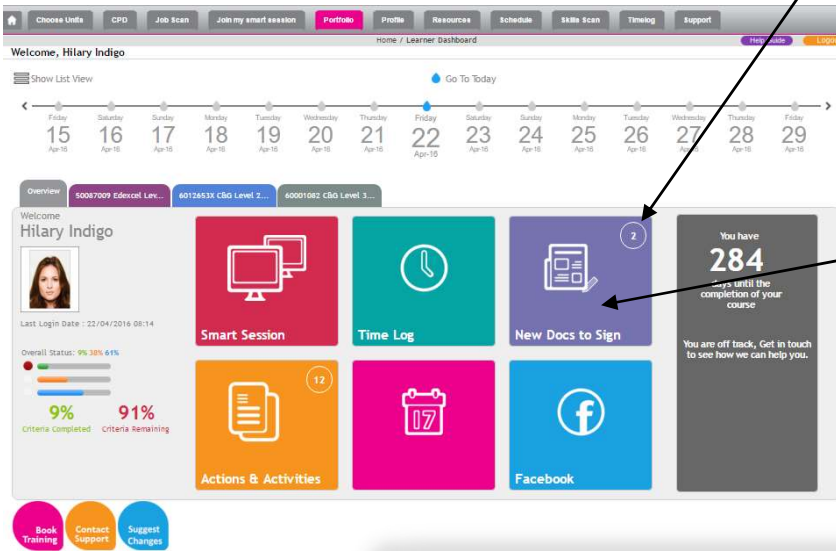




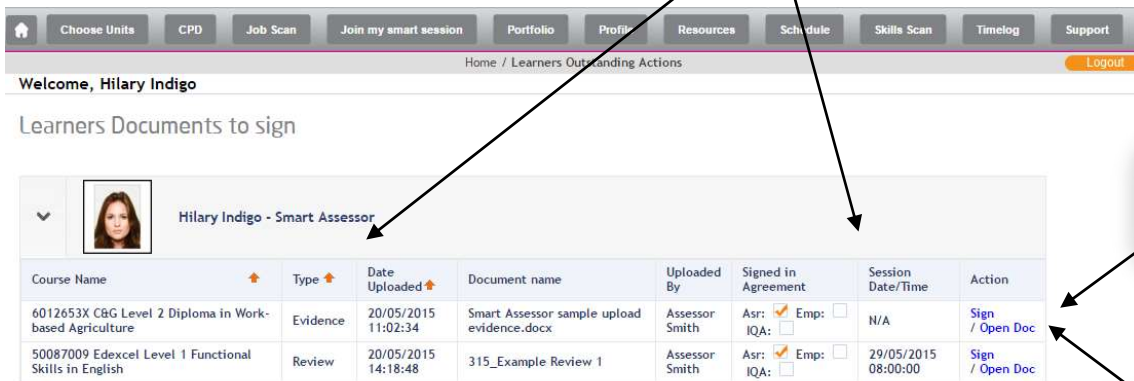
How to access documents awaiting your signature

Documents awaiting your signature will show a notification on your Dashboard.



Step 1 – Click on the New Docs to Sign on your portfolio dashboard.

All information is now displayed for the document.



Step 2 – Open the document to view it.

Step 3 – Click sign.

Step 4 – Click in the signed box against Learner generating an orange tick.

Click Save.

