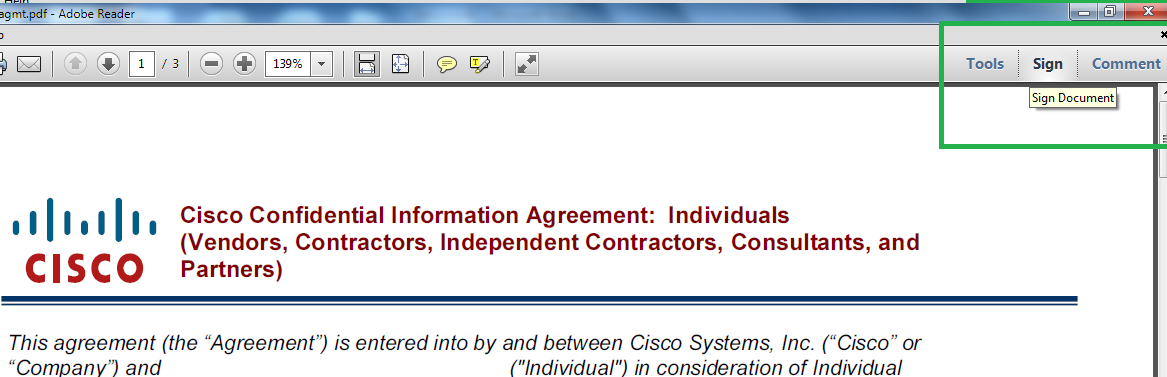
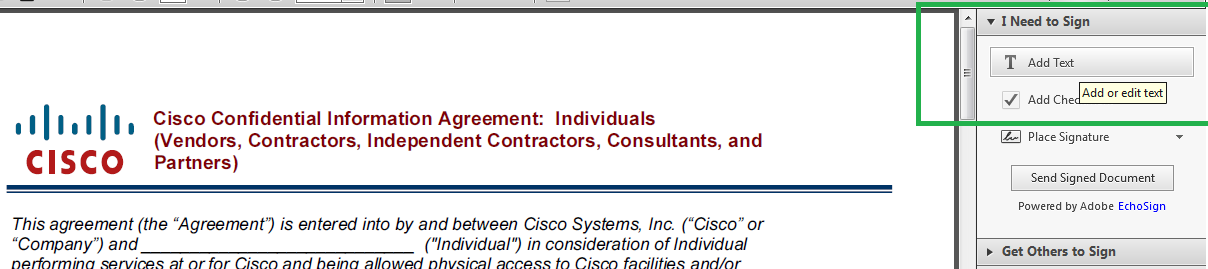
**Step-1:-**

**Click on Sing Documnet**



**Step-2:-**

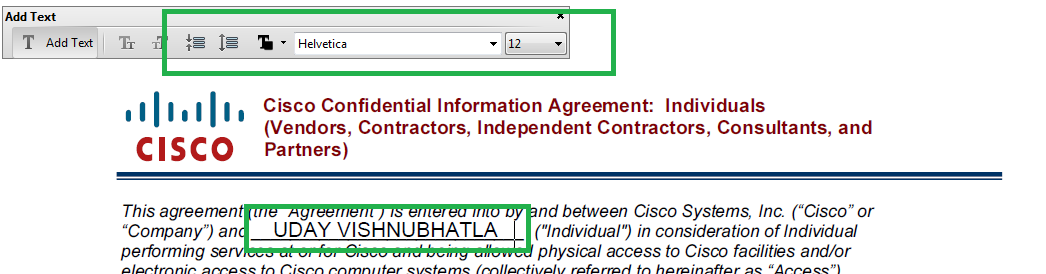
**Select Add or Edit Text Option**



**Step-3:-**

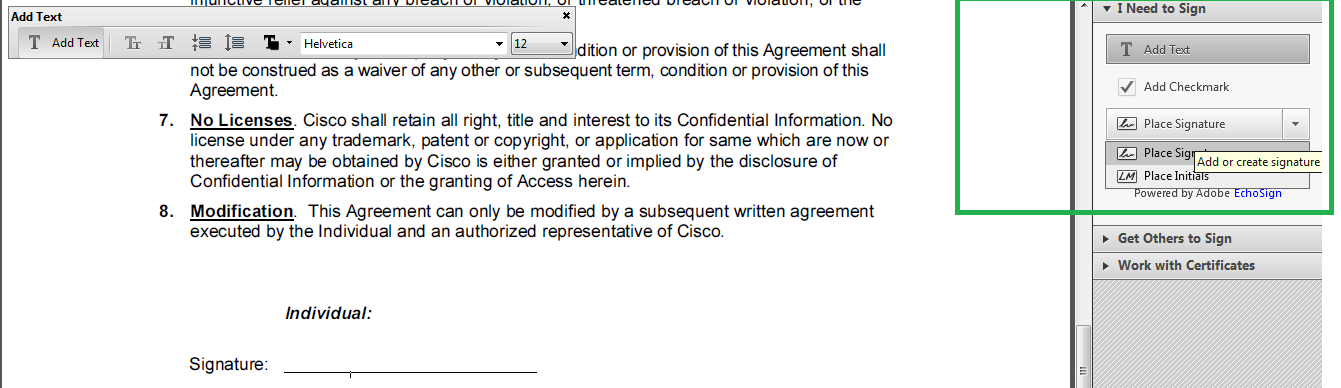
**Type your name as appeared in the sheet/Please check in Cisco Directory how your name appearing**

[**http://wwwin-tools.cisco.com/dir/**](http://wwwin-tools.cisco.com/dir/)

****

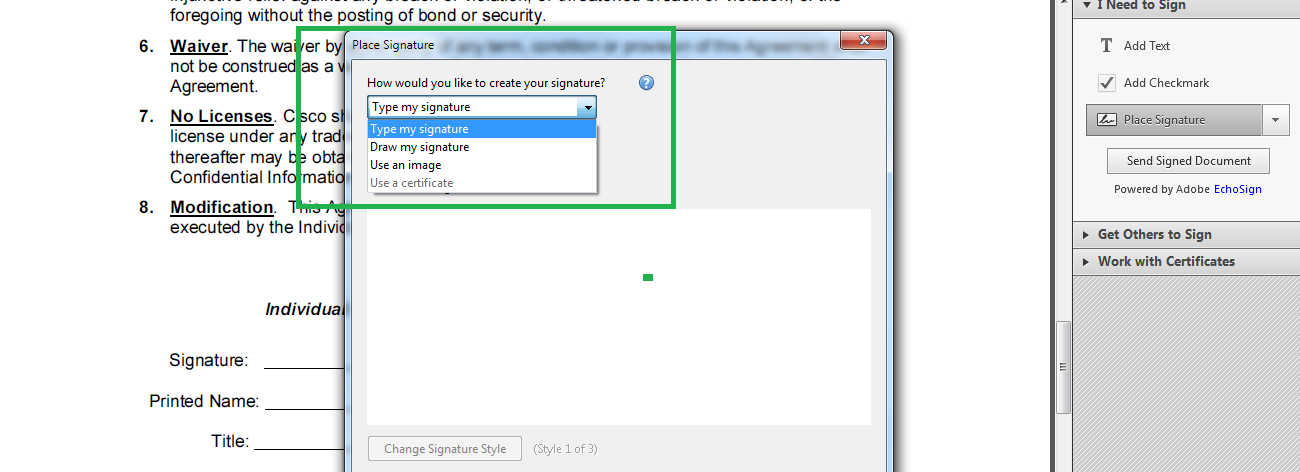
**Step-4:-**

**Please select Place Signature option**

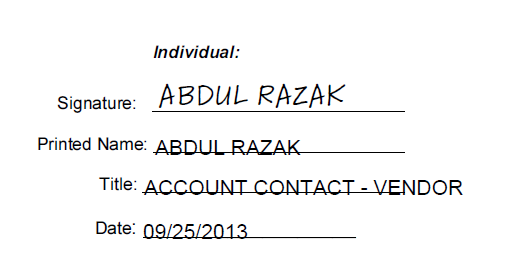
****

**Step-5:-**

**You can choose the below options for Signing**

****

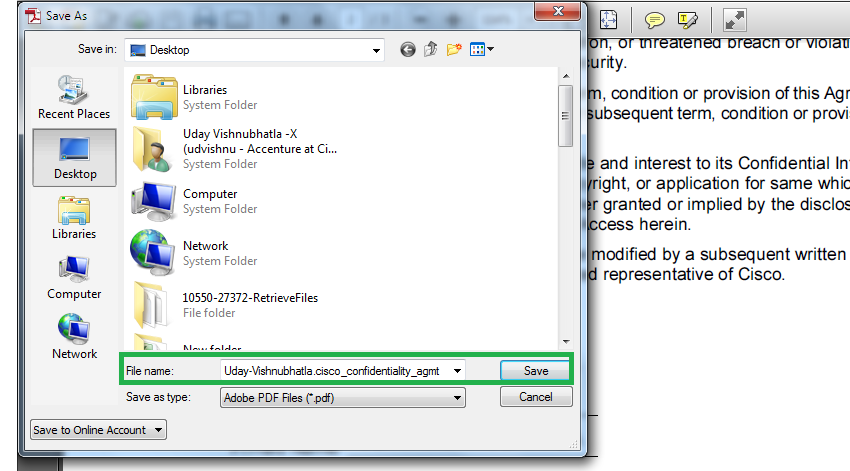
**Step-6:-**



**Step-7:-**

**The naming convention of the Digital copy files should be Lastname\_Firstname\_Confidentiality\_Agreementt.pdf.**

**(Example: Vishnubhatla\_ Uday\_Confidentiality\_agreement.pdf)**

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