How to Sign a Document and Then Save It Into My Vault?
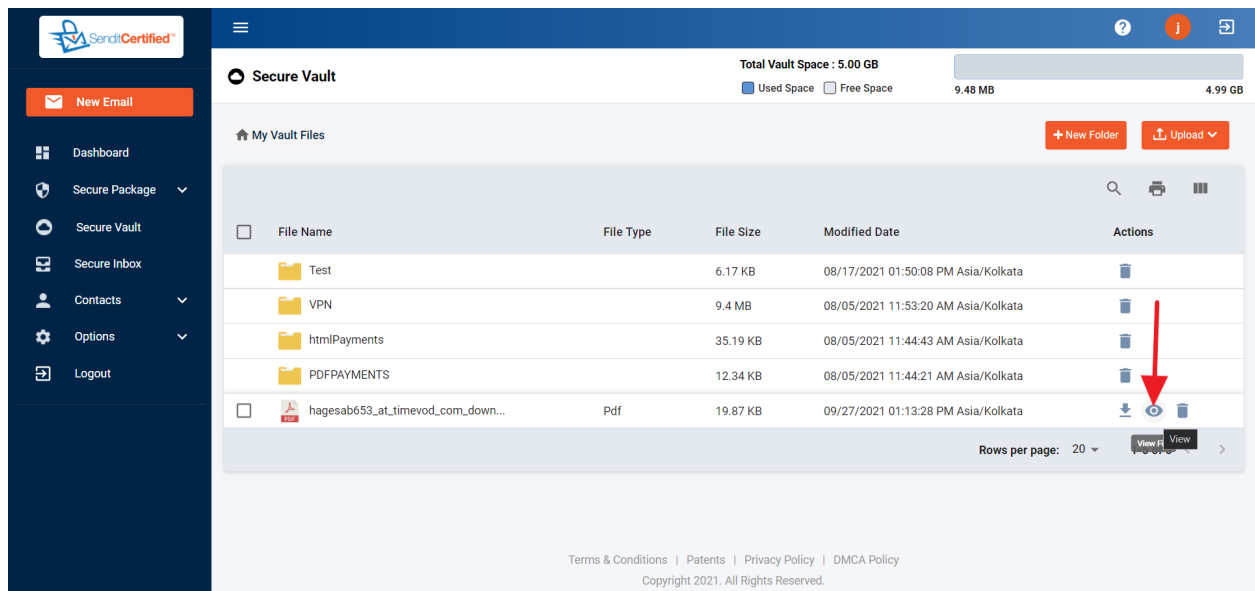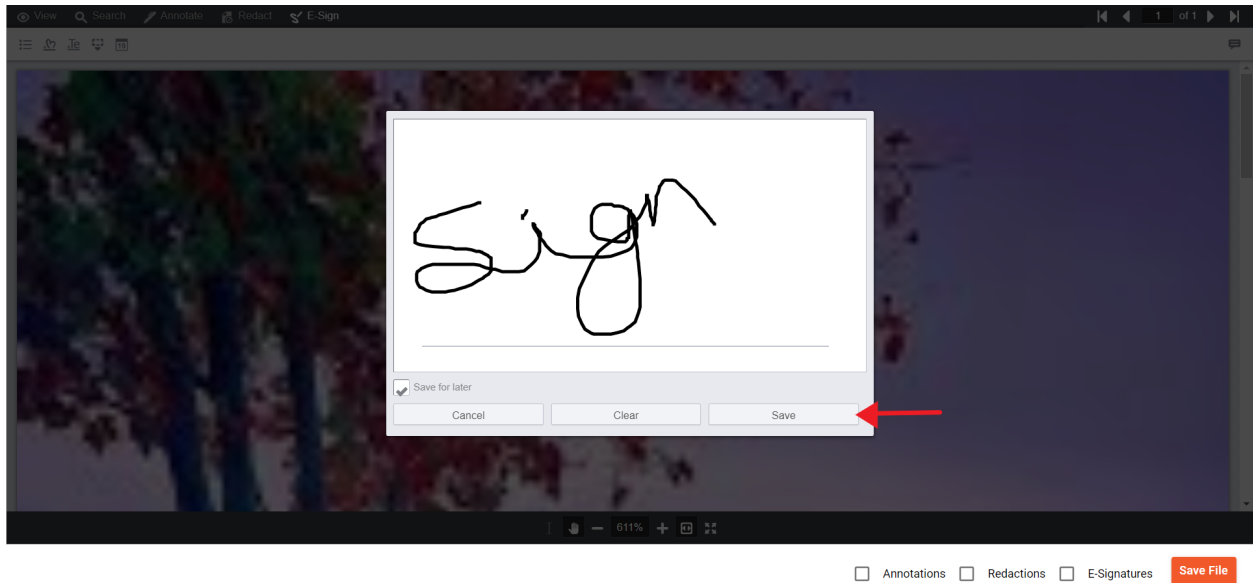

1) In the Secure vault click on View icon.

2) Click on the E-Sign from the top menu.
3) Click on the free hand signature icon as indicated in the above picture.

4) After clicking you will the signature box pop up, sign & click on save.

14) Click on the place signature icon as indicated from the top menu.

15) After clicking the place signature icon, click anywhere on the picture to place the sign, and click on the "E-Signatures" check box & finally click on the "Save File" button to save.