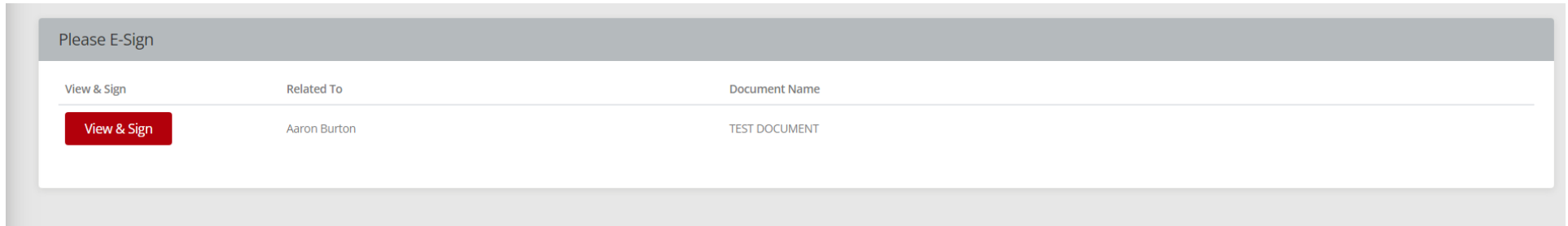


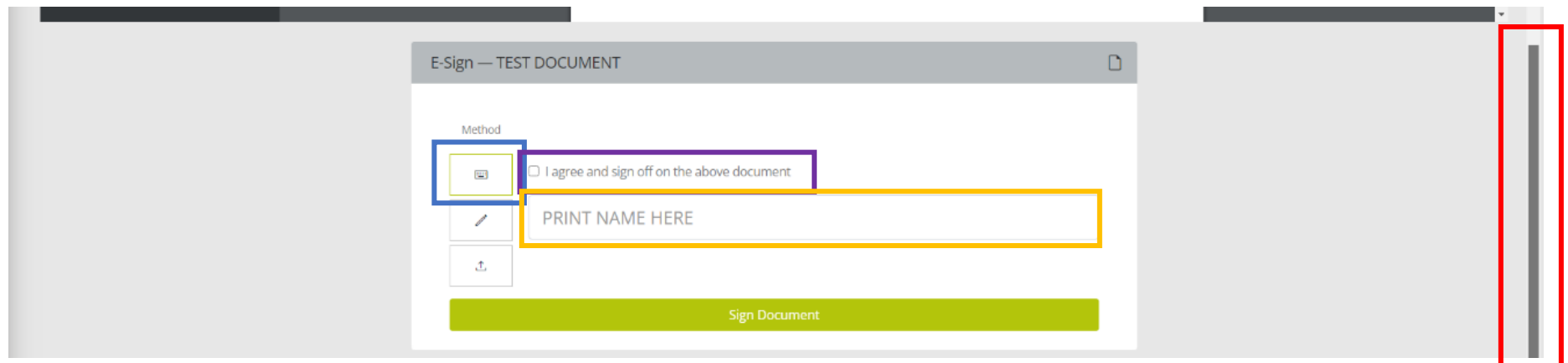
## How to View and Sign Your Document

- Login to your portal via the link: <https://www.a-butler.co.uk/portal> - - If you have forgotten your password, there is a 'forgotten password' link that will enable you to reset this.



Once you have logged in:

1. **Click the red 'View & Sign' button** shown in the image above. If you have more than one document to sign, you will need to repeat this step for each document.
2. **You will be taken to the document(s)** that require your e-signature.
3. **Scroll to the bottom of the page** by dragging the bar on the far-right side of the screen (as shown in red in the image).



4. **Make sure the box highlighted in purple is ticked** to confirm you have read the document.
5. **Select the option highlighted in blue**, then type your name into the box highlighted in orange.
6. **Click the green 'Sign Document' button** to complete the process. Once clicked, the e-signed document will be automatically sent to our office.

If you have any further queries, please do not hesitate to contact the office.