Instructions for Signing Documents with Nitro Sign

You will receive an email inviting you to review and sign your recent review form.

Follow the instructions below to complete the signing. The system will give you the opportunity to download and save a copy of the signed documents for your records, at the end of the process.

If you are using an Apple desktop, I-pad or I-phone, please ensure that you use the Chrome browser instead of Safari. This can be downloaded from the App Store.

1. Click the 'Review and Sign' button to begin the process.
2. Read through the document and check that it is an accurate picture of your review. Use the scroll on the right hand side to move down the document.
3. When you reach the end of the document, you will find the section to be signed. Click the start Signing button in the bottom right hand corner to sign

4. Click '**New Signature**' to create your Signature by one of the 3 methods below. The Date will be auto completed


    a. **Draw** will enable you to write with your mouse, or if completing on a tablet, write with your finger or stylus.
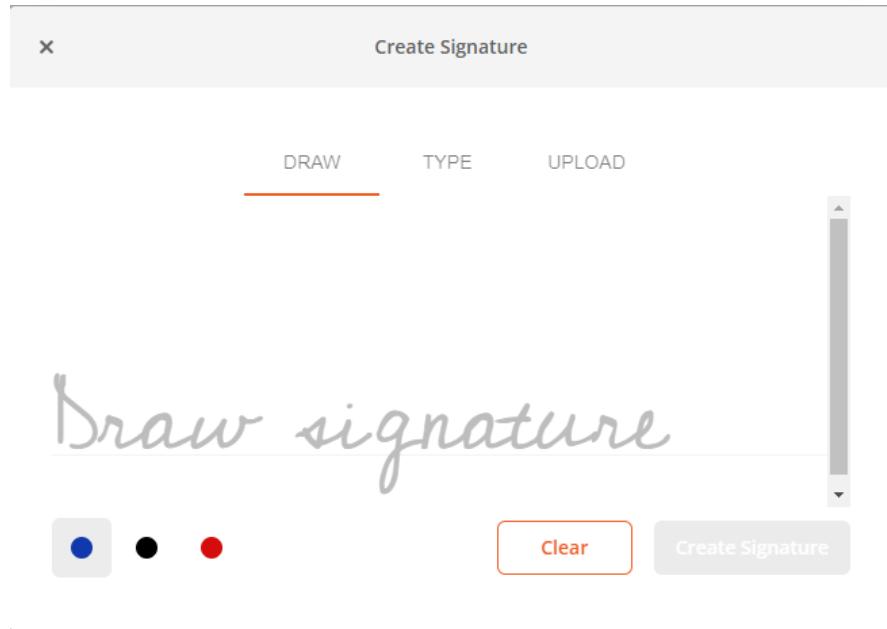
b. **Type** your name will complete the box as shown below
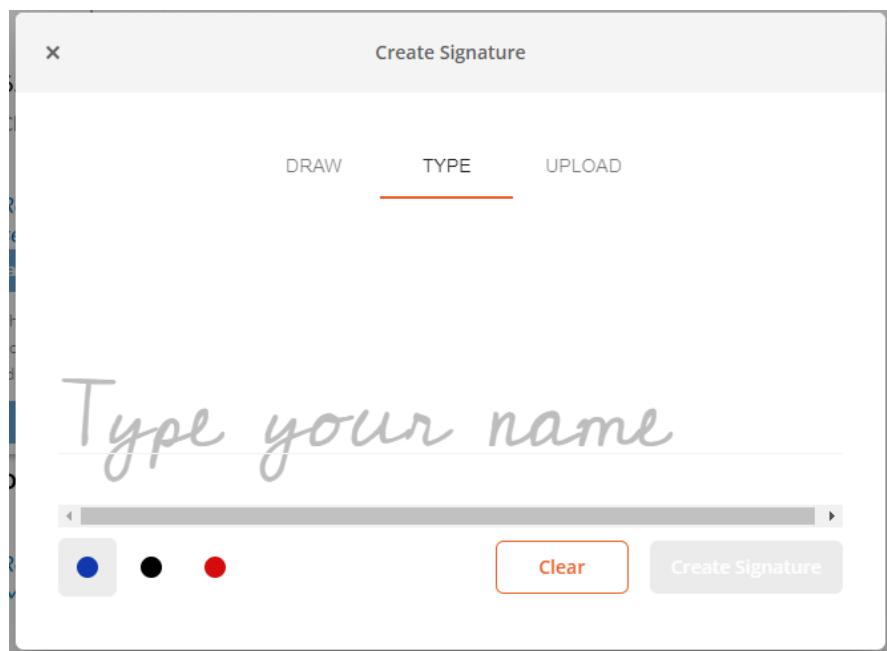
c. **Upload** allows you to use a jpeg or other picture format file of your signature
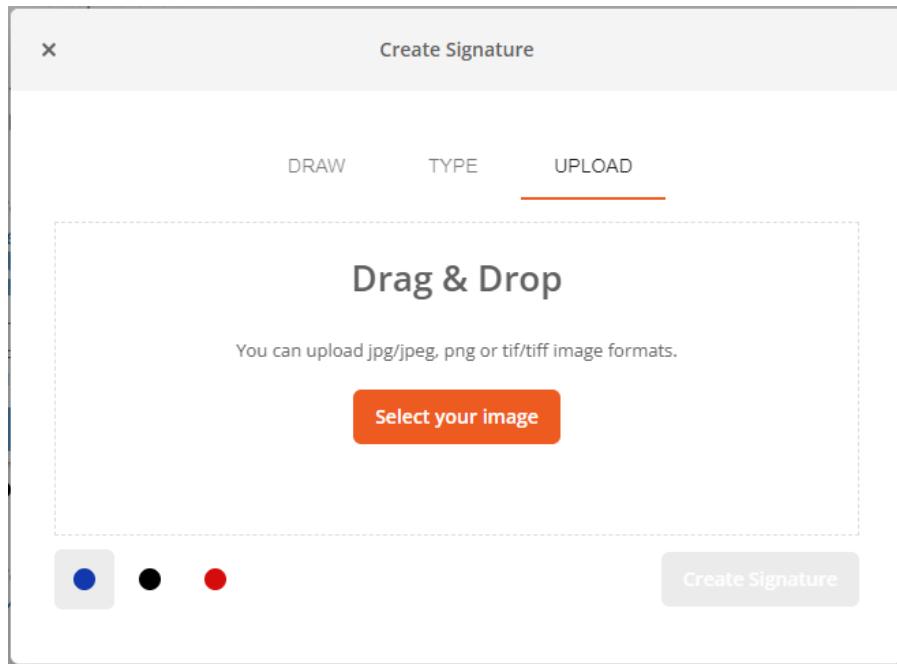
5. If for some reason you are unable to sign the document, you can return it to sender unsigned with a comment or suggested correction, so that it can be reissued. In the top left corner, click the Options drop down menu and choose the appropriate reason. You may be prompted for additional information to help explain the reasons and then 'Submit'.
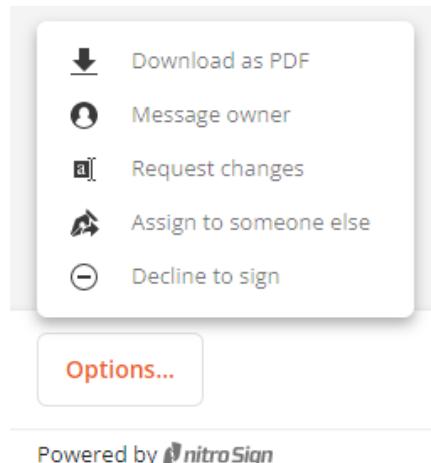
6. If you are ready to complete the transaction, please click the 'Submit'' button, at the bottom of the page, as shown below.
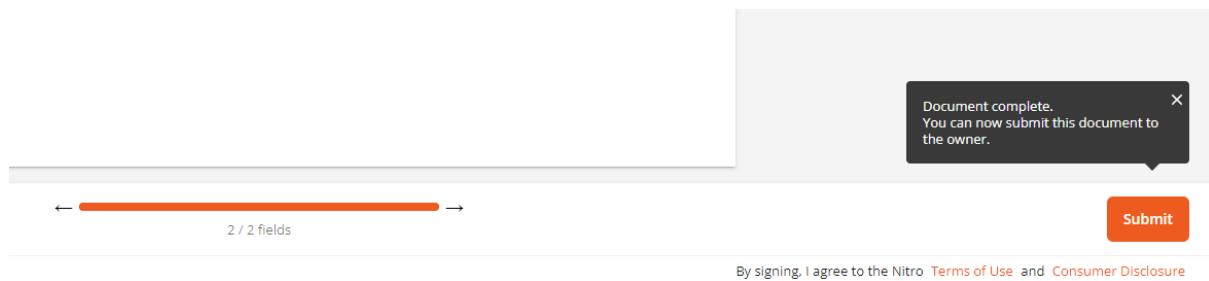
7. The transaction is now complete. The system will email a copy to you, **when the reviewer has also signed the review form**, as an acknowledgement that the signed document has been safely received, which may take some time.

If you see this screen at the end of the sequence, please close the message box with the 'X' button, there is no need to create a free account.