Quick Reference Guide

DIGITAL METRO NORTH

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.



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

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- 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.

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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.**

🔁 Purchase Requisition Form | Metro North Hospital and Health Service - 4



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.**

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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.

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V1.1 Effective: May 2020 Review: May 2021 Document ID: 54-QDA-QRG 5. Select the file and click **Open.**

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

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

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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.



