

Document Signature Instructions

Step 1: Log into [UCOPA](#) PowerDMS Site

Step 2: Locate your TO DO list at the top of your PowerDMS home page

Step 3: Click the document link in your TO DO list

Step 4: Read the document

Step 5: Locate the Sign / Date feature in the lower right corner document viewer's Info panel (lower right corner of your screen)

Step 6: Enter your username and password

Step 7: Click sign

Step 8: If desired, use the download feature at the top of the document to download or print the document for reference.

Step 9: Log out using the Welcome Name drop down menu in the top right of your screen.