Paperworkr Instructions

You will receive two emails from no-reply@annkissam.com. One containing a link to reset your password and another stating that a packet is ready to be signed.

Step 1
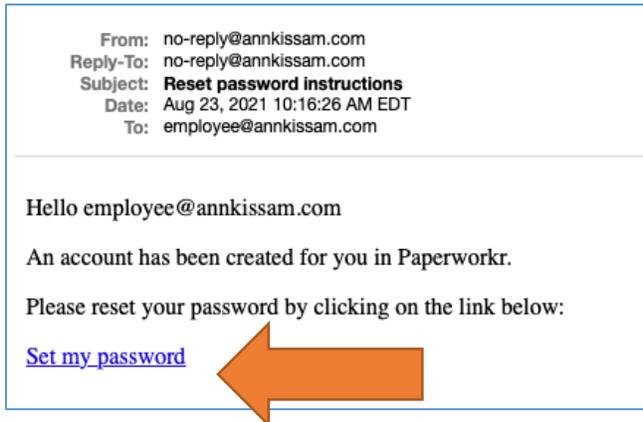
Open the email with the subject line, "Reset password instructions". Then click the "Set my password" link.

Step 2
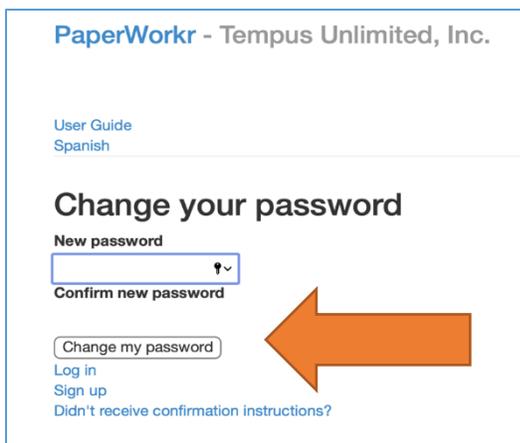
Enter a new password and then confirm it by typing it again in the next box and click, "Change my password". This will log you into Paperworkr and bring you to the Esignable Packets page.

Step 3
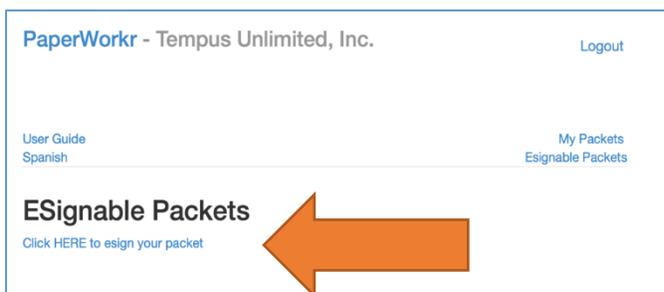
Click the "Click HERE to esign your packet" link.

You can also get to this page by clicking the "here" link in the email with the subject line, "Packet Ready for your Electronic Signature!"

Step 4

Packets that are available will be listed in the table. Click the "ESign" link to the right of the packet.

Step 5

Review the disclosure and agree to it by checking the box and clicking the "Accept" button. The documents that require signature will then be displayed.

Step 6

Once you have reviewed the document, click in the Signature box to begin the e-sign process.

Step 7
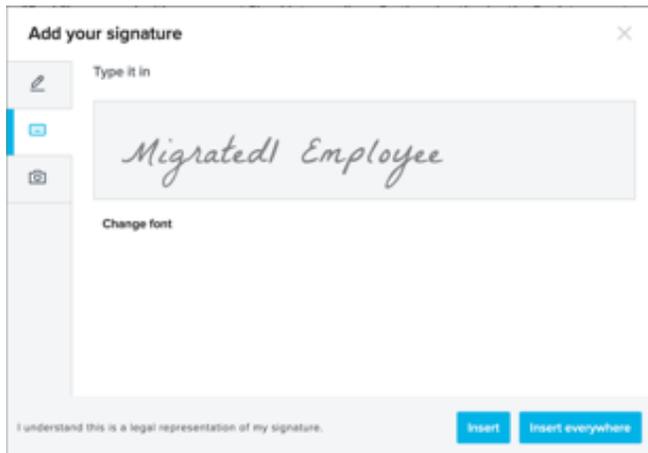
You can add your signature three ways. The second is preferred.

1.   Use a mouse to draw your signature
2.   **Type your name and select a font**
3.   Use a picture of your signature.

Once completed, you can choose to sign only the one document by clicking, "Insert" or all the documents by clicking, "Insert everywhere".
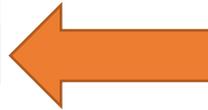
Step 8
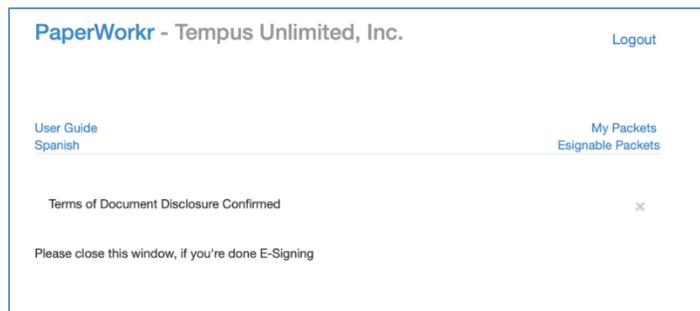
Once all the documents have been signed, you will be brought to a page confirming everything has been esigned. Closing this window will complete the process. The documents will then be sent to Tempus for review and processing. You can then click "Logout" to leave Paperworkr.