QuickGuide: How to Sign an Application

This QuickGuide outlines steps for signing an application form when you have received an email or notification for a signature request.

*NOTE: This guide can be used for Principal Investigators, Chairs / Chiefs and Department Heads who are authorized to sign off on projects.

To sign an application:

1. Locate the application by logging into WesternREM: https://applywesternrem.uwo.ca

2. Click on the ‘Signature’ tile in the Work Area

3. From the list, find the signature request with the status ‘Requested’ and click ‘View Form.’ This will take you to the application form you have been asked to sign.

4. After you have reviewed the application, click the ‘Sign’ button in the Actions Toolbar (illustrated below).
   - Enter your username (full email address) and password into the pop-up window, and press the green ‘Sign’ button to sign-off on the application.

*NOTE: although there is a ‘Sign’ button on the last page of the application, this will be disabled and you will not be able to sign the form.

*NOTE: a signature request can also be rejected by clicking the Reject tile. You will be presented with an entry dialog box where you can begin entering your username and password.

Questions?
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