

## Using My Docs Online and PDF Expert (iOS) to sign and sync PDF documents

[PDF Expert](#) from Readdle can be used with My Docs Online to sync and sign pdf documents on an iPad or iPhone, using these basic steps:

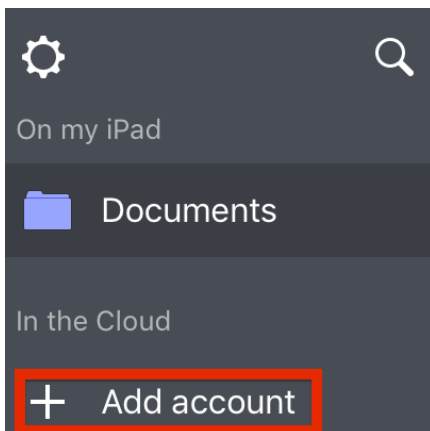
- Install PDF Expert (available from the App store).
- Set up a WebDAV connection to your My Docs Online account in PDF Expert.
- Open your My Docs Online account and select the folder or folders containing documents to be signed and select "Sync".
- In PDF Expert's synced folders open the file to be signed.
- Using the "Sign Tool" create a signature using your finger or a stylus (one time only, later you can just select it).
- Tap the location where the signature is to be applied. Position the signature and resize as desired. Close the document to automatically sync it back to My Docs Online.

### Steps in detail with screenshots after installing PDF Expert

(Note: these screenshots are from the iPad version. iPhone screens may look a bit different but the steps are the same).

#### Set up a WebDAV connection to My Docs Online in PDF Expert

Open PDF Expert and tap "Add Account" under "In the Cloud"



Select "WebDAV" from the Cloud choices



Enter the address of the My Docs Online WebDAV server (URL). You can name it anything and Login and Password are optional (if you enter them you won't have to do it each time you connect).

< Back WebDAV

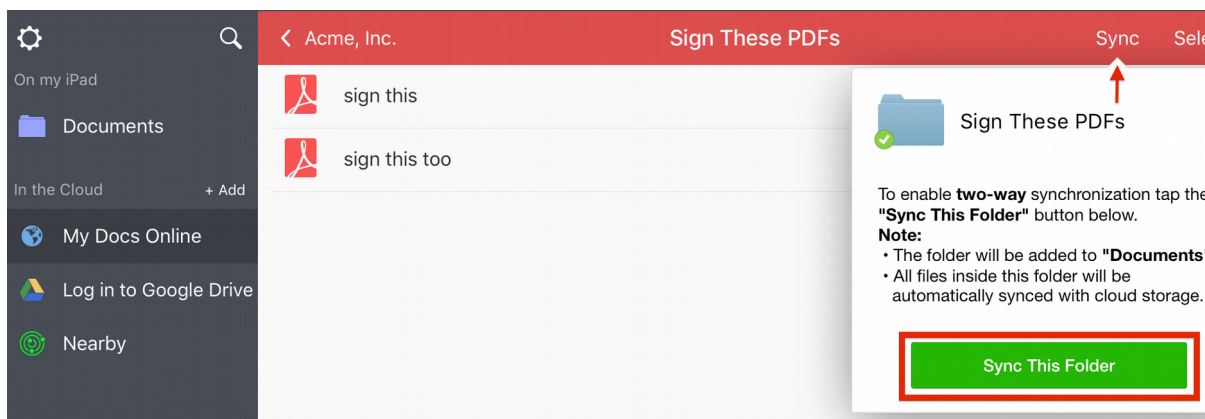
Title: My Docs Online

URL: https://webfolders.mydocsonline.com

Login: your-user-ID (optional)

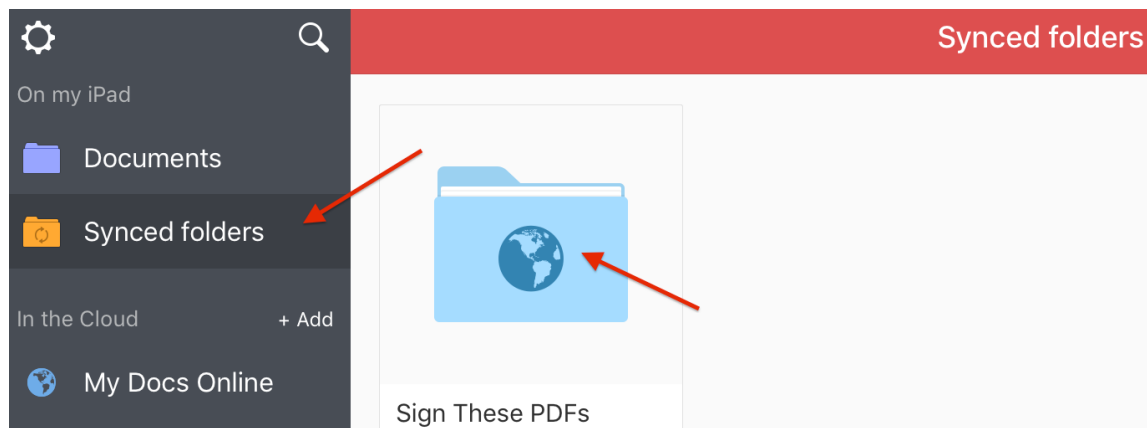
Password: ●●●●●●●●

### Open your My Docs Online account and select folder(s) to sync

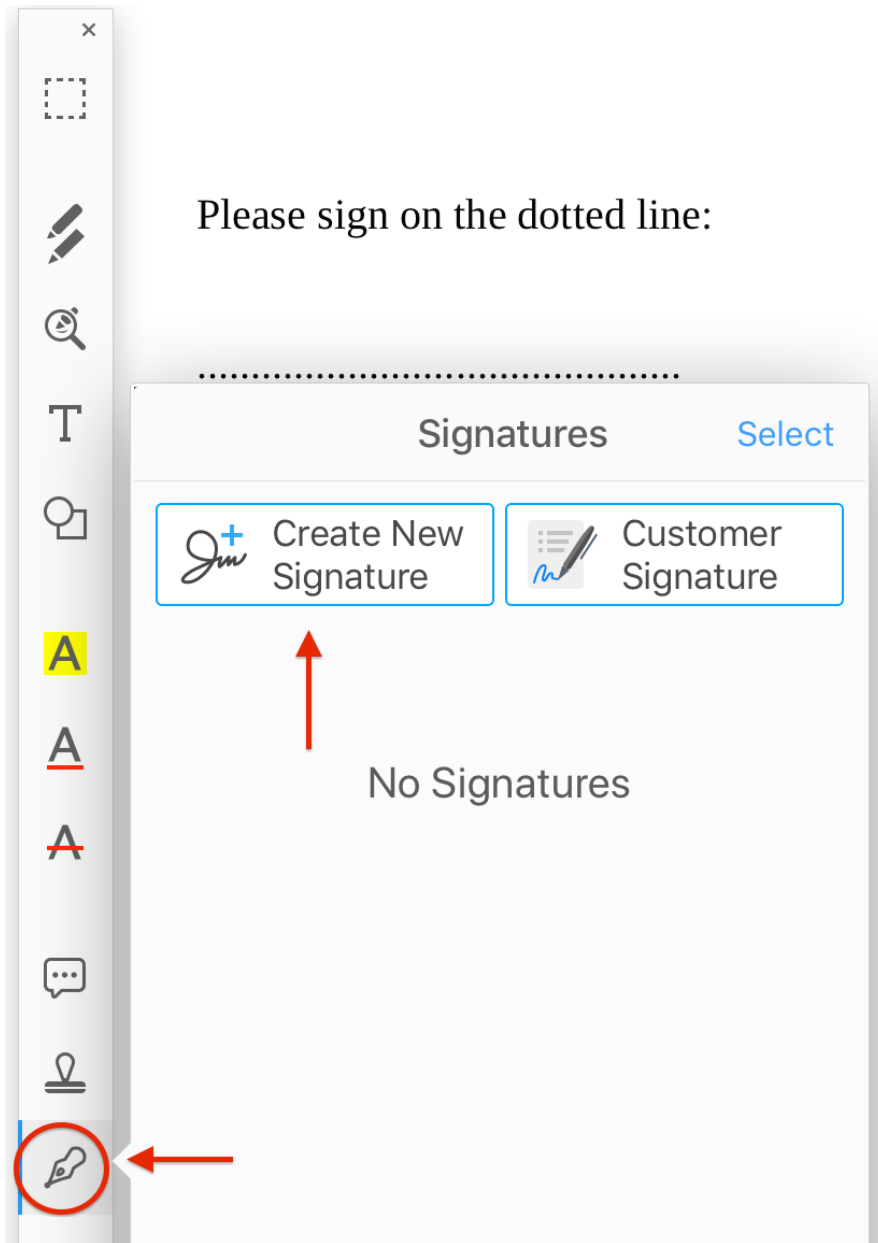


In this example the folder is named "Sign These PDFs"

### In PDF Expert's synced folders open the folder, then the file to be signed



**Using the "Sign Tool" create a signature using your finger or a stylus**



The first time you do this you will "Create New Signature". It will be saved so you can just select it for use with later files.

## Tap the location where the signature is to be applied.



Position the signature and resize as desired. *Close the document to automatically sync it back to My Docs Online.*

The revised PDF, with signature included, will be updated in your My Docs Online account.