Create and insert a handwritten signature/company official stamp, onto form M1 forms.

1. Write your signature on a white piece of paper, stamp a blank piece of white paper with the your company official stamp.
2. Scan the page and save it on your computer in a common file format: .bmp, .gif, .jpg, or .png. If you do not have a scanner available, take a close-up picture of the signature/company stamp with a smartphone and send the image(s) to your work email address.
3. On your work PC/laptop find the scanned image(s) or find the emailed image(s) in your inbox (check your junk folder) and save it/them on your computer in a common file format: .bmp, .gif, .jpg, or .png.
4. To insert and add your signature/company official stamp to the M1 form click in the signature/company official stamp boxes (highlighted below), click **browse** to locate file on your PC/laptop and, once located, click **open** to insert the signature/company stamp image(s).