

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. Open your 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.

MANAGELY™

Proposal for New Client

Signature 1

0% 50% 100%

SecurePrem Security your Neighborhood Security Dealer

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Name: Damage Control
Address: 175 Flatiron Ave
New York, NY 10018

Items		Quantity	Rate	Amount
System Installation		1.00	\$0.00	\$0.00
Parts		Quantity	Rate	Amount
GE Wireless Door Contact		1.00	\$36.64	\$36.64
GE Wireless Motion		1.00	\$81.06	\$81.06
GE Concord ATP1000 Keypad		1.00	\$79.07	\$79.07
			0.00	0.00
			0.00	0.00
RMRs		Monthly Amount	Cycle Amount	
Monitoring Services		35.00	420.00	
			35.00	

Click to Sign

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

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			35.00	

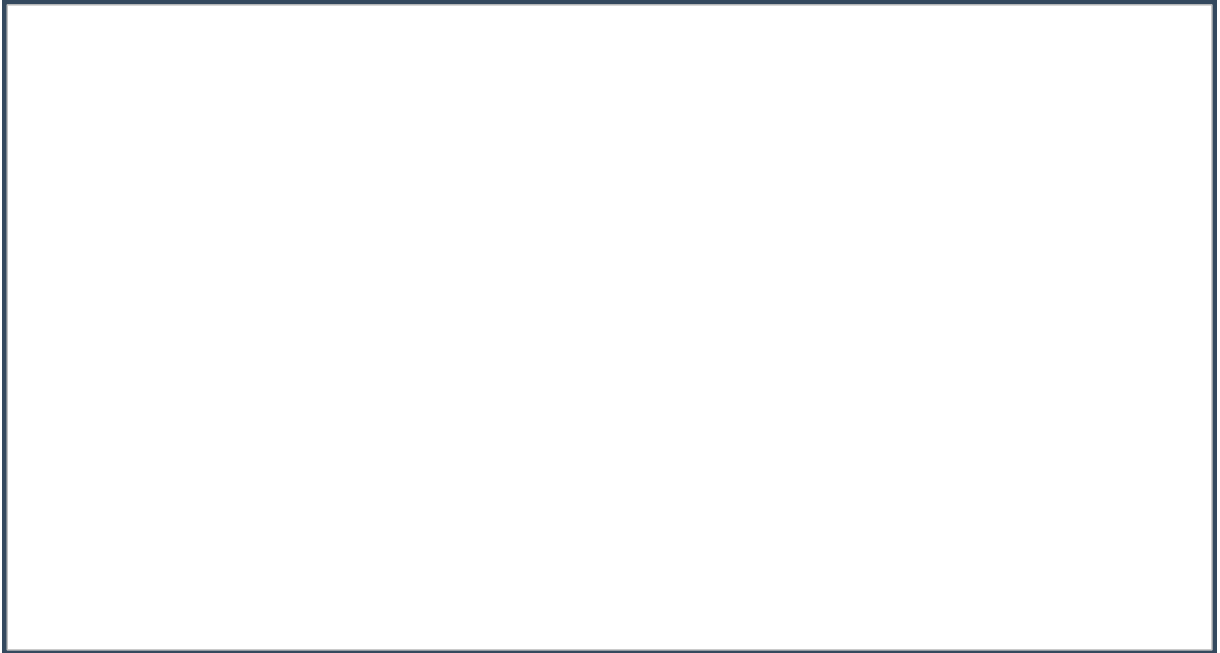
Click to Sign

X _____
Agreed To By

Sign Here x

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.