

Using the Fill & Sign function

Once an applicant has completed the application they will:

1. Select 'Fill & Sign' (the purple pencil icon in the right hand toolbar)
2. Select 'Sign' in the top bar which appears.
3. Select 'Add signature'.
4. Select '**Draw**' or '**Image**' in the newly opened toolbar.
5. Once signed or entered a saved image of their signature, select 'Apply'.
6. Drop and adjust the size of the signature into the relevant signature box as required.

This will be a learning process for all those involved and it may be over time that the use of electronic signatures for signing off application forms increases, as funeral directors become familiar with it.

There is no obligation forms are to be completed electronically, it remains an option for funeral directors who feel they can offer this or individual applicants. We expect the vast majority of forms to remain physically completed and submitted, as happens now.

Important note: Once a signature is inserted and the form is saved, all text boxes will lock. Currently, this means crematoriums cannot sign off a form electronically when it would be emailed to them – it will have to be printed and physically completed by crematorium staff.

A workaround is being examined and update provided in due course.