

OneDrive – Scanning and signatures

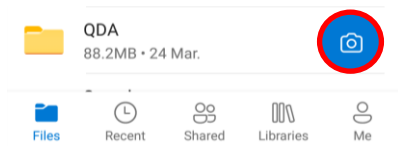
Using OneDrive, you can scan signed documents, create a digital signature and attach an electronic signature.

To Scan and Sign with *OneDrive* you will need:

- A touch-capable device with a camera.
- The *OneDrive* application downloaded on the same device.

Scanning a signed document

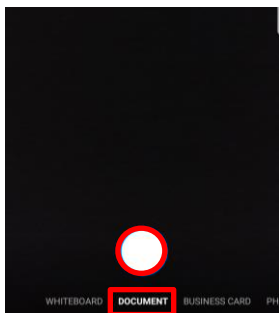
1. Open the *OneDrive* application on your mobile phone.
2. Select the **Scan** icon on the bottom of the screen.
 - a. Android device: Camera icon.



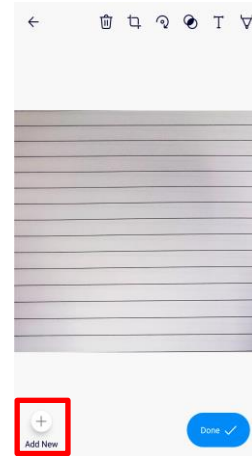
- b. Apple device: Aperture icon.



3. Select **Document** and tap the white circle to scan the document.



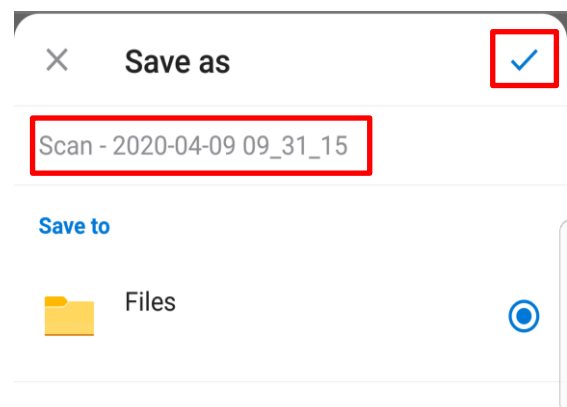
4. If you have a multi-page document, you can combine multiple scans into one PDF by tapping **Add New** and scanning the remaining pages.



5. Once scans are captured select **Done**.
6. Enter a file name and select a file destination in your *OneDrive*.

Apple: tap **Save**.

Android: tap the **checkmark**.



7. The scan will now be accessible from your personal *OneDrive*.

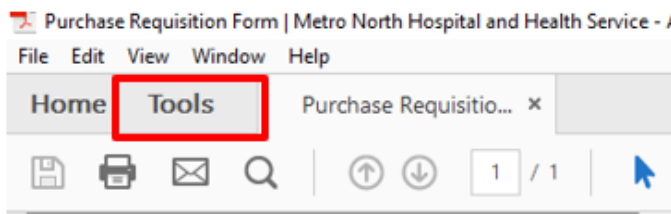
Creating a digital signature in OneDrive

1. Sign your signature on a blank piece of paper.
2. Scan the paper with your signature and save to *OneDrive*.

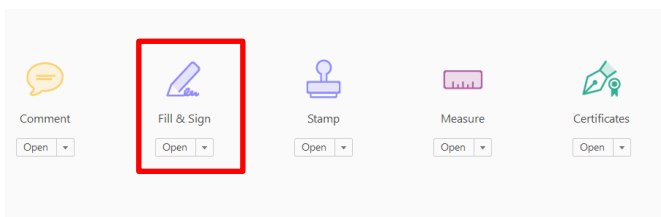
Signing a PDF with your scanned signature.

For simple forms that do not require an encrypted signature you can use your scanned signature. The first time you sign a document electronically you will be required to set up your signature.

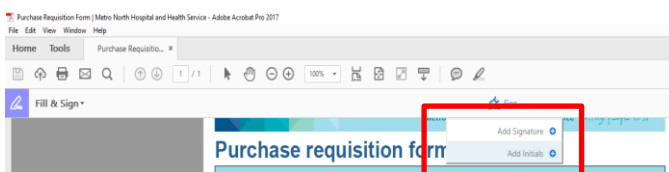
1. Open the PDF you need to sign and click **Tools**.



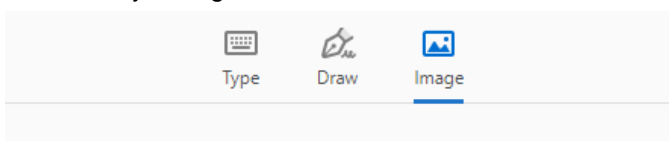
2. Click **Fill & Sign**



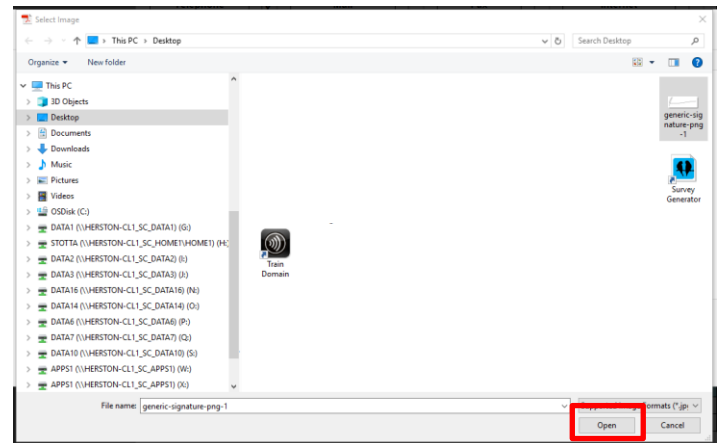
3. You will be returned to the document, in the banner at the top of the document click **Sign** and **add signature**.



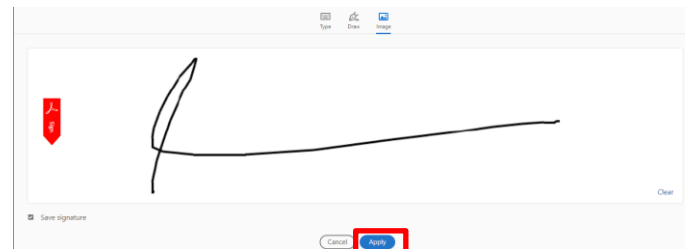
4. Select **Image**. You will be prompted to browse the image you want to use. Go to the file location you saved your signature and select it.



5. Select the file and click **Open**.



6. Your signature will automatically populate. Click **Apply**.



7. Your cursor now looks like you signature, click the **Signature** section of your document.

Delivery Instructions			
Work Unit:			Contact Name:
Address:			Phone:
Delegate Approval			
Expense Type:	Cost Centre:	Internal Order:	
Name:	Signature:		Date:
Position ID:			
Phone:			
Corporate Cardholder			
Name:	Signature:		Date:
Position ID:			

Note: You can click and drag to increase the size of your signature.

7. To sign future documents follow step 1 and 2. The signature is now saved and available for selection.