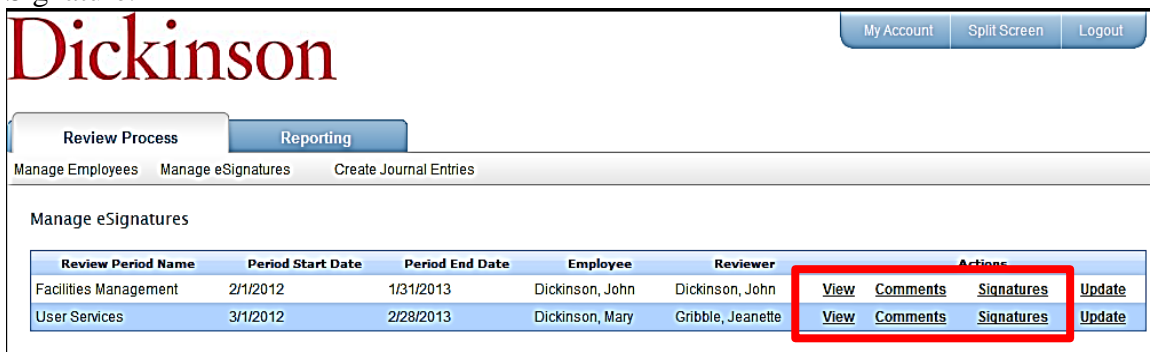


ReviewSnap – View, Comment & Add a Managers Signature to a Review

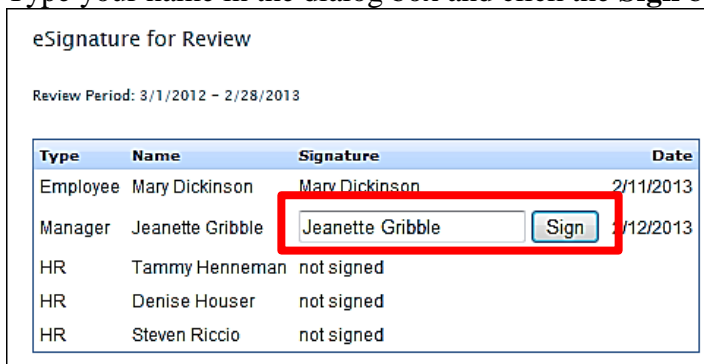
As a manager in ReviewSnap your signature will be required as part of the sign-off process of a review. You will receive an email with a link provided to view the eSignature page. ReviewSnap is a web based performance management system program found in the [Gateway](#). Look for the **Reviews** icon found under the **Application Launch Pad**, to get into ReviewSnap.



The **Manage eSignatures** area will list the employee/s that you need to add your signature to. Click on **View** to see the employees review. Click on **Comments** to add a Comment to a Review. Click on the **Signatures** link under **Actions** to add your Signature.



Type your name in the dialog box and click the **Sign** button.



You can now **Logout** of ReviewSnap.