

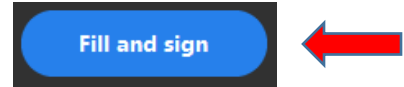
STEPS FOR SIGNING WITH A DIGITAL SIGNATURE

1 Open the document you are sent

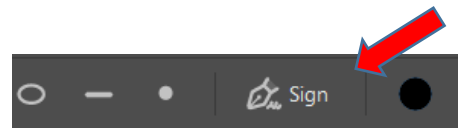
2 It will open a panel on the right side, Click "Fill & Sign"



3 Next screen it will ask "What do you want to do?" Click the "Fill and Sign" Button on middle left.


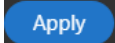


4 After clicking, it will bring you back to the document, with options to "sign" on the top bar. Click the "Sign" Button



5 It will bring up a menu, that says: Add Signature with a plus sign. Click the plus sign.



6 The  brings a screen to type your name. When you type your name it will show up in cursive. Next: Click 



7 After clicking "Apply". You will notice you are dragging your signature. Scroll down and move on the Employee Signature line and left click to place.

FORM #4080A
Rev 6705

John Example
EMPLOYEE SIGNATURE

8 Now save the file and if it asks to replace it click yes. Next send the file back through email.