

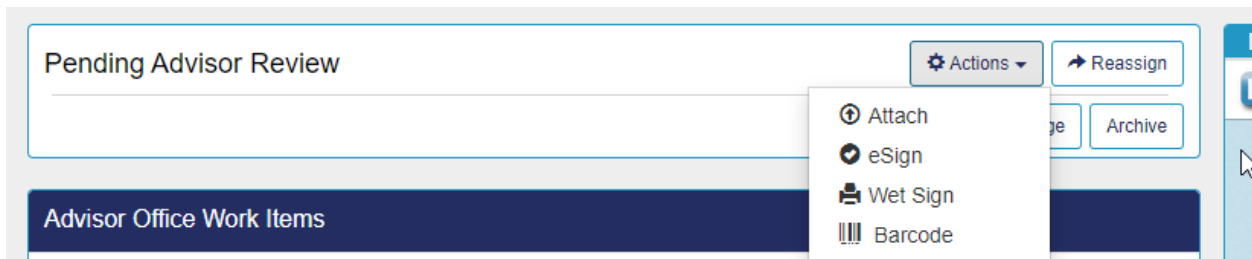


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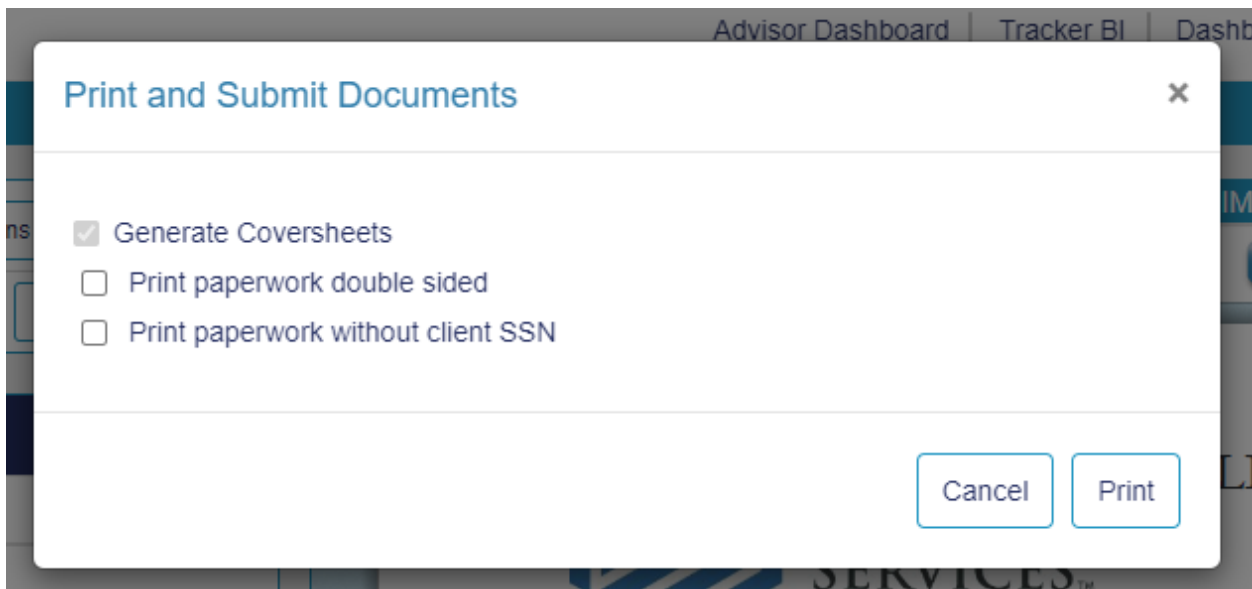
## Wet Sign Steps (to physically sign)

This step-by-step guide will walk you thru the process of preparing a document to be physically wet signed. It is imperative to first confirm that all paperwork is complete and in good order within the Docupace Work Item prior to printing and/or sending for signature using the steps below.

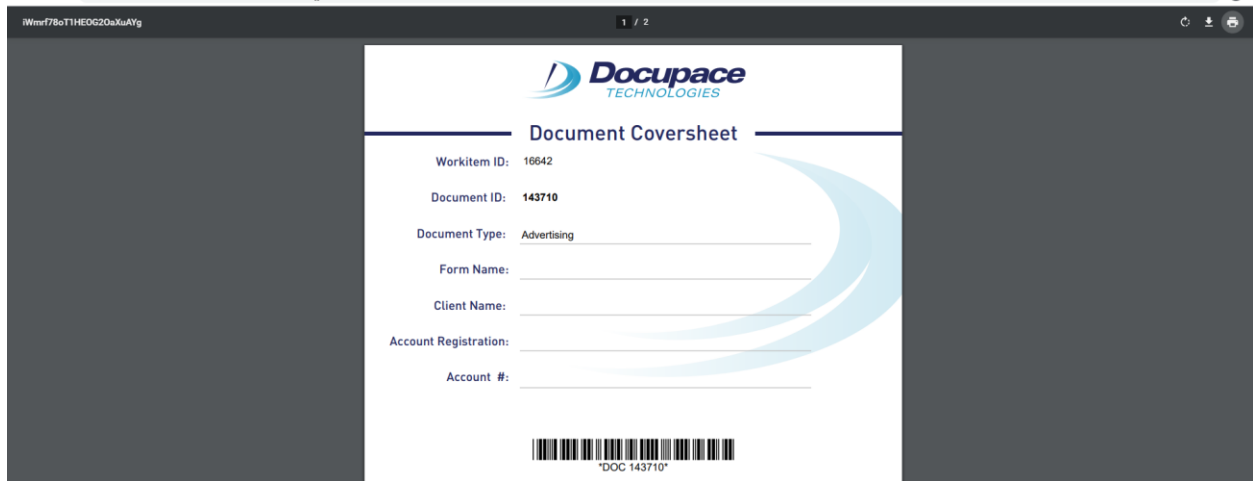
To start the Wet Sign process in Docupace, click Actions > Wet Sign.



Ensure Generate Coversheets is checked and click Print.




From here you can either download to your computer or physically print the bar code pages and unsigned documents.






Obtain signatures.

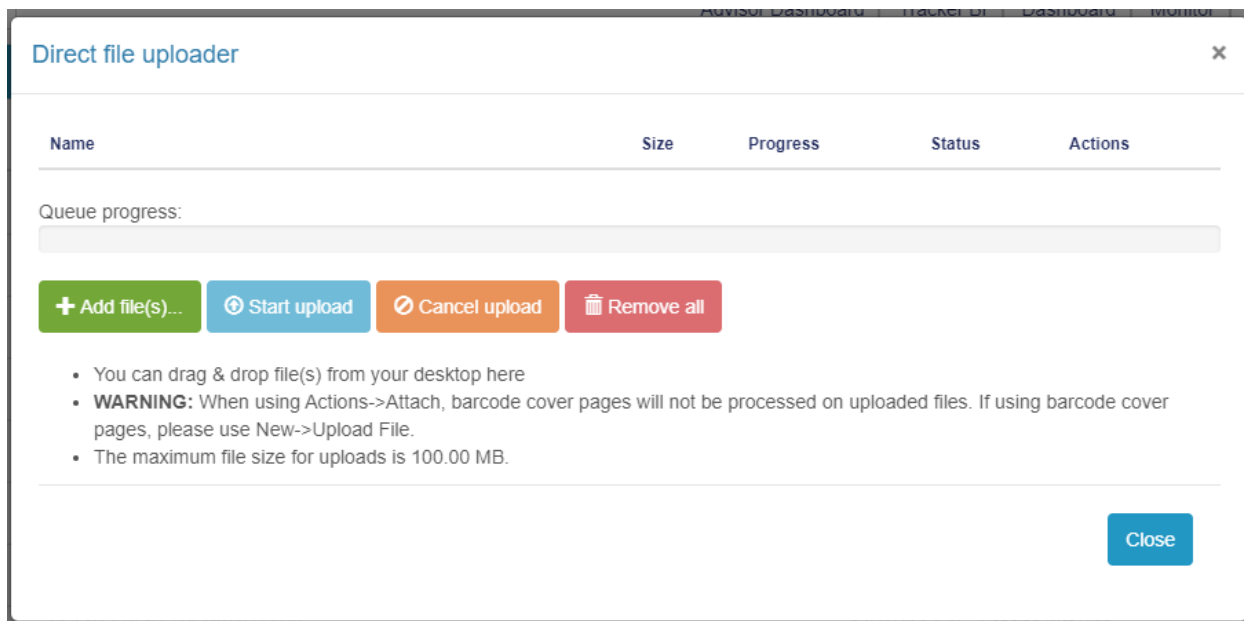
Once signed, you can upload the document with coversheets back into Docupace by clicking New – Upload File.

Advisor Dashboard | Tracker BI | Dashboard | Monitor | Retrieve ▾ | Administration | **New ▾**  ps.r

Creator	Work Item Id	Last Modified	Task Name	SLA Status	Req	Assigned to	Node Nam
jason_allen	16658	12/22/20 10:01 AM	Principal Review	IGO	Sent t		Pre-Review.
bd.rep	16657	12/22/20 9:57 AM	Compliance Review	IGO	IGO		Pre-Review.
	16655	12/22/20 9:48 AM	Pending Wet Sign Completion	IGO	Pendi Signa	ps.rep3	Advisor Rev
	16648	12/21/20 3:21 PM	Principal Review	IGO	IGO		Pre-Review.
	16645	12/21/20 2:58 PM	Final Review	IGO	Signa	ps.rep3	Advisor Rev
	16644	12/21/20 2:51					Documents added on

-  Starting Point
-  Upload File
-  Create Work Item
- Client Folder
- Client Subfolder
- Client Documents
- Advisor Office Folder
- Advisor Office Documents
- Unindexed Documents
- Labels

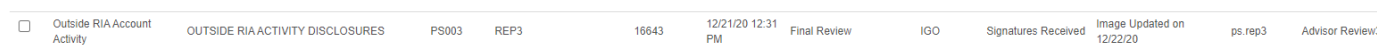
Drag and drop the signed document into the Direct File Uploader Box and click Start Upload.



Once successfully uploaded, a check box will appear under status. Click Close.



The Request Status will eventually move to Signatures Received and move from Pending Wet Sign Completion to Final Review. Using Dashboard or Monitor, click on the work item once it is in Final Review.



Click on Send for Review to submit the Work Item.

