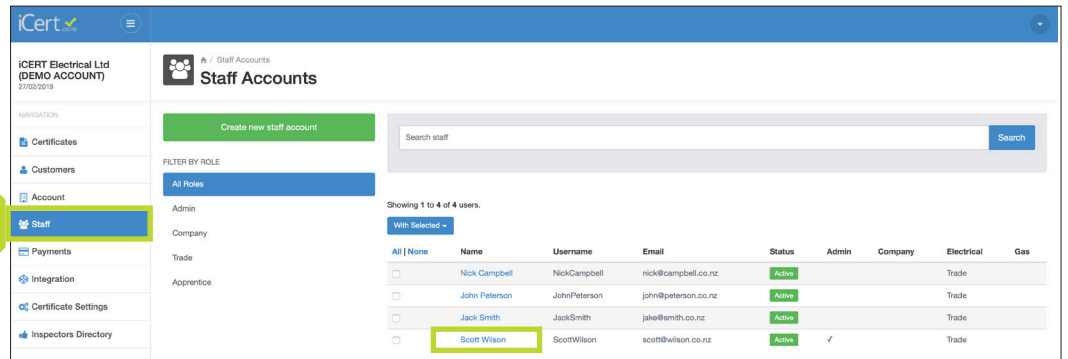


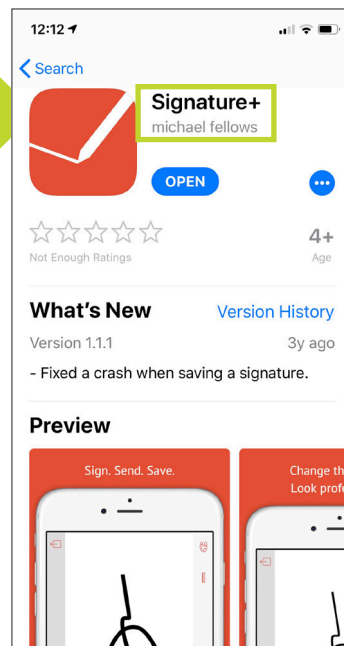
**STEP 1**  
Under Staff select the user you want to upload a signature too.



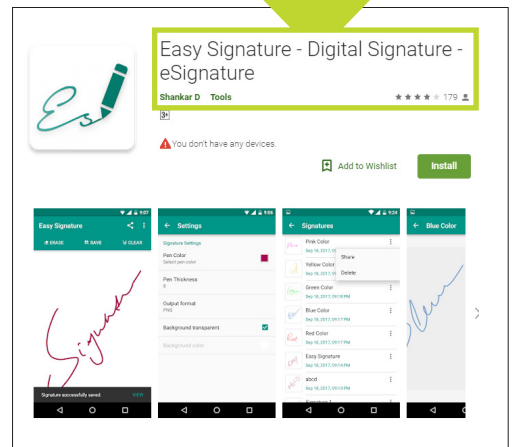
**STEP 2**  
Scroll to the bottom and select either generate signature for me or Upload signature



**STEP 3**  
You can capture your digital signature on iPhone by using signature+



Or by Android using Easy Signature



Email to yourself and save on your desktop.

**STEP 4**  
Upload the file and save.

