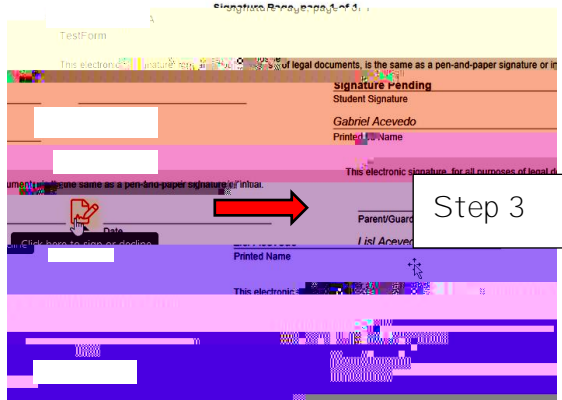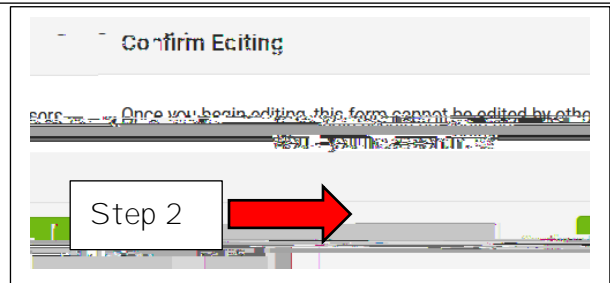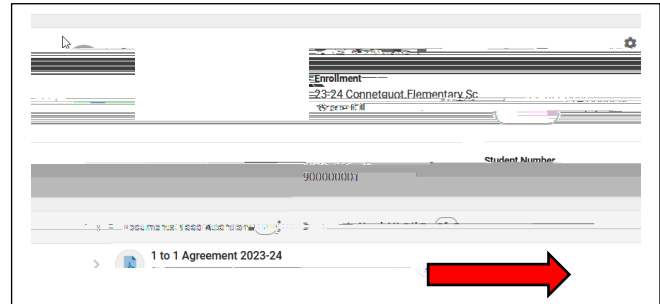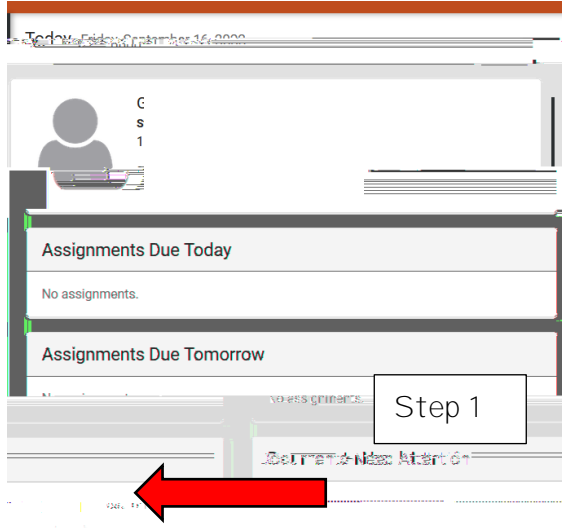### How to Sign and Submit a Document on the Portal

Log into your Portal account

When viewing your student's information on the Home Page
you will see Documents Need Attention – Click onto the document

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6