How to access an existing E-Signature

Step One: After clicking on the E-Signature field within the appraisal, click on "My existing digital ID form" and select "A file."
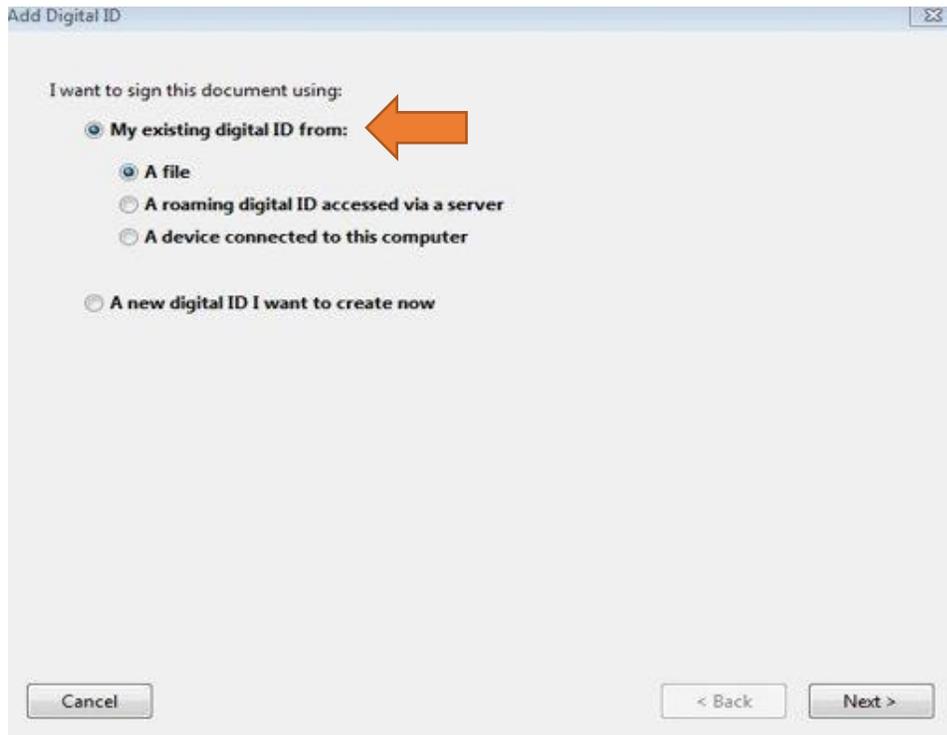
Step Two: Select "Browse" in order to look for your E-Signature.

1. Browse your computer for your E-Signature

2. Enter your password
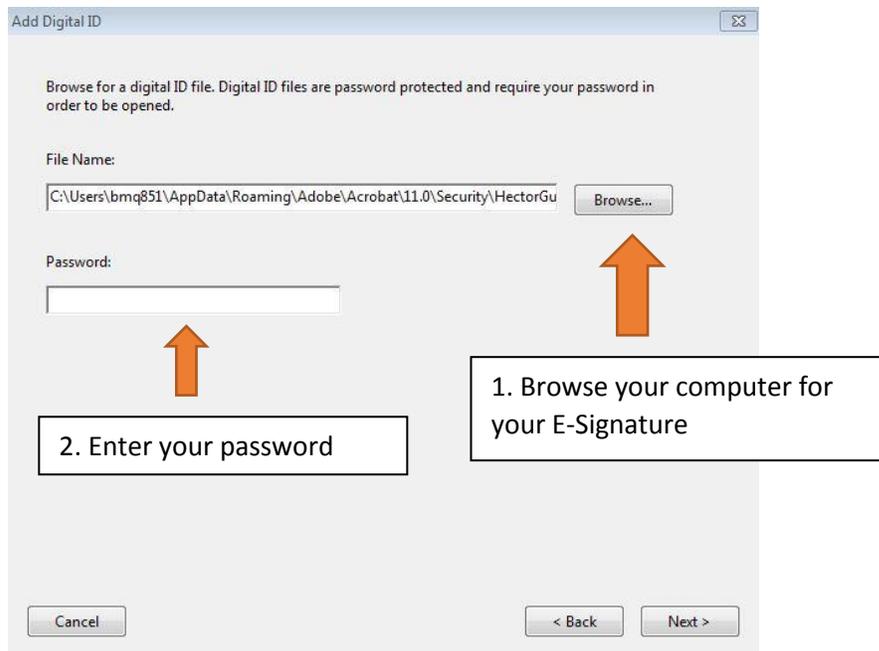
Step Three: Clicking "Browse" will prompt "Add digital ID" window to appear (see, screen below). Select your digital ID then click "Finish."
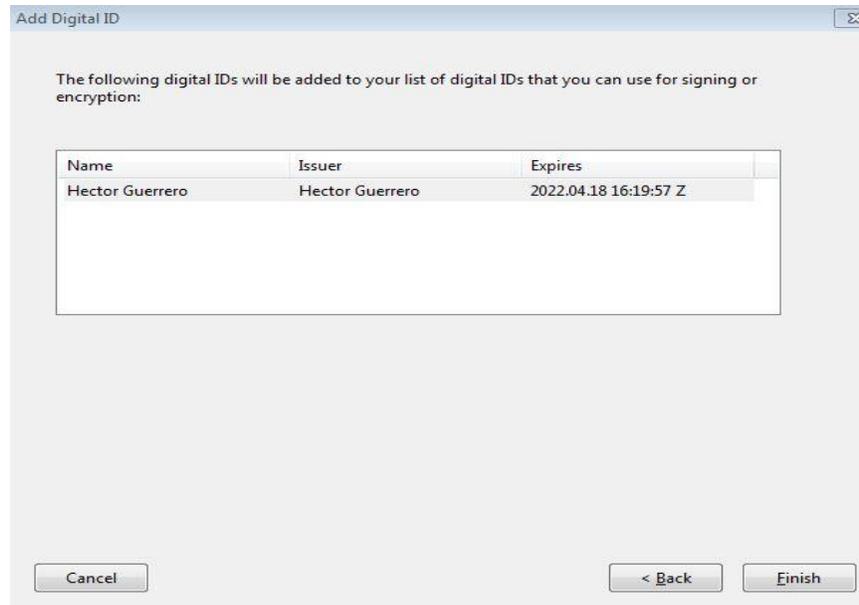
Step Four: Enter your password & sign.

Need help? Contact an HR Business Partner at 956-665-2451.