

Sign a Document



Customer Education

- 5 months ago

- Updated

Once the Document is Ready to Sign:

- Click the **Sign** button located on the top right-hand corner of the document
- Once you have clicked the **Sign** button, a window will appear, prompting you to complete the signature process. Here, you can choose the appearance of your signature.
- **Type or draw** your signature by clicking on one of the two options below the signature field
- Once you choose the appearance of your signature, click the **Sign** button on the bottom right-hand corner of the window.

0/1 Signature

Sign

Request



Add (optional)

Approval



 Internal version ▼

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