Creating a Certified Copy* on a Document in Florence

1. Upload the document you wish to certify (via browser, dragging, or email)

2. Open that document.

3. Click on the Sign button to display the signature box and select the type of signature you prefer (Stamp on Document or Addendum Page).

- Reminder: choosing Addendum Page adds an additional page to e-sign on and is the best choice when there are multiple people who will e-sign the document.

4. From the reason dropdown, select 'Certified Copy'. Enter your password and click Save

*See the MCW SOP: Use of Florence eBinders for Electronic Records & Electronic Signatures; Section 3.3.1 for definition of a Certified Copy.