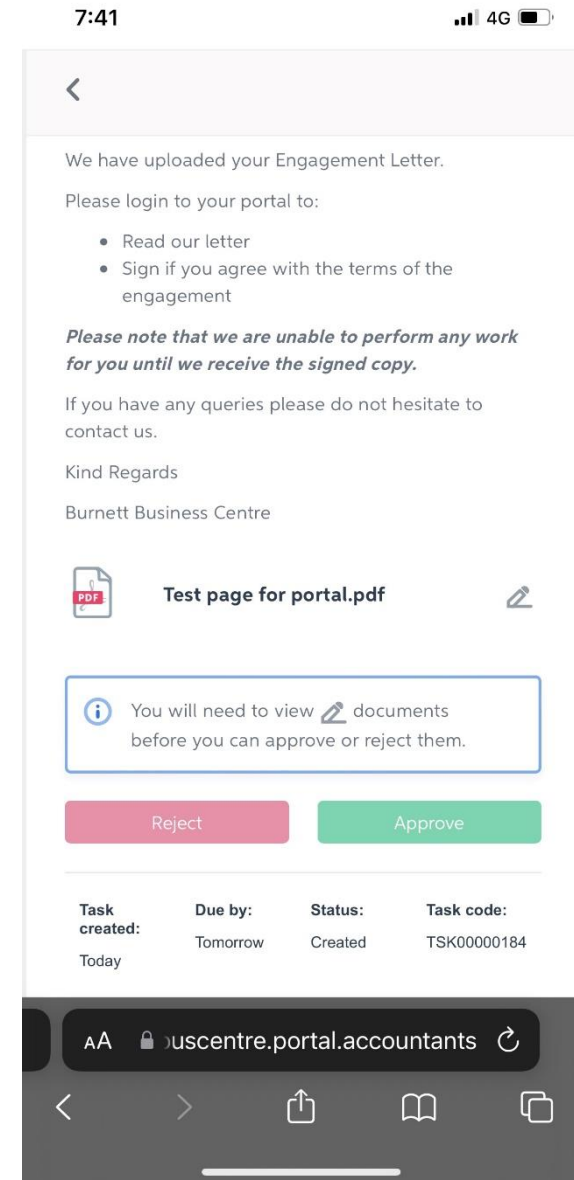


Documents for Signing on a Mobile Device

This is the email you will receive when a document we send for signing is uploaded. Our example says “Test page...” – your document will say something else. The exact wording of the email will also change depending on the document we are sending to you.

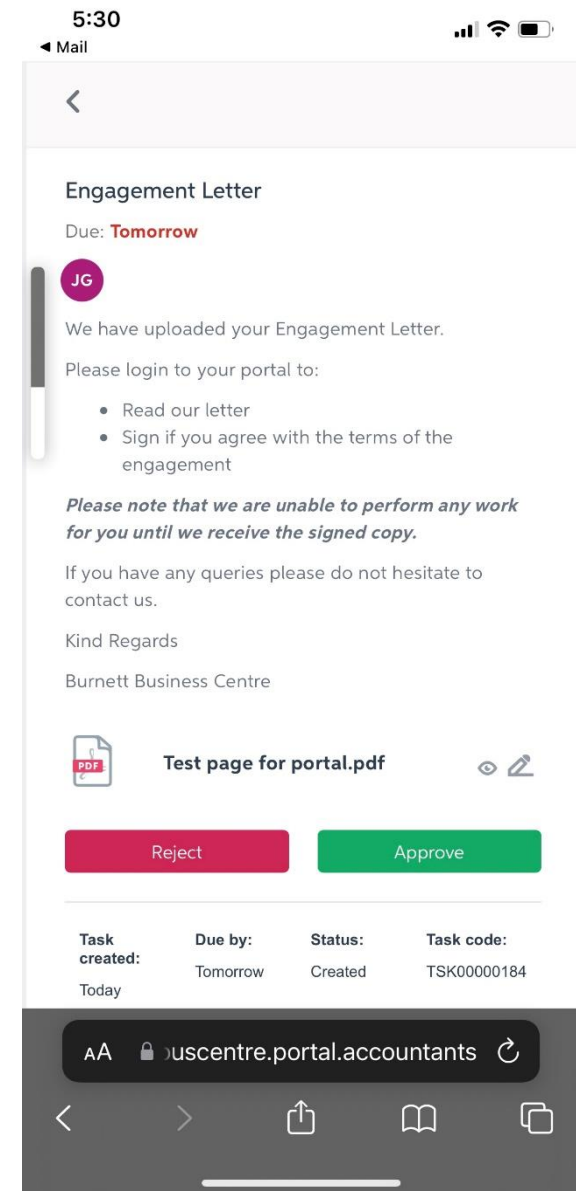
You cannot Accept or Reject the document until you take action to remove the message in the blue box.

To proceed, you need to click on the PDF to open and view the document in full before the system lets you go back (swipe right) to the first screen so that you can then Reject or Approve the document.



Once you have viewed the document, the screen should now look like this (without the blue box being visible).

You can then choose to Accept or Reject the document.



When you click to approve you will see this confirmation screen. Once you confirm the approval your work is done.

If you have more than one entity, you need to choose the 3 lines at the top left (on your mobile screen) to choose each one. Open each one to view the docs and then approve.

