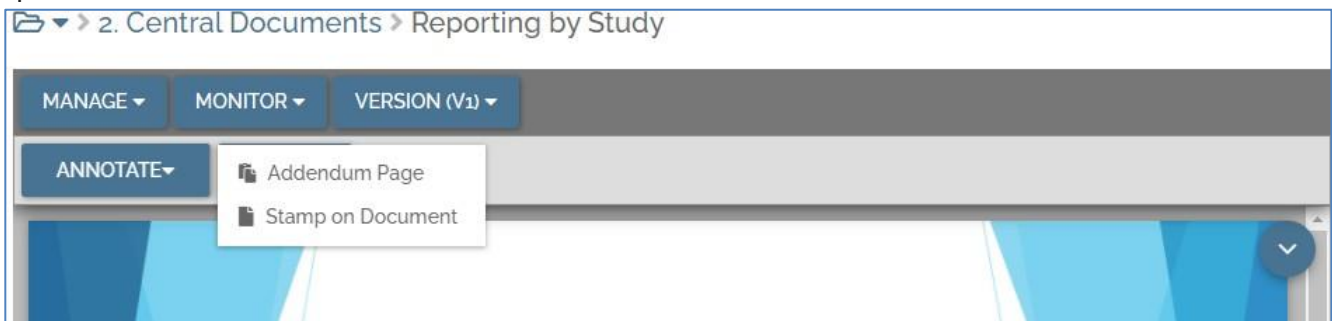


## To eSign a document in Florence

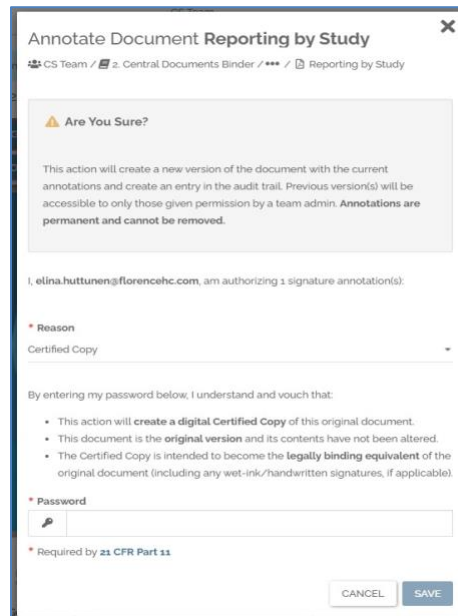
1. Upload the document you wish to sign (via browser, dragging, or email) or go to an existing document
2. Click on the Sign button to display the signature box and select the type of signature you prefer



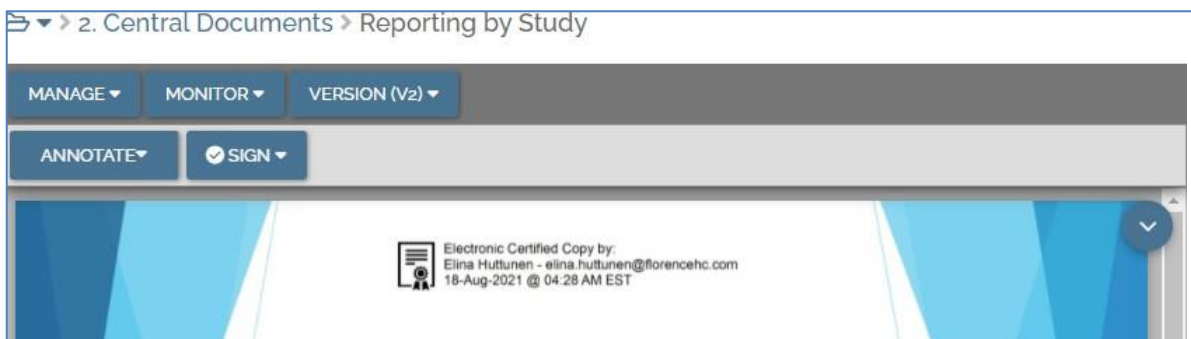
3. If you selected the 'Stamp on Document' option, click on the document where you want to place your signature and click Save



4. If the reason is preselected, enter your password and click Save
5. To create a Certified Copy, from the reason dropdown, select 'Certified Copy'. Enter your password and click Save



If you chose the "Stamp on Document" option, it will look like this:



If you chose the "Addendum page" option, you will be able to see the reason when downloaded with signatures