

# HOW TO SET UP AND USE DOCUSIGN FOR DOCUMENTS

Regardless of what your favourite part of the advisory and wealth management business is, there are tasks that are universally unpopular – the faxing, scanning, and mailing that usually accompanies very necessary, but very tedious, administrative work.

Who here has lost a day to administrative tasks? Or more? Our business tools videos aim to help you achieve more in your business by showing you simple (and often free) tools that take the work out of work – so that you can focus on your clients.

This week we're covering DocuSign – an online tool that helps immensely with administrative and compliance work by letting you and your clients sign documentation online.

We hope you enjoy and find these videos useful. If you have any questions about tools out there or would like to request a specific video, please let us know at [hello@xtiva.com](mailto:hello@xtiva.com).