

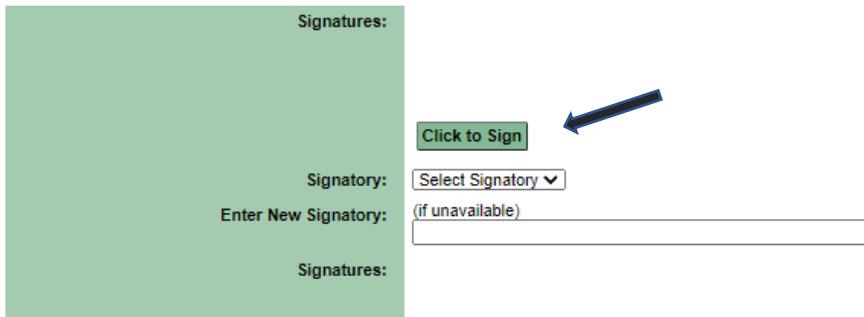
## How To Have a Member Sign a Document in Carelogic

Signature Pads are no longer needed to sign a document in Carelogic!

You can use a mouse on a desktop, track pad on a laptop or your finger to sign on the new module on a touch device. A signature can even be captured on a smart phone if needed!

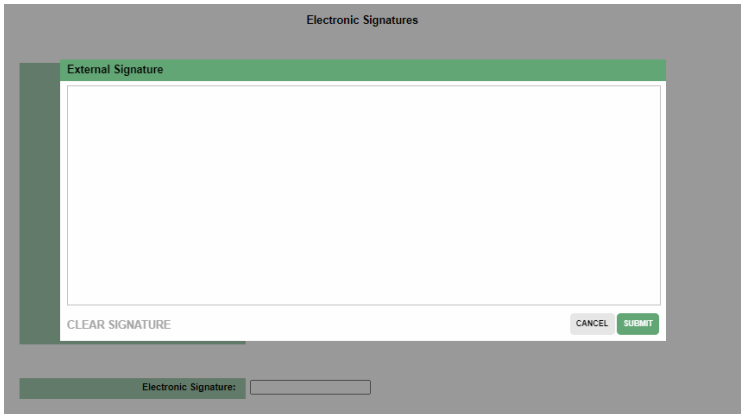
When you click to enter the signature module, if the document needs a member signature you will see a “click to sign” button. Click on it.

### Electronic Signatures



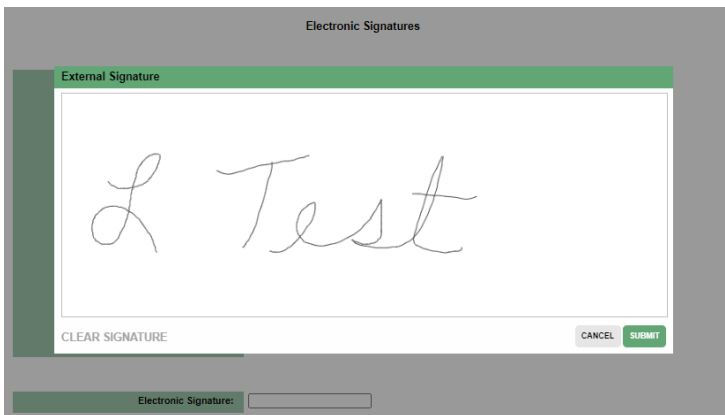
The screenshot shows a green sidebar on the left with the following labels: "Signatures:", "Signatory:", "Enter New Signatory:", and "Signatures:". To the right of the sidebar, there is a "Click to Sign" button, a dropdown menu labeled "Select Signatory", and a text input field with the placeholder "(if unavailable)". A blue arrow points to the "Click to Sign" button.

Once clicked, the following box will appear.



The screenshot shows the "Electronic Signatures" window with a green header "External Signature". Below the header is a large white rectangular area for the signature. At the bottom left of this area is a "CLEAR SIGNATURE" button, and at the bottom right are "CANCEL" and "SUBMIT" buttons. Below the signature area is a text input field labeled "Electronic Signature:".

Have the member sign using a mouse, track pad, stylus or finger,



The screenshot shows the "Electronic Signatures" window with a green header "External Signature". Below the header is a large white rectangular area containing a handwritten signature in cursive that reads "L Test". At the bottom left of this area is a "CLEAR SIGNATURE" button, and at the bottom right are "CANCEL" and "SUBMIT" buttons. Below the signature area is a text input field labeled "Electronic Signature:".

The signature is light but will be viewable on screen and in a printed document.

### Electronic Signatures

Signatures: *L Test*

[Click to Sign](#)

Signatory:

Enter New Signatory: (if unavailable)

Signatures:

**Signatures**

Signatures: | *L Test*