Your eSign Plan

Your eSign plan powers seamless signature requests within Paperless Pipeline. It's flexible, easy to manage, and built to scale with your team, whether you're a small office or growing fast.

Introduction

Set a monthly limit that fits your workflow and budget, and you're only billed for what your team actually uses. There are no contracts, user fees, and no surprise charges.

From your eSign Settings, you can track usage in real time, adjust your spending limit, and view a full list of all requests sent across your company.

Your plan resets each month, so you always start fresh with a clear limit and full control.

How It Works

Set Your Monthly Limit

Choose how many signature requests your team can send each month. This sets your maximum monthly budget.

It's not a flat fee, just a cap.

One Request = One Send

No matter how many docs or signers are involved, each signature request counts as one.

Pay Only for What You Use

You're billed in blocks of 10 signature requests. You can set a higher limit for flexibility, but you're only charged for what your team sends.

Example: if you set a cap of 120 requests (12 blocks) but only send 64 (7 blocks), you'll only be charged for 7 blocks. You're never charged for the 5 unused blocks.

Track Usage in Real Time

See current usage, remaining sends, and projected costs anytime in your eSign settings.

Monthly Reset

Your usage resets every billing cycle. Usage starts at zero, and unused requests do not carry over. Each cycle is a clean slate.

Change Your Limit Anytime

Need to scale up or down? Adjust your monthly limit anytime to match your team's needs.

Track Your Monthly Usage

Track your monthly eSign usage to monitor requests sent, monitor costs in real-time, and keep your plan aligned with your company's workflow.

Who Can Do This? Master admins.

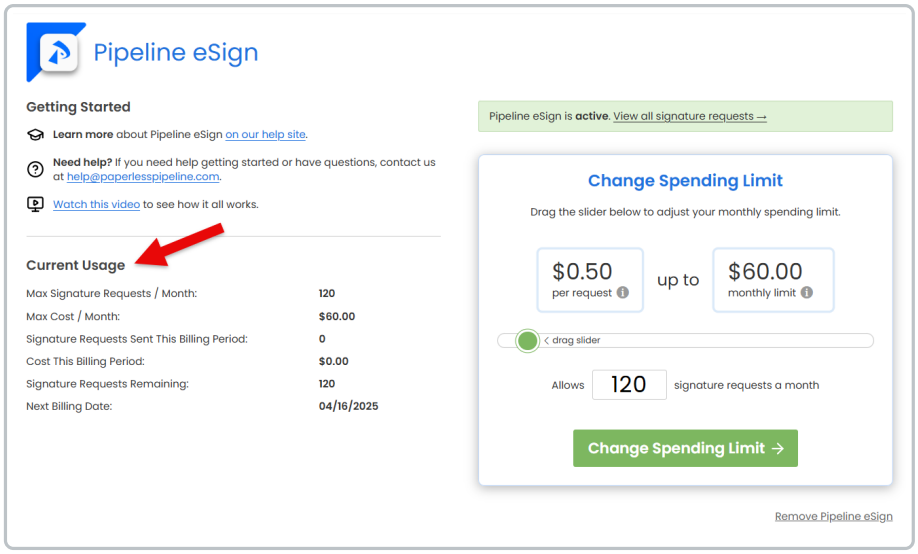
To track your monthly eSign usage:

Go to eSign Settings

- Click your name in the upper right, then select [Admin / Settings].
- From the left menu, select [Pipeline eSign] under *Add-On Modules*.

View Your Current Usage

- View your team's usage for the current billing period.



- You'll see a full breakdown of your team's usage for the current billing cycle, including:

Field	Description
Max Signature Requests / Month	Your current monthly cap for signature requests. This sets your maximum possible billing.
Max Cost / Month	The most your team can be billed this cycle, based on your set limit.

Field	Description
Signature Requests Sent	Total number of requests your team has sent during this billing period.
Cost This Billing Period	Your projected cost so far, based on how many requests your team has used.
Signature Requests Remaining	How many more requests your team can send this cycle before hitting the limit.
Next Billing Date	The date your usage resets and a new billing cycle begins.

Change Your Monthly Spending Limit

Update your Pipeline eSign spending limit at any time to match your team's pace.

Who Can Do This? Master admins.

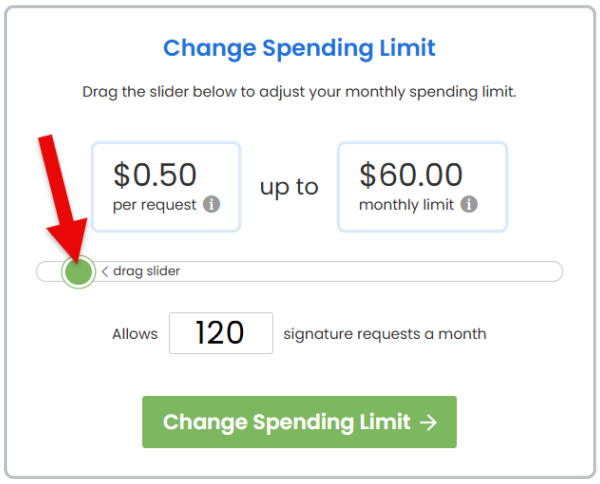
To change your monthly eSign spending limit:

Go to eSign Settings

- Click your name in the upper right, then select [Admin / Settings].
- From the left menu, select [Pipeline eSign] under *Add-On Modules*.

Choose Your Limit

- Drag the slider to adjust your monthly spending limit.
- If you need more than 2,000 signature requests, enter the amount manually.



Confirm New Limit

- Click [Change Spending Limit →].
- Review updated billing details, then click [Change Spending Limit] to finalize the update.

View All Sent Signature Requests

View and manage every signature request your team has sent across the company. This gives you full visibility into request statuses and helps ensure clear coordination and follow-up.

Who Can Do This? Master admins.

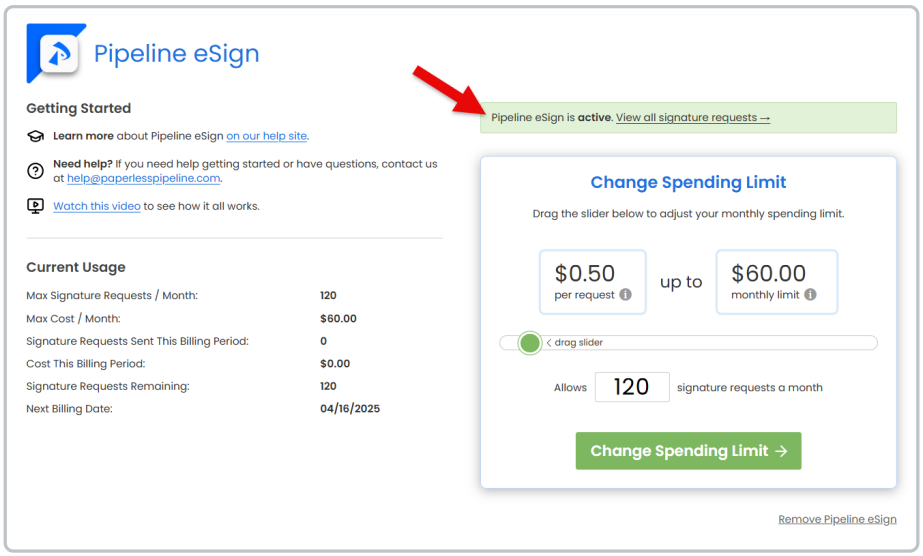
To view all sent signature requests:

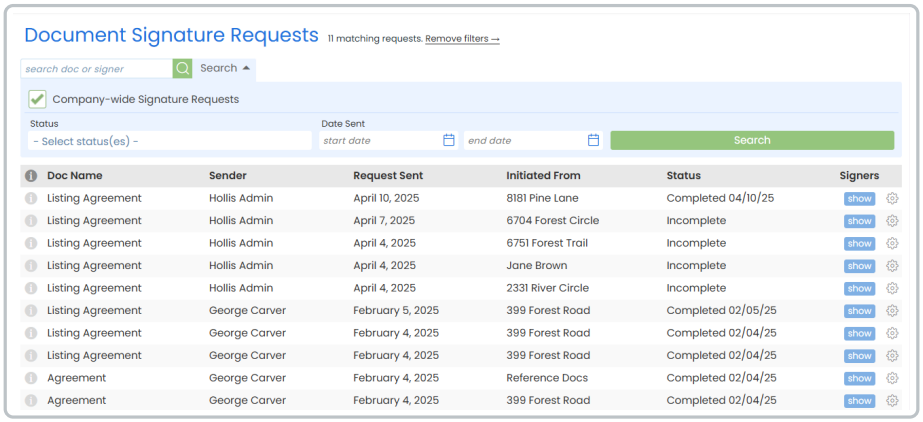
Go to eSign Settings

- Click your name in the upper right, then select [Admin / Settings].
- From the left menu, select [Pipeline eSign] under *Add-On Modules*.

Access All Signature Requests

- Click [View all signature requests →].



Review Sent Requests

- See all signature requests sent by everyone on your team. Each request shows the sender, the date it was sent, its current status, and where it was sent from.
- From this view, you can manage signature requests sent by anyone on your team, just like your own.