

END-USER

Quick Reference Guide



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Logging In

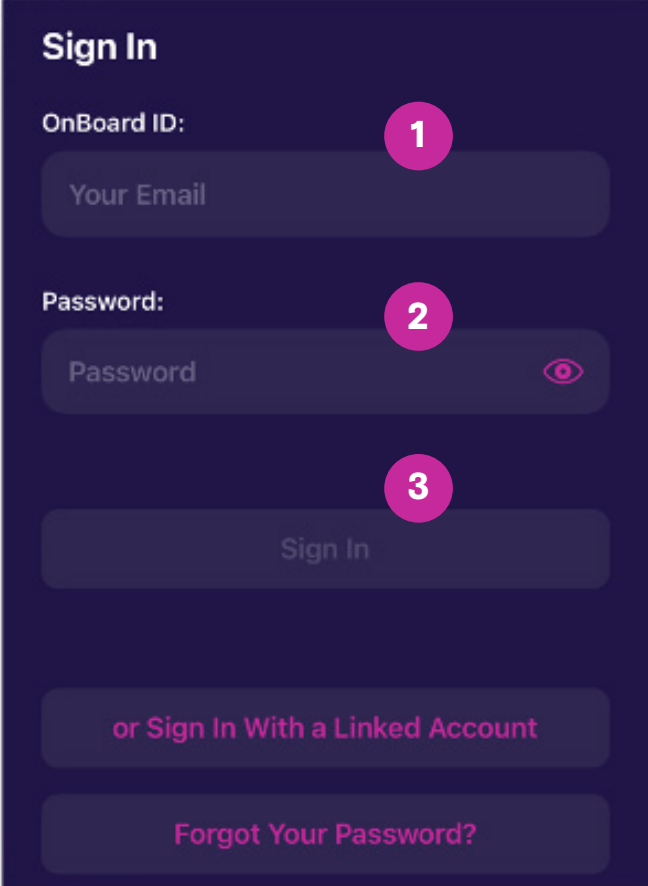
Access from computer:

<https://app.onboardmeetings.com>

Access from mobile device:

Download the “OnBoard Meetings” application from your respective Mobile Store (Apple Store, Google Play Store, etc.)

- 1 Type in your OnBoard ID email address.
- 2 Type your OnBoard Password.
- 3 Click **Sign In**.
(*Forgot your password?* Link can be used to reset your password or unlock your account.)



The image shows a dark-themed 'Sign In' form. It has three main sections: 1. 'OnBoard ID:' with a text input field containing 'Your Email' and a pink circle with the number '1' to its right. 2. 'Password:' with a text input field containing 'Password' and a pink circle with the number '2' to its right, and an eye icon to the right of the field. 3. A 'Sign In' button with a pink circle with the number '3' above it. Below the button are two more options: 'or Sign In With a Linked Account' and 'Forgot Your Password?'.

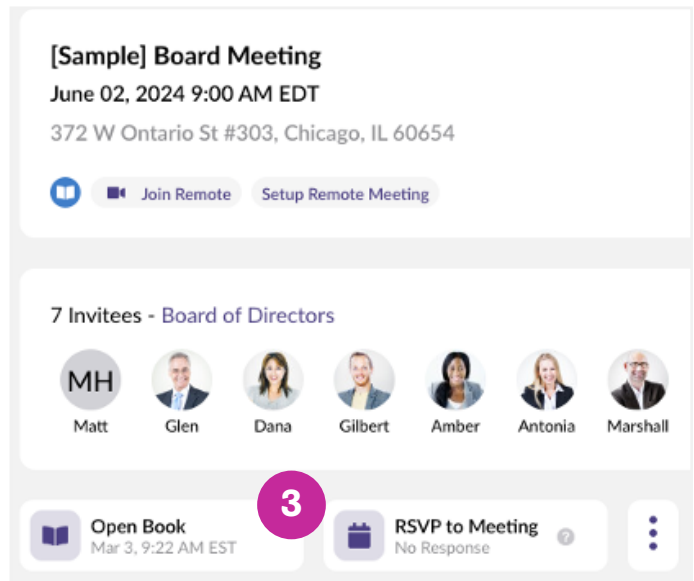
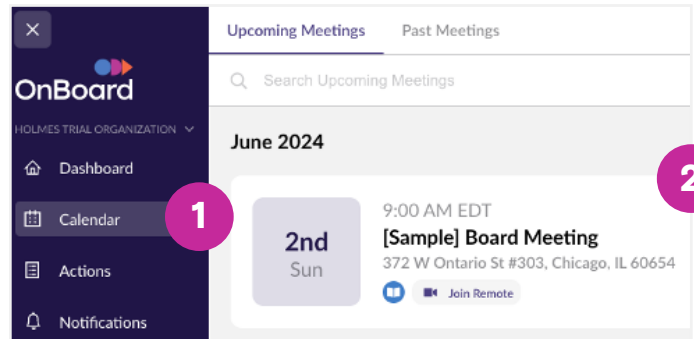


Accessing Meetings

1 Click **Calendar** icon in navigation.

2 Click a meeting in the list.

3 Click **Open Book** to view the meeting contents.



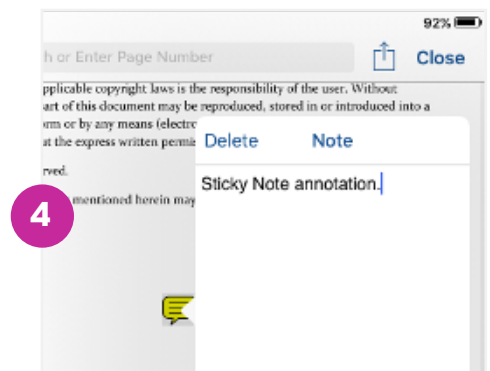
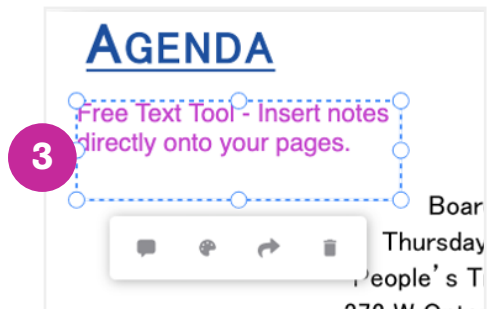
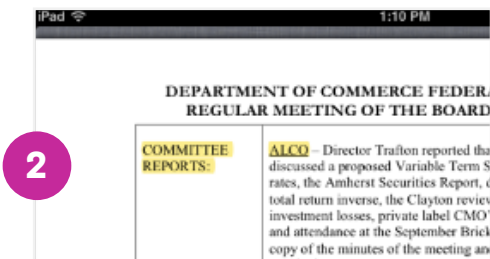
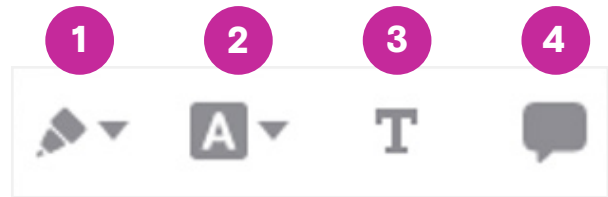
Making Private Annotations

1 Free-hand Pen Tool: Write or draw directly on the page

2 Highlighter Tool: Highlight blocks of texts in many color options.

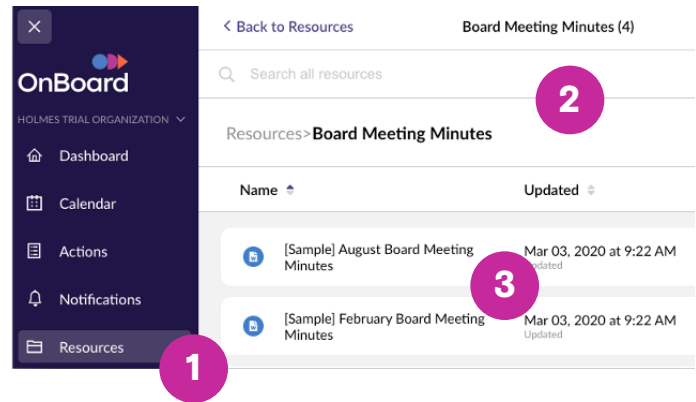
3 Free-Text Block Tool: Click + Drag a text box and begin typing directly on the page.

4 Sticky Note Tool: Drop a pin anywhere on your page and type reference notes to the side



Accessing Resources

- 1 After logging into OnBoard, click **Resources** from the Navigation tree
- 2 Click any **Resources** folder.
- 3 Click **Documents** to view.



Voting on Approvals

1 After logging into OnBoard, click “Actions” from the Navigation Tree.

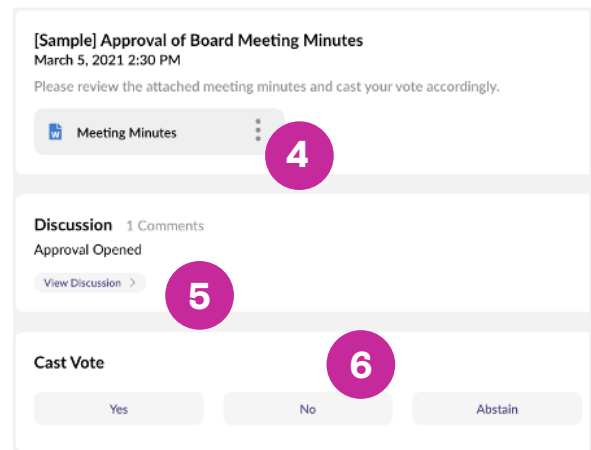
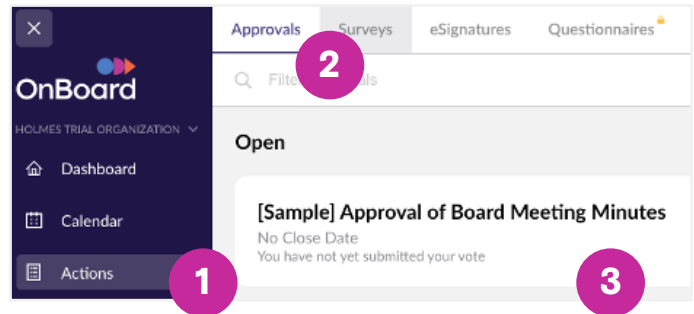
2 Click **Approvals** at the top of the page.

3 Select **Approval** from the list

4 Click **Document Name** to view related materials.

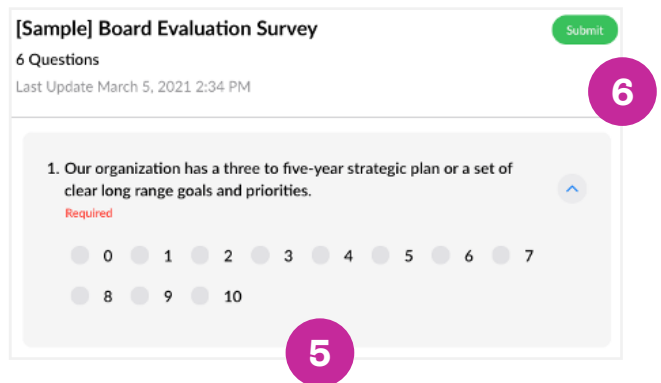
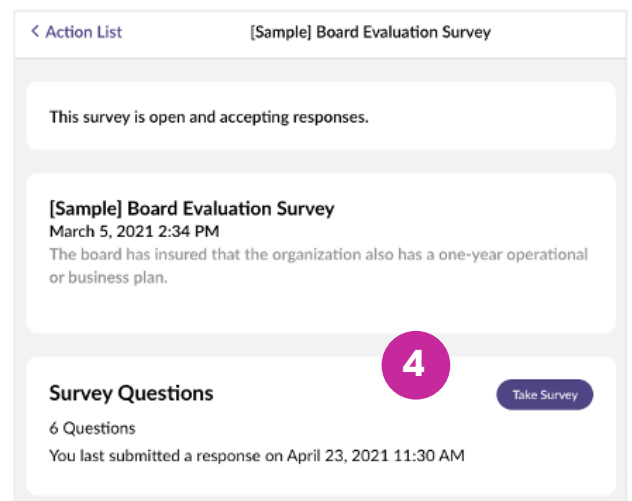
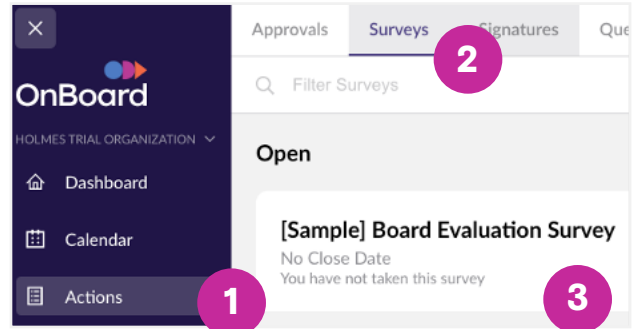
5 Click **Comments** area to participate in Discussion.

6 Click **Yes/No/Abstain** to cast your vote.



Answering Survey Questions

- 1 After logging into OnBoard, click “Actions” from the Navigation Tree.
- 2 Click **Surveys** at the top of the page.
- 3 Select **Survey** from the list.
- 4 Click **Take Survey** after reviewing its details.
- 5 Answer Questions throughout the survey.
- 6 Submit when finished.



eSigning Documents

1 After logging into OnBoard, click “Actions” from the Navigation Tree.

2 Click **eSignatures** at the top of the page.

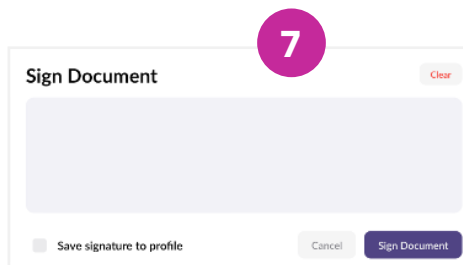
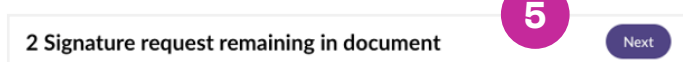
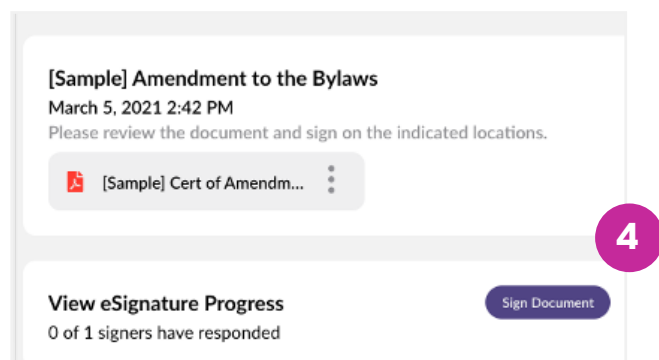
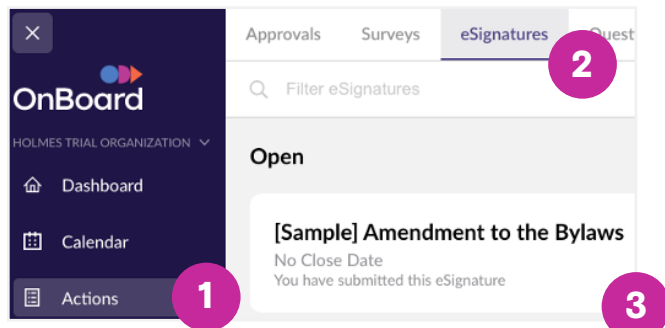
3 Select **eSignatures** from the list.

4 Click **Sign Document**.

5 Click **NEXT** to easily locate each signature block.

6 Click/Tap the signature block.

7 Sign your name and click **Sign Document**.



**Still have questions?
We're here to help.**



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