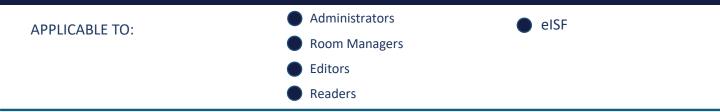


How to Sign a Document using TI Sign TI v10.5



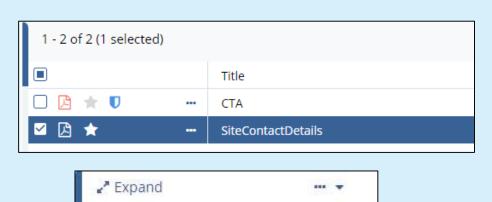
1. In your Document Library, filter view by eSignature and select

Waiting for Signature



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

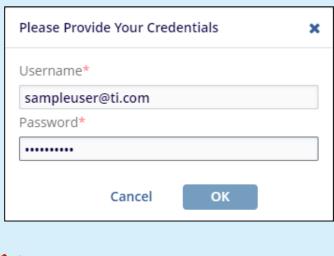
Metadata Queries History





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 send back 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.



