

How to Sign a Document using TI Sign TI v10.3

APPLICABLE TO:

Administrators

Room Managers

Editors

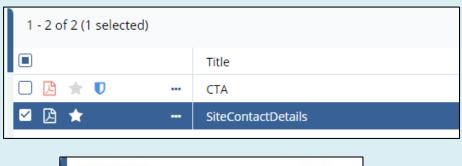
Readers

1. In your Document Library, filter view by

eSignature and select **Waiting for Signature**



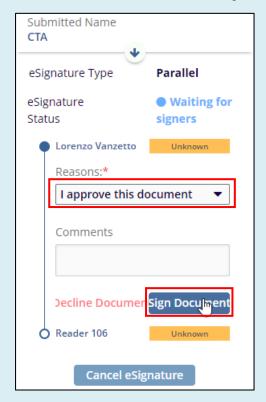
2. Select the document you wish to sign and, in the Metadata pane, select the **eSignature** dashlet

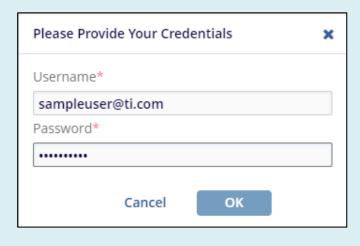




How to Sign a Document using TI Sign TI v10.3

3. Select a reason for your signature, and optionally add any comments, before clicking on **Sign Document**. Provide your credentials to confirm your signature.







You may reject the document (for example, if it's non-compliant or incomplete) by choosing to **Decline Document** instead.

4. Signed documents appear under the **Completed** folder. You can verify the signature visually on the last page of the document.



