

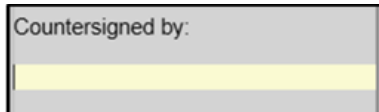


## E-Signatures in AIM+

When creating documents in AIM+ there may be times where an E-Signature is required. The following steps detail the process in inserting an E-Signature in the document editor in AIM+.

### Steps

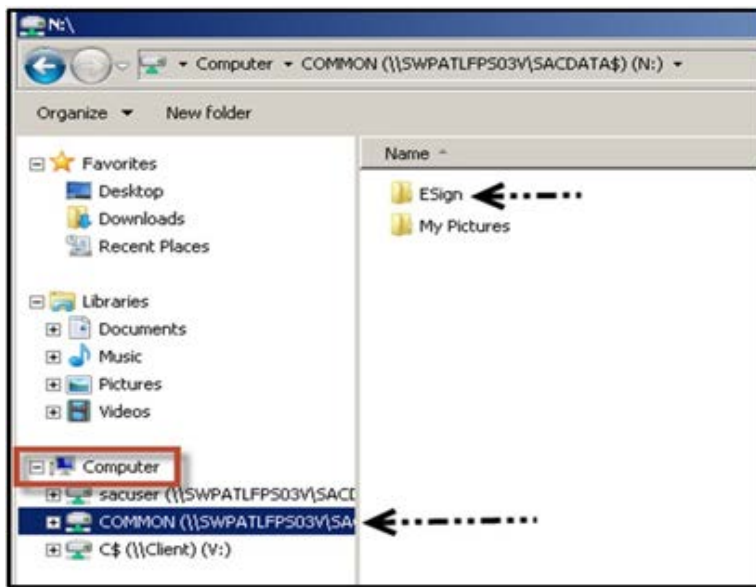
1. When in the document editor, **click** where the E-signature is required.



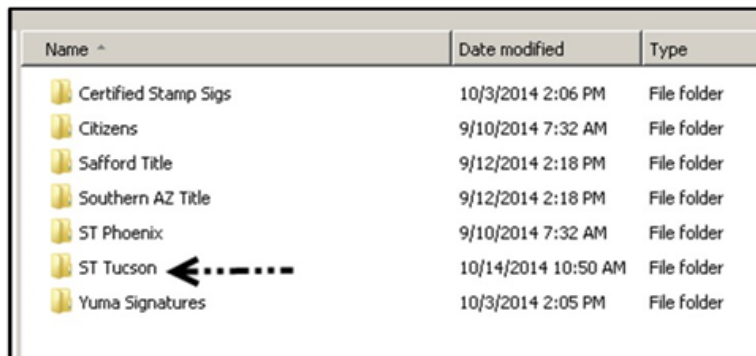
2. **Click** insert image.



3. Find the path where E-Signatures are located by going to the Computer>COMMON Drive (N:).



4. Select the folder where the E-Signature is located.





## E-Signatures in AIM+

5. Select the E-signature to insert.

