

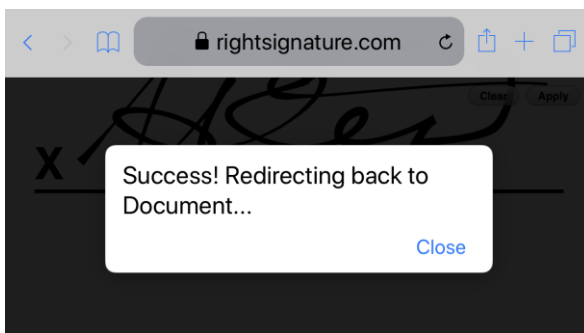
Using Right Signature on a Phone

Item to note is that the buttons are difficult to read on the phone, as scaling does not appear to work correctly when viewing a document to sign on the phone.

1. Open Email
2. Click the green button > review and sign document
3. Click on the empty signature box at the bottom of the screen
4. Draw your signature
5. Click Apply



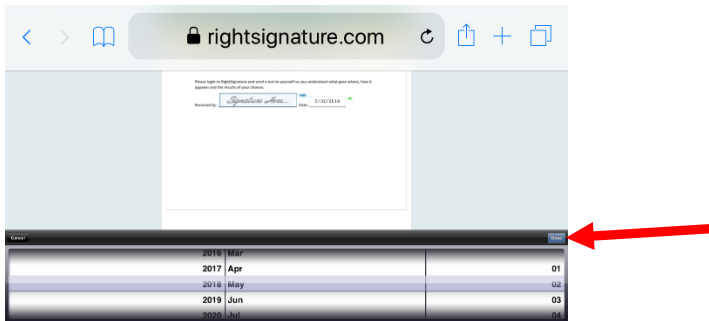
6. After you click apply you should receive a success screen. Click close.



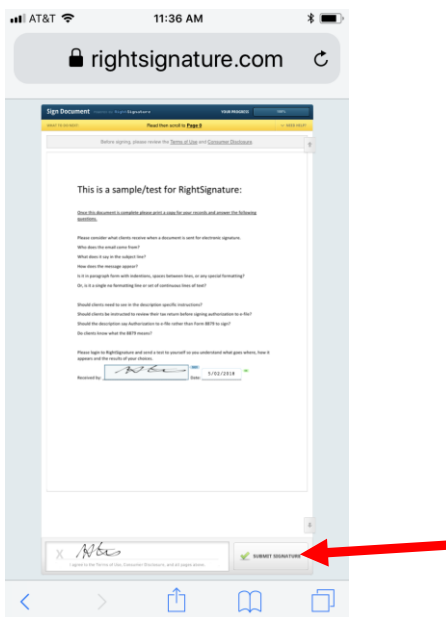
7. **Click preview signature** – if this button is not clicked the signature will not be added to the form.



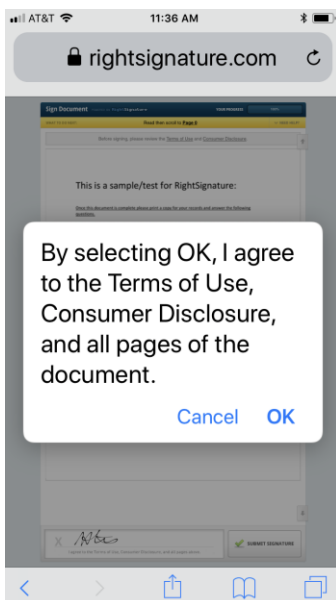
8. **Input date** by selecting **month, day, year**... click done (very hard to see on phone as the type is very small)



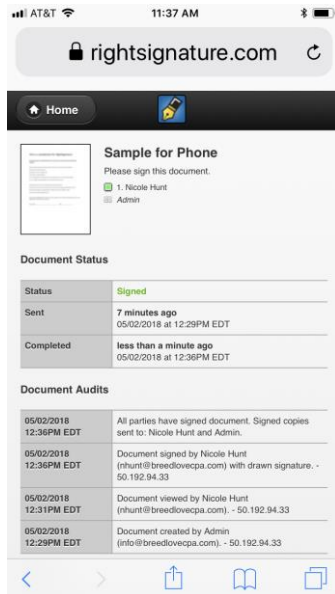
9. After the date is input, review the signature box and date to verify the form has the appropriate boxes complete
10. Click Submit signature



11. Click OK on disclosure notice



12. If the document has been signed/completed **you will receive a confirmation page.**



13. If you have not received a confirmation page you the signature document has not been completed.