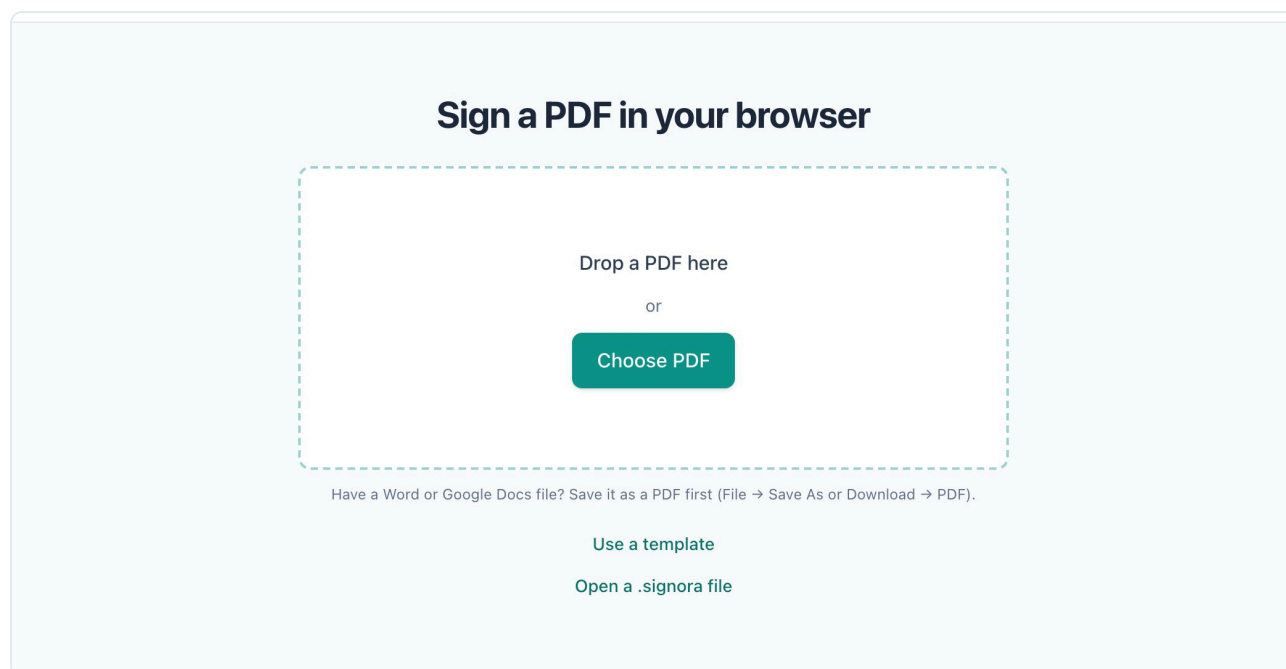
Signora user guide

Signora lets you sign PDF documents in your browser and send them to other people to sign. This guide walks you through everything, step by step. You don't need any technical knowledge.

1. Getting started

Open app.signora-app.com in any modern browser (Chrome, Edge, Safari, Firefox) on a computer, tablet or phone. There's nothing to install.

- **No account is needed** to sign and download PDFs.
- Signora works with **PDF files**. Have a Word or Google Docs file? Save it as a PDF first: in Word, File → Save As → PDF; in Google Docs, File → Download → PDF. A photo of a paper document? Scan it to PDF with your phone (Notes on iPhone, Google Drive on Android).
- A **free account** (just your email, no password) is needed to send documents by link, send to many people, or create a public signing link.



The start page: drop a PDF, or click **Choose PDF**.

2. Sign a PDF yourself

1. Drag your PDF onto the start page, or click **Choose PDF**. It opens in the editor.

2. On the left, under **Fields**, click **Signature**, then click the place on the page where you want to sign. (On a phone, the fields are at the bottom of the screen.)
3. The first time, Signora asks you to create your signature (see section 3).
4. Add anything else the document needs: **Initials**, **Name**, **Date** (today's date is filled in for you), **Text** or **Checkbox**.
5. Drag a field to move it; drag its corner to resize it. To remove a field, select it and click the bin, or press **Delete**.
6. Click **Download signed PDF**. Done!

Your work is saved automatically on your device. You can close the browser and continue later from the **Library**.

3. Your signatures

You can create a signature in three ways:

- **Draw** it with your mouse, trackpad or finger.
- **Type** your name and pick a handwriting style.
- **Upload** a photo of your signature on white paper. Signora removes the background.

Signatures and initials you create are saved in this browser. Manage them under **Signatures** in the top menu, where you can also set **Your name**, which is filled into Name fields for you.

4. Prepare a document for others

When other people also need to sign, tell Signora who they are and where they sign.

1. In the editor, click **Prepare for others** (later this button is called **Signers**). You're always first, as **Me**. Rename the second signer (for example *Tenant*) and click **Add signer** for more. The order of the list is the signing order.
2. Close the panel. Above the fields, **Place fields for** shows whose fields you're placing. Choose a signer, then place their fields. Each signer has their own colour.

3. Fill in and sign **your own** fields now. Leave the other signers' fields empty: they fill them in.
4. Placed a field for the wrong person? Select it and change **Signer** in the properties panel.

The screenshot shows the Signora PDF editor interface. At the top, there's a header bar with the document name 'flat-4b-lease.pdf', a zoom control set to 100%, and buttons for 'Send', 'Fill & sign', 'Signers', 'Details', 'Save as template', and 'Download signed PDF'. On the left, a 'FIELDS' panel shows a dropdown menu set to 'Tenant' and buttons for 'Signature', 'Initials', 'Name', 'Date', 'Text', and 'Checkbox'. Below these is a note: 'Click a field, then click on a page. Or drag it onto a page.' The main document area displays a lease agreement with two columns: 'LANDLORD' and 'TENANT'. The Landlord's section has a signature field with 'Ada Khan' written in cursive, a name field with 'Ada Khan', and a date field with '15/10/2026'. The Tenant's section has a signature field with a purple dashed box labeled 'Tenant signs', a name field with a purple dashed box labeled 'Name', and a date field with a purple dashed box labeled 'Date'. On the right, a 'PROPERTIES' panel is partially visible with the text 'Select a field to change its properties.'

Your fields (green) and the tenant's fields (purple), ready to send.

5. Send it to be signed

Click **Send**. Signora shows every way to send, with a short explanation:

How do you want to send it?

Send by link

Recommended

Each signer gets a personal link and signs in their browser, one after another. You can see who has signed.

Send to many people

Everyone on your list gets their own copy to sign, like a policy for all staff. Paste or upload names and emails.

Public signing link

One link to share anywhere (website, WhatsApp group). Everyone who opens it signs their own copy.

Send as a file (offline)

No server involved: you download a file and pass it to the next signer yourself. The most private, but you hand it on manually and can't track it.

Codes and email checks are not available here (no server involved).

[How sending works ↗](#)

Choose...	When
Send by link (recommended)	A few people sign the same document, one after another (landlord → tenant → witness).
Send to many people	Everyone on a list signs <i>their own copy</i> (a policy for all staff, offer letters).
Public signing link	You don't know the signers in advance (a waiver on your website).
Send as a file (offline)	You want nothing on any server at all, and don't mind passing a file on by hand.

Send by link

1. Enter each signer's name and, optionally, their email.
2. Choose **how signers get their links**:

- **I send the links myself (most private).** Signora never has the key to your document. After you sign, each link has an **Email** button that opens your own email app with the message ready, and **Copy** for WhatsApp or SMS.
 - **Signora emails the links for me.** Invitations and reminders go out automatically. To do that, our server keeps the document's key until signing ends.
3. **Check the signer (recommended):** with their email given, *Email them a code before they sign* is on, so a forwarded link alone isn't enough. Tick *Require an access code* for sensitive documents: Signora suggests a code, and after you sign each link shows it with **Copy code** and **WhatsApp**. Add their WhatsApp number to open the chat directly (it stays on your device). Send the code a different way than the link, for example the link by email and the code on WhatsApp.
4. Choose when links expire and how long Signora keeps the finished PDF (1, 7 or 30 days).
5. Click **Continue to sign your part**, sign, and click **Finish**.
6. Send the first person their link (unless Signora emails it). The others can open theirs when it's their turn.

How should signers get their links?

☒ **I send the links myself (most private)**

- Signora never has the key to this document, so nobody at Signora can open it, even if our servers were hacked or we were asked to.
- After you sign, each link has an Email button (opens your own email app, ready to send) and Copy (for WhatsApp, SMS...).
- Signora doesn't email links or reminders: you tell each person when it's their turn. (If you give an email, Signora only sends notes without the link, such as "everyone has signed".)

☐ **Signora emails the links for me**

- Signora emails each person their link when it's their turn, and can remind them.
- To put the link in the email, Signora's server keeps the key to this document until the last person signs or the links expire. Then the key is deleted.
- While it has the key, Signora could technically open this document. We don't, but you have to trust us on that.

A link is the key to the document. Send each link only to the right person, and ask signers not to forward it.

Send to many people

Your document needs exactly one other signer (for example *Employee*). Sign your part, choose **Send to many people**, then paste or upload a list with one person per line:

`name,email` (up to 100; Excel can save this as CSV), plus optional `phone` and `access_code` columns. Each person gets their own copy, and by default an emailed code to enter before signing; tick *Give each person an access code* to add one (from your CSV, or made for you). The links CSV you download lists each person's link and access code, and every row has a **WhatsApp** button. Choose whether you send the links yourself (download them as a CSV) or Signora emails them.

Public signing link

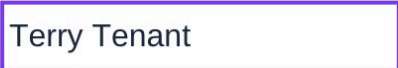
Also for documents with one other signer. Signora gives you one link to share anywhere. Everyone who opens it enters their name, signs their own copy, and you see each one under **Sent**.

Send as a file (offline)

Signora downloads a `.signora` file. Send it to the next signer (email attachment, WhatsApp). They open Signora, click **Open a .signora file**, sign, and pass on the new file. The last signer gets the final PDF.

6. Signing what someone sent you

1. Open the link you received. No account or app is needed.
2. If the sender asked for checks, Signora first asks you to confirm it's you: click **Email me a code** and type the code from the email, and/or type the access code the sender gave you (for example on WhatsApp).
3. Signora shows the document and the part you sign. Check your name, then click **Continue**.
4. Click **Start**: Signora takes you to each field you need to fill. Click **Next** to move on.
5. When everything is filled, click **Finish**.

LANDLORD	TENANT
	
Signature	Signature
	
Name	Name
	
Date	Date

If it isn't your turn yet, the link says who signs first. Open it again later. If you are the last signer, the final PDF downloads for you.

7. Track and finish

Signed in, click **Sent** in the top menu. You see every document you sent by link: who has signed, who's next, and when the links expire. Open one for details, the links again,

[Cancel](#) or [Delete](#) .

flat-4b-lease.pdf

Completed

Sent Oct 15, 2026, 1:45 AM · Kept on Signora until Oct 22, 2026, 1:45 AM

1. Ada Khan · ada.khan@example.com
2. Terry Tenant · terry@example.com

[Download the final PDF](#)

[Details](#)

Signed Oct 15, 2026, 1:45 AM

Signed Oct 15, 2026, 1:45 AM

When everyone has signed, everyone can download the final PDF. It contains every signature, a certificate page and a digital seal. Signora deletes its encrypted copy after the number of days you chose, and saves your own copy into your Library.

8. Library and templates

- **Library** lists the documents on this device: drafts, documents waiting for others, and completed ones. Open, download or delete them here.
- **Templates:** in the editor, click **Save as template** to reuse a document's fields (for example a standard lease). Start a new document from it with **Use a template** on the start page.

9. Check a signed PDF

Click **Verify** in the top menu and drop a PDF signed with Signora. It tells you whether the PDF is **intact since it was sealed**, shows the signers and the history, and when it was timestamped. If even one byte was changed after sealing, it says so. Adobe Reader also shows the seal in its signature panel.



Intact since sealed

final.pdf

The seal proves the file hasn't changed since it was sealed (integrity). It does not prove who sealed it (identity): the certificate is self-signed, and anyone can make their own seal, so a self-made seal can also show .

This is in your library: [flat-4b-lease.pdf](#)

Sealed by (name given)	Terry Tenant
	Self-signed certificate: the name was not checked by anyone.
Certificate organization	Signora (self-signed)

The seal proves the PDF hasn't changed. It doesn't prove who signed: Signora doesn't check identity documents. For more certainty, use the signer checks (section 5): an emailed code and an access code, which the certificate records.

10. Account and sign-in

- Click **Sign in**, enter your email, and click **Email me a sign-in link**. Click **Sign in** in the email, or type the 6-digit code from it. There's no password.
- You stay signed in on that device as long as you keep using Signora (you're signed out after 90 days without use, or when you click **Sign out**).

- Under **Account** you can set your display name. Developers find API keys and webhooks via *For developers* at the bottom.

11. Privacy and security

- Documents you only sign and download never leave your device.
- Documents sent by link are encrypted in your browser (AES-256). The key is in the link after the #, which browsers never send to servers.
- Titles and signers' names are stored only encrypted, unless you choose to show the title in emails.
- Signora's server knows signers' email addresses, the signing order and times, as needed to route documents and send emails.
- With **Signora emails the links for me**, the server holds that document's key until signing ends. The app tells you this when you choose it.
- No ads, no analytics, no tracking.

12. Limitations

- Your library and signatures live in this browser. Clearing browser data deletes them, and they don't sync to other devices. Download what matters.
- Signers sign one after another; many people signing the same document at the same time isn't available yet.
- No ID-document checks or "qualified" electronic signatures (signers can be asked for an emailed code and an access code).
- English only for now; preparing documents is easiest on a larger screen.

13. Troubleshooting

I didn't get the sign-in email.

Check spam. Wait a minute and click [Send a new email](#). Make sure the address is spelled correctly.

"This link is incomplete".

The part after # is missing. Copy the whole link from the message you received.

"It's not your turn yet".

Someone signs before you. Open the link again after they've signed.

"Fields changed" when opening a file or link.

The document was altered after an earlier signer signed it. Ask the sender to send it again.

My documents disappeared.

The browser's data was cleared, or you're on another browser or device.

Completed documents you sent by link come back when you sign in.

Still stuck? Write to support@signora-app.com.