



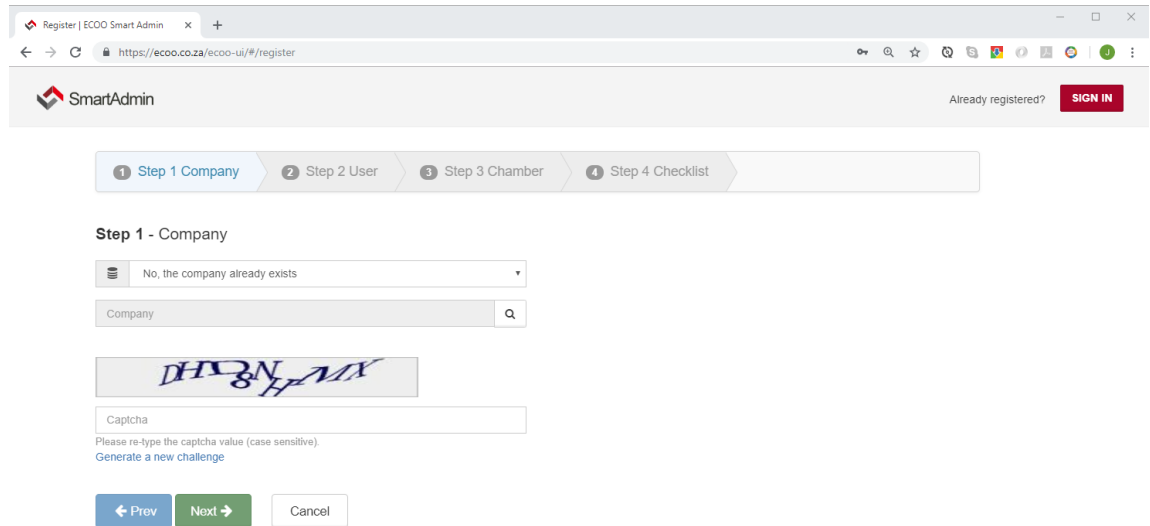
TUTORIAL TO CAPTURE DIGITAL SIGNATURE USING SMART ADMIN SIGN MOBILE APPLICATION

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REGISTER ACCOUNT

- 1.1 The following tutorial is based on the assumption you have registered on **Smart Admin** already. If you do don't have an account, please take the time to register here: <https://ecoo.co.za/ecoo-ui/#/register>



The screenshot shows a web browser window with the URL <https://ecoo.co.za/ecoo-ui/#/register>. The page header includes the SmartAdmin logo and a "SIGN IN" button for users who are already registered. A progress bar at the top indicates four steps: Step 1 Company (active), Step 2 User, Step 3 Chamber, and Step 4 Checklist. The main content area is titled "Step 1 - Company" and contains a dropdown menu with the text "No, the company already exists", a search input field labeled "Company", a captcha image showing the text "DHON 87 MY", a captcha input field, and a "Generate a new challenge" link. At the bottom, there are three buttons: "Prev", "Next", and "Cancel".

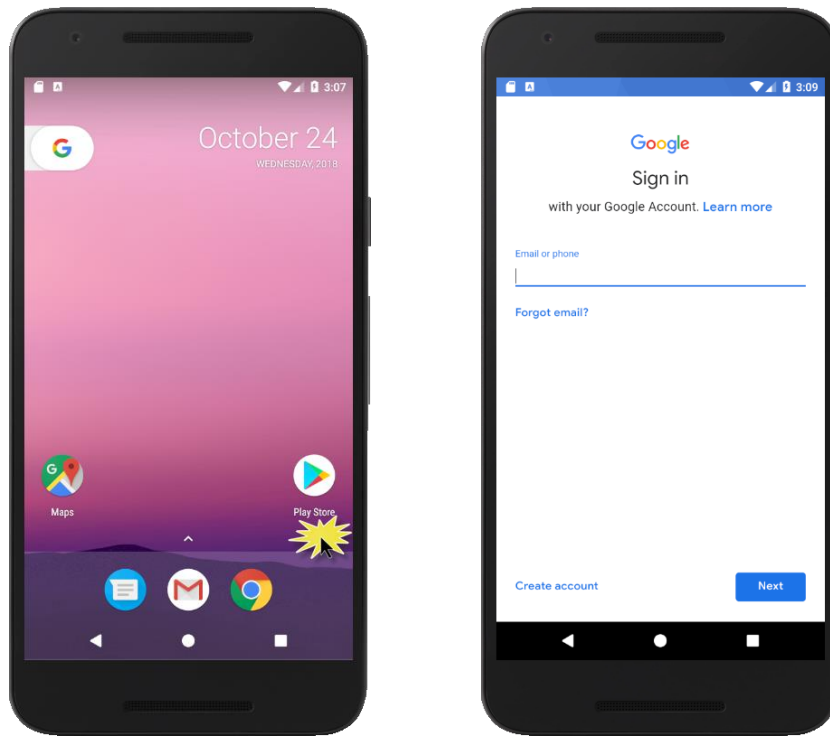
- 1.2 Once registered you will receive a confirmation email and you can continue with this tutorial. Any issues, please email support@ecoo.co.za.

2. DOWNLOAD APPLICATION ON PHONE OR TABLET

2.1 Depending you are using IOS based device (Apple) or Android based device (Samsung or alike), please navigate to either the Apple App Store or Google Play Store respective.

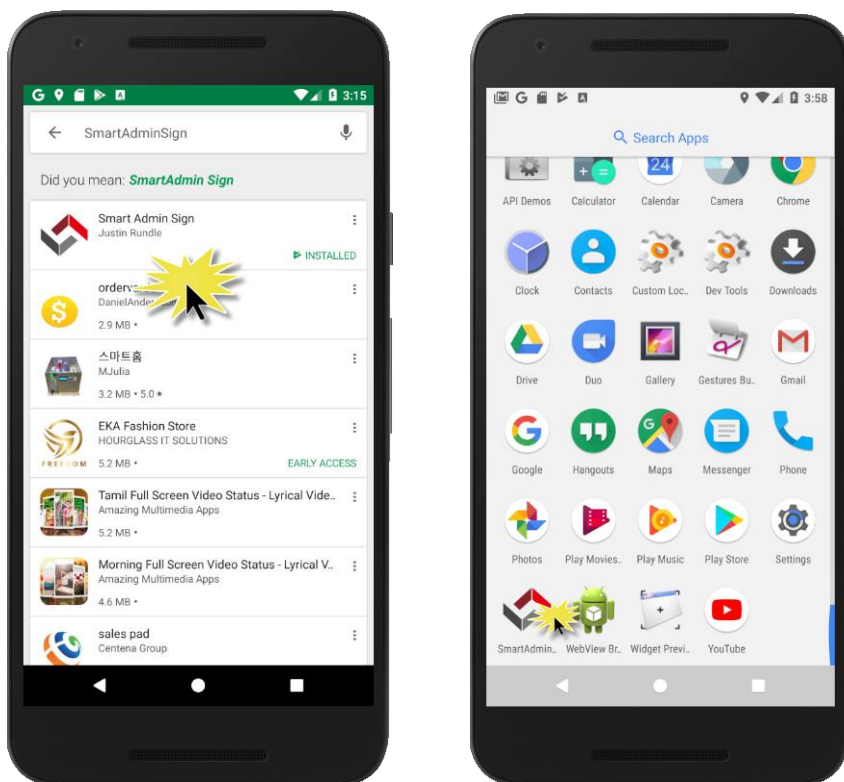
2.2 For example using Android device, I would navigate to Google Play Store:


2.3 If you have never signed in, you will be prompted to sign-in:



2.4 When you get to the Google Play Store home page, please type **SmartAdminSign** (one word and no spaces) and press [ENTER]:

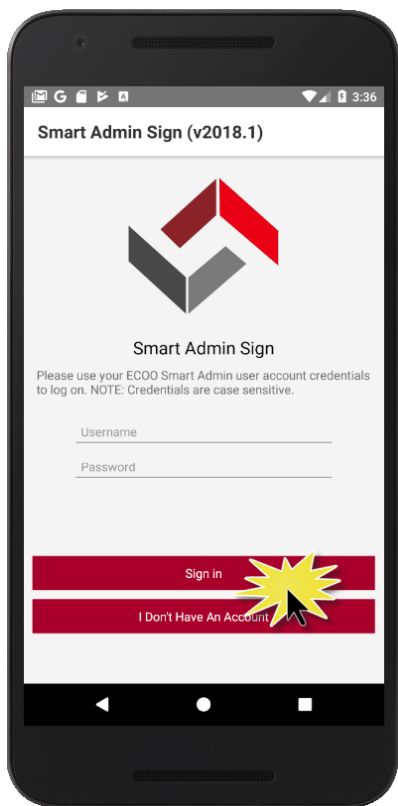
2.5 Select the Smart Admin Sign application and click **Install**:



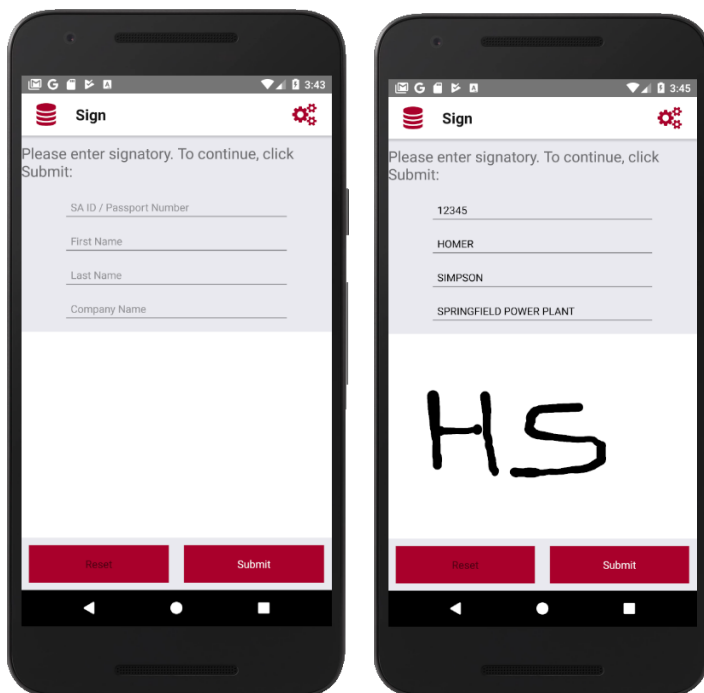
2.6 Once the application has completed the installation, either select Open or find the icon  and select it.

3. CAPTURE SIGNATURE

3.1 When the application is open you will see the login screen. Enter your username and password of your Smart Admin user account and click **Sign In**.



3.2 After successful authentication you will be directed to the Sign tab, here you will be required to enter the First Name, Last Name, Company Name and press **Submit**:



3.3 **Well done...** you have successfully captured your signature and pushed the signature to **Smart Admin** ready for approval. Any issues, please email support@ecoo.co.za.