

# How to: Upload Signature for Document Editor



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Updox gives you the ability to upload your signature and 'rubber stamp' documents within the document editor.

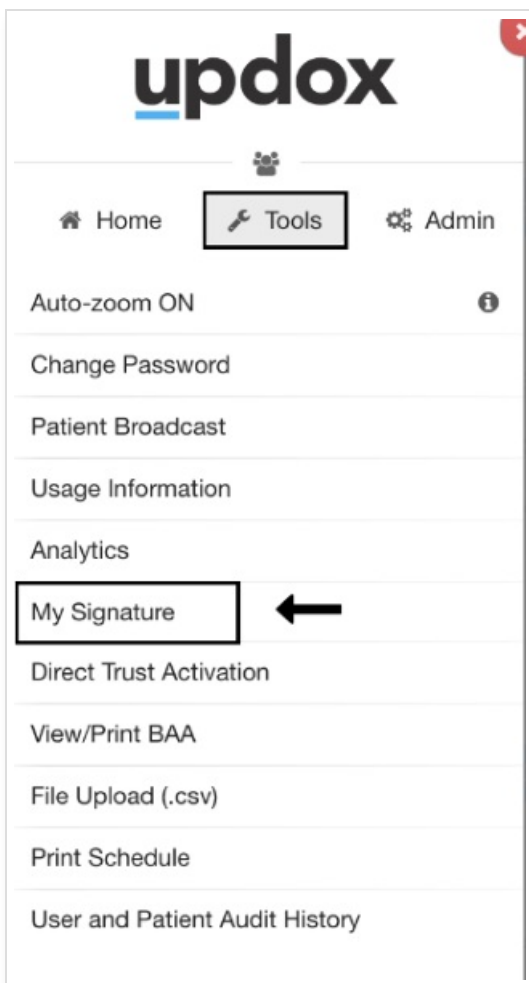
The simple steps below will guide you through this quick process.

## Step 1:

You will need to upload a file of your signature to your computer. The best results come from a signature with highly dark ink on a white sheet of paper. You can then scan that document and save it locally.

## Step 2:

Within Updox click on Menu - Tools - My Signature



## Step 3:

Upload your signature by choosing the file containing your signature from your computer.

**My Signature**

**Step 1: Choose file**

Using a dark, relatively heavy pen or felt-tip marker, sign a blank sheet of paper several times, in various sizes, using various degrees of pressure. In a following step, you will pick the best looking version of your signature. Scan the page to a file (.jpg, .jpeg, .png, .pdf, .tiff, or .tif). If you already have a file containing your signature, you can skip this step.

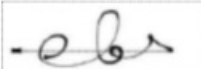
Click Choose File after you have scanned this sheet of paper to a file on your computer.

→  No file chosen

#### Step 4:

Use the **crop tool** to box in only your signature and click on **crop and finish** at the bottom.

By signing this agreement, all parties agree to the terms as described above. Alterations to this agreement can only be made by both parties and must be placed in writing. Both parties will receive a printed copy of this agreement, and will be responsible for upholding its terms.

→  \_\_\_\_\_  
(Payer)

05/30/2016 \_\_\_\_\_  
(Date)

↓