

How to Sign a Document using TI Sign TI v10.4

APPLICABLE TO:

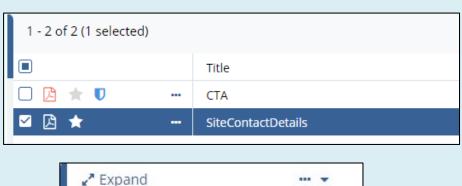
Administrators
Room Managers
Editors
Readers

1. In your Document Library, filter view by

eSignature and select **Waiting for Signature**

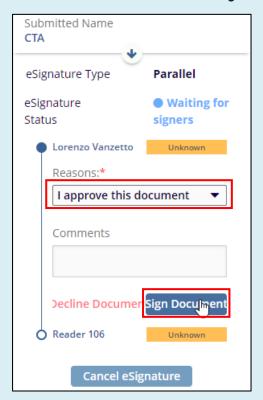


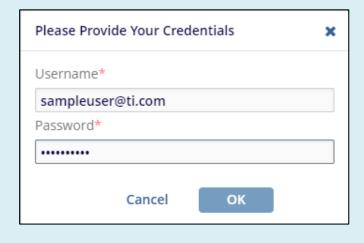
2. Select the document you wish to sign and, in the Metadata pane, select the **eSignature** dashlet



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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.



