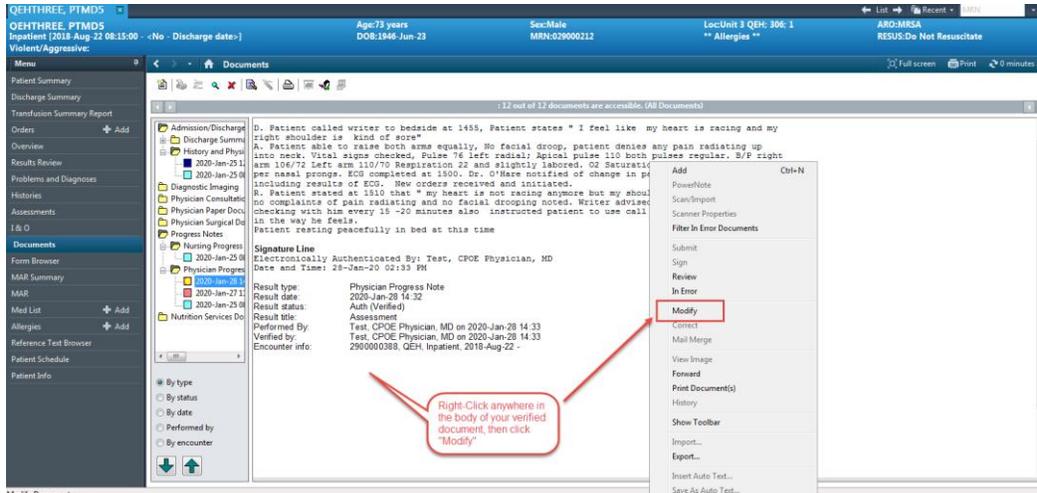


Adding an Addendum to a Document

If a signed (Verified) document requires changes, an addendum must be added.

1. Select the document from the Documents tab.
2. Right-click anywhere in the body of the document and select **“Modify”**.
3. The document will open in another window and have an addendum at the bottom.



To make corrections:

1. Highlight mistaken entry
2. Select the **“Strikeout”** icon.
3. In the **“Insert Addendum Here”** field enter correct data
4. **“Sign”** the document
5. The error will remain but will be crossed out in red to indicate an error.

