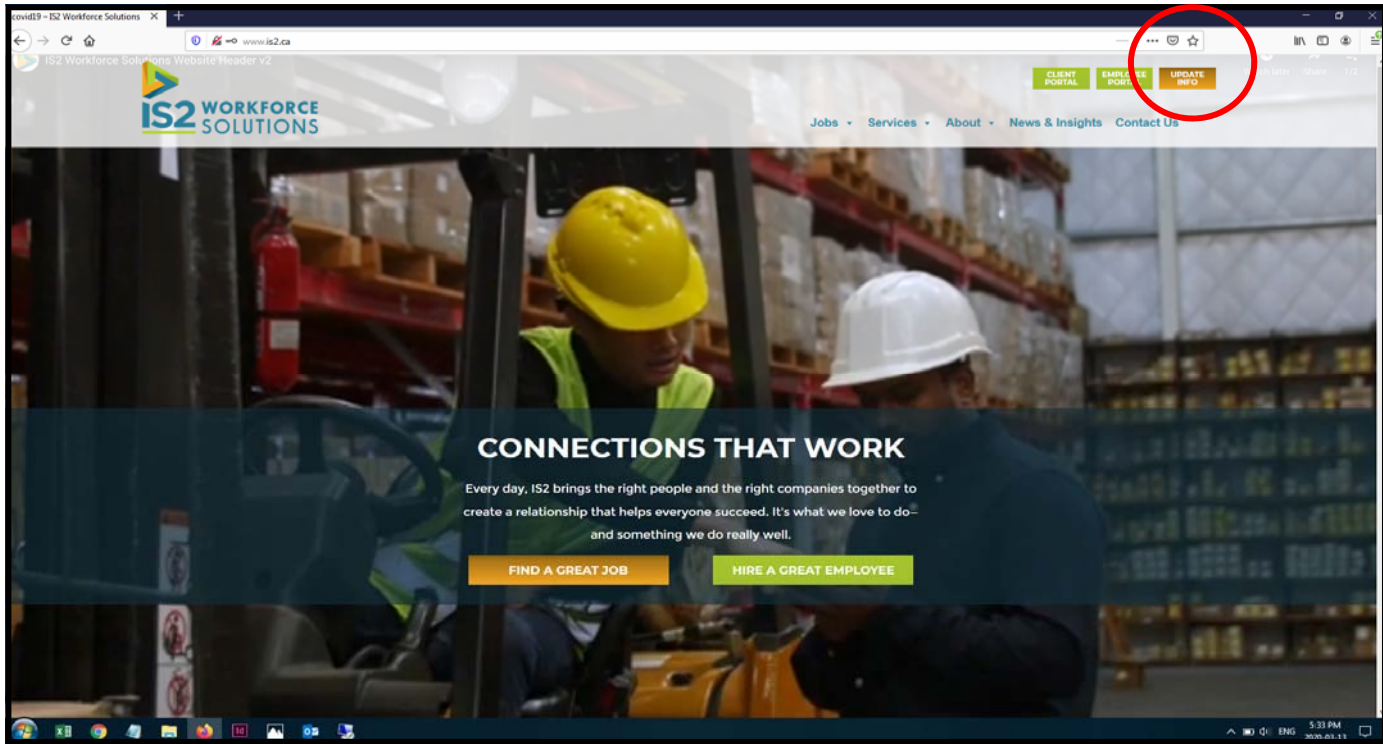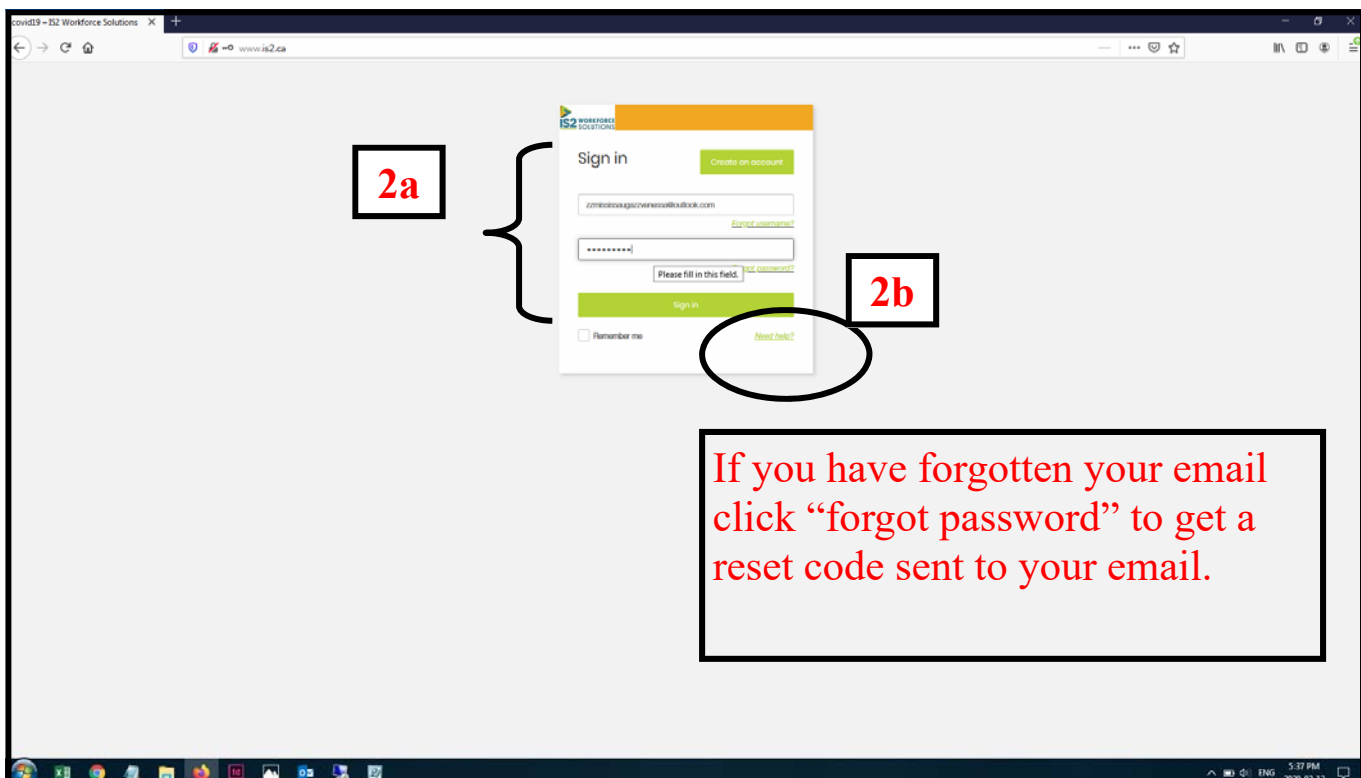# IS2 Guide for Signing eDocs using the IS2 Portal

Step 1) Go to www.is2.ca and click UPDATE INFO

Step 2a) Login to the Employee Update Portal. Typically your username is your email.
Step 2b) If you have forgotten your username, click "forgot password" to get a reset

2a

2b

If you have forgotten your email click "forgot password" to get a reset code sent to your email.
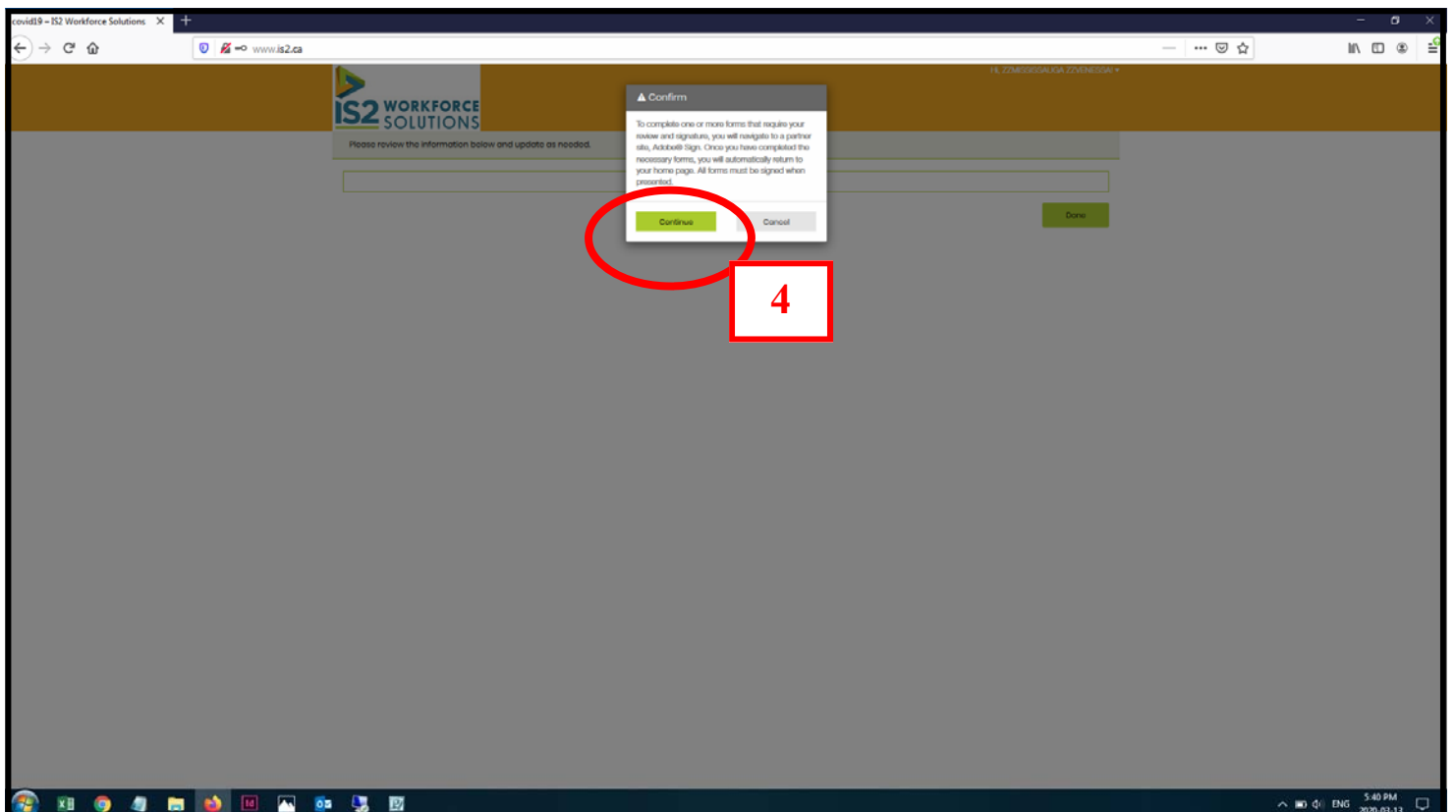
Step 2c) If you cannot remember/access your username—contact your IS2 Representative to request that your account is reset.

Step 3a) Click Home and then click the GREEN BUTTON to sign the eDoc
Step 3b) Click the Green eDoc "**IS2_COVID-19_Declaration**" Button.
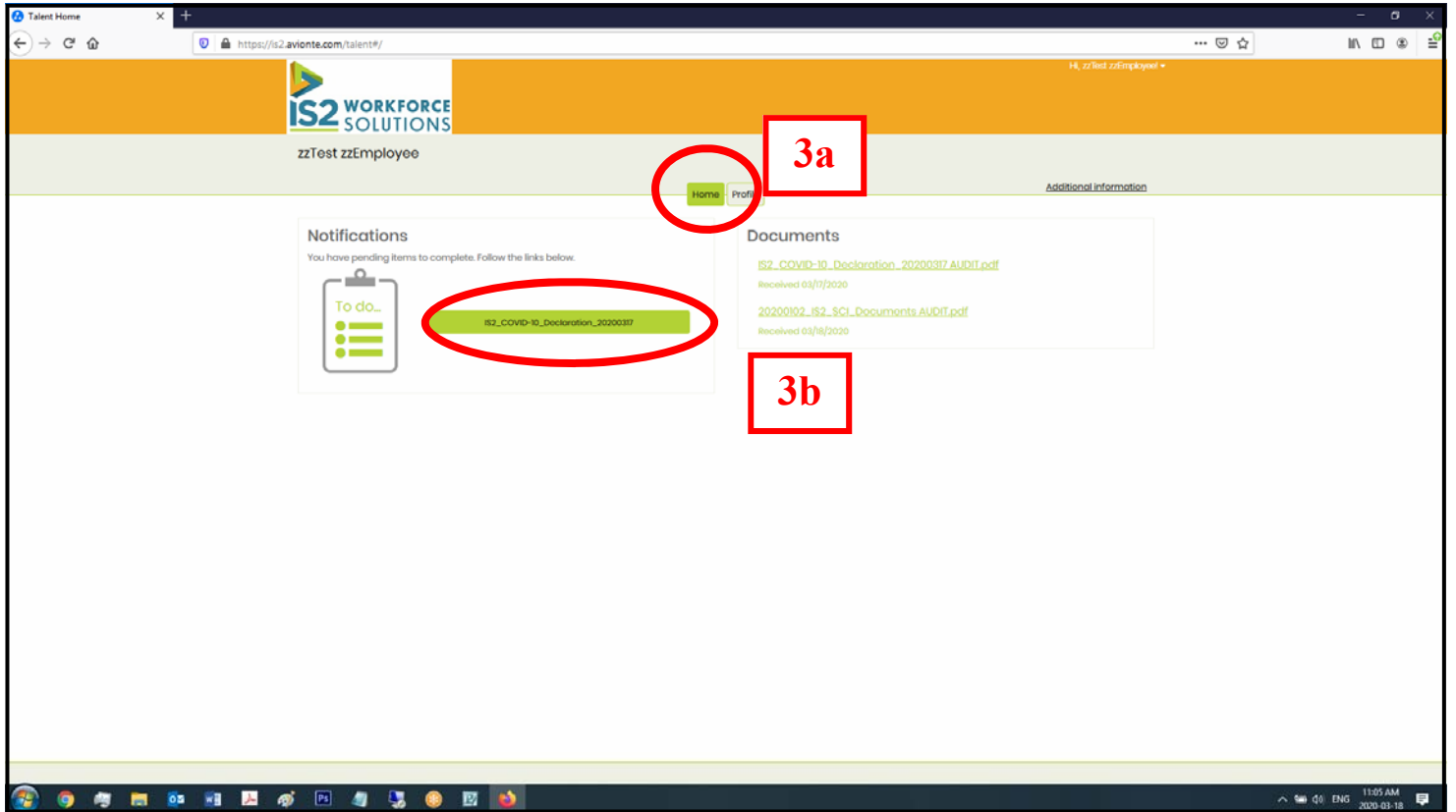
Step 4) Click the green "**CONTINUE**" button (if/when prompted).

Step 5a) Click "NO" in all the check-boxes *if you have no cold or flu symptoms*!
Step 5b) Sign your name to agree to the contents of the form.

5a You Must click "NO" very carefully on all the radial boxes. If you miss one the form cannot be accepted

Go slow and pay attention while filling out the form.

Step 6) Click the blue 'CLICK TO SIGN' button. And you're done!

Finally, remember to stay safe and practice good hygiene. Wash your hands regularly and inform your IS2 Representative if you have any cold or flu symptoms.