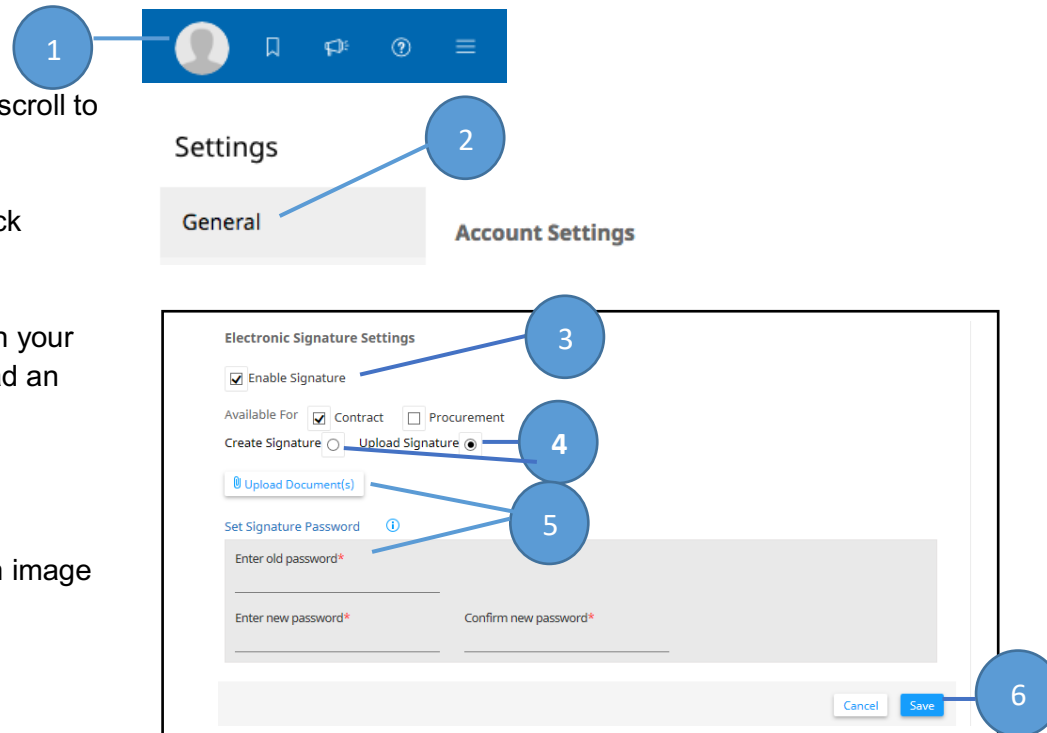


## Setting Up an Electronic Signature

Both the Supplier and the Contract Owner must create an electronic signature before the contract draft can be accepted. The process of creating an electronic signature is same for both parties. You can set signature either by uploading a signature image or create it by providing signature text.

1. Click the **Profile** icon.
2. In **Settings**, select the **General** tab and scroll to **Electronic Signature**.
3. Click the **Enable Signature** box, and click **Contract** in the **Available For** field.
4. Select either **Create Signature** to type in your signature, or **Upload Signature** to upload an image document of your signature.
5. Enter and confirm your **password**.  
OR  
Click **Upload Document(s)** to upload an image file of your signature.
6. Press **Save**.



**Note:** If you have a previously entered password, you will need to enter it before creating your new password.