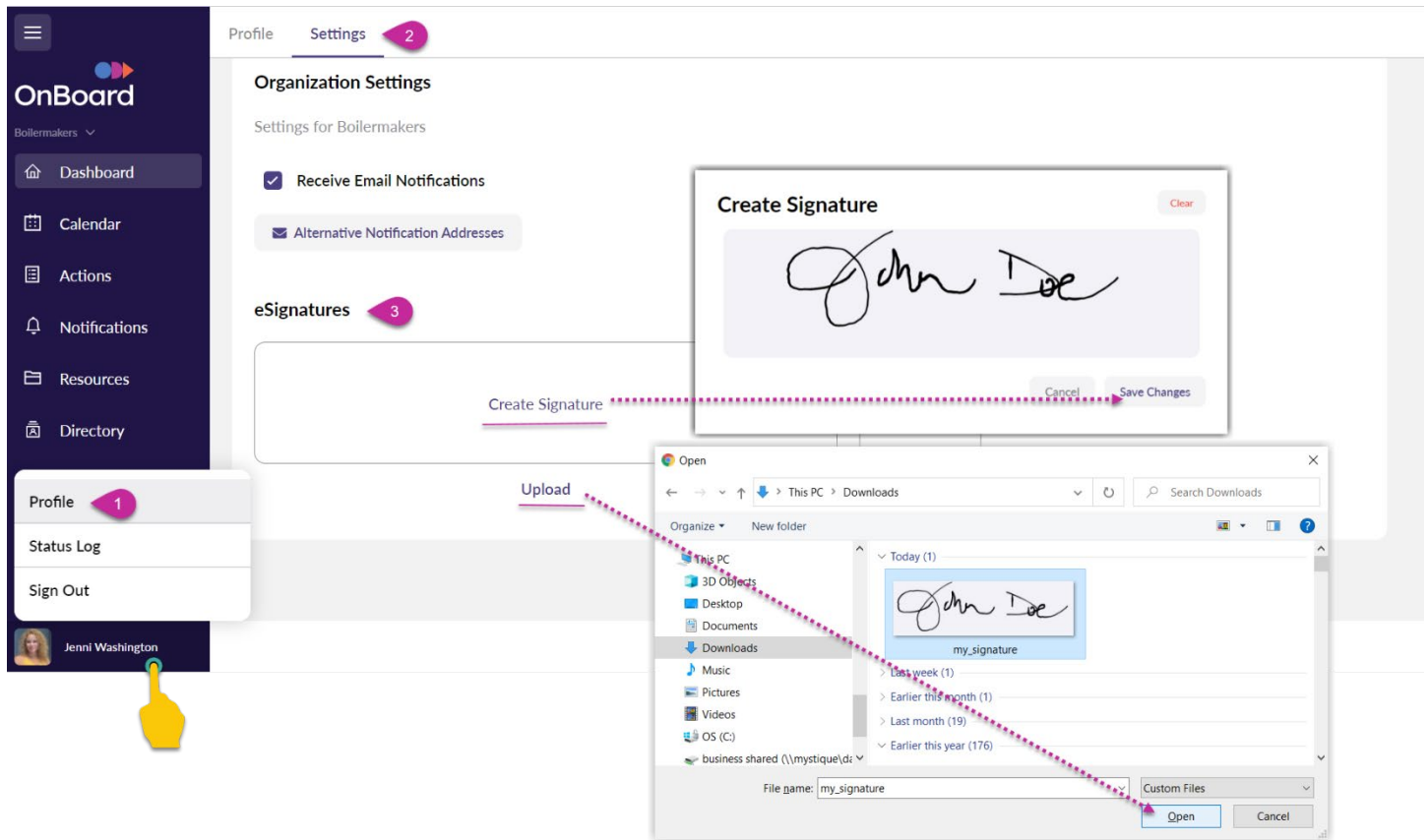


# Overview

With eSignatures, you can easily apply an electronic signature to any important document, securely from any device. Only those with authority to view and sign documents have access. eSignatures is integrated with OnBoard, so there's no additional software to install or download, and the platform is compliant with the strictest security standards in the industry.

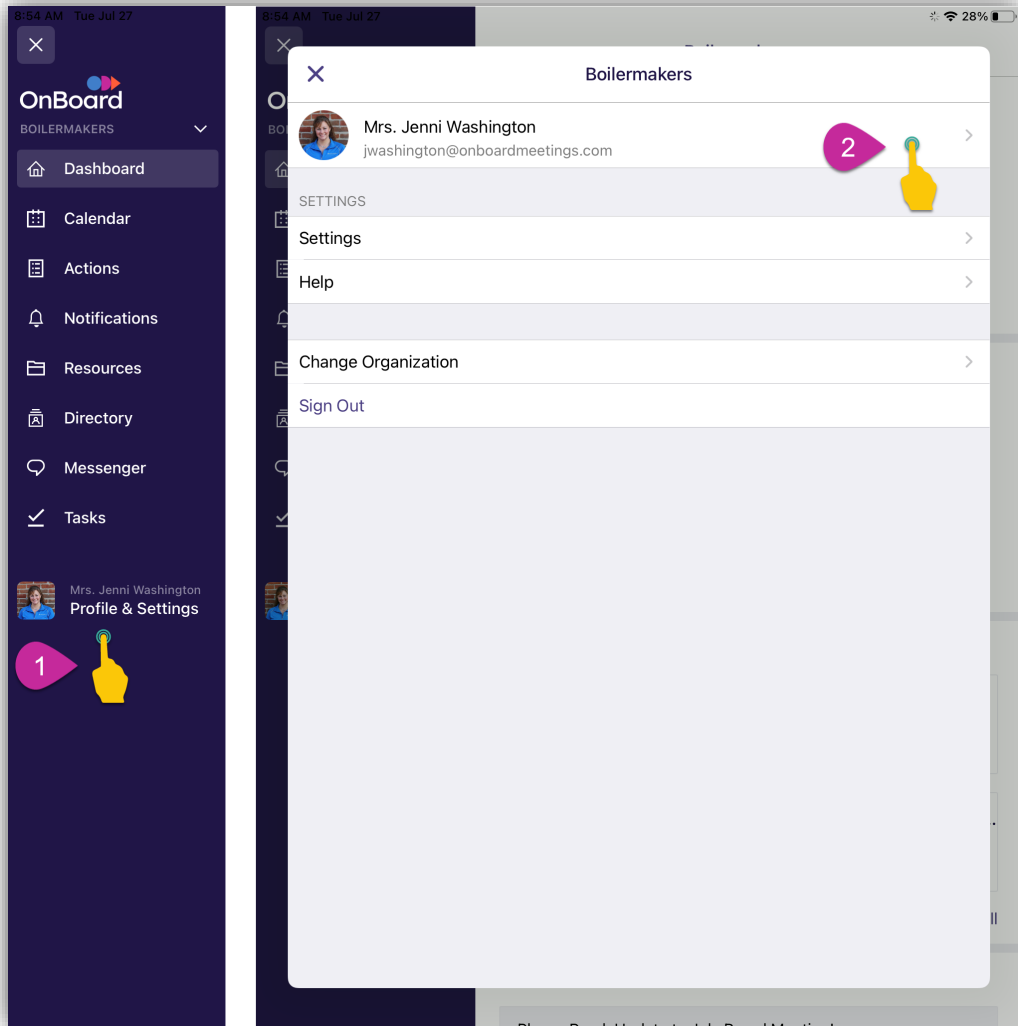
## Create a Stored Signature (Web Instructions)

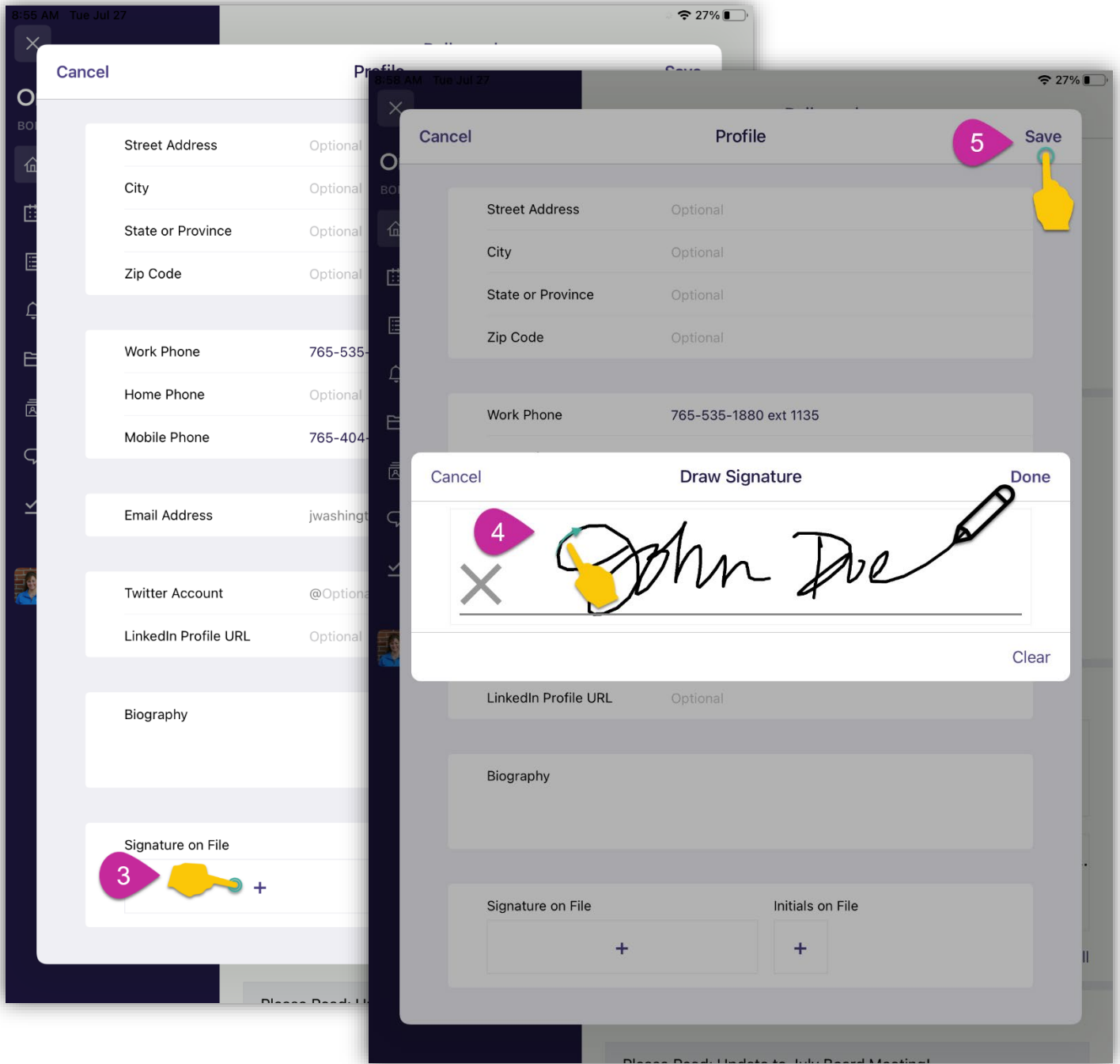
Your full signature and your initials can be stored in your OnBoard Profile. Follow the steps below and navigate to your profile settings. You'll be able to create a signature or upload an image file of your signature that can be used for any eSignature request going forward.



## Create a Stored Signature (Mobile App Instructions)

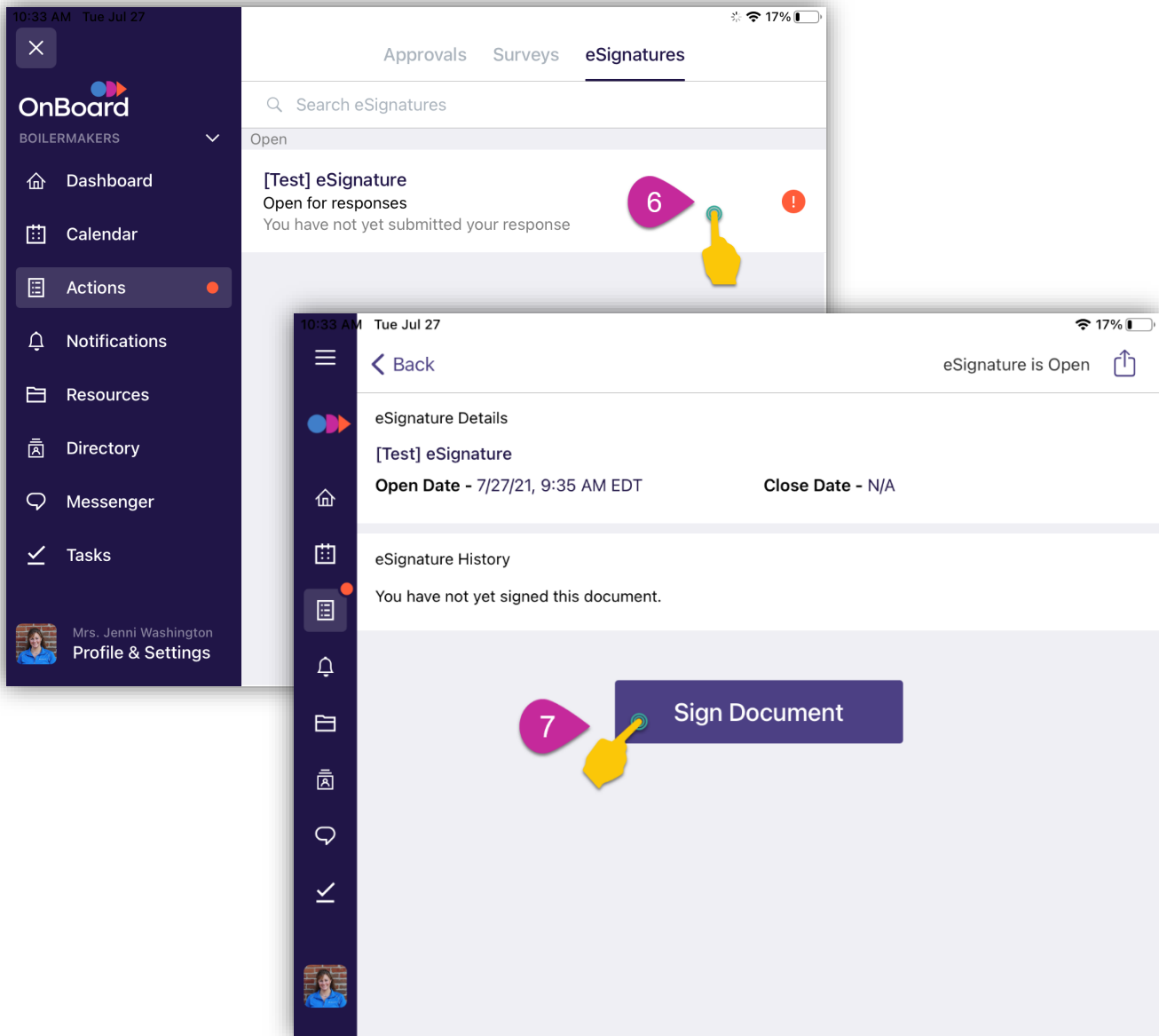
Your full signature and your initials can be stored in your OnBoard Profile. Follow the steps below and navigate to your profile settings. You'll be able to create a signature that can be used for any eSignature request going forward.





## Completing an eSignature Request

When an eSignature request is opened, an email notification will be sent along with a push notification to the app. If you manually log into OnBoard, navigate to Actions in the Menu, select eSignatures from the top of the page, and then choose the eSignature action you wish to complete. You'll be able to review the details of the Action, and then click Sign Document when you're ready to begin.



Your document will appear in the window for you to review. Locate the blue box on the page and tap it with your finger to call up a window where your stored signature will appear. Click Done to complete the process and apply your signature to the document. The blue box will now be green and a note that all signature requests have been completed will appear at the bottom of the page. The administrator will close the Action and be able to download a final version with your signature. OnBoard automatically adds your printed name and a date and time stamp as well.

