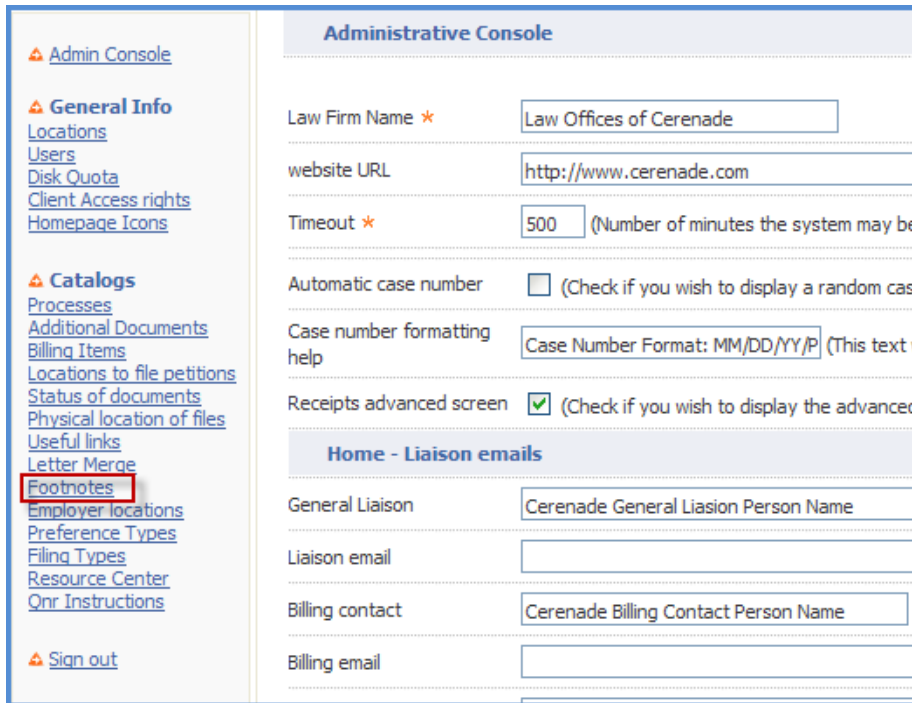


HOW TO ADD A SIGNATURE TO EMAILS SENT FROM EIMMIGRATION.

- 1) Login to **Admin Console** using your admin username/password.
- 2) Click on **Footnotes** from the menu on the left side of the screen.

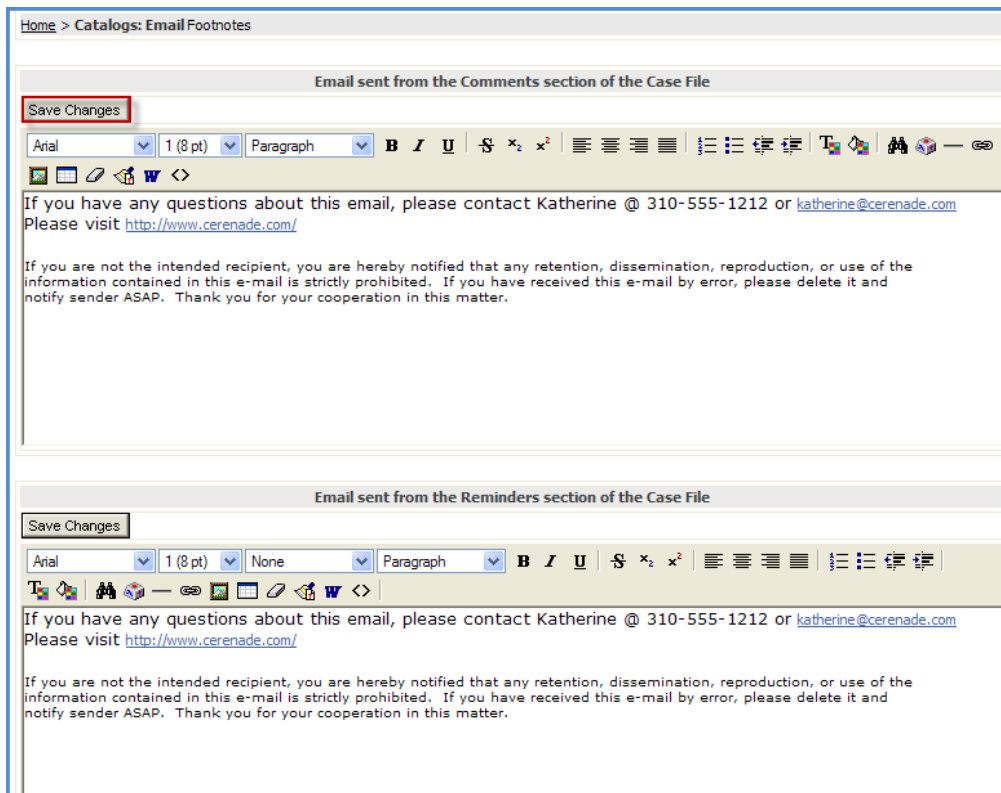


The screenshot displays the 'Administrative Console' interface. On the left sidebar, the 'Footnotes' menu item is highlighted with a red box. The main content area shows the 'Home - Liaison emails' section with the following fields:

| Administrative Console | |
|-----------------------------|--|
| Law Firm Name * | Law Offices of Cerenade |
| website URL | http://www.cerenade.com |
| Timeout * | 500 (Number of minutes the system may be) |
| Automatic case number | <input type="checkbox"/> (Check if you wish to display a random cas |
| Case number formatting help | Case Number Format: MM/DD/YY/P (This text v |
| Receipts advanced screen | <input checked="" type="checkbox"/> (Check if you wish to display the advanced |
| Home - Liaison emails | |
| General Liaison | Cerenade General Liasion Person Name |
| Liaison email | |
| Billing contact | Cerenade Billing Contact Person Name |
| Billing email | |

3) In the editor section type the information you want to display when client receives the email. When done click on the **Save Changes** button. The following footnotes you can include a signature:

- **Email sent from the Comments section of the Case File**
- **Email sent from the Reminders section of the case File**
- **Email sent from the Attachments section of the Case File**
- **Email sent from the Steps section of the Case File**
- **Contact Username/Password email**
- **Employer Username/Password email**



Related Articles:

How to add a signature to questionnaire:

http://www.cerenade.com/eimmigration/QNR_AdminAddSignatureToQuestionnaire.pdf

For more information and articles, please visit www.eimmigration.com