eSignature Quick Reference Guide

AmpliFund

1. Starting from Grants or Awards Records, go to Tools>eSignature
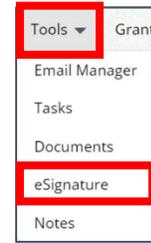
2. Click on the plus icon in the upper right hand corner

3. Enter Document Title, Identify Signer(s) and Upload Document
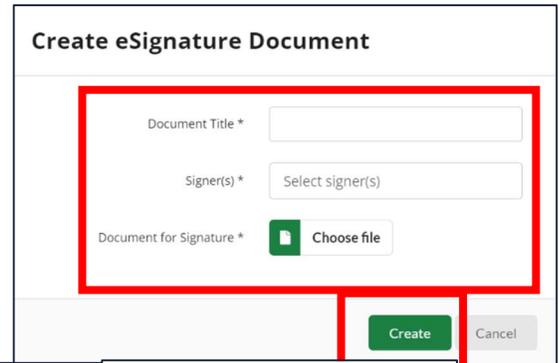
4. Click Create

5. Add Fields for Signer(s) by dragging to desired location on document
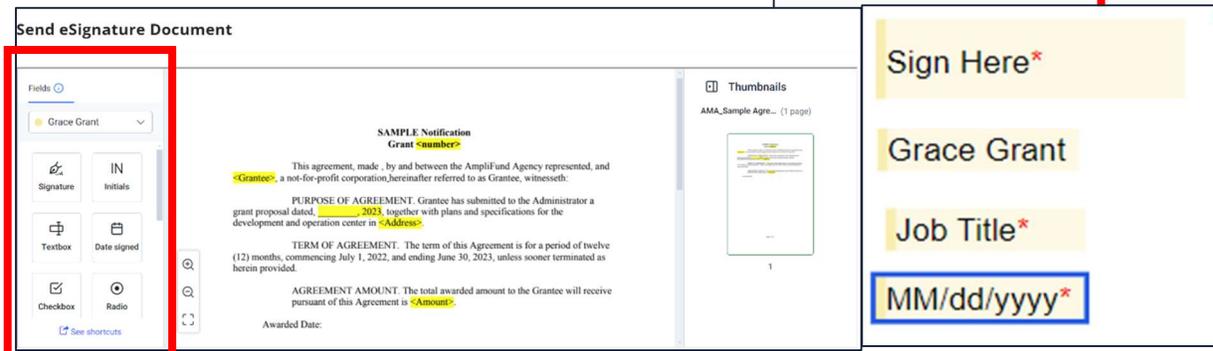
6. Click Send

7. Monitor Progress / Download Final Document via Grid

Document Title	Created By	Created Date	Last Modified Date	Status	Signer(s)
Grant Agreement	Emily Naufel	10/27/2024	10/27/2024	Completed	✓ Addison Clark