

ProposalBuilder: Uploading a Signed Proposal

ProposalBuilder™

ProposalBuilder provides sales representatives with the opportunity to include hand-signed paperwork onto their dashboard as a wet signature.

This feature allows representatives to keep their dashboard and statistics up-to-date, no matter how signed proposals are submitted.

To include wet signatures, follow these steps:

- The user will select the Properties tab, as shown to the right in image one, after the Proposal is Published.
- At the top of the page the rep will select the drop down where it says **Open** and select **Mark as Accepted and Upload Wet Signature**, as shown to the right in image two.
- Select Choose file and navigate to where the document is saved then select **Submit**, as shown in image three.
- Upload the PDF into ProposalBuilder as a Wet Signature, as shown in image four.
- Once the PDF is uploaded, you will see a green **Accepted** notification, and provide the option to download a signed PDF, as shown in image five.

If you have ProposalBuilder questions, please contact ABM Franchising Group Support at bus.sys.support@abm.com or 724-873-2977.

[Click here](#) for the TEGG Technology Update archive.

Want more TEGG news and announcements? Stay up-to-date with TEGG Mobile by visiting TEGG.com/news from your computer or mobile device.

