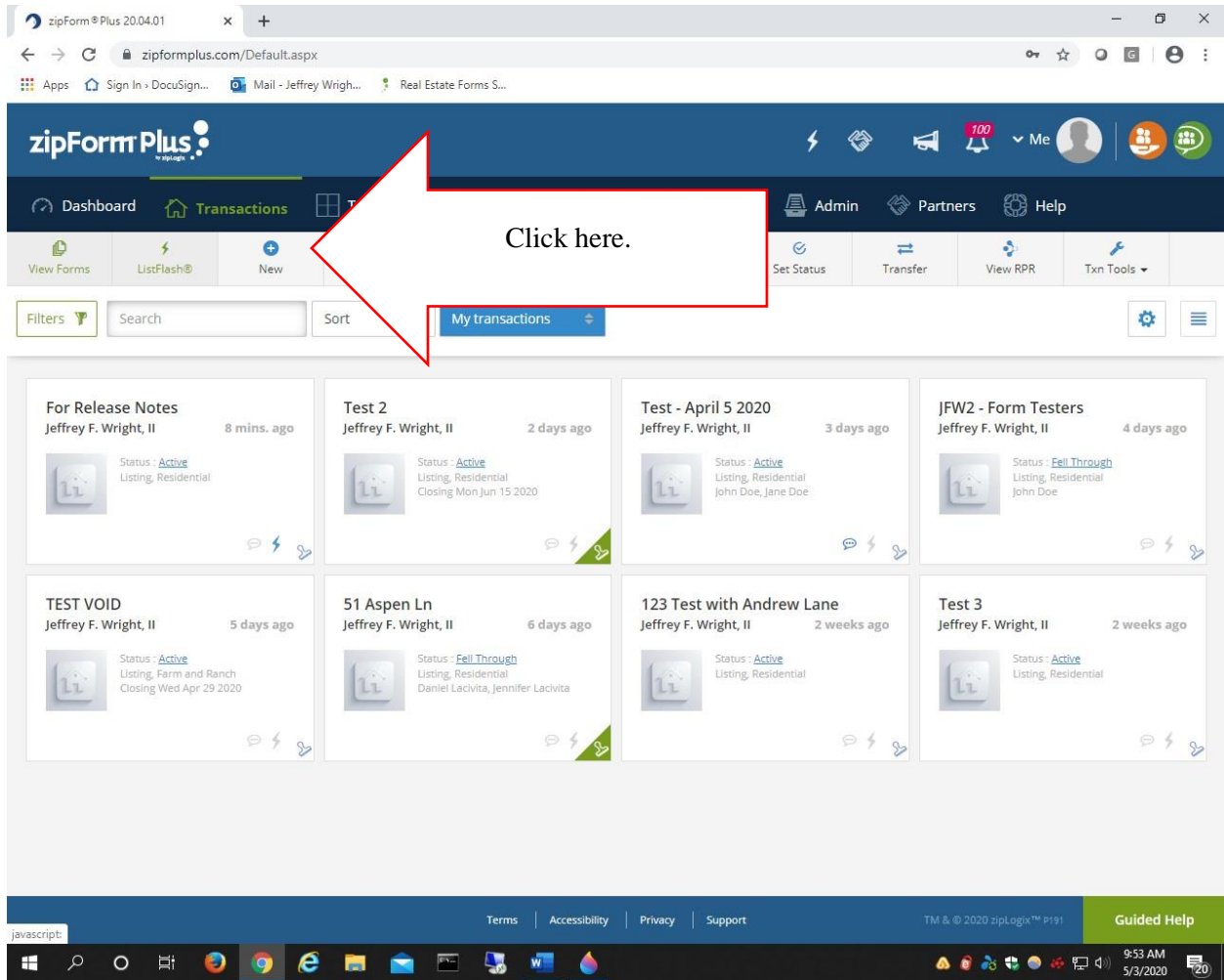


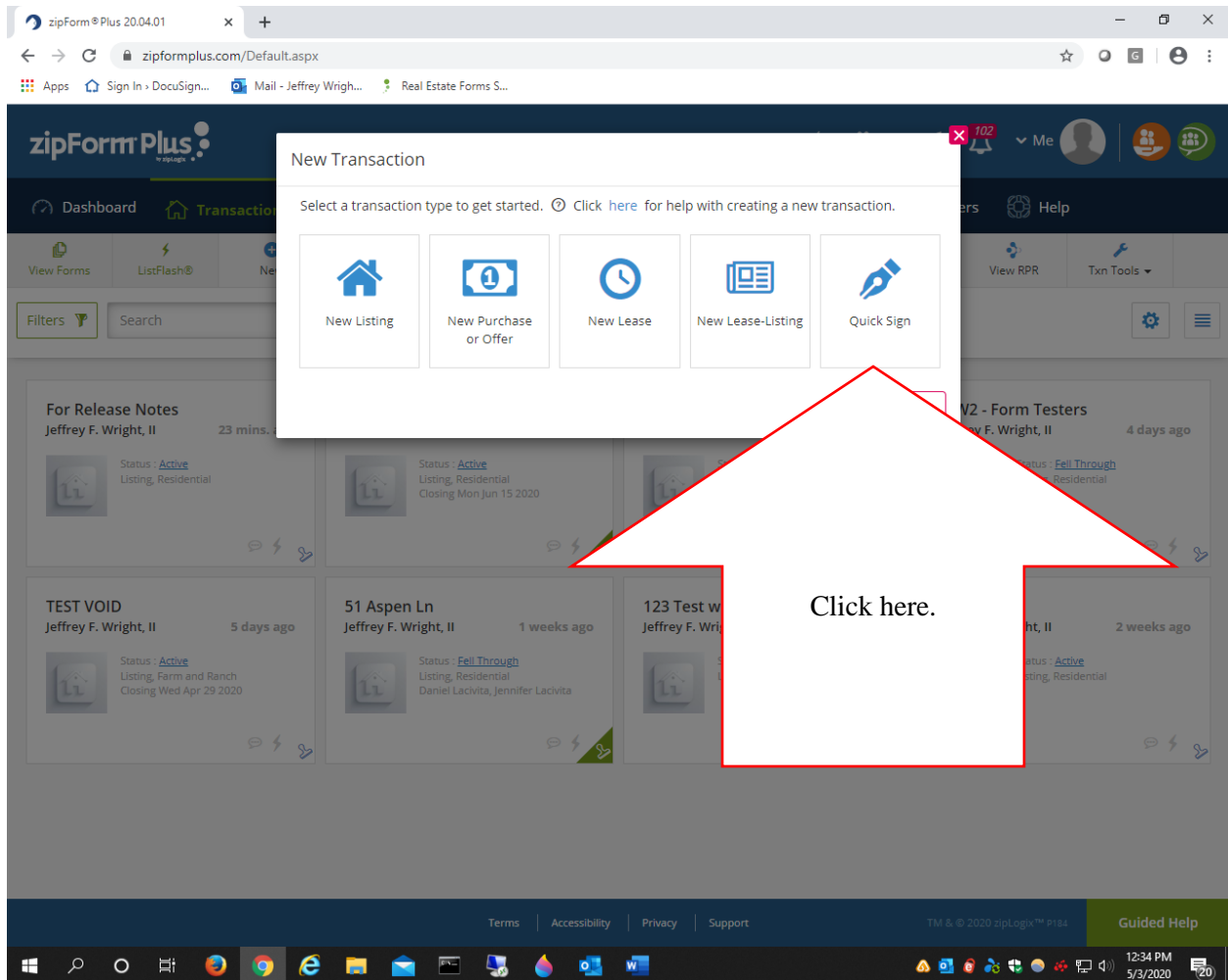
# Quick Sign

To have a document signed quickly that does not have a transaction file associated with it, you need to go to your Transactions home page and click on the “New” Icon.



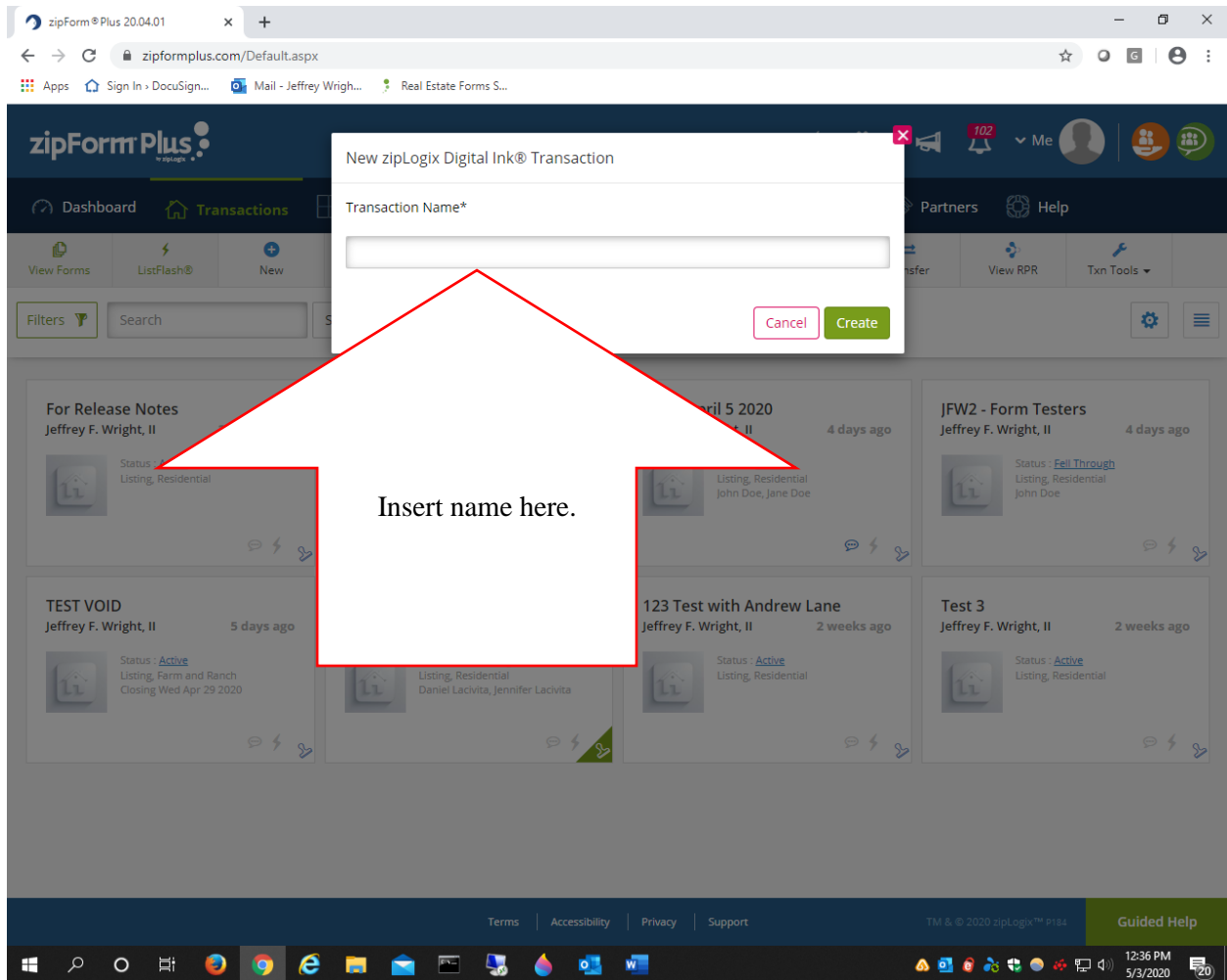
# Quick Sign

Next, click on the “Quick Sign” icon.



# Quick Sign

Then, you will need to enter some sort of identifying information so that the signed document has someplace to go when it is completed.



The remainder of the signing process is the same.