

Email Signatures

Last Modified on 09/04/2026 11:12 am EDT

Every email you send from Pipeline signs off for you. Set your own signature and it's your name, your contact details, and your look at the bottom of each one.

Introduction

The bottom of an email is where a client goes looking for your cell number. When it isn't there, they reply to the message and wait, and you find out afterwards that you were the holdup.

A signature in Pipeline belongs to a login rather than to the company, so it carries whatever the person behind that login wants people to have: their own wording, a link, a headshot, a company logo, or a graphic and text together. Pipeline signs off either way. Leave the setting alone and you get a plain line with your name, your company, and your address on it, which is enough to be clear about who wrote the message and not much more.

Setting your own turns that line into a real sign-off, on everything you send from a transaction, without you thinking about it again. You won't see it in a transaction's message history, because signatures are left off there to keep the log readable. It's still on the copy your recipient receives, so a signature that looks missing from inside Pipeline is almost certainly fine.

How It Works

Your signature lives in your own profile and applies to every message you send from Pipeline.

Where Yours Lives

Click [Gear] in the upper-right corner, then [My Info], and scroll down to **Your Email Signature**.

Pick Your Signature Type

Pick **No Custom Signature** for the system-generated line, **Text Signature** for your own wording, **Image Signature / Company Logo** for a graphic, or **Both**. With Both, the image sits above the text at the bottom of the email.

Text Gets the Formatting Options

The text signature accepts the same formatting as a message — bold, italic, a horizontal line, links, lists, and emojis.

An Image Is a File You Upload

Click [Select Image] and choose a  or  from your computer. A headshot, a company logo, or a designed signature block all work.

Yours Is Yours Alone

Each person sets their own signature from their own profile. Admins can't set one for somebody else or view what another person has saved, so an agent with the wrong details in their signature is the one who has to fix it.

You Won't See It on the Transaction

Pipeline leaves signatures off the *Notes & Sent Emails* view on a transaction to keep that history readable. The signature is still on the email your recipient receives.

Set Up Your Email Signature

Replace the system-generated sign-off with your own text, an image, or both.

Who Can Do This: Anyone added to a Paperless Pipeline account, for their own signature.

To set up your email signature:

1. Click [Gear] in the upper-right corner, then [My Info].
2. Scroll down to **Your Email Signature**.
3. Select the type you want: **Text Signature**, **Image Signature / Company Logo**, or **Both**.
4. Enter your wording in the **Text Signature** field, using the formatting options for bold, italic, links, lists, or a horizontal line.
5. For an image, click [Select Image] and choose a `.png` or `.jpg` from your computer.
6. Click [Save Settings].

Your signature goes on the bottom of every email you send from Pipeline from now on.

Switch Back to the Default Signature

Drop your custom signature and let Pipeline sign off with your name, company, and email again.

Who Can Do This: Anyone added to a Paperless Pipeline account, for their own signature.

To switch back to the default signature:

1. Click [Gear] in the upper-right corner, then [My Info].

2. Scroll down to **Your Email Signature**.
3. Select **No Custom Signature**.
4. Click [Save Settings].

Pipeline goes back to the system-generated sign-off carrying your name, company name, and email address. Clearing the text out of the field isn't the same thing — with no custom signature saved, the default takes over.

Sign a Message as the Agent Whose Deal It Is

A signature is fixed to the login it belongs to, so an admin writing to a client on an agent's behalf signs off as the wrong person by default. There's a separate switch for that case.

Sending on an agent's behalf? Turn on alternate signatures and you can sign the message as them, or send it with no signature at all.

See [Alternate Signatures](#)

Email Signatures FAQ

Every message carries a sign-off, and you decide whether it's Pipeline's or yours. Answers to the common questions about images, why a signature appears twice, and who can change someone else's. See [Email Signatures FAQ](#).
