

QUICK GUIDE 5

HOW TO SIGN A DOCUMENT

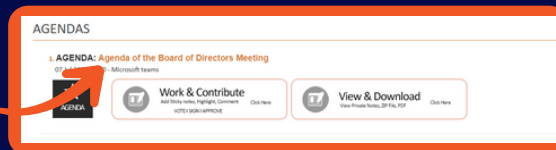
Signing a document just got a whole lot easier. Your secretary sets up the file, and all you do is click once to initial every page and once to add your signature. That's it. Easy and done!

[Watch the video](#)

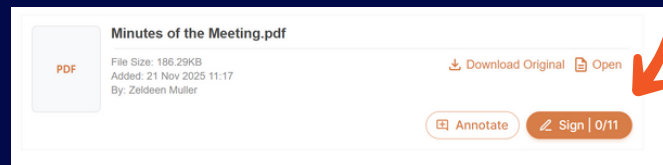


1 LET'S ACCESS THE FILE TO BE SIGNED

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



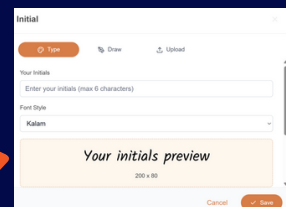
2 Click on **Sign** next to your document



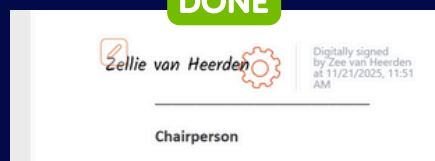
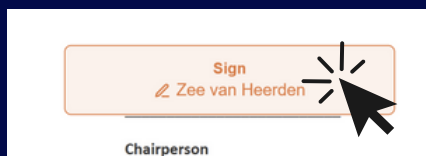
3 Click on **Initial All**, you will be taken to a screen to capture your initials



Add your Initial, you can **type**, **draw** or **upload** it.



4 Scroll to the page where you need to sign and just **double click** on your signature.

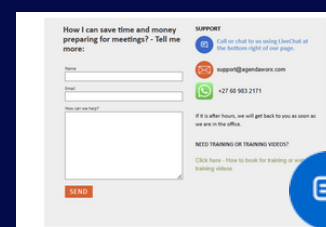


5 Save and Close. Voila, done!



WHERE CAN YOU GET HELP?

Go to [agendaworx.com](https://www.agendaworx.com) and click on this blue icon



Live chat with real people, ask us anything, anytime!

Free hand-held sessions we'll walk you through as many times as you need.



AgendaWORX
Online Board Packs & Secure Board Portal