

## QuickGuide: How to Sign an Application

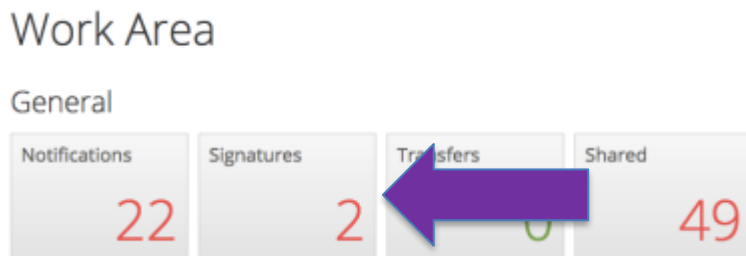
This QuickGuide outlines steps for signing an application form when you have received an email or notification for a signature request.

**\*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>

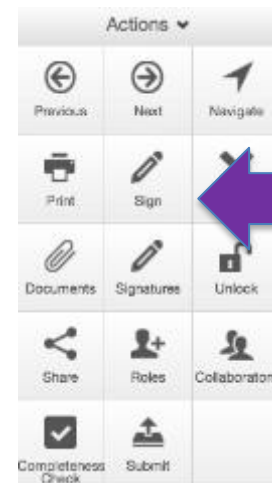
2. Click on the **'Signature'** tile in the **Work Area**



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?

T: 519-661-3036

E: [wrem@uwo.ca](mailto:wrem@uwo.ca)