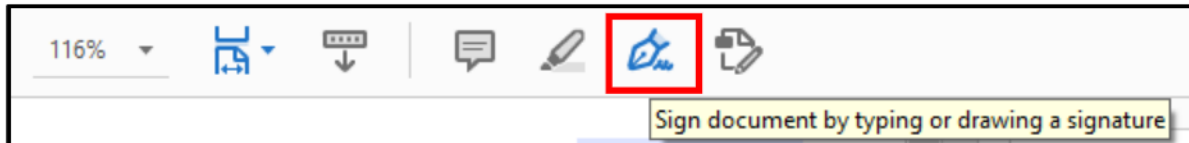
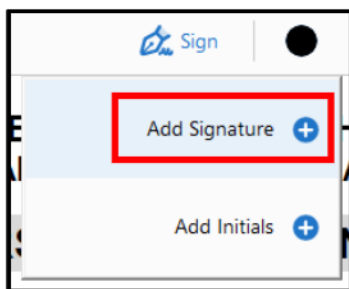
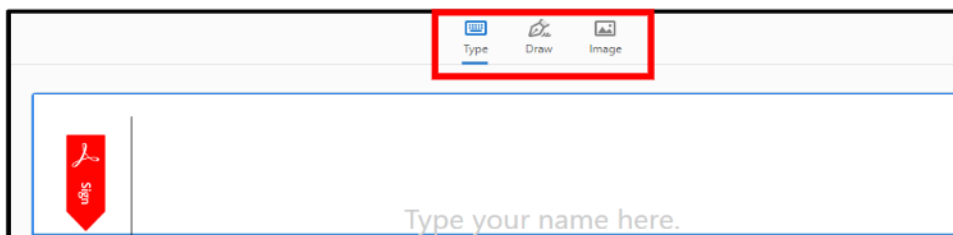


**Step 1: Open document****Step 2: Click on the Sign Document icon**

- Click **Add Signature**



- Click **Type** or **Draw** or **Image** (you can type your name or draw with your mouse, or select a saved signature)

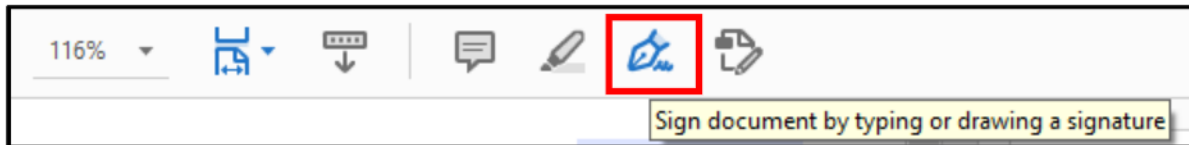


- Once you have made your signature – make sure you check the box **Save Signature** and then click **Apply**

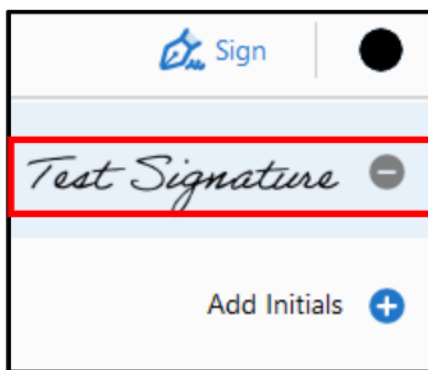


**Step 4: Use electronic signature**

- Click on the **sign document** icon



- Your saved signature will display – select



- Drag signature on signature line and then **save** document

