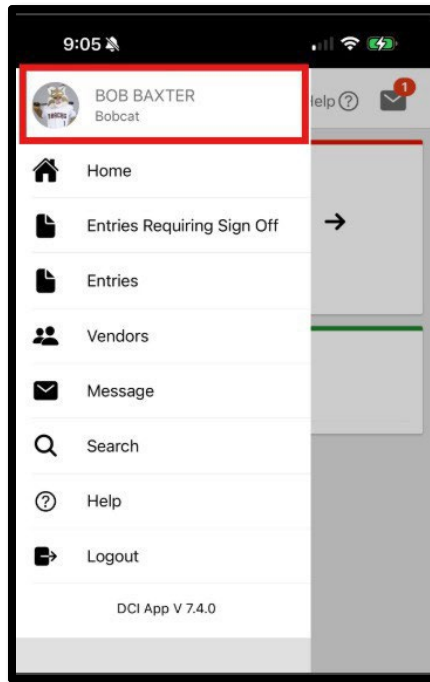
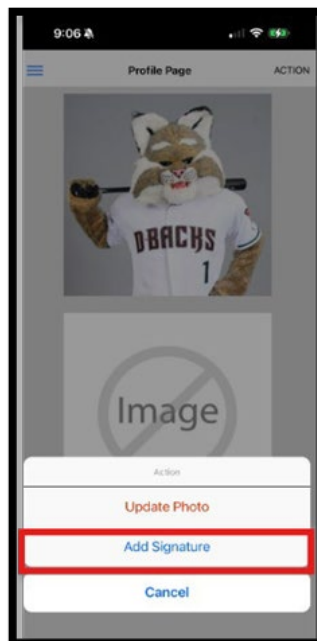


**Note:** The Client Profile must have Client Login **Enabled**

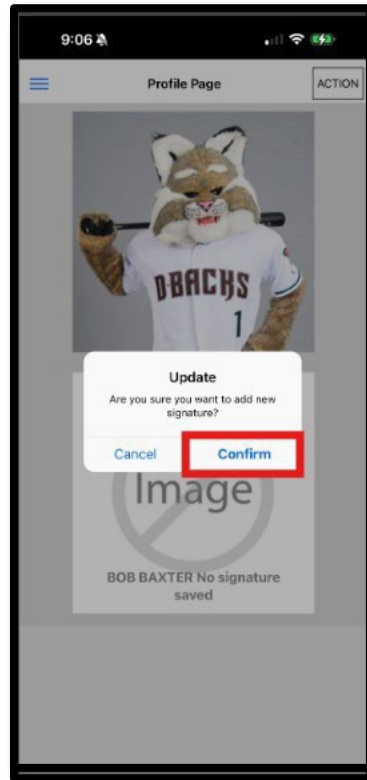
1. Log into the DCI app with the Client's username and password.
2. Once logged in, select the **Home** menu in the top left corner
3. Select **Clients name** at the top



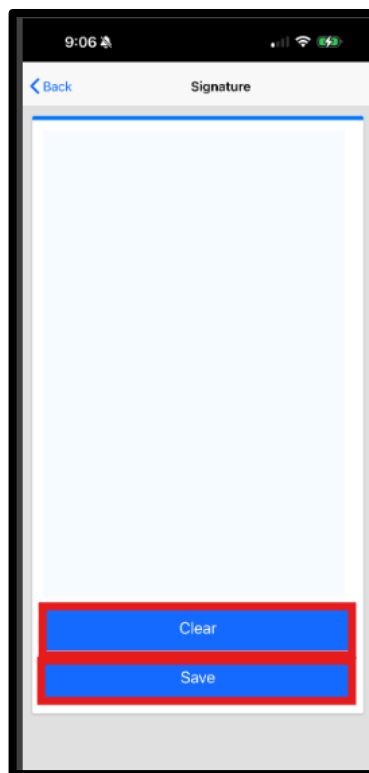
4. From the Client profile page, select **Action** on the top right corner
5. Select **"Add Signature"**
  - a. This is also where you can update the Client's photo on their profile as well.



6. Select **Confirm** on the Update Screen



7. Use your finger or a stylus to draw your signature on the screen



- a. If you want to redo it, select clear, then redraw



Select **Save**

8. The signature will now appear on the profile page

