Completing your Field Handbook Sign Off in EXXAT
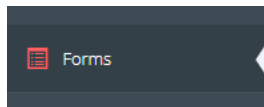
Start by logging into EXXAT. From your Dashboard, you will Navigate to Forms
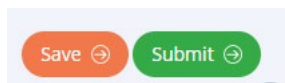

Click on the pencil icon next to Handbook Sign Off

Complete the form by filling in all information. Be sure that you add your electronic signature to the bottom of the form.

You can SAVE the form to return later and finish completing the form.

Once you have completed, the form hit SUBMIT