1. Navigate to the Account tab

2. Navigate to Personal Preferences > My profile

Click the Edit button, to update your basic information which will be added to documents you are a participant on. Such as Initials and Job Title

Edit   ✕

First Name

 Christopher

Last Name

 Brown

Initials

| CB |

Company

 ICUT - Rice University

Job Title

| Business Systems Analyst |

Phone Number

| |

Then hit save to continue

Measurement Unit

| Inches(in)   ▼ |

(Cancel)   (**Save**)

Next you can update your saved signature under "My Signature"

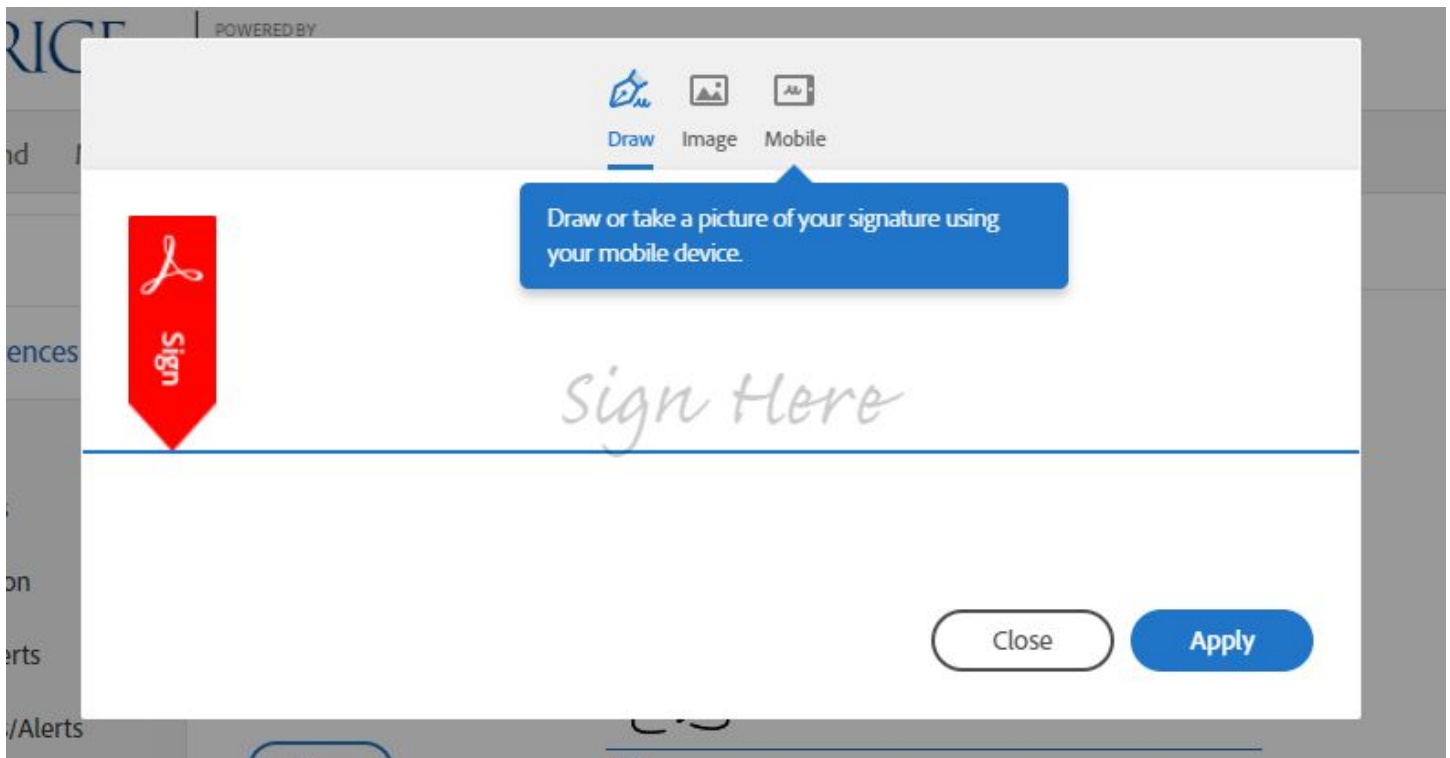Here you have the ability to upload a picture, photo or draw a signature on your computer or mobile device.

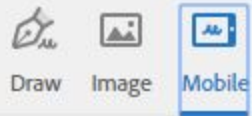If you choose mobile, you will enter your phone number, then receive a link to draw your signature on your device.

Draw   Image   Mobile

Use your mobile device to easily draw or capture your signature.
A link will be sent to your mobile device via text:

(###) ###-####   Send