

QUICK GUIDE

HOW TO TASK SOMEONE TO SIGN A DOCUMENT

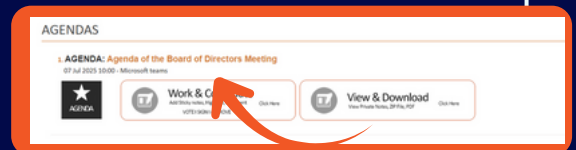
Signing a document just got a whole lot easier.
You will place the signatures, and all your board members will have to do is click once to initial every page and once to add their signature - EXACTLY where you wanted it. That's it. Easy and done!

[Watch the video](#)



1 LET'S ACCESS THE FILE TO BE SIGNED

1 **Access your agenda:** Simply click on the agenda name to open your electronic agenda.

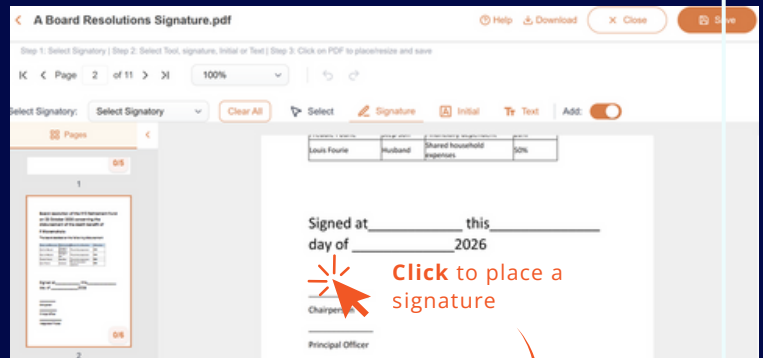


2 ADD A SIGNATURE

1 Click on **Assign Signatories** next to your document

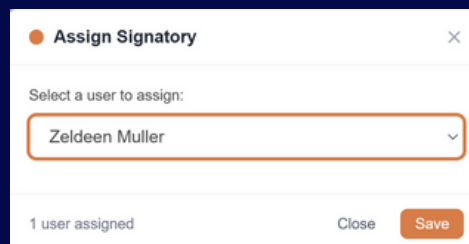


2 Click where you want to place the first **signature**



3 **Select the user** that has to sign there from the dropdown list.

IMPORTANT: If you do not see any names to select, make sure you ASSIGNED a USER GROUP to your agenda



4 Drag to move it where you want it

IMPORTANT



5 **Save.** Voila, done!



3 LET'S ADD INITIALS

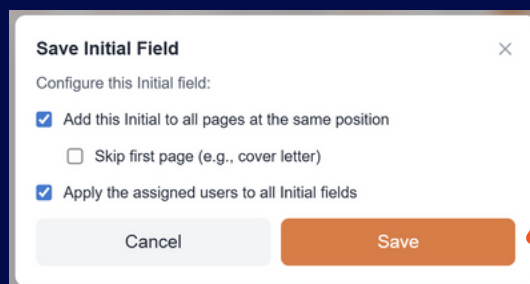
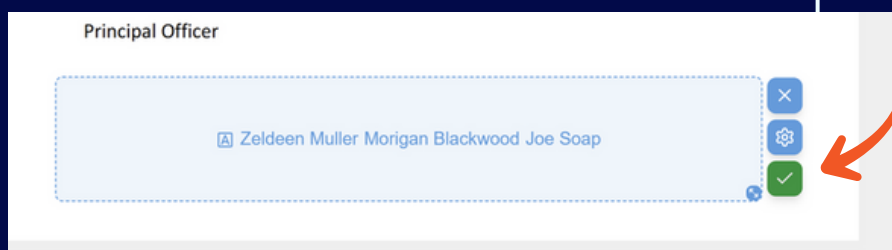
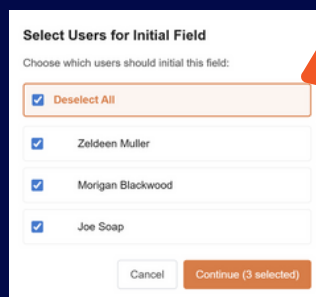
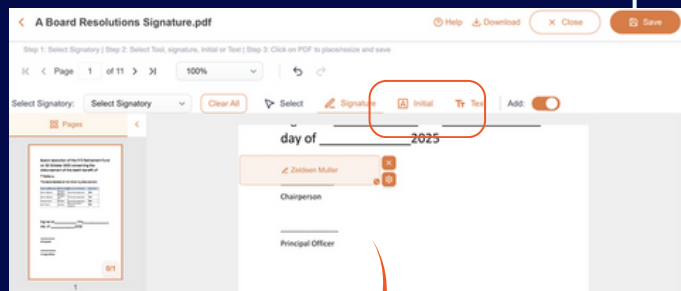
1 Click **Initial** in the menu above to add an initial field

2 Select the user/s who you want to add initials; you can also choose **Select All**.

Scroll down and click **Continue**.

3 Click where you want to place the initial box, move it, resize it and then click on the **GREEN TICK** to place it

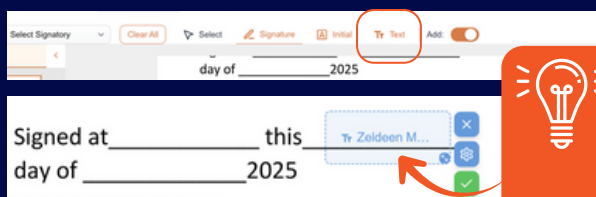
4 Choose to apply to all pages, skip the first page, or add the same people to initial every page. Click **SAVE**.



4 LET'S ADD TEXT BOXES

1 Click **Text** in the menu above. It will keep the same user as the person who needs to sign; you can change this under **Select Signatory**. Drag it as wide as you can, to give your user enough space to add text. Tick the **GREEN TICK**.

2 Save and Close. Voila, done!



TIP: Place the name just above your line



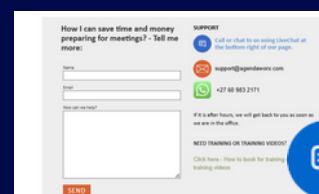
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