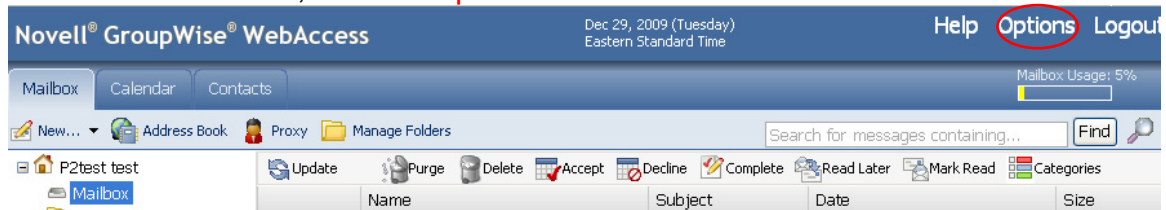
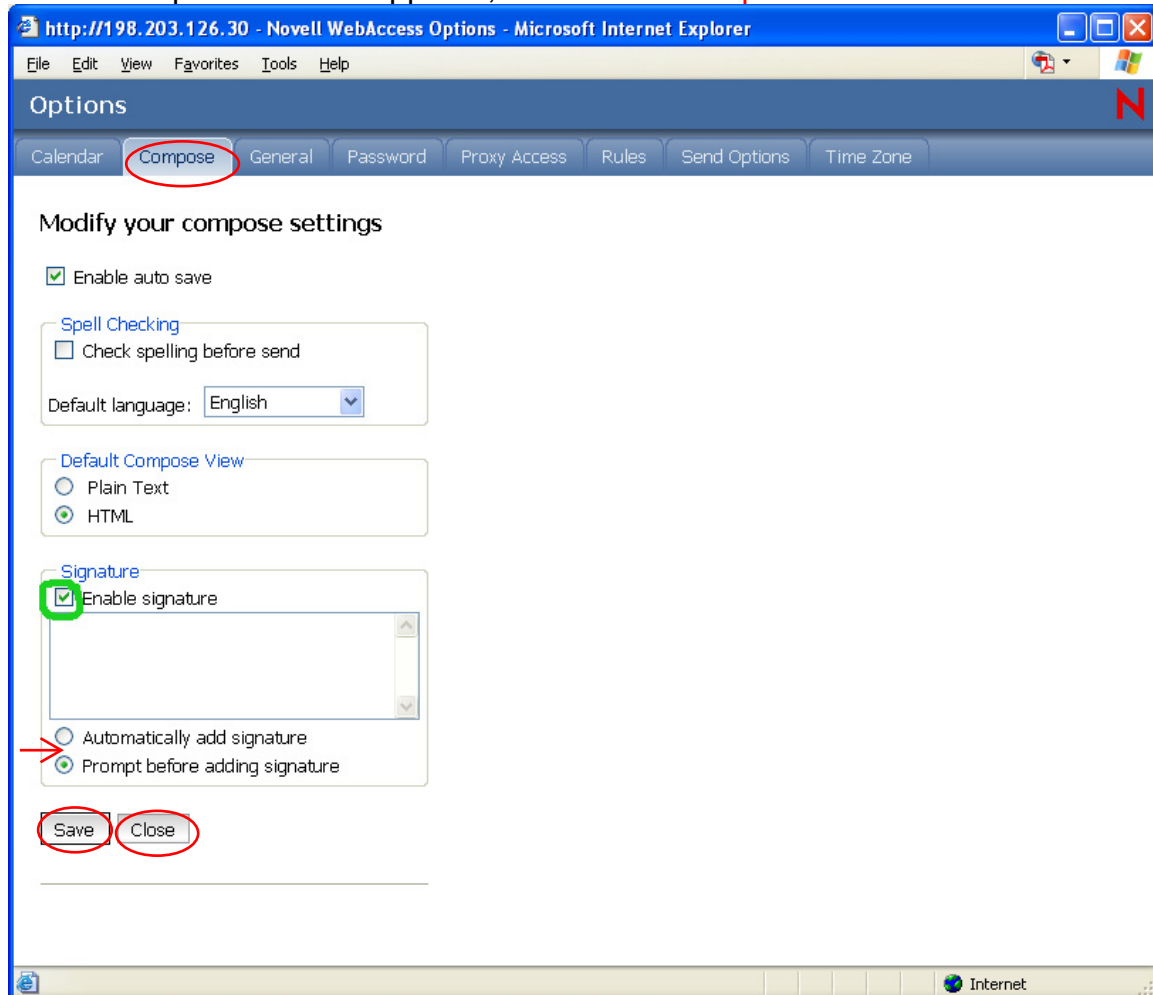


## How to Add a Signature in WebAccess

Once in WebAccess, click on **Options**



Once the Options screen appears, click on the **Compose** tab



Make sure you  **Enable Signature**, change to either **Automatically Add signature** or **Prompt before Adding Signature**.

Complete the information on the Signature screen and click **Save**. Once the information is saved click **Close**.