1. Select sign document icon (highlighted in the image below)

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2. You will be presented with the options of 'Add Signature' or 'Add Initials'

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✓ 31 ✓ 1 or 2 If you choose 2, ✓ one of the two other options to show whether you have been instructed by a firm with an LAA contract, or by a solicitor employed by the LAA.	Declaration by the legal representative 1 I represent the applicant. I confirm that I am authorised to provide representation under a contract issued by the Legal Aid Agency (LAA). 2 I represent the applicant. I confirm that I have been instructed to provide representation by: a firm which holds a contract issued by the Legal Aid Agency (LAA). a solicitor employed by the Legal Aid Agency (LAA) in the Public Defender Service who is authorised to provide representation. Signed Date Provider's LAA Account Number							

3. If you select 'Add Signature' you will then be presented with a signature box where you can either type your name or draw your signature.

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4. Select apply. If you do not automatically return to the form, select cancel. When you return to the form, a text box containing your signature will appear. You can move this across to the signature box.

