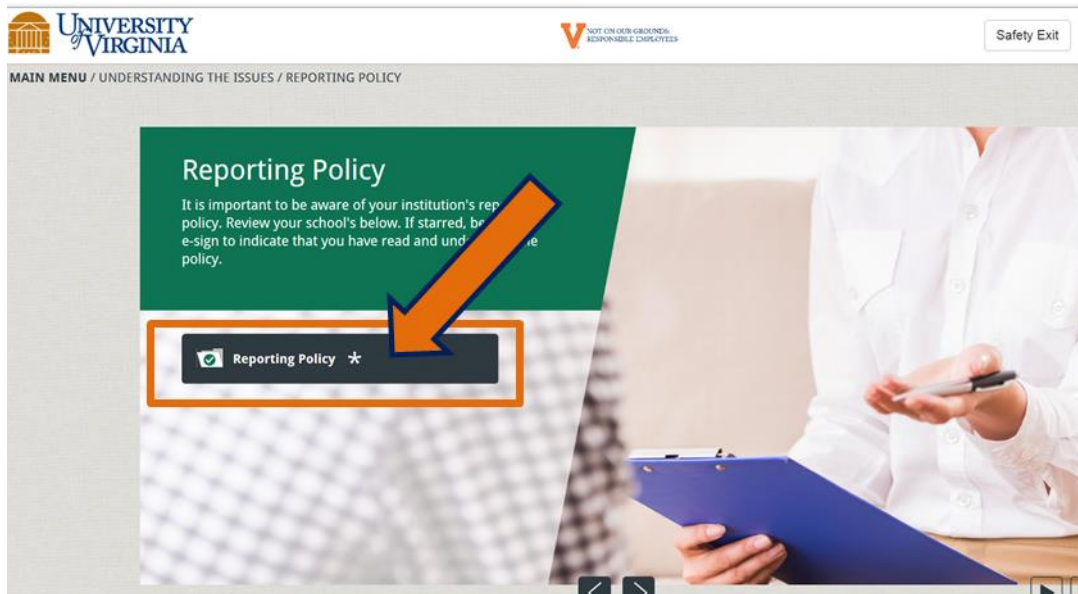


## How do I E-sign policies in the Not on Our Grounds training?

You are asked to E-Sign several policies in the module to do this within the program click on the Policy name next to the folder icon.



The policy will launch in a separate window (shown below). Once you have reviewed the policy, click in the open box next to the phrase "Click to e-sign (required)". Once you have done this, click on the red X at the top right of the pop-up window. This will close the window and the system will allow you to select the forward arrow to progress to the next screen. You have successfully e-signed the policy.

