How to Upload Signature Page?

There is one last step before completing your Revalidation. You need to Print, Sign, Scan and Upload the Signature Page.

1) Print: Press the **Print** button

2) Please have one of the following sign the Signature Page: Individual Owner, CEO, CFO, Executive Director, or Administrator

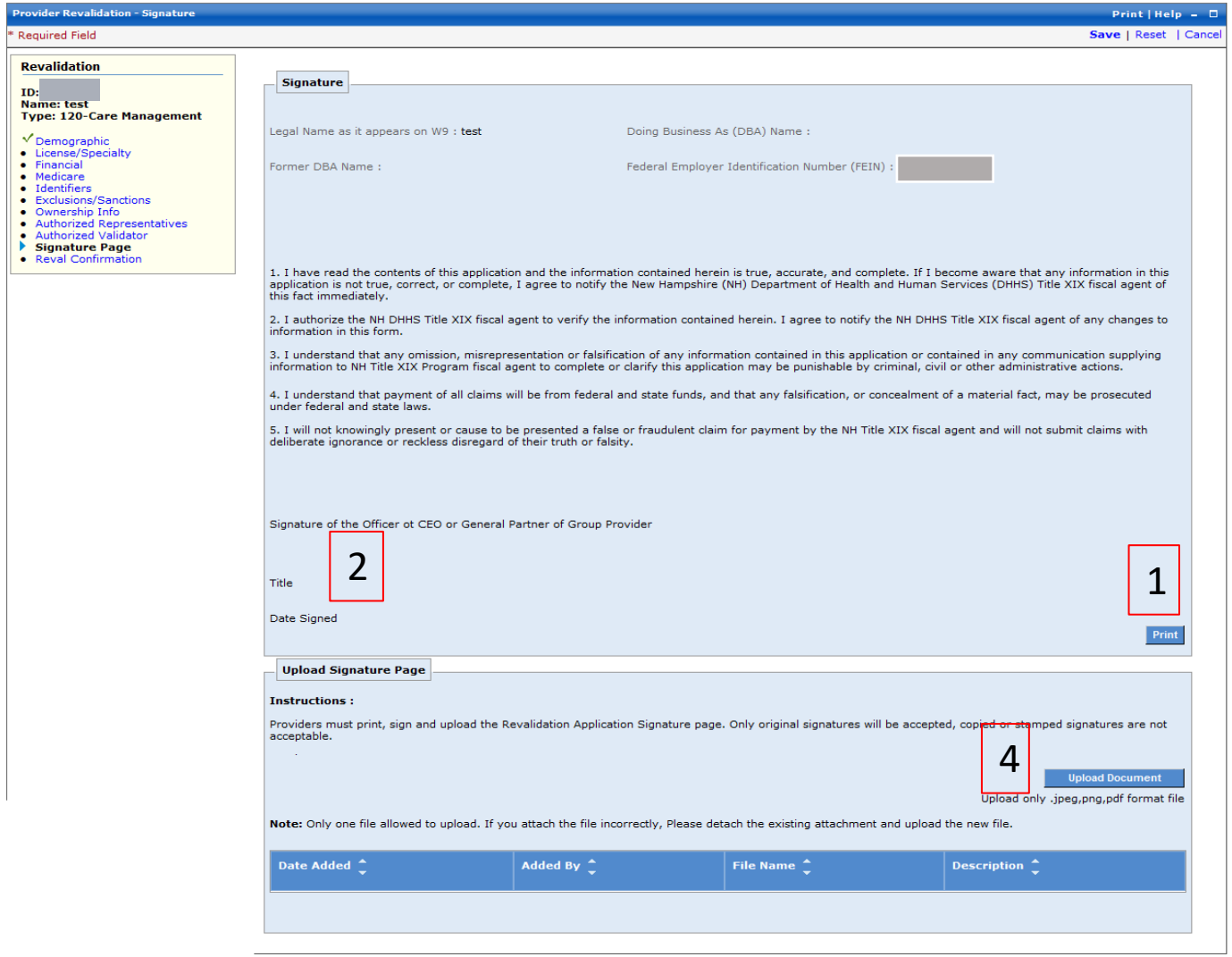
3) Scan the document to a file on your computer.

4) Upload the document: Press the **Upload Document** button

Use one of the following Web Browsers to upload the Signature Page:

- Mozilla Firefox
- Google Chrome
- Internet Explorer

Uploading is slightly different with each browser.



Upload Signature Page

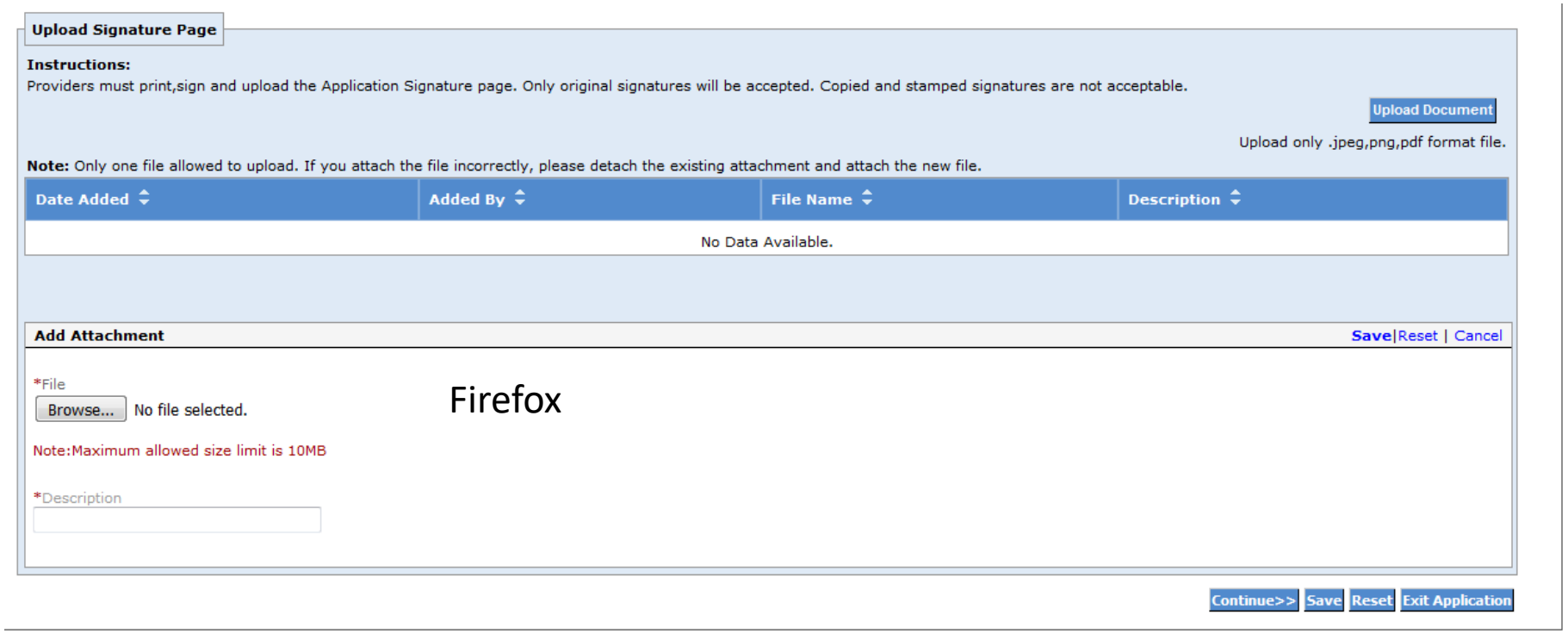
For **Firefox** select the **Browse** button and navigate to the scanned Signature Page's location on your computer.

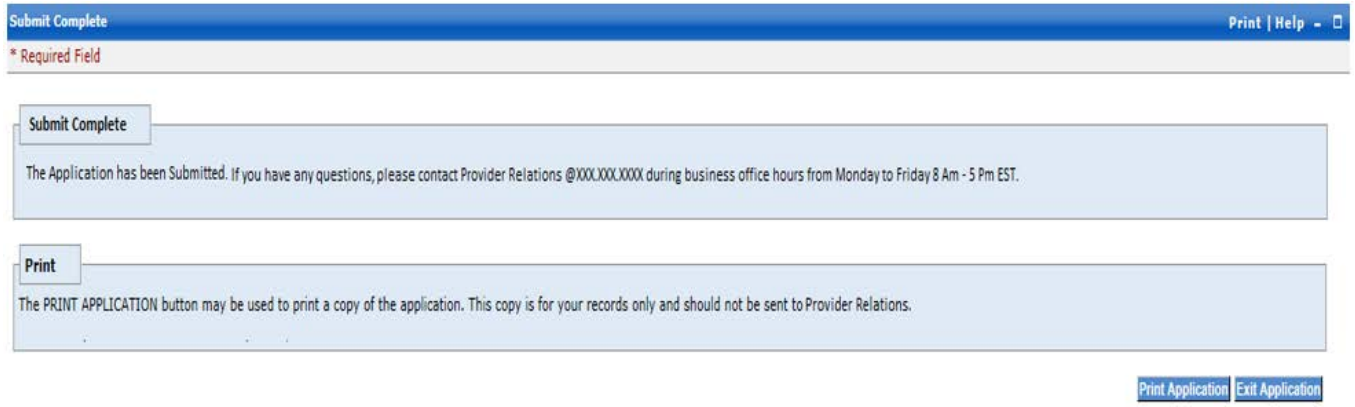
Once you have located the document, double click on it and the document's name will now appear next to **Browse**.

Fill in **Description** and click on **Save** within the panel and again at the top of the page.

After clicking **Save** at both locations, click **Continue** and you will go to the Submit page.

Click **Confirm Submit** and you are done.





Signature Page

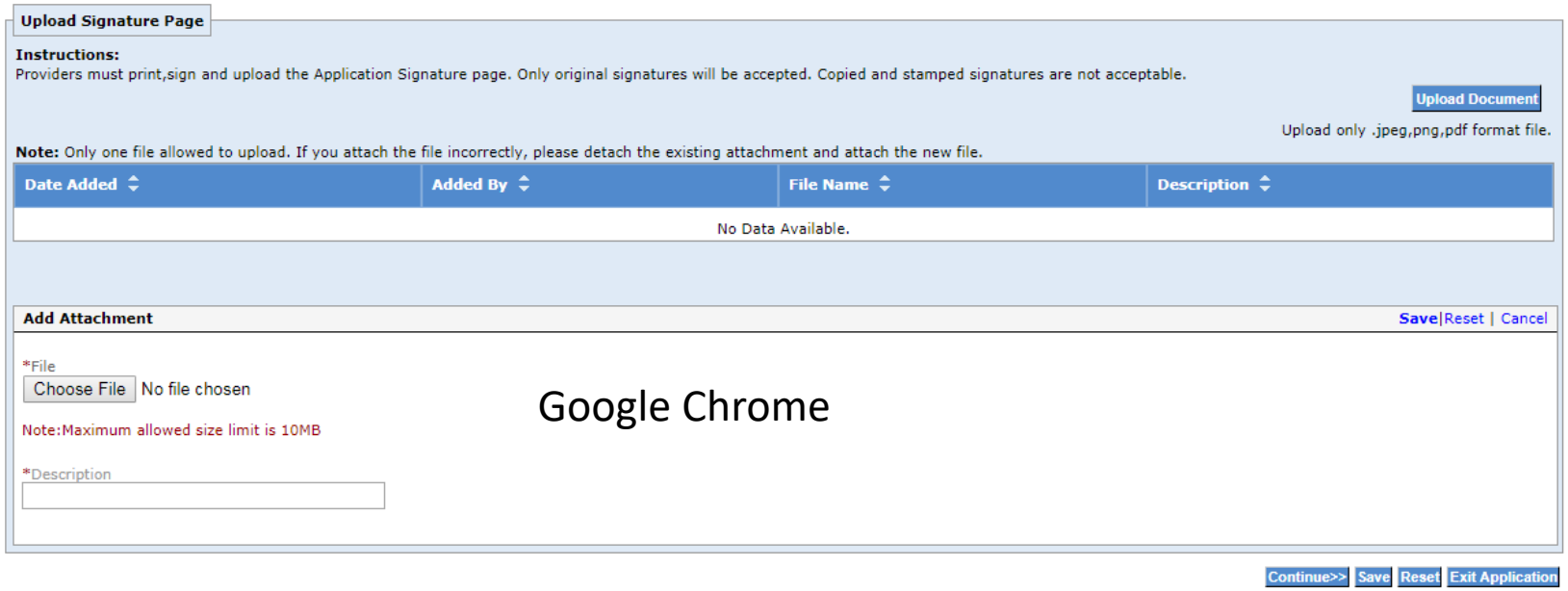
For **Google Chrome** select **Choose File** and navigate to the scanned Signature Page's location on your computer.

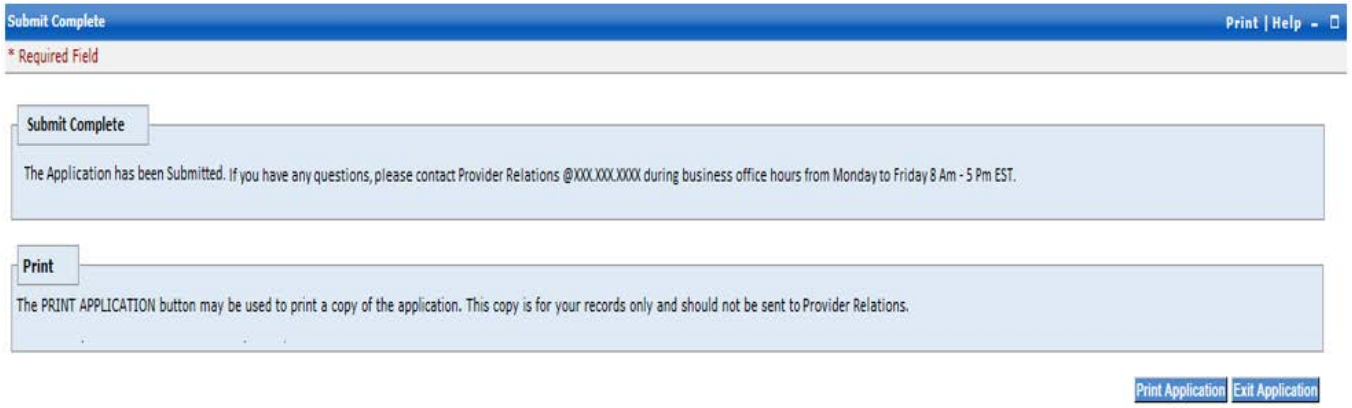
Once you have located the scanned document on your computer, double click on it and the document will be added to the **File** box.

Fill in **Description** and click on **Save** within the panel and again at the top of the page.

After clicking **Save** at both locations, click **Continue** and you will go to the Submit page.

Click **Confirm Submit** and you are done.





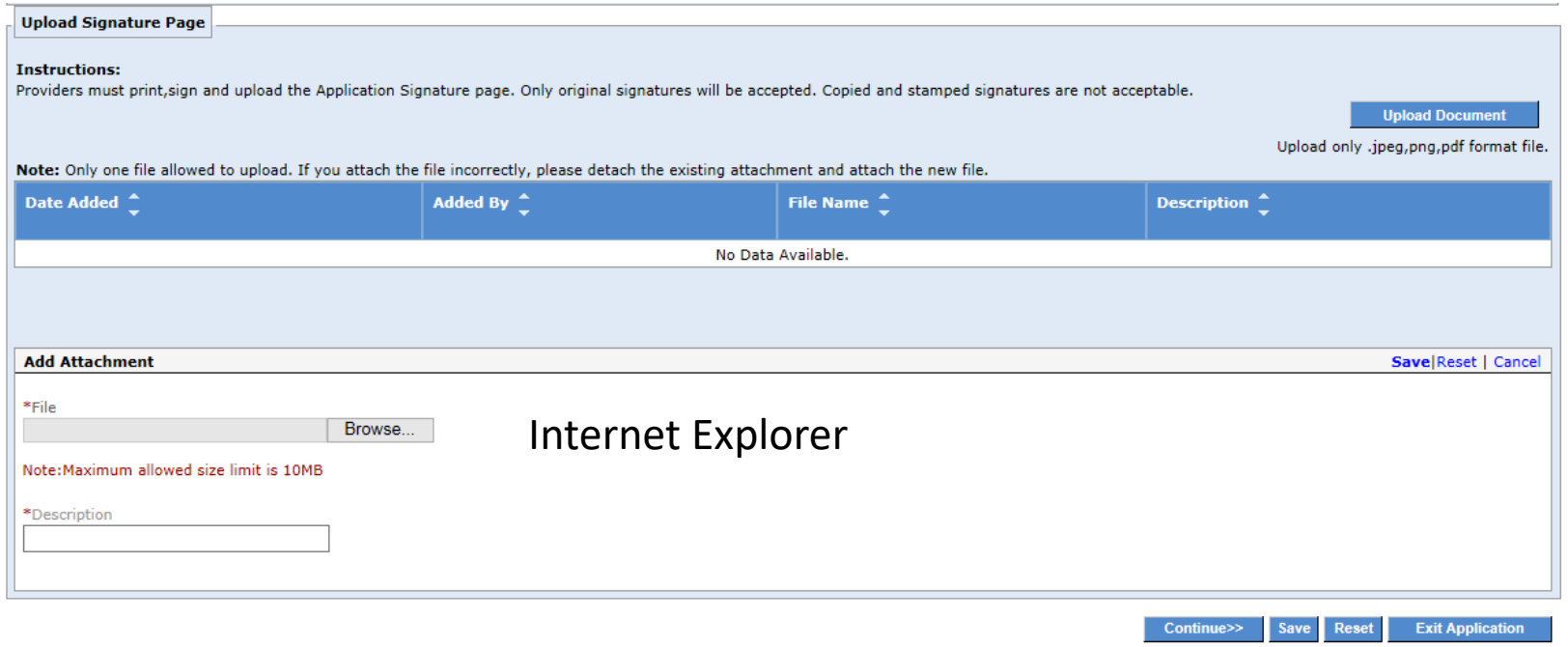
Signature Page

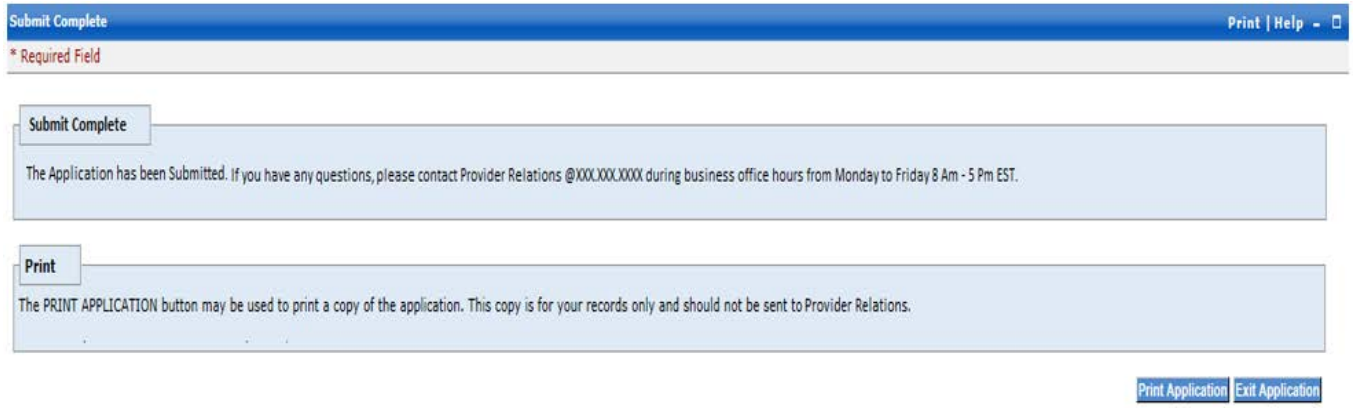
For **Internet Explorer** select **Browse** and navigate to the scanned Signature Page's location on your computer.

Once you have located the document, double click on it and the document will be added to the **File** box.

Fill in **Description** and click on **Save** within the panel and again at the top of the page.

After clicking **Save** at both locations, click **Continue** and you should be taken to the Submit page. ***Note: If your screen does not move to the Submit page, compatibility may need to be set before moving forward. Please continue reading.***



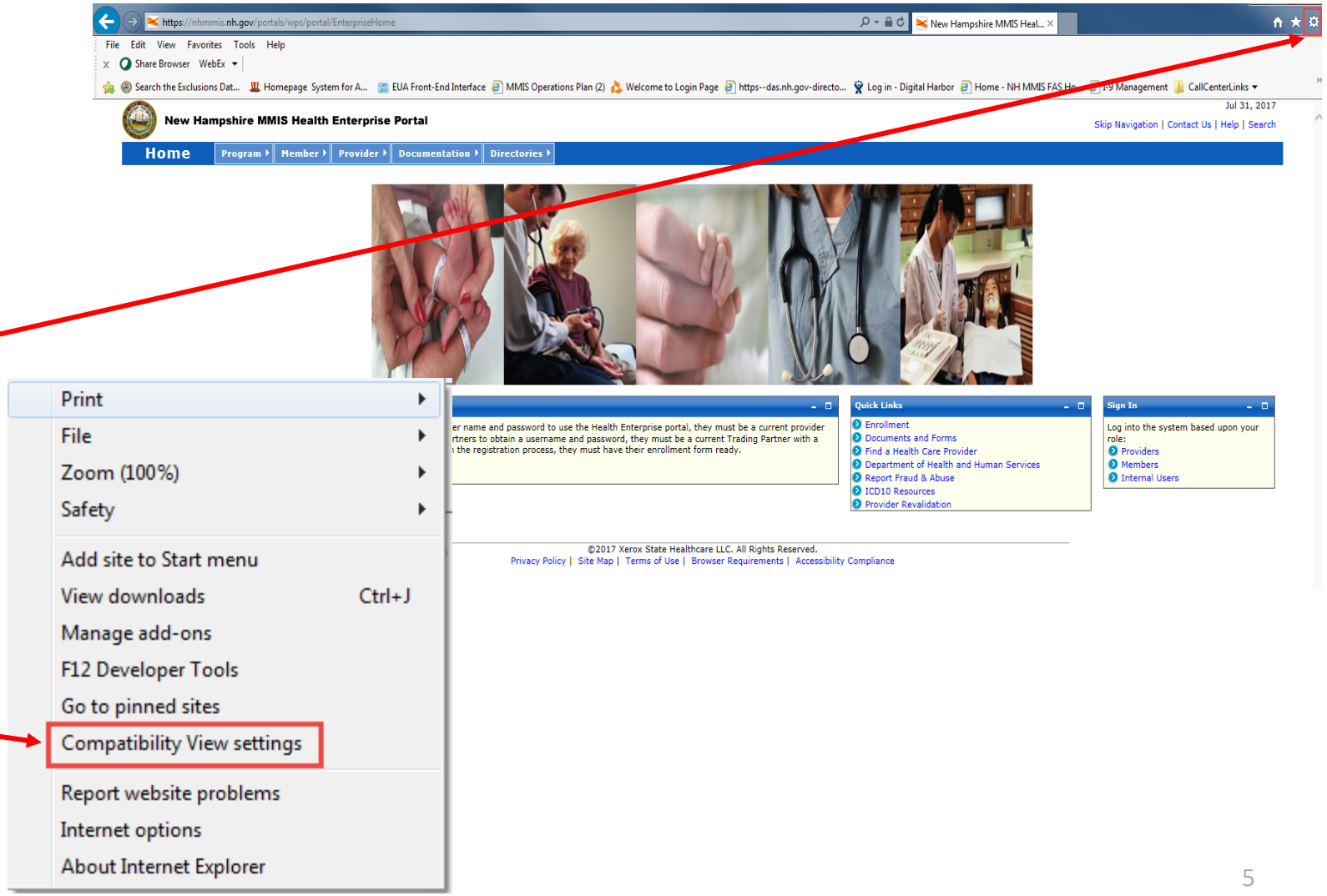


Setting Compatibility for Internet Explorer

The following instructions are for Internet Explorer--Versions 8, 9, 10 & 11

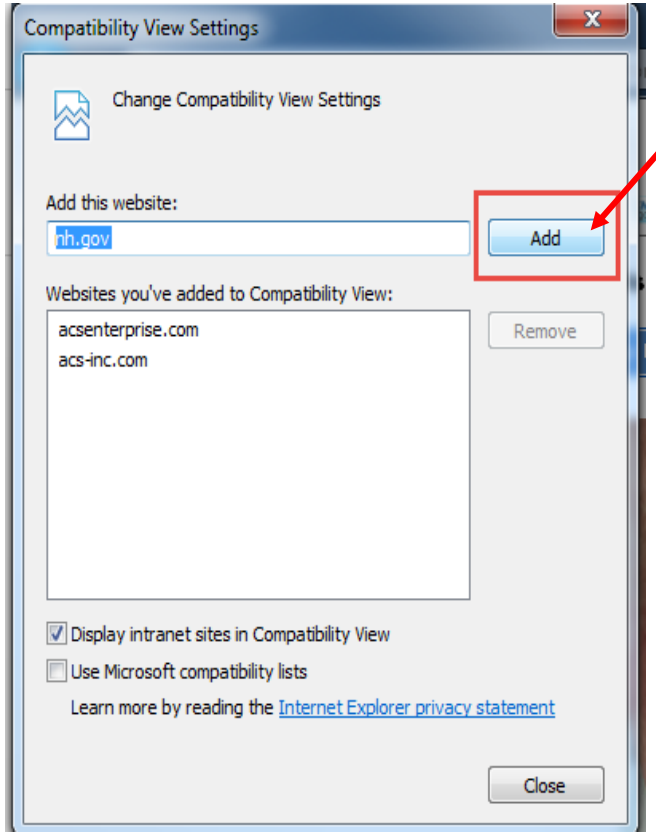
Click on the **Gear** symbol located in the upper right corner of the MMIS home page.

Locate and select **Compatibility View settings**.

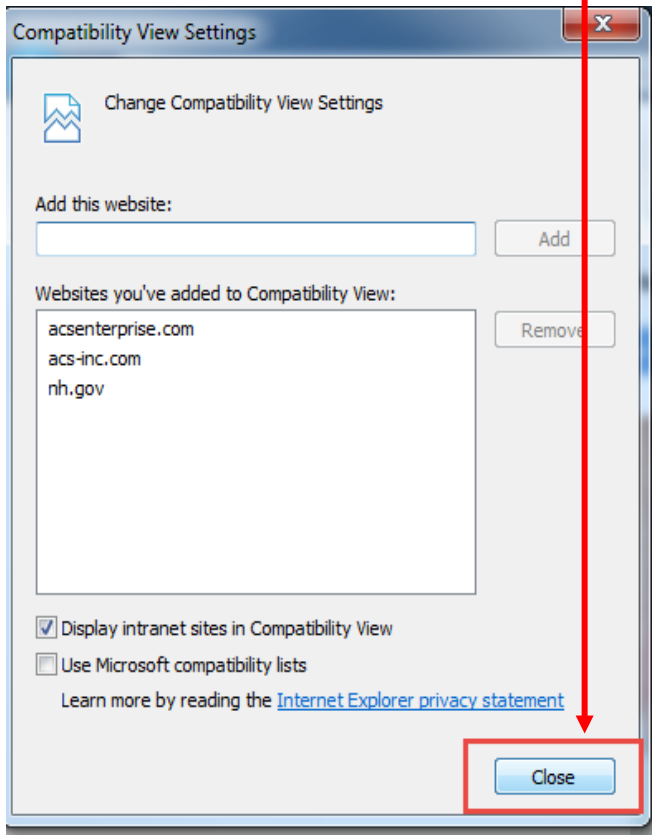


Setting Compatibility for Internet Explorer (Continued)

nh.gov will appear in the **Add this website**. Click **Add**.



After adding website, click on the **Close** button. The page will refresh, bringing you back to the **Upload Signature Page**.



Don’t Have a Scanner, but have a Cell Phone?

If you don’t have the ability to scan the signed Signature page to your computer, another option is to use your Smart Phone/Cell Phone Camera. Using your phone’s camera, take a picture of the signed document and then send an e-mail from the phone, with the attached picture, to your work e-mail account. Or, you can connect your phone, via a USB cable, to your computer and download the photo. Either option allows you to place the photo on your desktop or in a computer file.

Once the photo has been placed on you desktop or in a computer file, follow the instructions on previous pages to upload the document.