

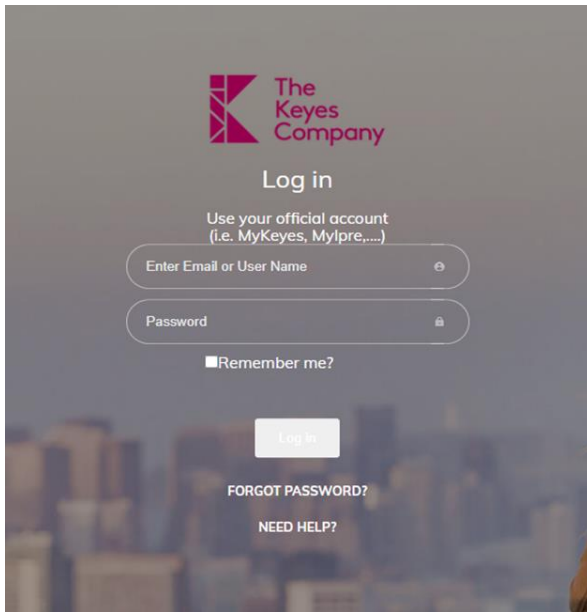


Keyes Training

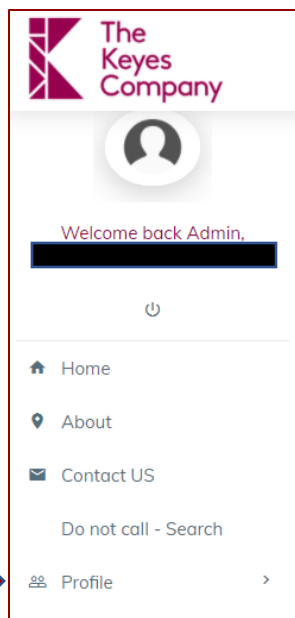


How to Get Your Signature

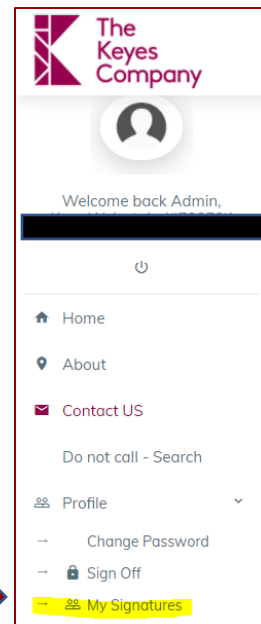
1. Log into <https://my.keyes.com/> using your email and password.



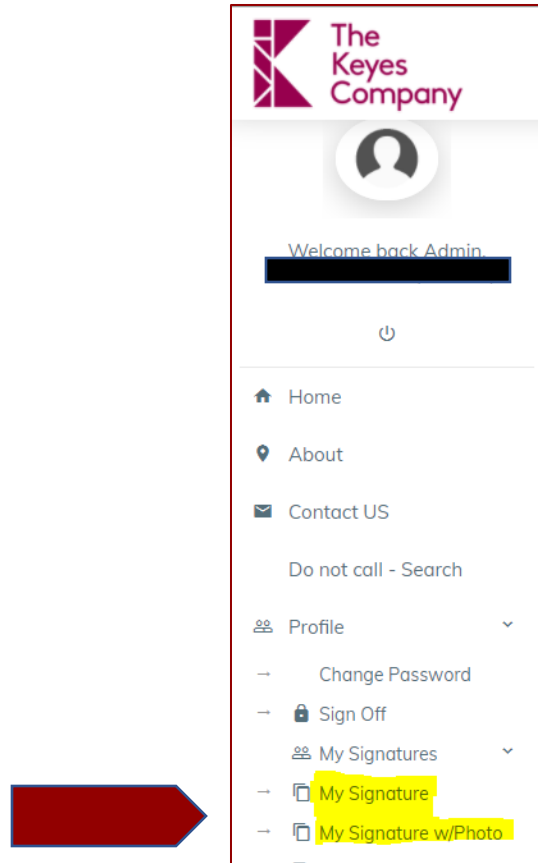
2. From the menu, click on profile



3. Then My Signatures



4. Choose “My Signature” for no photo, or “My Signature w/Photo” if you have a photo uploaded.



5. Once you click on your choice, your signature will open in the browser. From here you can right click on it, “select all”, then “Copy” and then paste wherever you like.

