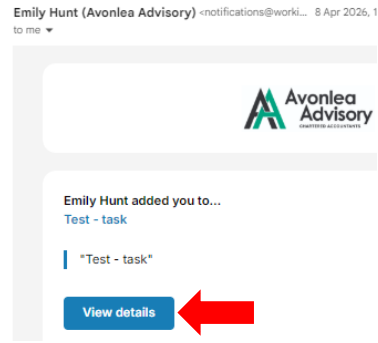
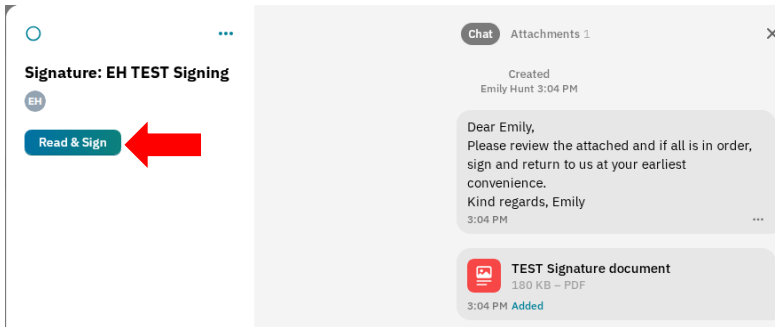


## 1. How to read and sign documents using Workiro

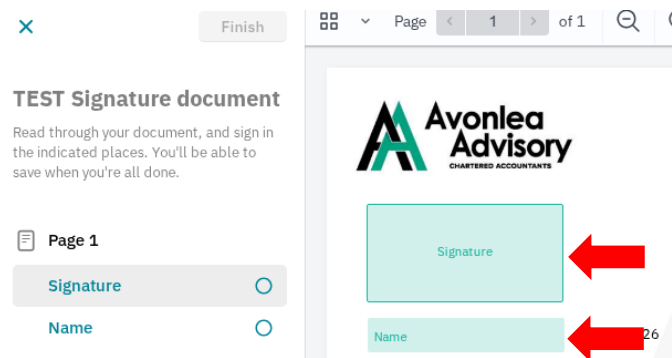
**Step 1:** Click the 'View Details' button in the email received from [notifications@workiro.com](mailto:notifications@workiro.com):



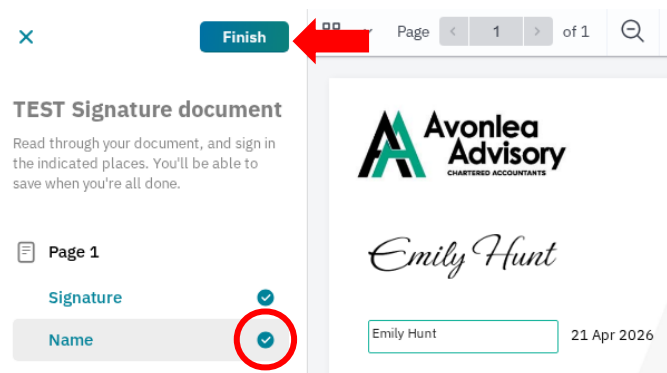
**Step 2:** Click the 'Read & Sign...' button:



**Step 3:** Review the document, and if all is in order, click on each highlighted field and enter the relevant details:



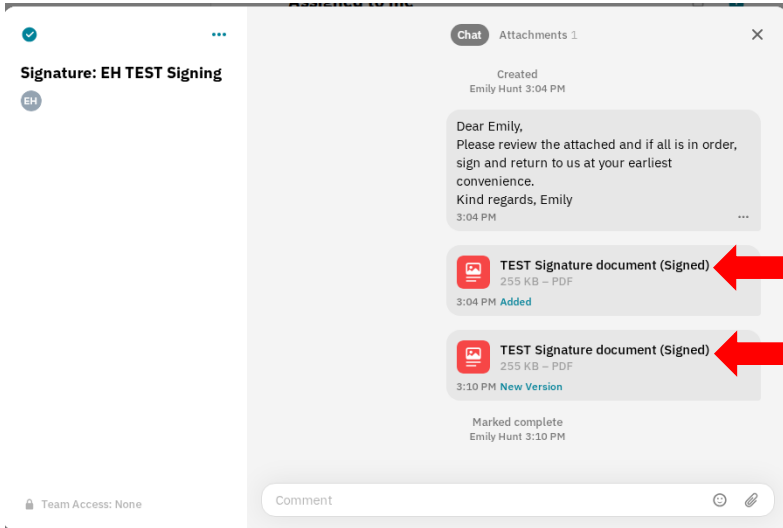
**Step 4:** Once you have completed all fields (shown by a tick on the left-hand side) the 'Finish' button will be available to click:



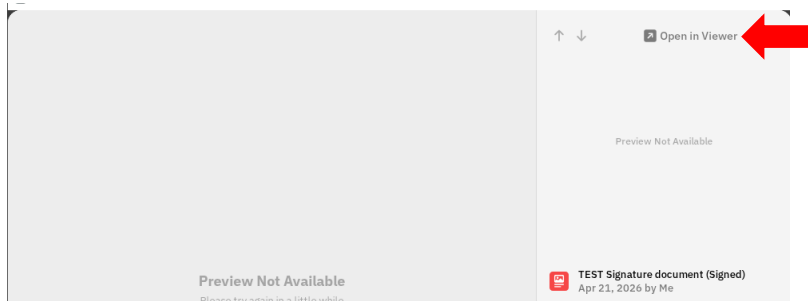
**Note:** By clicking **Finish**, the signed document will automatically be returned to us. You will automatically be returned to the messaging window, where you can add a comment if you wish.

## 2. Downloading your signed documents

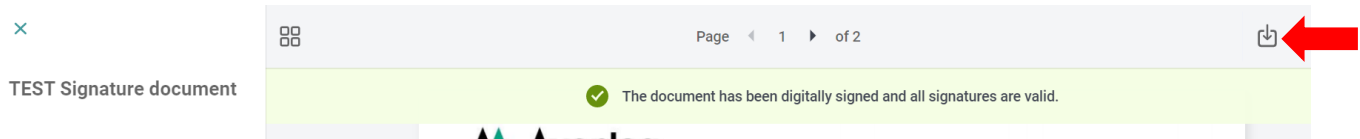
**Step 1:** Double click any of the document buttons within the message chain (no matter which document you click, the signed version will be opened).



**Note:** You can also open the document by **single clicking** it, then clicking **'Open in Viewer'**:



**Step 2:** Once the document is open in the Viewer, you can click the **'Download'** button to save it to your device.



Please call 03 8560 4377 if you require any assistance.