How do I acknowledge forms in iSolved like the confidentiality form and employee handbook?

To sign/acknowledge any form in iSolved, click on “Important Company Messages” or “Documents Requiring Your Review” on the iSolved Welcome screen. You will see a list of forms you need to acknowledge/sign. See screenshot examples below.

You will see forms listed on the screen as you scroll down. First, click “View Here” to read/review the form. Next, close the window, then Check the box, then click “Sign Acknowledgement” which will be your electronic signature.

NASDA Certification of Confidentiality (NAS-004)

Annual Acknowledgement

NASDA Annual Confidentiality Certification 2022
Please review and acknowledge the attached document

View here

☐ I acknowledge that I have read and understood this document.

Sign Acknowledgement