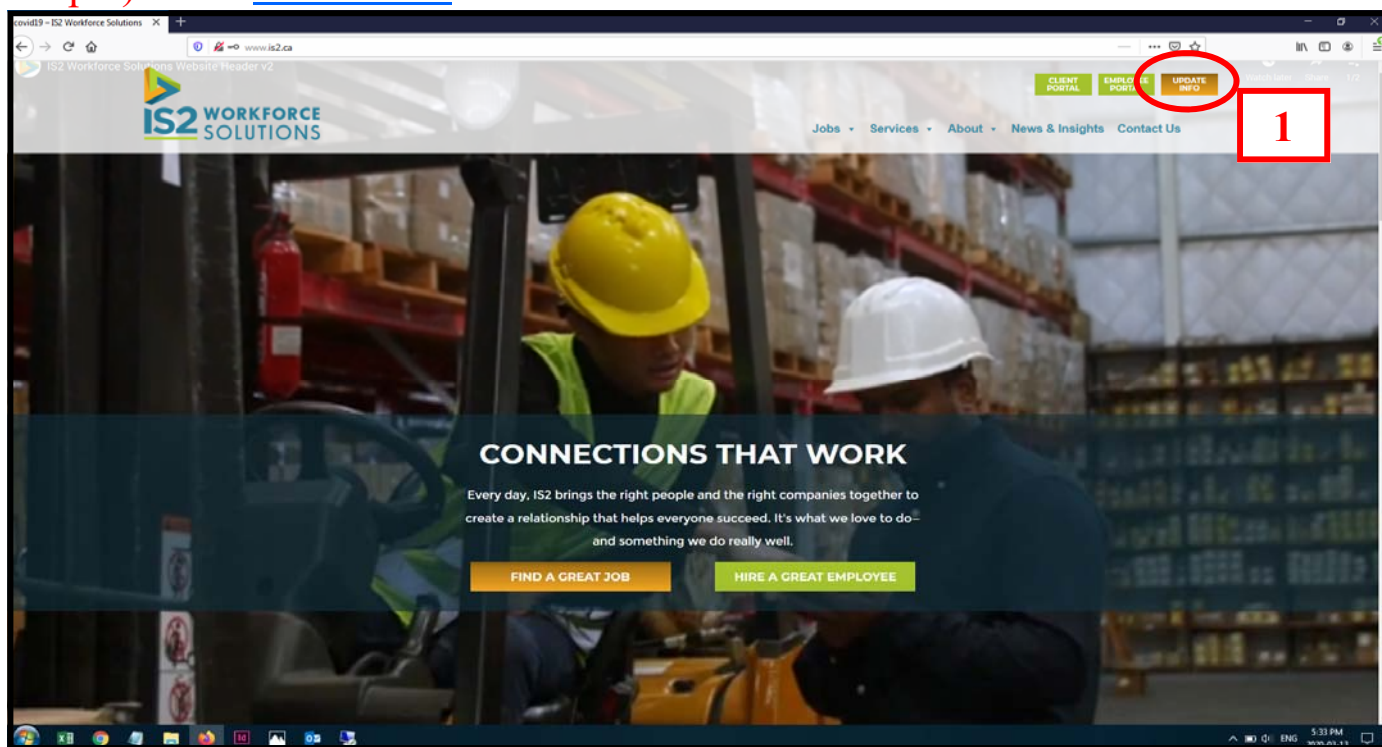# IS2 Guide for Signing eDocs using the IS2 Portal

Note: The first 2 steps of this tutorial show how to sign in to the portal. If you've just finished the application process—you are already in the portal, so don't sign out and go to page 2 of this tutorial (or step 3). If you're signed out of the portal start at step 1.

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

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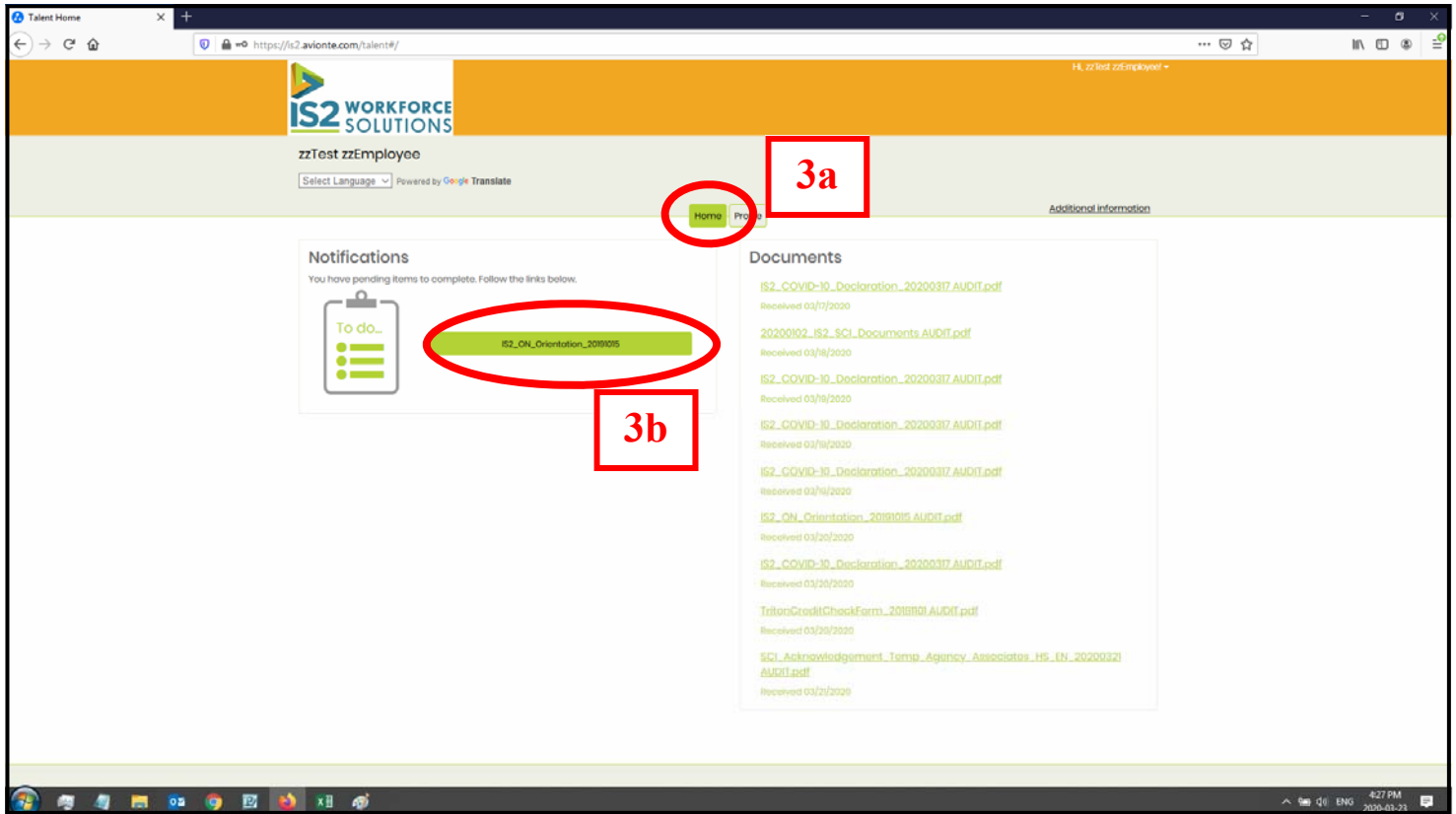

2a

2b
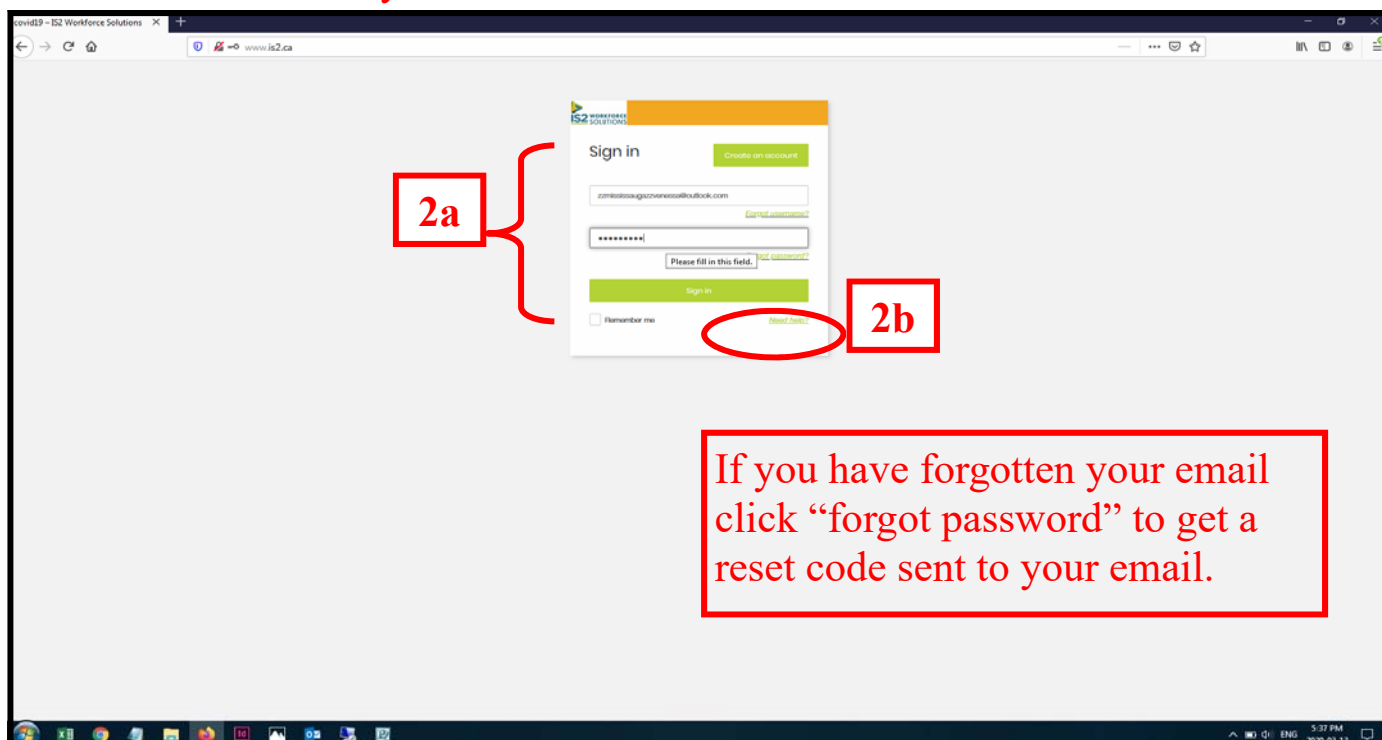
If you have forgotten your email click "forgot password" to get a reset code sent to your email.

Step 2c) If you cannot remember/access your username, contact your IS2 Representative to request that your account is reset.
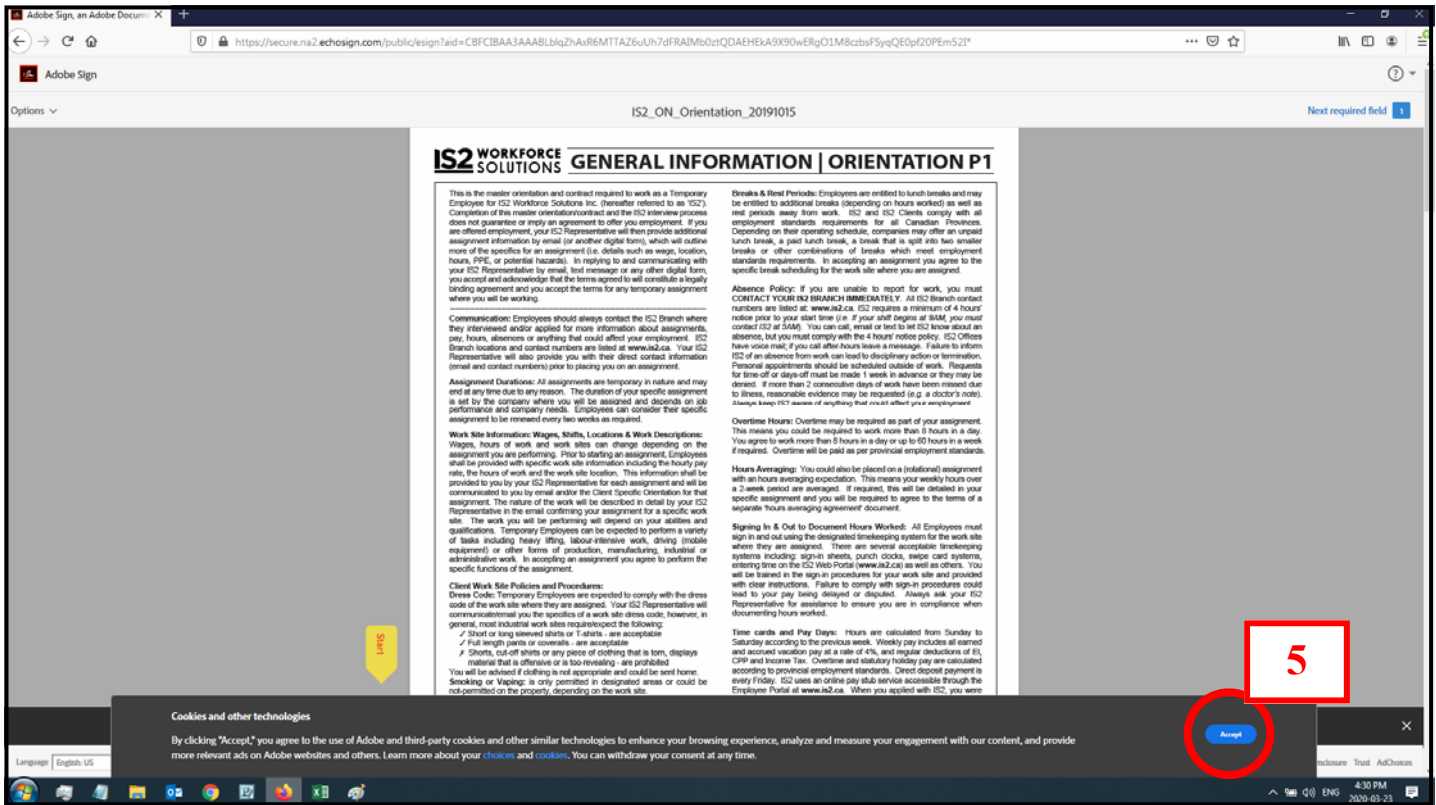
Step 3a) Click the **'Green Home'** button.
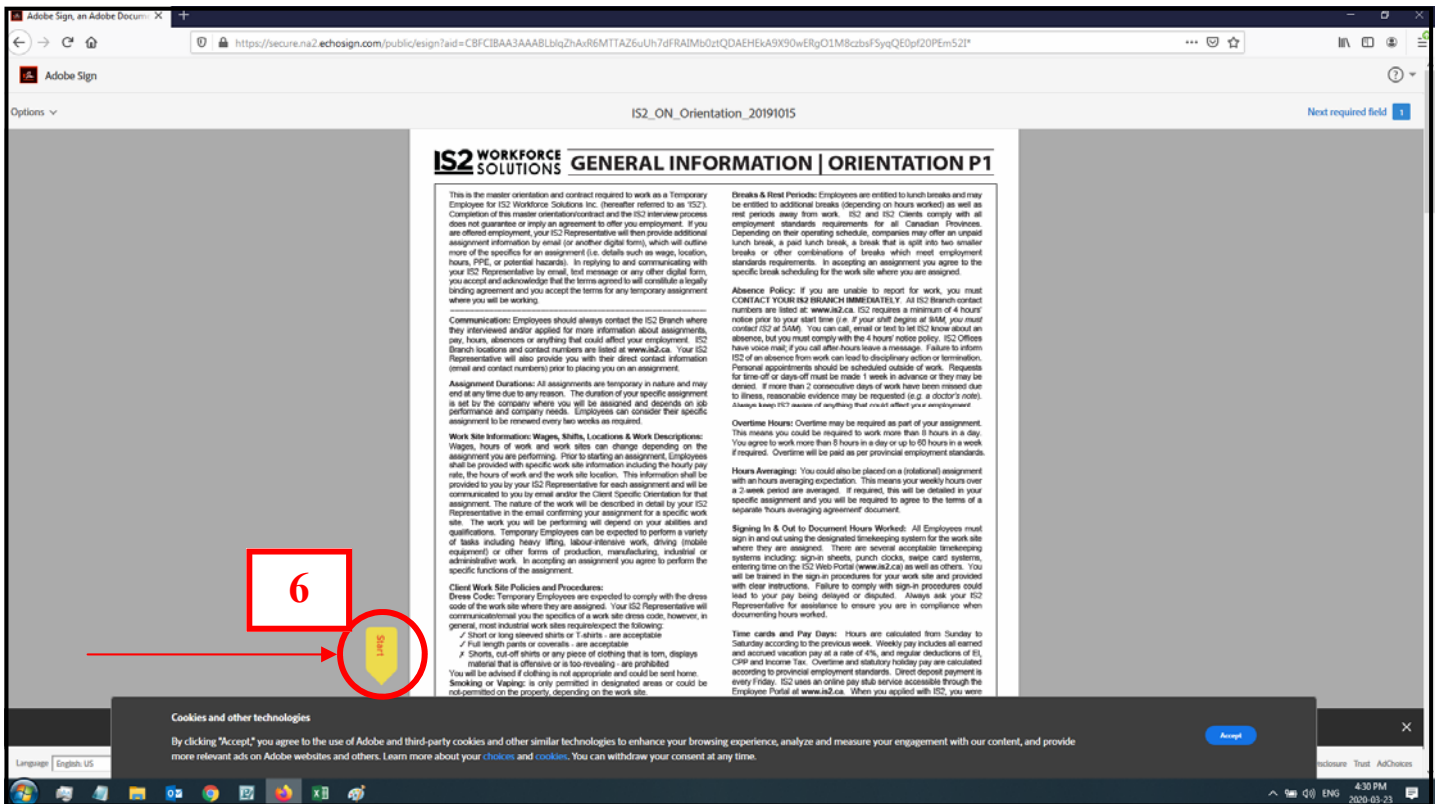**Step 3b)** Click the **'Green eDoc IS2_Orientation_YYYYMMDD'** Button.

Step 4) Click the **'Green, Continue'** button (if/when prompted).
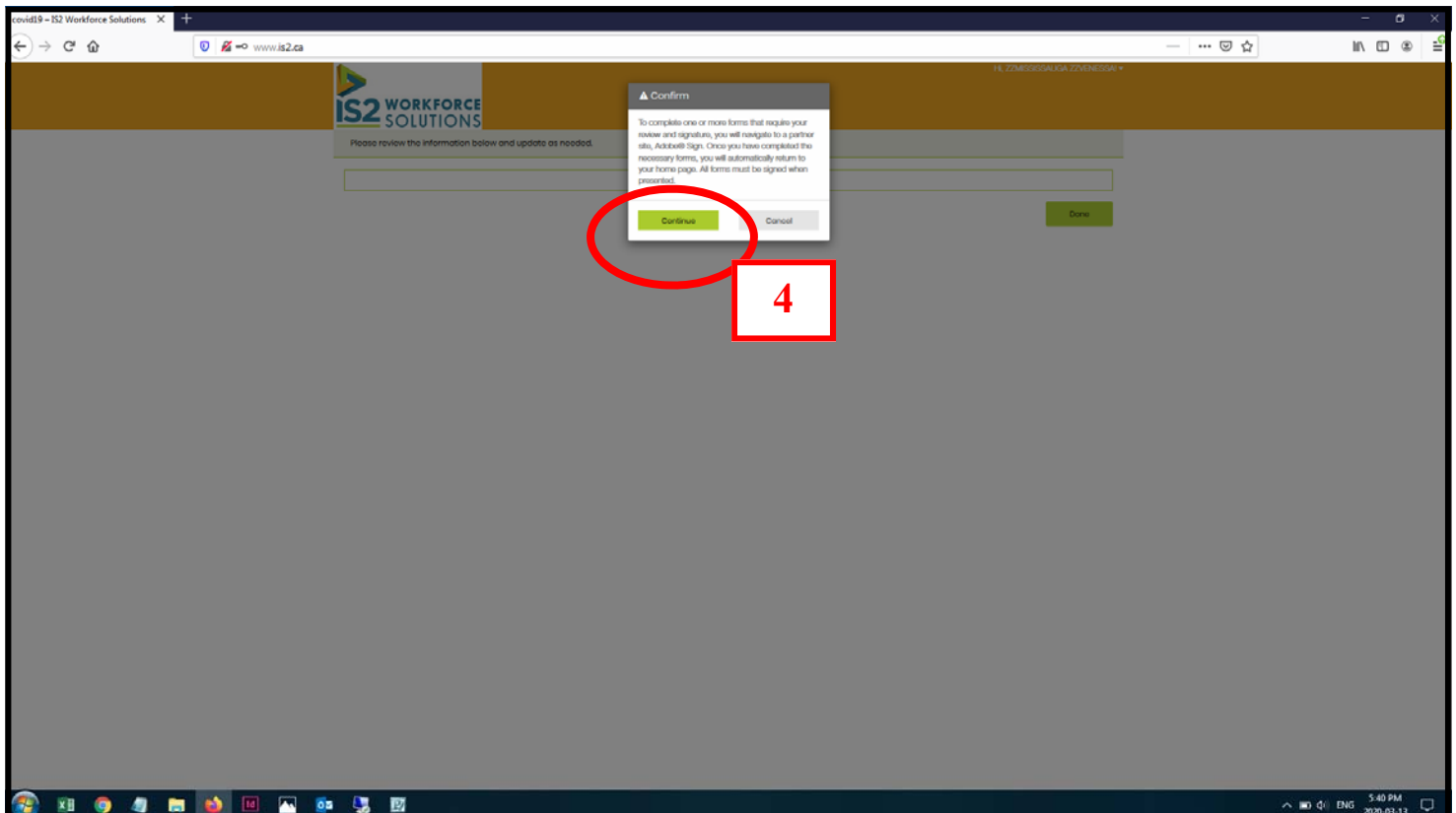
Step 5) Accept the Cookies. *(Before you can sign eDocs, Adobe may require you to Accept Cookies - especially if it's your first time.)*
Click the 'Blue Accept' button at the bottom of the screen.

Step 6) Read the eDocument in full, then, click the 'Yellow Flag Icon' to sign.
Remember, eDocs are legally binding; you must read all information.

Step 7) Click in the space at the end of the eDoc to sign the final page.

Step 8) Draw or type your signature. Then click the 'Blue Apply' apply button.

Step 9) Final Step! Click the 'Blue Click to Sign' button to sign the eDocument at the bottom of the page and accept all terms of the agreement.

That's it. You're done. Now go back to the main screen of the portal and check if there are any more eDocuments for you to sign.

If you logged out, and you need to sign back in to sign more eDocs, you can start at the beginning of this tutorial.