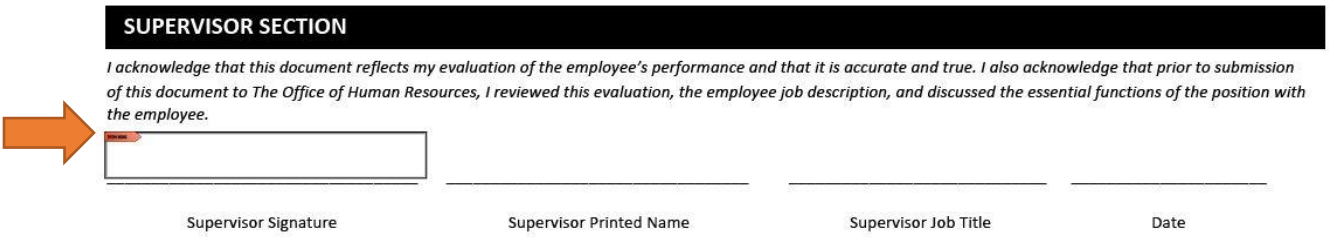
How to create an E-Signature

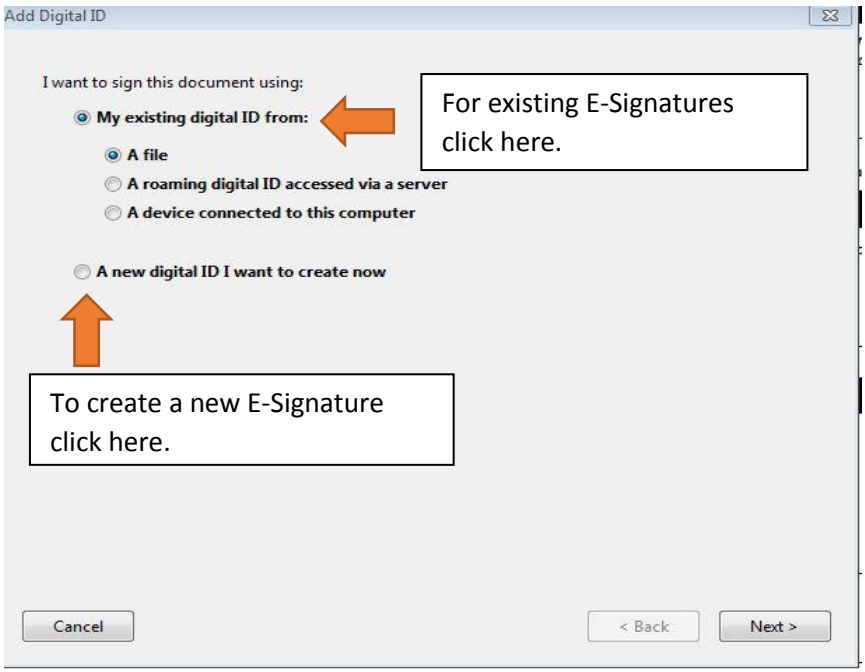
E-Signature workflow:

- When a Supervisor e-signs, the form will stay editable in order for the reviewer to make suggestions.
- When a Reviewer e-signs, the form will lock with the exception of the Employee Section.
- When an Employee e-signs, the form will lock everything with the exception of the submit button.

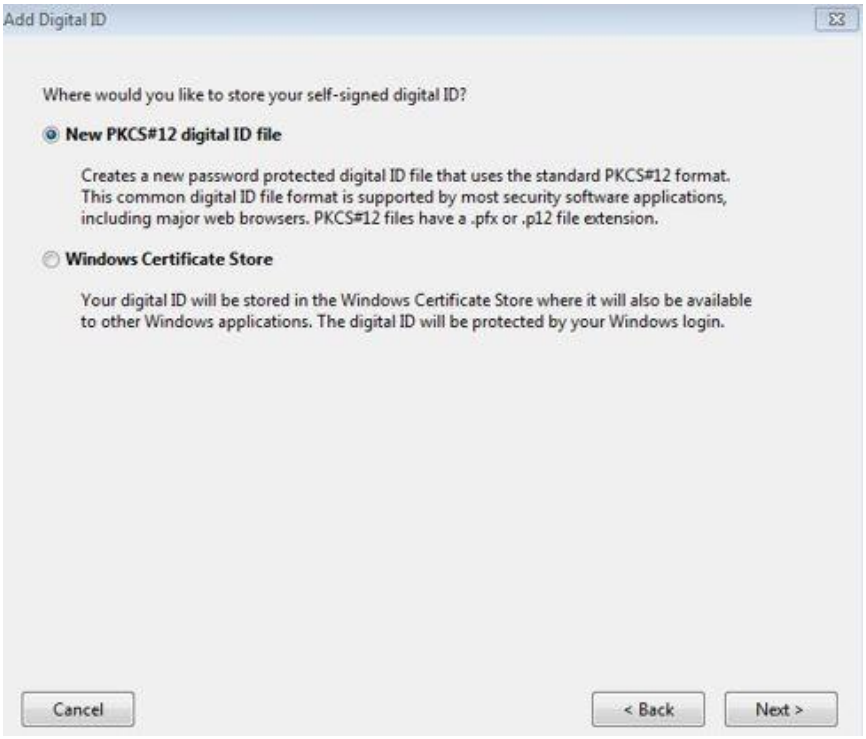
Step One: Click on the E-Signature field. This will prompt you to receive an "Add Digital ID" window (see below).



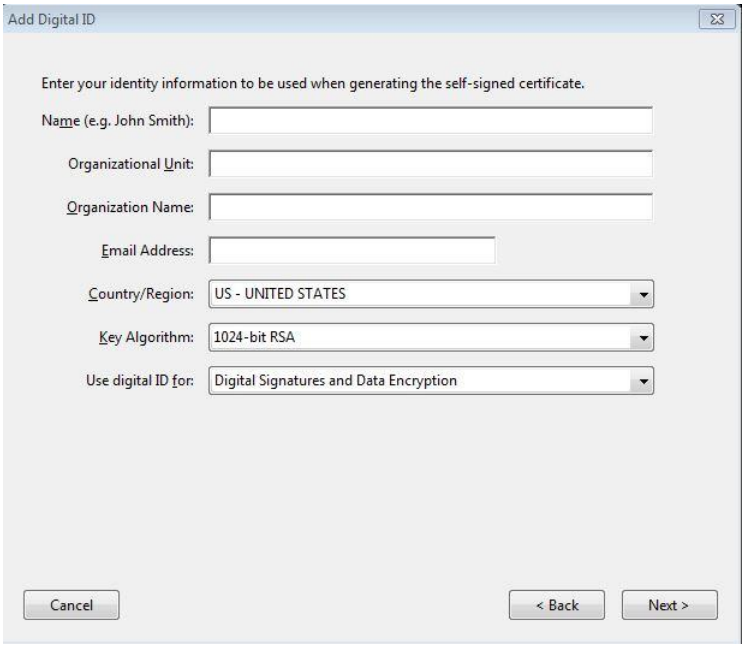
Step Two: If you do not have an existing digital signature, create one by clicking on "A new digital ID I want to create now."



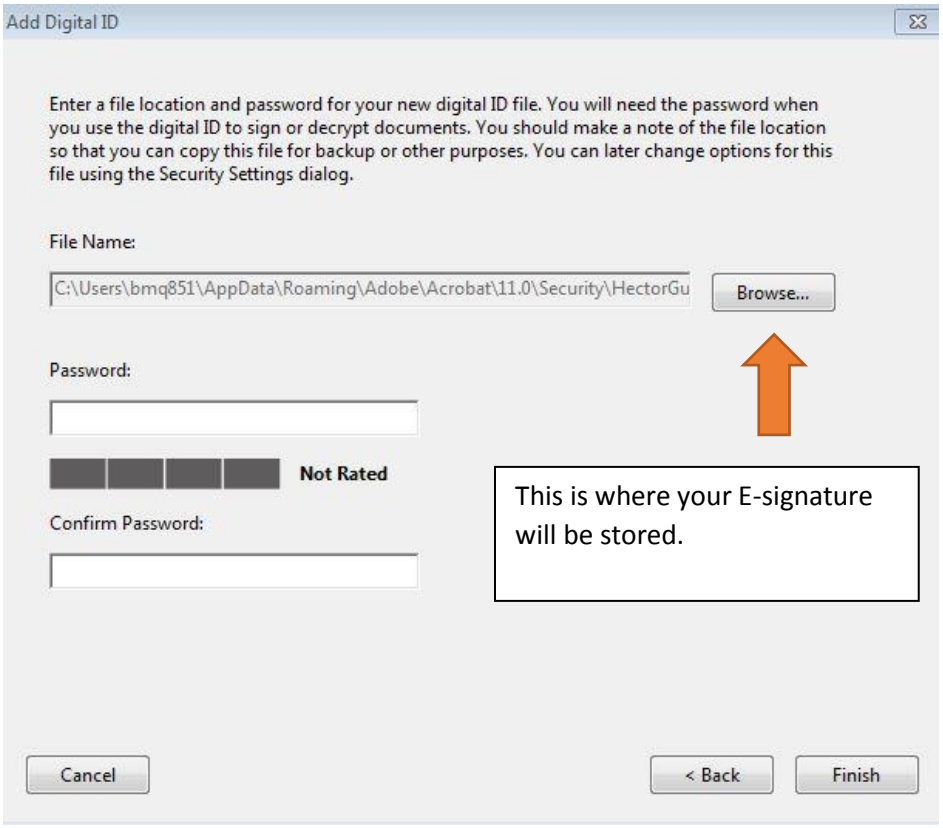
Step Three: Select either option, then click “Next.”



Step Four: Enter your credentials then click “Next.”



Step Five: Please enter a password.



Note: Once you create an E-Signature you can access it for future use. Please see "How to Access an Existing E-Signature" for further instructions.

Need help? Contact an HR Business Partner at 956-665-2451.