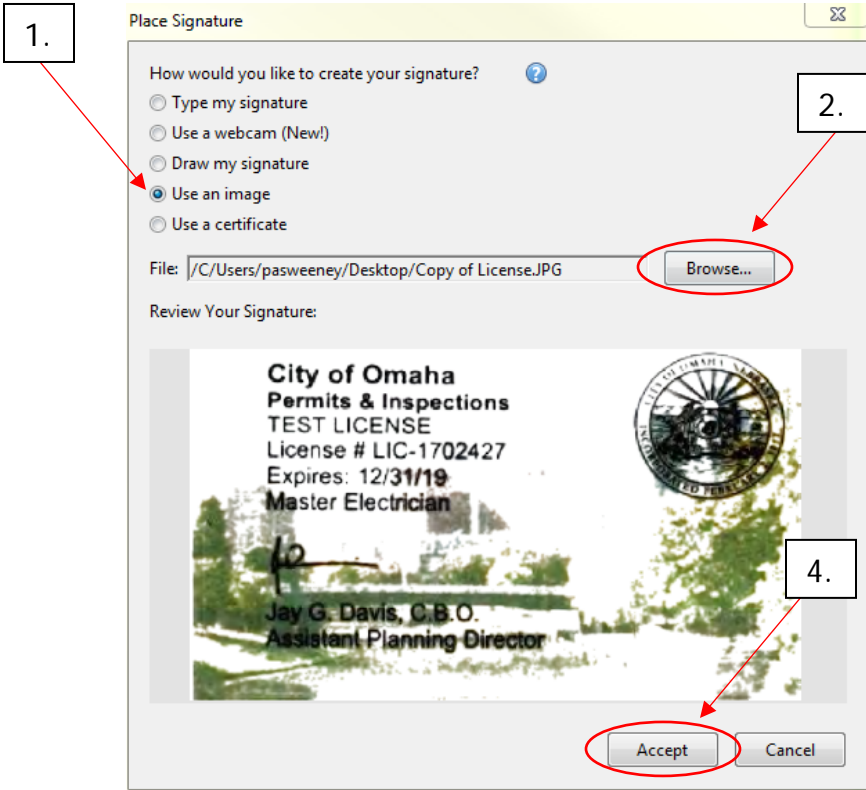
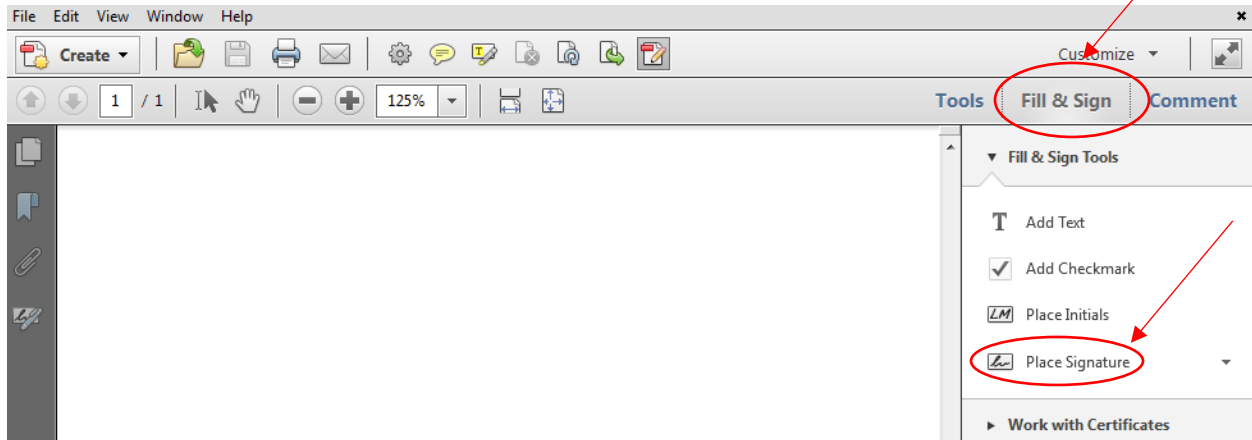




# Adding A Signature

Click on the tab "Fill & Sign", then choose "Place Signature".



A window will pop-up.

- 1) Click "Use an image"
- 2) Click "Browse"
- 3) Find the copy of your City of Omaha Contractors License
- 4) Click "Accept"

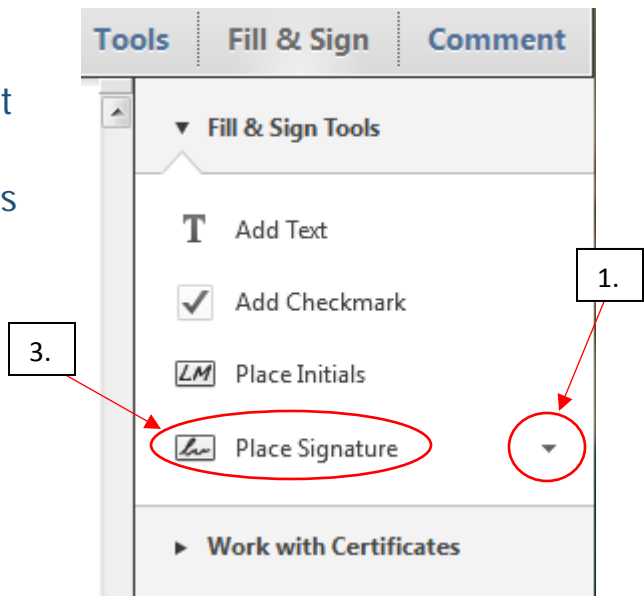


# Adding A Signature



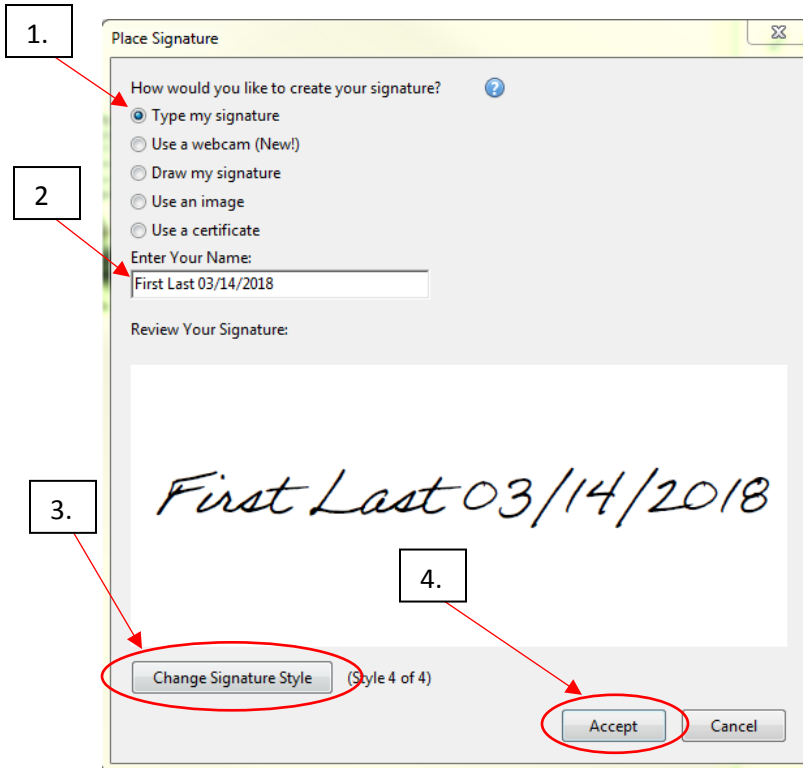
Place the License where you want it on the plan set, and left click to drop it in place. You can adjust the size after it is placed.

1. Click on the drop down arrow next to "Place Signature"
2. Click "Clear Saved Signature" (This will allow you to Click "Place Signature" again.)
3. Click "Place Signature"





# Adding A Signature



1. Select "Type my signature"
2. Enter your First and Last Name followed by the date of signature.
3. Click "Change Signature Style" if you would like a different font.
4. Click "Accept"

Place the signature under the image of the license, adjust your size appropriately.

