



**INTEGRITAS**  
WEALTH PARTNERS

A Guide to Digitally Signing Documents  
using an iPad

Partners in Managing Your Wealth



Integritas Wealth Partners, 28 Halkett Place, St Helier, Jersey, JE2 4WG.

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Incorporated in Jersey, Company No. 123205

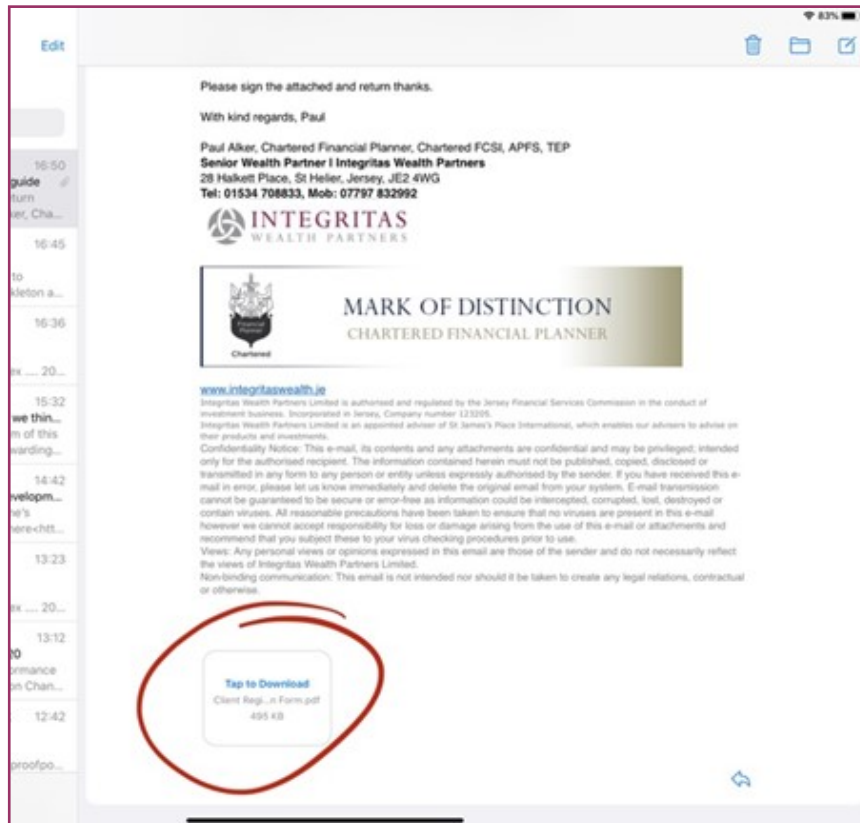
## Signing a document for Integritas Wealth Partners using an iPad

If you have been sent an email with a form which requires signature this guide will help you sign the form digitally using an iPad, without the need to print and post or scan a return copy.

If you have not received an expected message it may be worth checking your “junk” mail folder, in case this may have been diverted by your e-mail firewall.

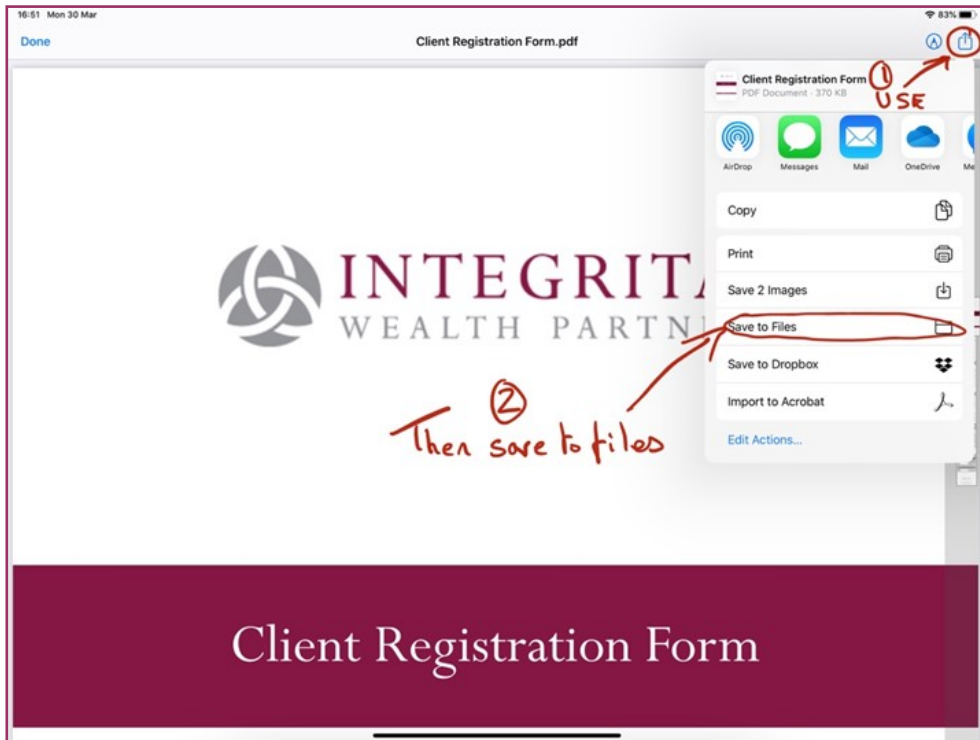
### Save the attached document

Once you open the e-mail you will see there is an attachment tap on it to open it.

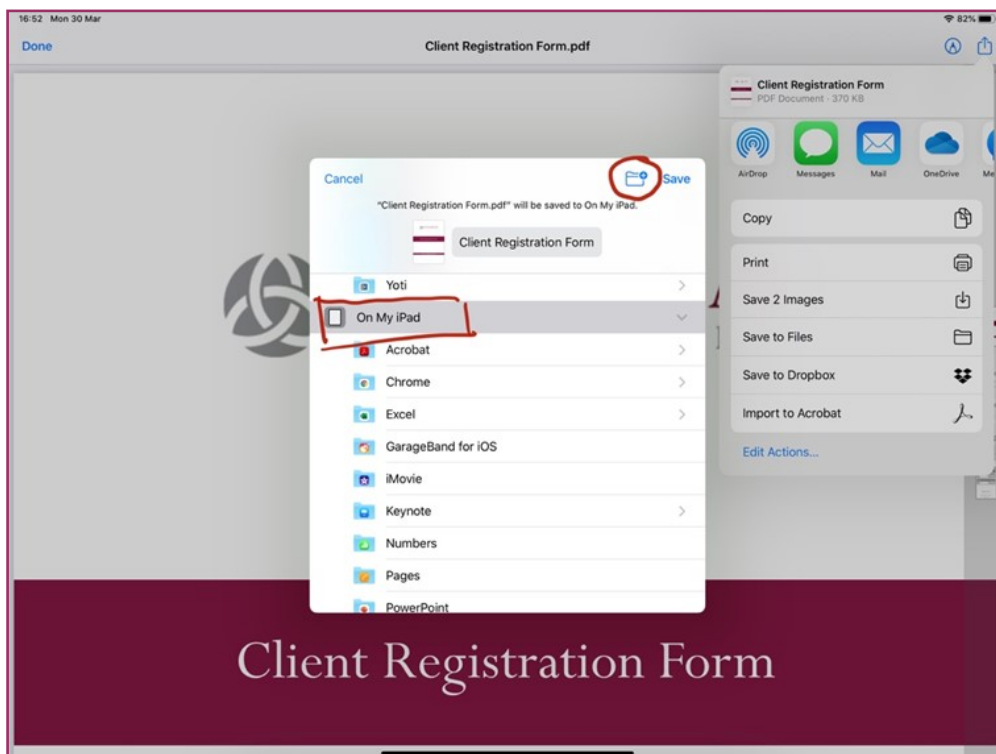


## Save the document to your iPad

Now you can see the document. In the top right-hand corner tap the “Use” button – this will allow you to save the document on to the iPad. When the menu appears tap “Save to Files”.

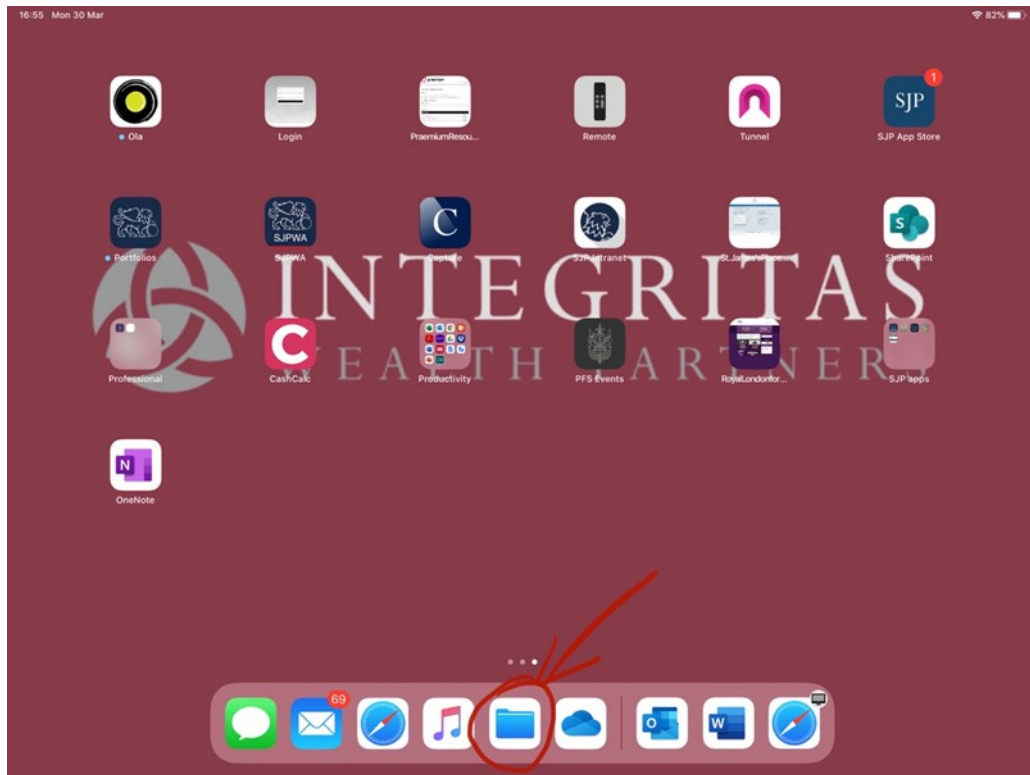


Next you will need to save your document to a folder on your iPad. It may be best to create a new folder. On the left-hand side select “On My iPad” then in the top right select the file symbol with the plus sign.

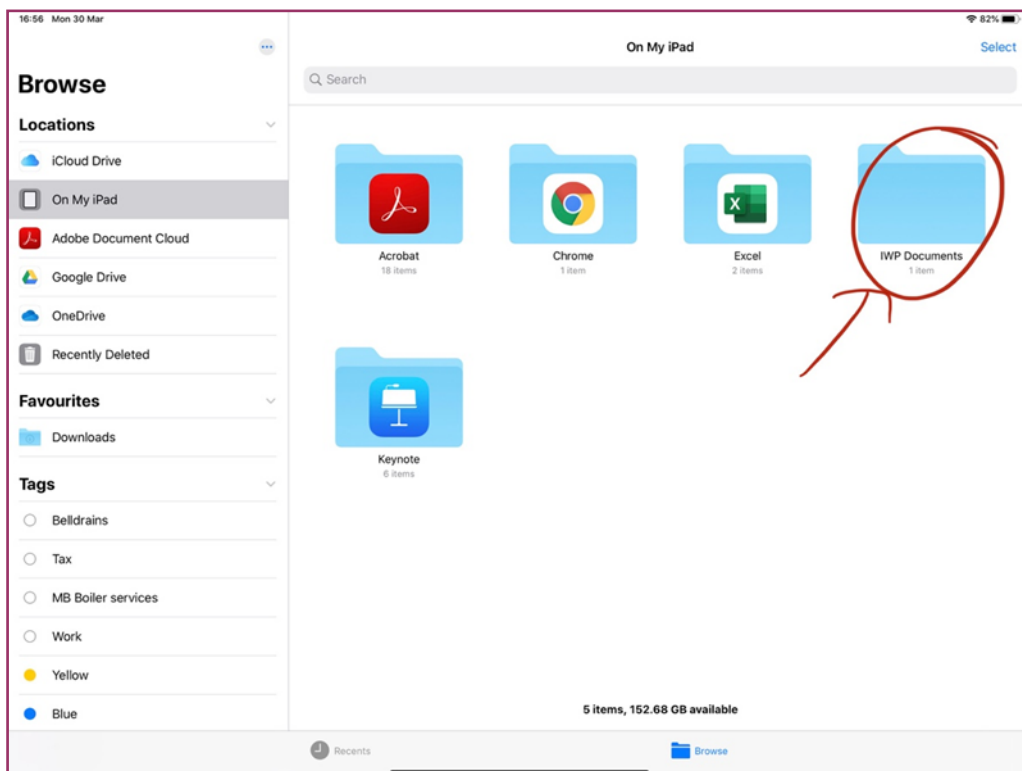


You will then be prompted to create a new folder – give it a memorable name so it will be easy to find in the next stage, then tap done.

Once this has been done, go back to your start up screen and open the Files app by tapping once



Once the files app is open, look at the left-hand side of the screen and check the On My iPad is selected – you should now see your folder you have created – tap on the folder icon once

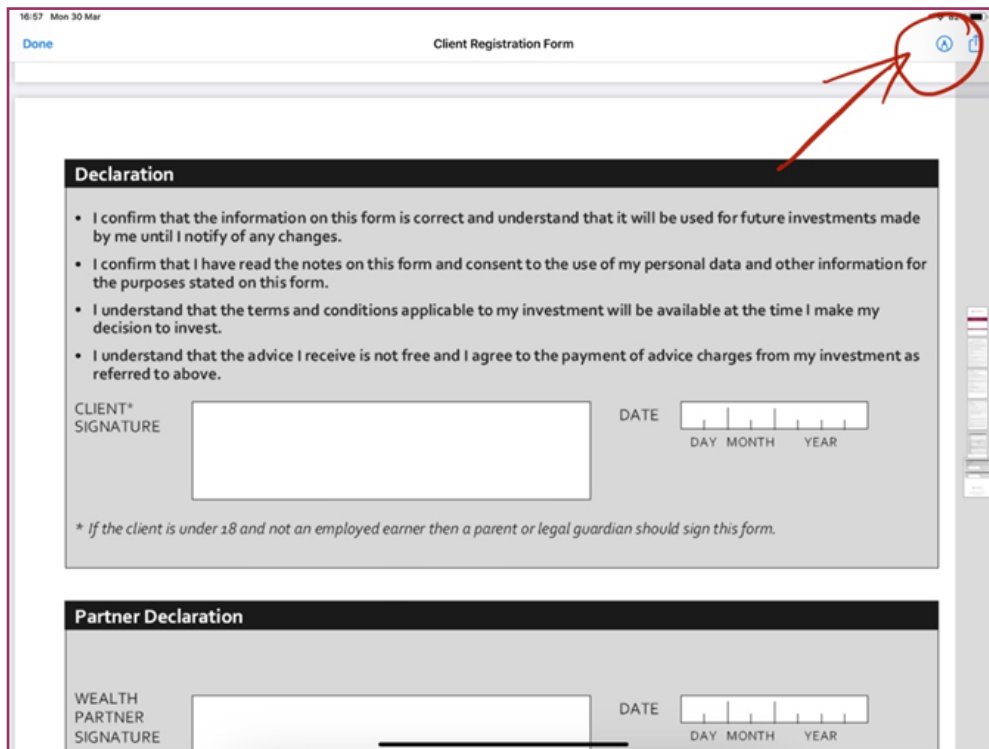


Then tap on the newly saved document to open the file ready for signature.

## Signing the document

Once the document is open, scroll down to the relevant area of the document that needs to be signed.

Tap the pencil icon in the top right hand corner.



16:57 Mon 30 Mar

Done Client Registration Form

**Declaration**

- I confirm that the information on this form is correct and understand that it will be used for future investments made by me until I notify of any changes.
- I confirm that I have read the notes on this form and consent to the use of my personal data and other information for the purposes stated on this form.
- I understand that the terms and conditions applicable to my investment will be available at the time I make my decision to invest.
- I understand that the advice I receive is not free and I agree to the payment of advice charges from my investment as referred to above.

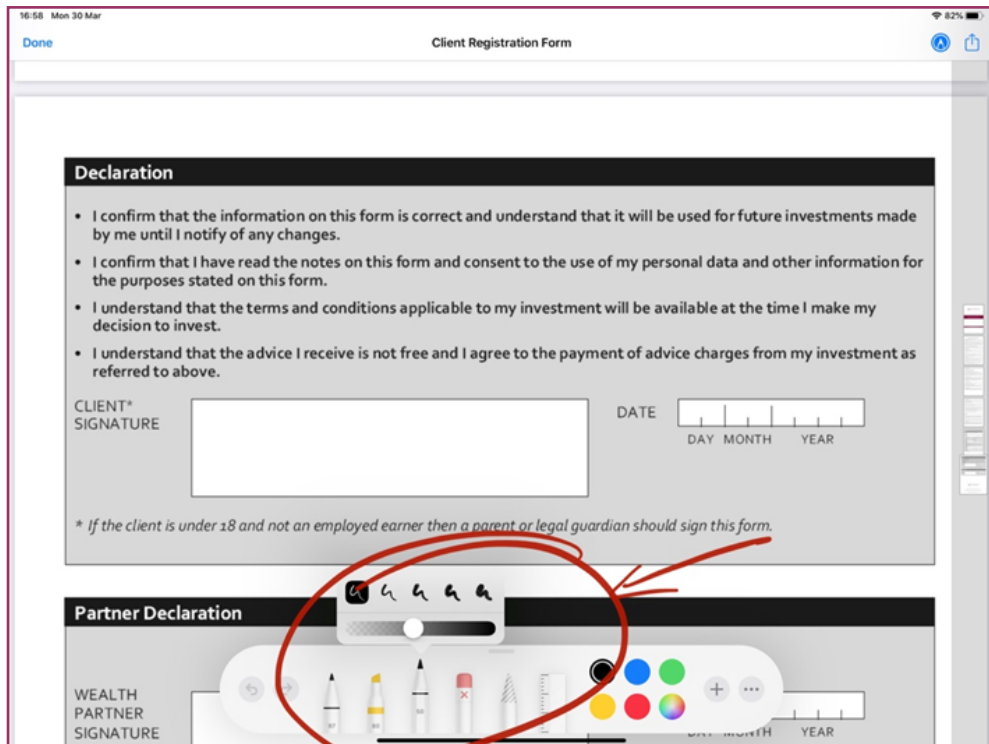
CLIENT\* SIGNATURE  DATE   
DAY MONTH YEAR

*\* If the client is under 18 and not an employed earner then a parent or legal guardian should sign this form.*

**Partner Declaration**

WEALTH PARTNER SIGNATURE  DATE   
DAY MONTH YEAR

This opens the drawing pallet in the bottom of the screen. Please select black for signatures.



16:58 Mon 30 Mar

Done Client Registration Form

**Declaration**

- I confirm that the information on this form is correct and understand that it will be used for future investments made by me until I notify of any changes.
- I confirm that I have read the notes on this form and consent to the use of my personal data and other information for the purposes stated on this form.
- I understand that the terms and conditions applicable to my investment will be available at the time I make my decision to invest.
- I understand that the advice I receive is not free and I agree to the payment of advice charges from my investment as referred to above.

CLIENT\* SIGNATURE  DATE   
DAY MONTH YEAR

*\* If the client is under 18 and not an employed earner then a parent or legal guardian should sign this form.*

**Partner Declaration**

WEALTH PARTNER SIGNATURE  DATE   
DAY MONTH YEAR

You are now able to sign the document in the relevant place.

Once signed tap once on “Done” in the top left corner.

## Returning the signed document

Tap the use on the top right hand side “use” button which looks like this:



You should then see the below options:



Select the Mail button and this will generate the e-mail for you to return the attached document.

Repeat for all required documents.

Alternatively, you could open a new e-mail, select attachments button and then browse for the documents in the files folder using “On My iPad” as described above.

Send your signed document to your Wealth Partner or your usual Integritas Wealth Partners contact.

Thank you for taking the time to read this guide. If you have any problems signing a form please do not hesitate to contact your Wealth Partner for assistance.



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