

How a Customer Signs an eForm Digitally

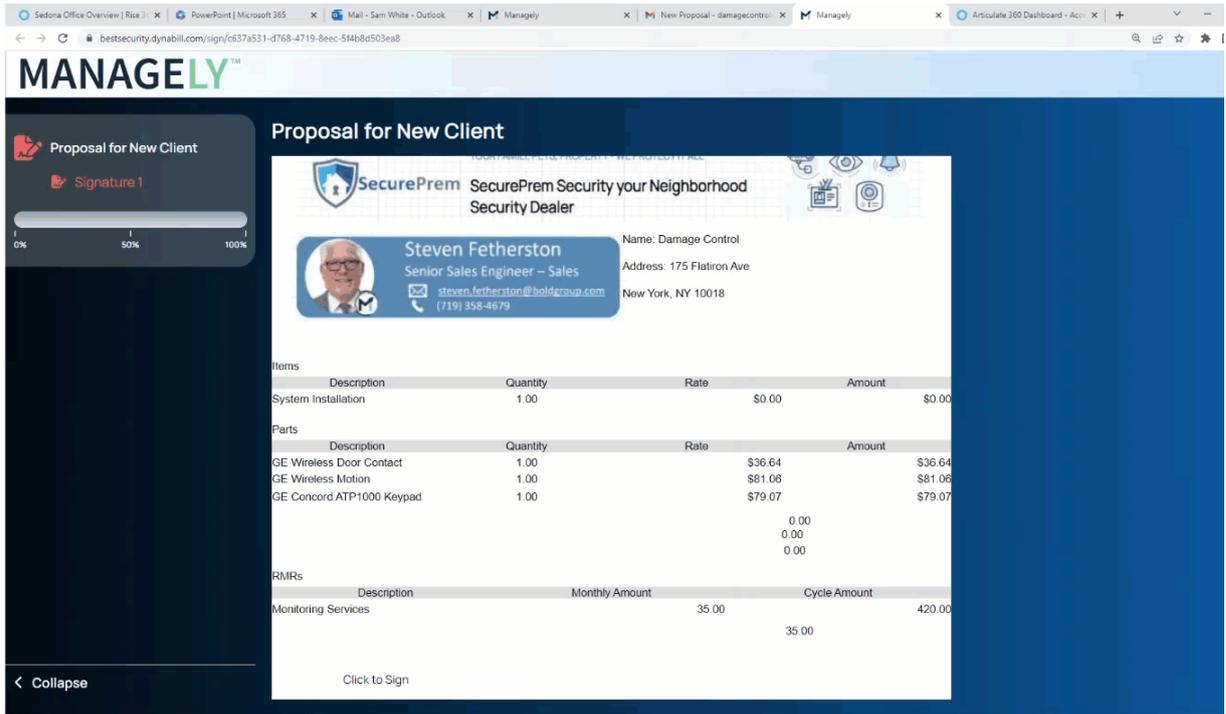
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eForms can be sent to customers to be digitally signed. The steps below show a customer signs the eForm.

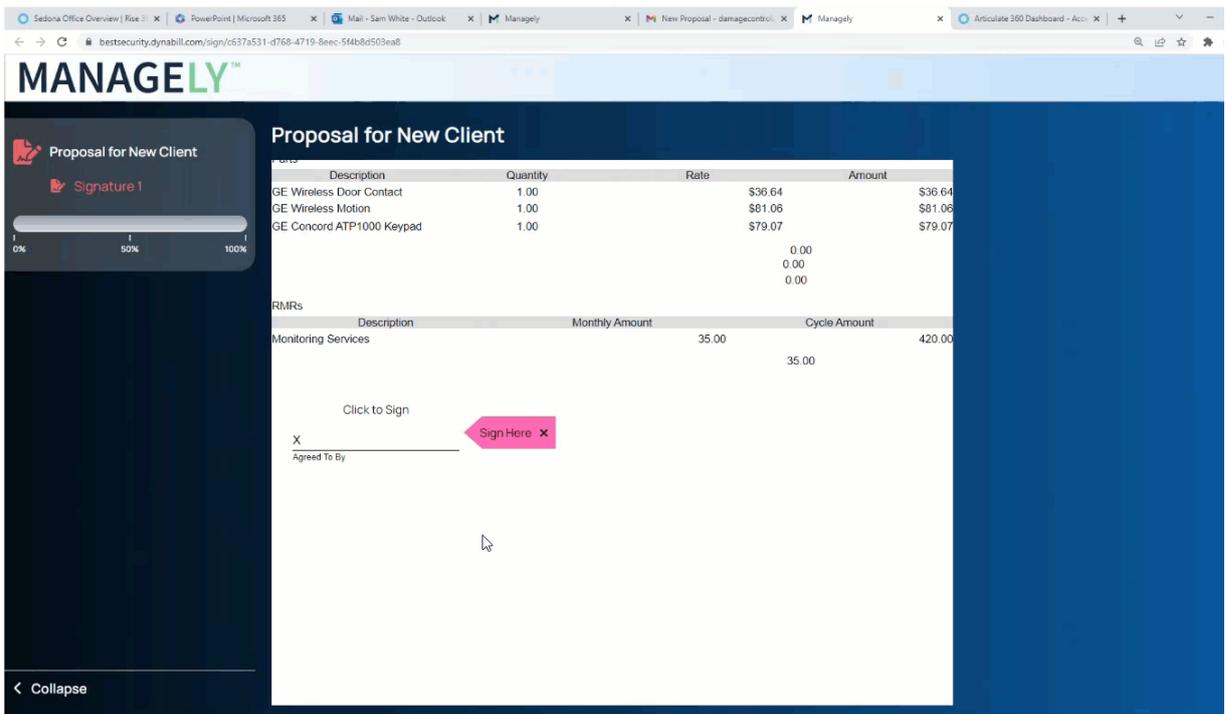
1. Have the customer open the email and click Review Documents. A document will open in your browser.



2. On the left are fields that need your attention. Click on one to be taken to when that field is on the document.

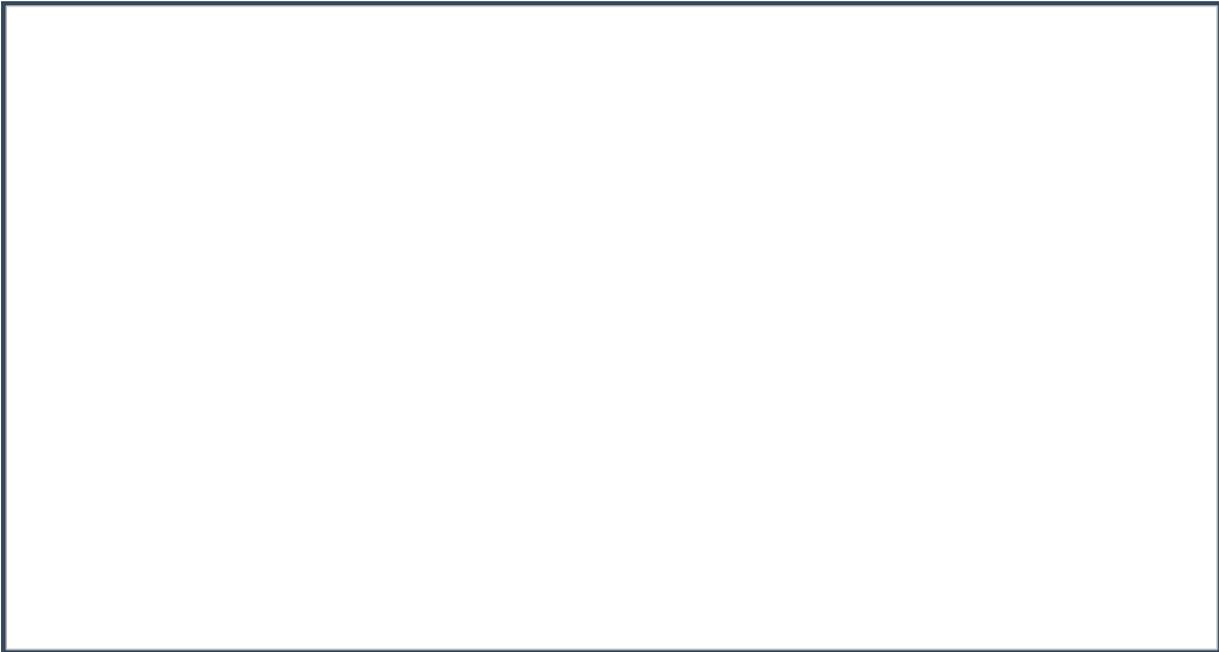


3. Click on the link Click to Sign to open the field.

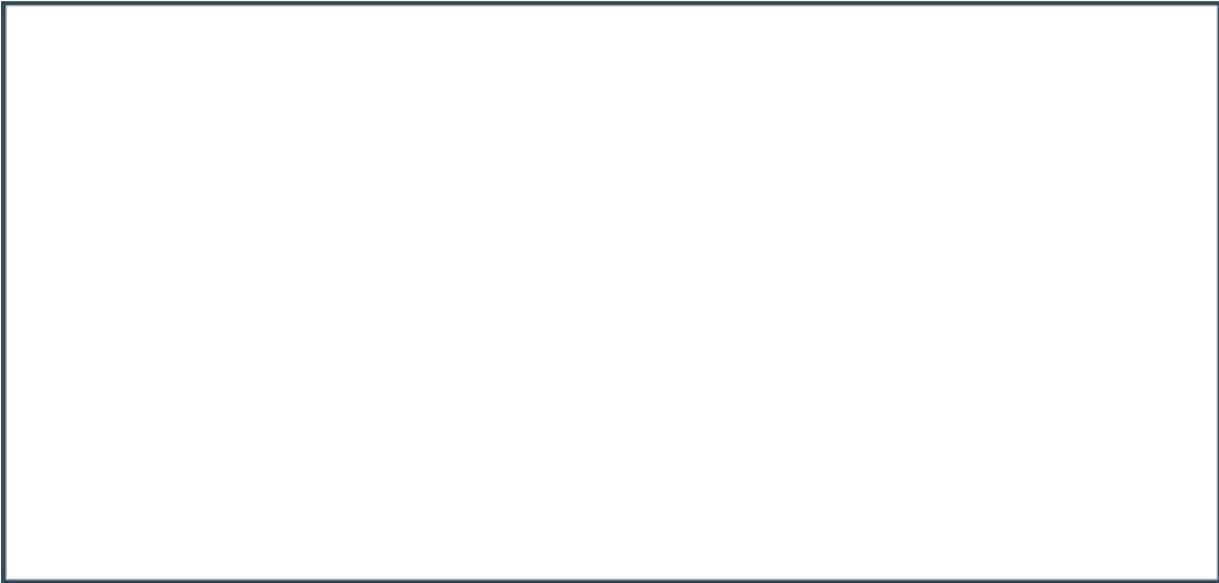


4. Type your name and sign using the mouse. Click Accept when you're happy with your signature.

NOTE: Click Clear to redo your signature.

A large, empty rectangular box with a thin black border, intended for the user to type their name and sign.

5. Click Accept or Reject to send the document back with the chosen response.

A large, empty rectangular box with a thin black border, intended for the user to provide a response or feedback.