

## Adding a Signature

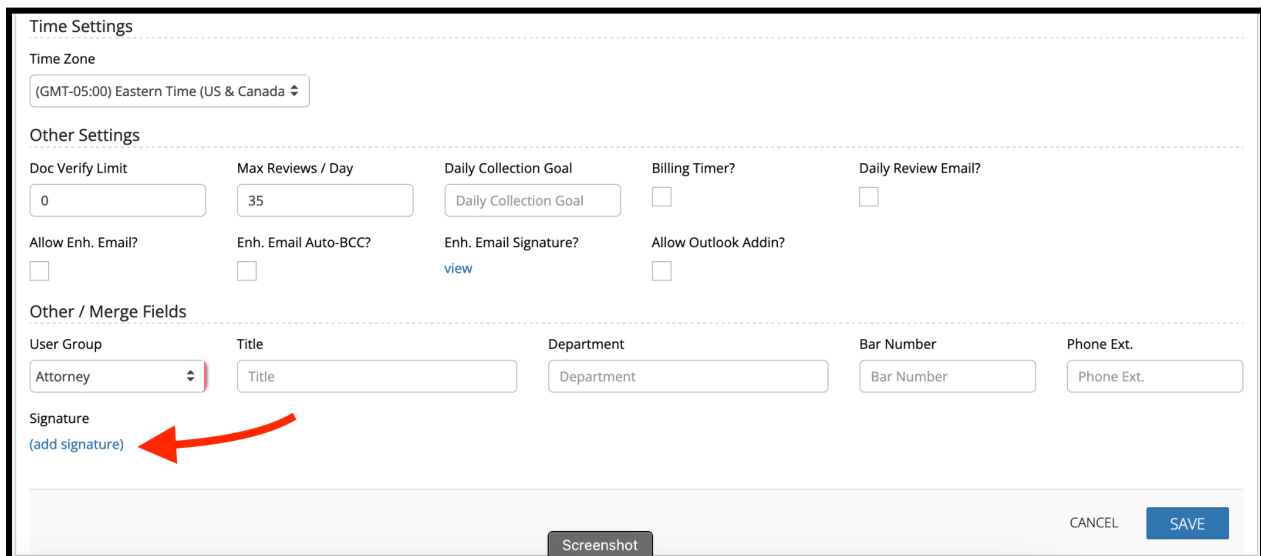
### Overview

This document details how to add a signature to a user's settings in CMPOnline. This process allows a document to automatically generate the user or the responsible attorney's signature without need for editing after generation.

Please keep in mind that this is different from creating a signature used in enhanced email automation. For more information on this, view our Adding an Enhanced Email Signature help file on our website.

### Adding the Signature to the User

- Navigate to Administration > Security > Users > (User Settings).
- Scroll down to the bottom of the page and click on Add Signature.

A screenshot of the "User Settings" page in CMPOnline. The page is divided into several sections: "Time Settings" with a "Time Zone" dropdown set to "(GMT-05:00) Eastern Time (US & Canada)"; "Other Settings" with fields for "Doc Verify Limit" (0), "Max Reviews / Day" (35), "Daily Collection Goal" (Daily Collection Goal), "Billing Timer?" (checkbox), and "Daily Review Email?" (checkbox); "Other / Merge Fields" with fields for "User Group" (Attorney), "Title" (Title), "Department" (Department), "Bar Number" (Bar Number), and "Phone Ext." (Phone Ext.); and a "Signature" section with a blue link labeled "(add signature)". A red arrow points to this link. At the bottom right, there are "CANCEL" and "SAVE" buttons. A "Screenshot" button is visible at the bottom center of the page.

- Drag and drop or click the blue link and select your signature.

**Note: This must be in PNG, GIF, JPG, or SVG format.**

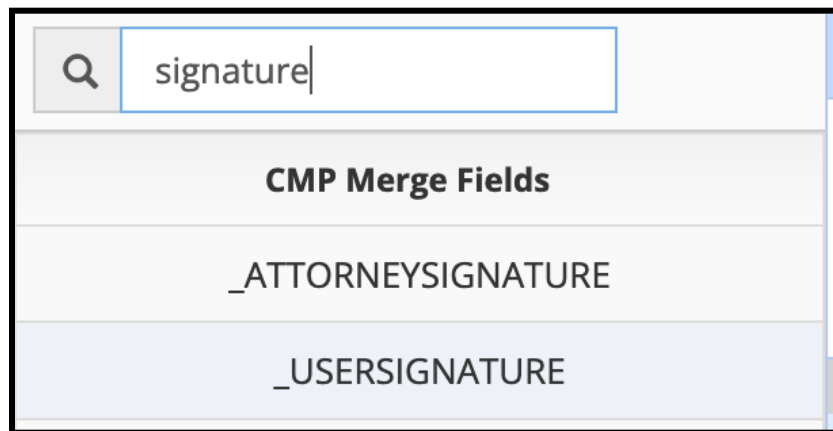
- Click Save on the user settings screen.

## Adding a Signature

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### Adding the Signature to a Document Template

- Navigate to Administration > Set Up > Document Templates and open a template.
- Search for `_ATTORNEYSIGNATURE` or `_USERSIGNATURE` in the CMP Merge Fields search box.



- Select the field and drag it into the desired place on your document.
- Click Save.

***NOTE: For the Attorney's signature to populate correctly, an attorney must be assigned to the file as the responsible attorney under Case File > Main > Settings Tab > Resp. Attorney.***

### Questions?

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