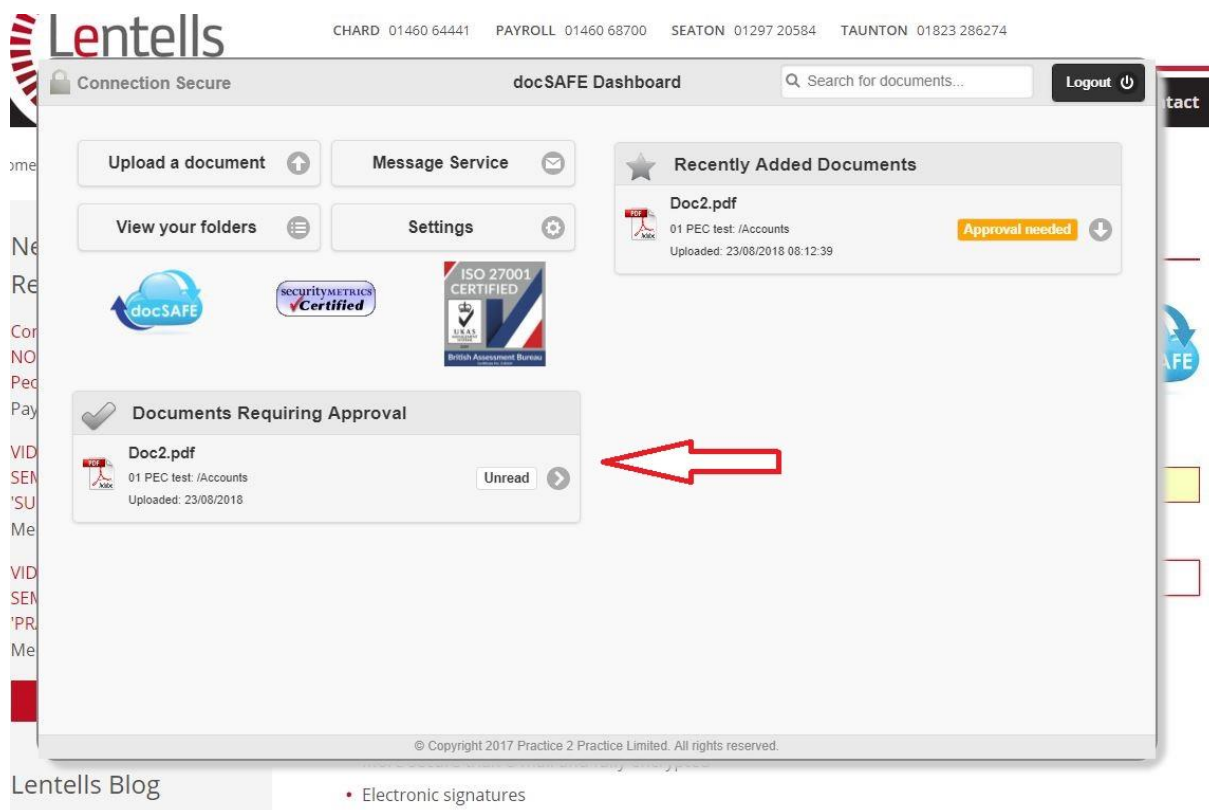


How to sign a file using approve+

- After logging in you will see Documents Requiring Approval listed on the left



CHARD 01460 64441 PAYROLL 01460 68700 SEATON 01297 20584 TAUNTON 01823 286274

Connection Secure docSAFE Dashboard Search for documents... Logout

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Recently Added Documents

Doc2.pdf
01 PEC test: /Accounts
Uploaded: 23/08/2018 08:12:39 Approval needed

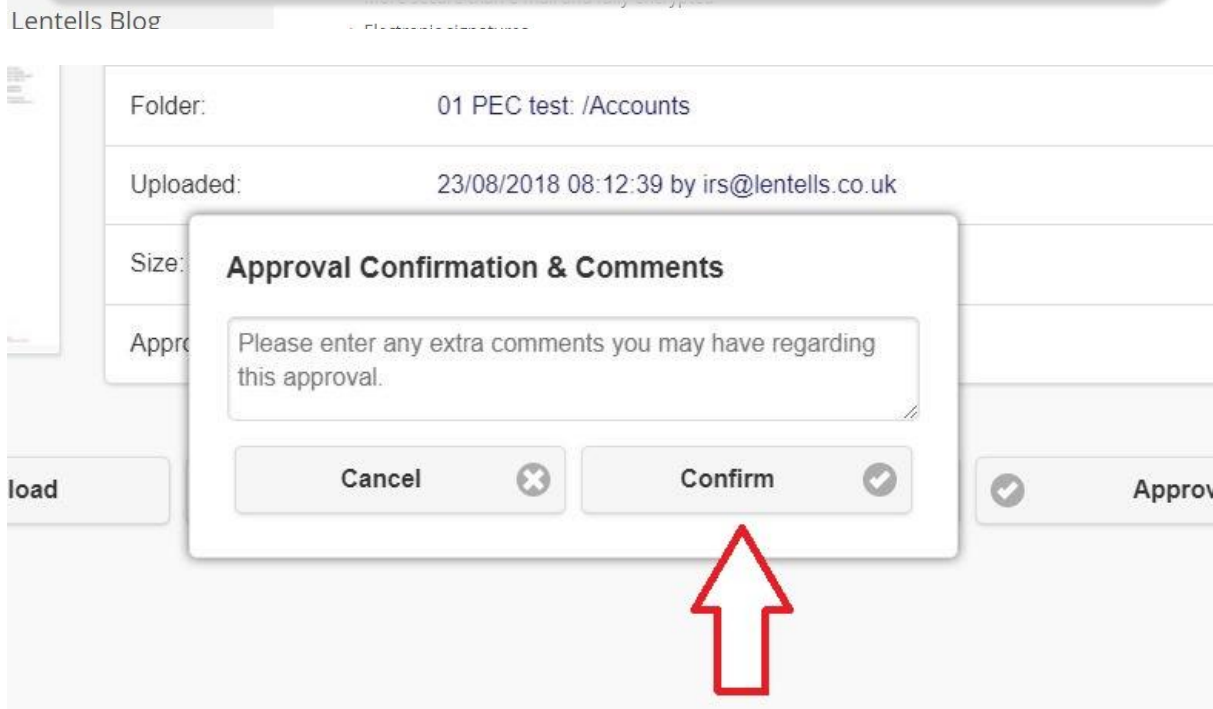
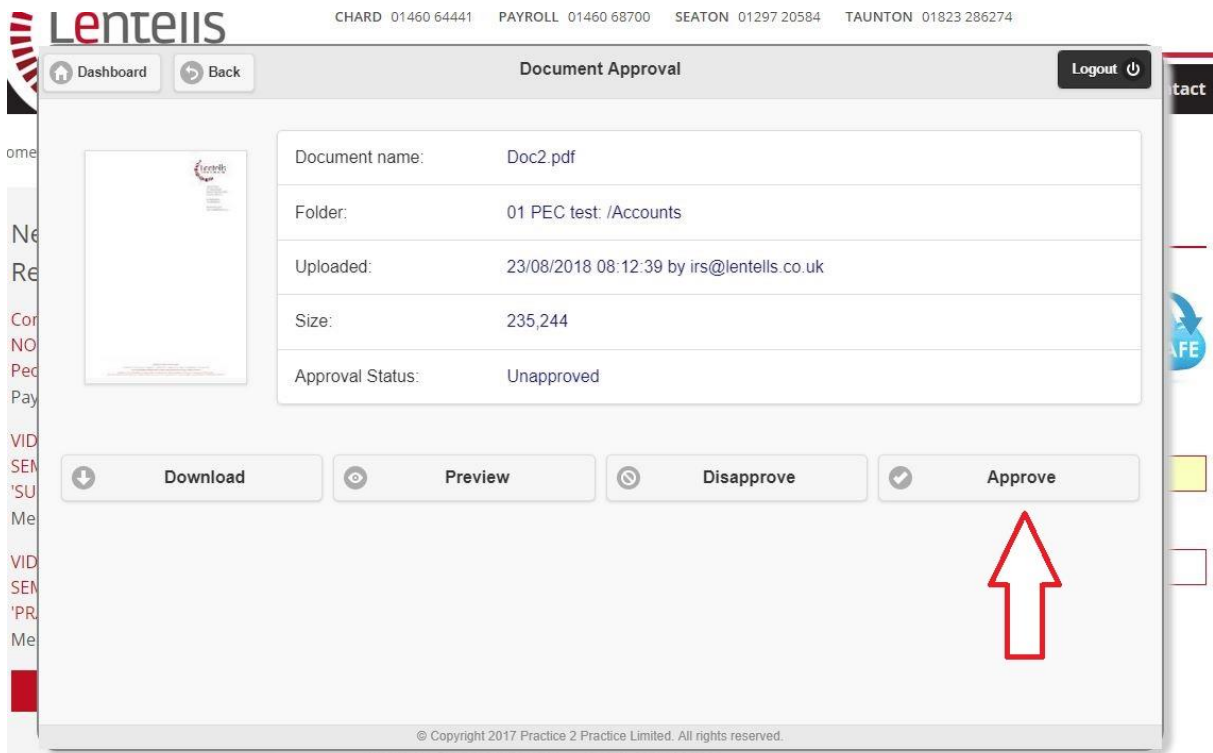
Documents Requiring Approval

Doc2.pdf
01 PEC test: /Accounts
Uploaded: 23/08/2018 Unread

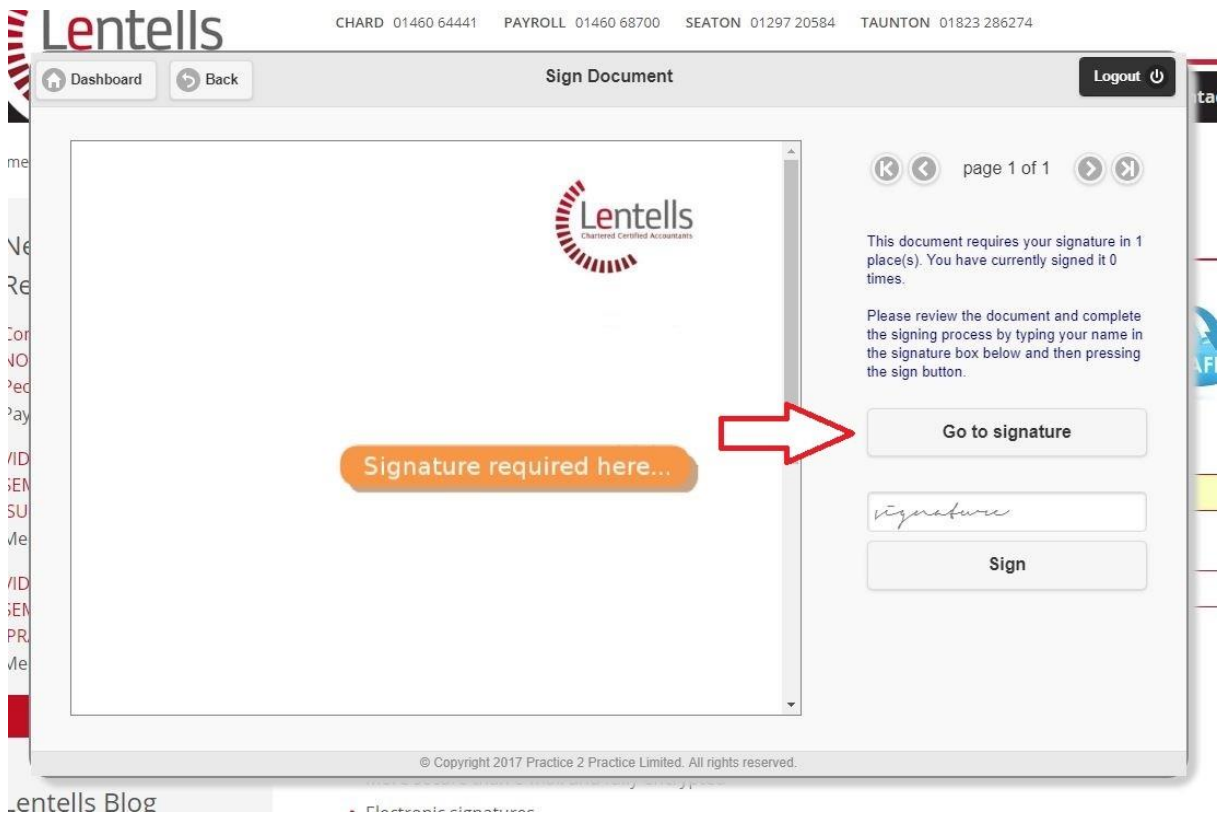
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Lentells Blog • Electronic signatures

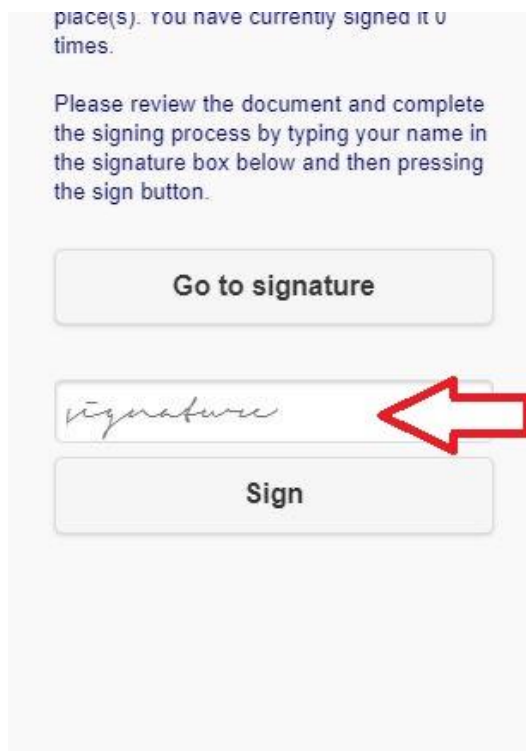
- Open any of the listed files for approval by clicking on them.
- The approval button will allow you to start signing the document.



- You may navigate around the document using the buttons at the top right of the screen.
- Select the 'go to signature' button to go to where your signature(s) is required.



- You must then type your name and click sign to sign the document.

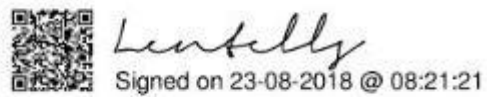




Go to signature

Lanfelly

Sign



- Once you have signed in all the places required of you then you will receive an email confirming this.
- Once the document has been signed by all signatories then it will be marked as approved.