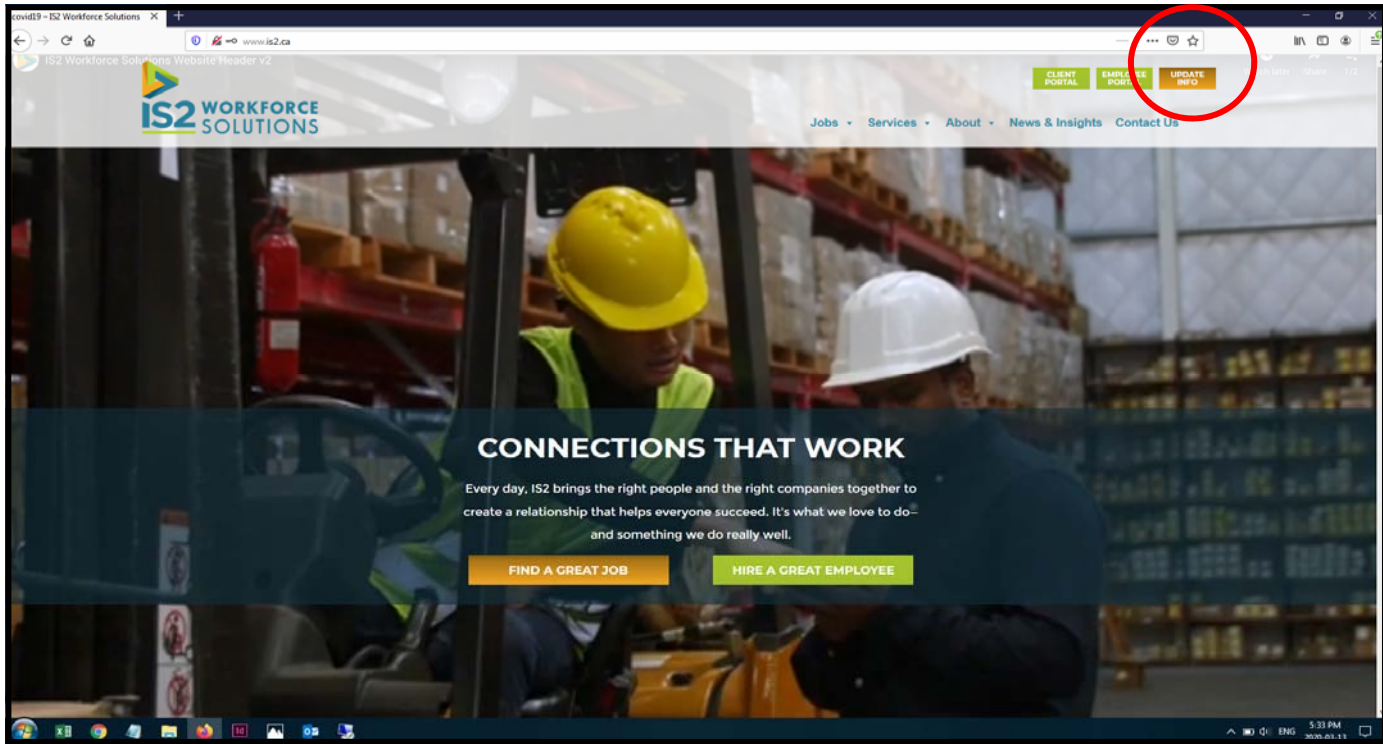
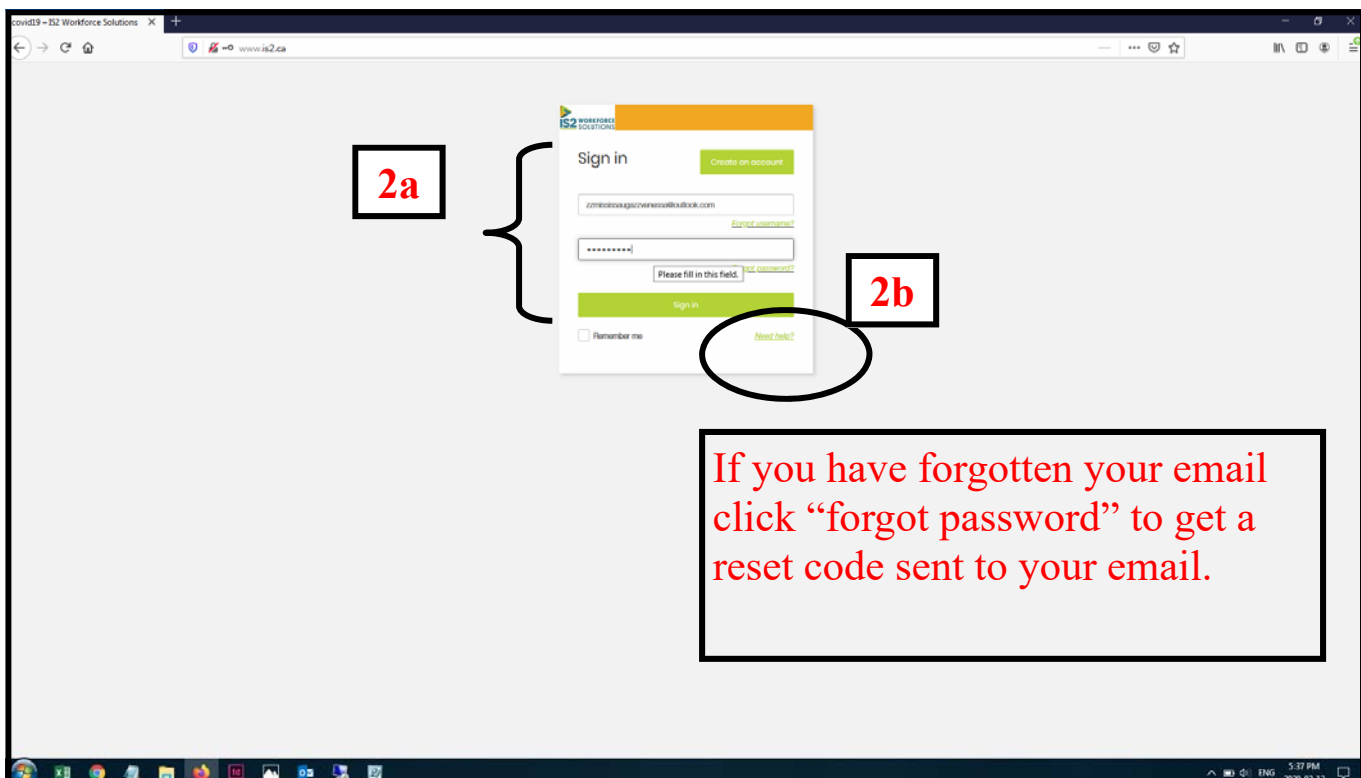


# IS2 Guide for Signing eDocs using the IS2 Portal

Step 1) Go to [www.is2.ca](http://www.is2.ca) and click UPDATE INFO

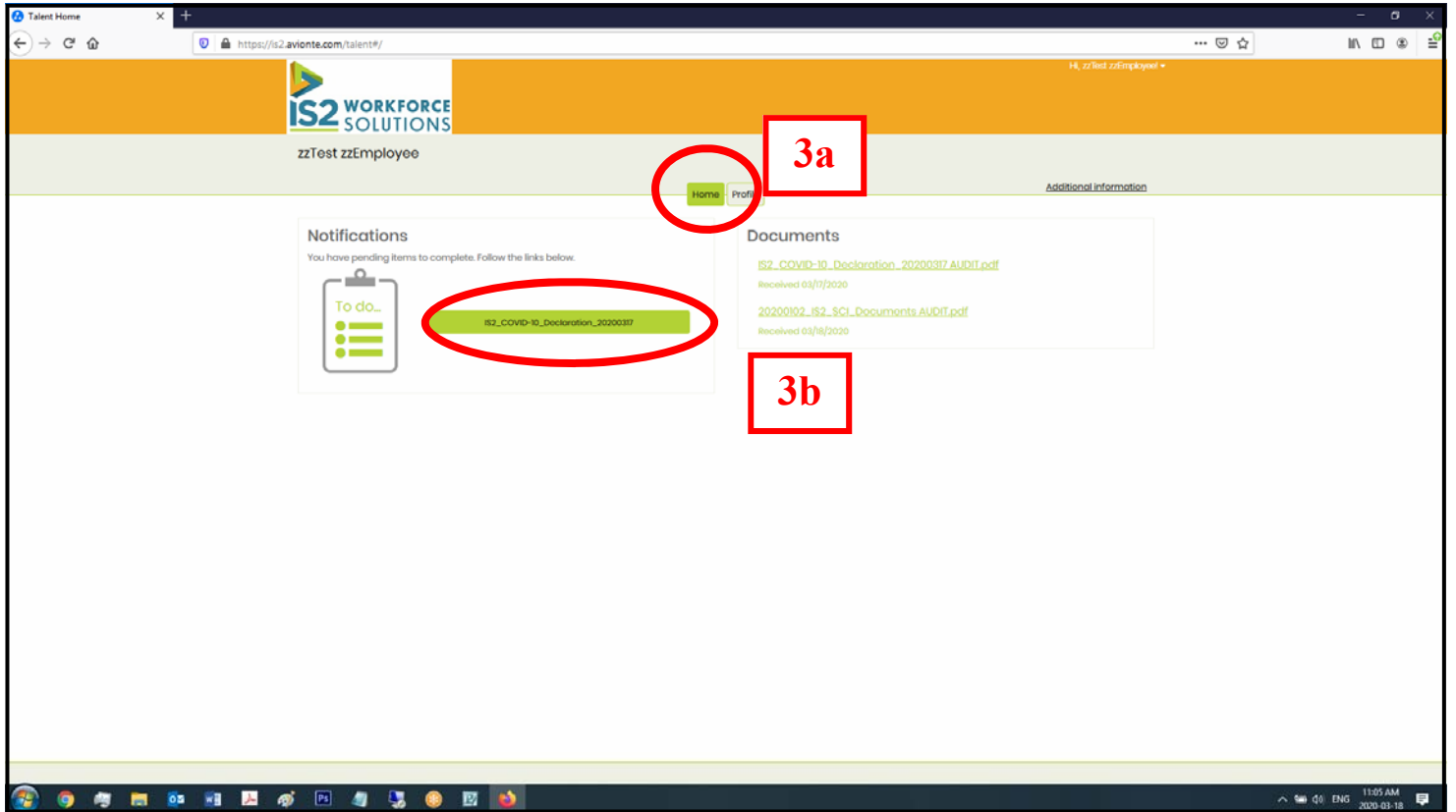


Step 2a) Login to the Employee Update Portal. Typically your username is your email.  
Step 2b) If you have forgotten your username, click “forgot password” to get a reset

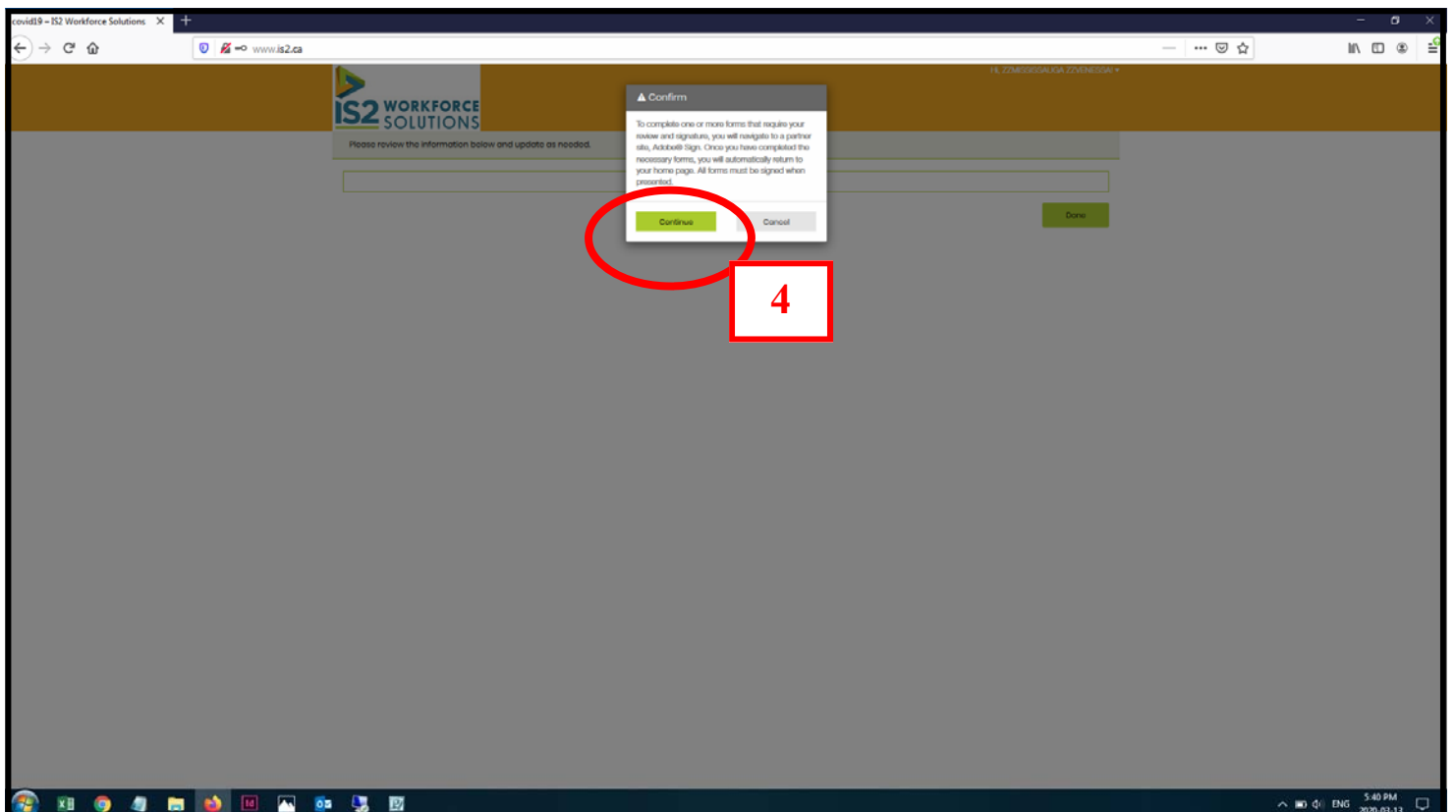


Step 2c) If you cannot remember/access your username—contact your IS2 Representative to request that your account is reset.

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.

The screenshot shows the 'IS2\_COVID-19\_Declaration\_20200317' form in a web browser. The form includes sections for 'ACKNOWLEDGMENT AND CONSENT' and 'QUESTIONS REQUIRING RESPONSES'. The questions are:

1. Do you have currently have a fever, cough, shortness of breath or any breathing difficulty?
2. Have you and/or a member of your immediate family or household had contact with a person with either a confirmed or presumptive case of COVID-19 in the past 14 days?
3. Have you and/or any of your immediate family member(s)/ household member(s) traveled outside of Canada in the past 14 days?
4. Have you been issued with any of the following:  
a) Stay Home Notice/Leave of Absence?  
b) Home Quarantine Order?

Each question has two radio button options: \*YES and NO. The 'NO' option is selected for all four questions. A red bracket labeled '5a' points to these radio buttons. A red circle labeled '5b' points to the 'Sample Employee' signature field. A red arrow points to the 'Click to Sign' button at the bottom right. A text box on the right says: '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!

This screenshot is identical to the previous one, but with a red circle around the 'Click to Sign' button at the bottom right, which is labeled with a red '6'. A red arrow points to this button. The rest of the form content remains the same.

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.