

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

Annual Confidentiality Certification 2022 (PDF)

View here 

I acknowledge that I have read and understood this document.

 Sign Acknowledgement