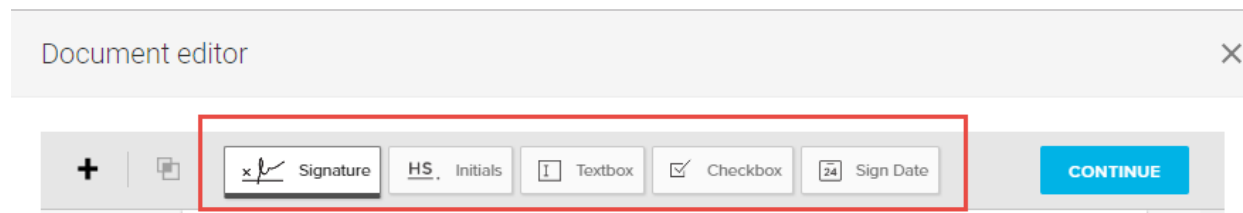

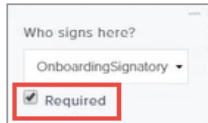

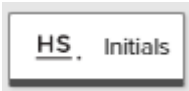

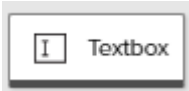



This job aid describes how Admins use the **Document Editor** ribbon bar when creating an E-Signature document template.



Document Editor Ribbon Bar Buttons

Name	Button	Description	Example on Page
Signature		<p>Click and drag this button to a location in the document where you want the user to enter their signature.</p> <p>You can make the field a required field by clicking the Required check box.</p> 	
Initials		Click and drag this button to a location in the document where you want the user to enter their initials.	
Textbox		<p>Click and drag this button to a location in the document where you want the user to enter some text.</p> <p>You can choose the Text Size to display. (See screenshot on next page)</p>	

The Textbox is useful if you want the employee to type their name, in addition to signing the document.

HELLOSIGN

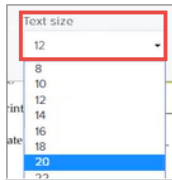
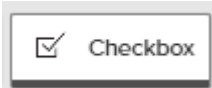





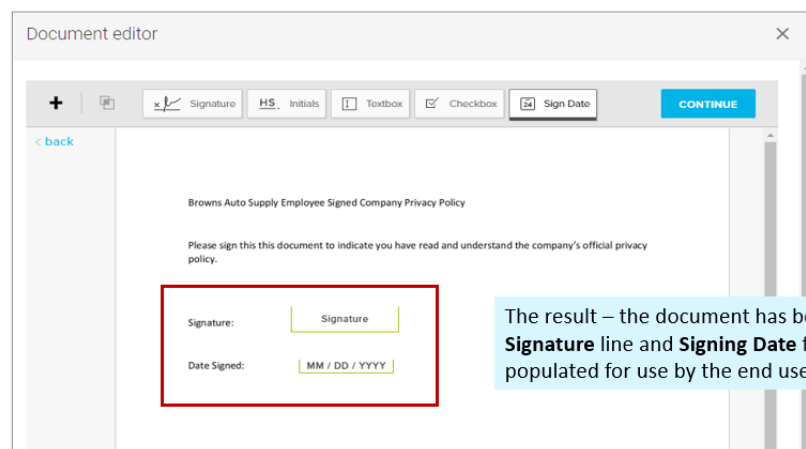
Advanced HR 2.0 has an industry standard E-Signature Verification integration with the HelloSign® application.

With the embedded E-Signature Verification feature, users can simply sign on to Advanced HR to easily E-Sign documents. Signing on to the HelloSign.com application login is not required; this is a seamless integration within Advanced HR and users are not required to have a HelloSign account.

Admins can simply drag and drop a document into the **Document Editor** and then select option buttons from a ribbon to create a template document that will indicate to the end user what they have to do (sign here, initial, date, etc.).

Admins can associate a document(s) with an **Onboarding Task List** so for example, all new hires will receive and sign any required document(s).

Name	Button	Description	Example on Page
			
Checkbox		Click and drag this button to a location in the document where you want to have a checkbox that the user can select.	
Sign Date		Click and drag this button to a location in the document where you want to have the system auto-populate the date field. The user does not have to actually enter the date.	



Document editor

Signature Initials Textbox Checkbox Sign Date CONTINUE

< back

Browns Auto Supply Employee Signed Company Privacy Policy

Please sign this this document to indicate you have read and understand the company's official privacy policy.

Signature:

Date Signed:

The result – the document has both **Signature** line and **Signing Date** fields pre-populated for use by the end users.

At left is a sample document that has had signature-related fields set up by the Admin for the end users to use when E-Signing the document:

For More Information

For more information about the E-Signature feature, see the following documents:

- *Advanced HR 2.0 - E-Signature Guide for Service Bureaus*
- *Advanced HR 2.0 – E-Signature Guide for End Users*
- *E-Signature Verification Overview Job Aid*
- *Employee E-Signs a Document in Advanced HR 2.0 Job Aid*
- *Publishing a Document to All Employees in a Company Job Aid*
- *Marking an Employee Document as Private in AHR 2.0 Quick Steps Guide*