

## 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 WREM: <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. There will also be a direct link in email notifications.
4. After you have reviewed the application, click the **'Signatures'** 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 may 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. Rejecting the signature will unlock the form to allow further editing.

**Questions?**

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