

ConsignO - Signature - EN



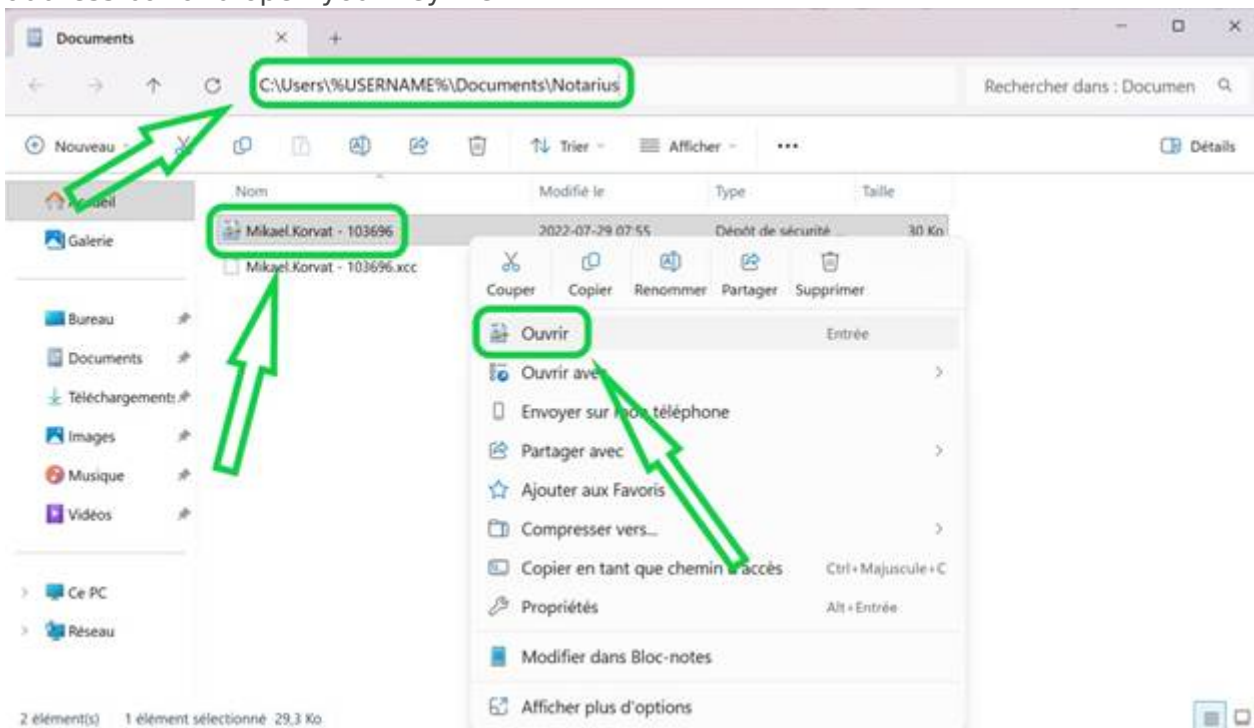
Object: Set Up Your Digital Signature in ConsignO

Description

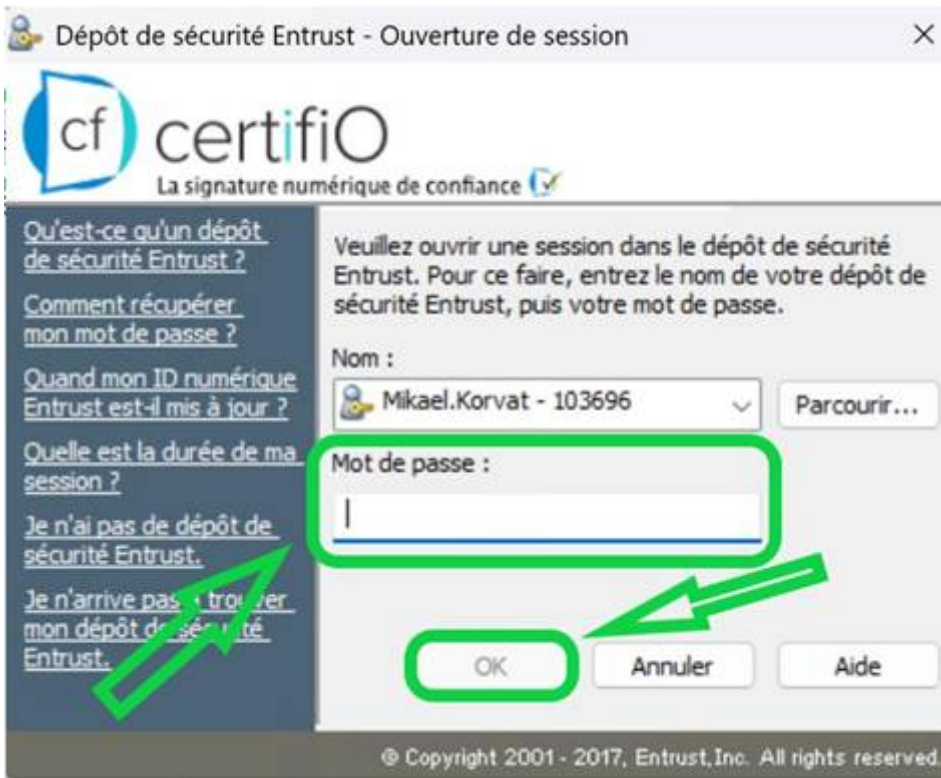
This guide explains how to open your signature key and configure your visual signature appearance in the ConsignO software.

Steps

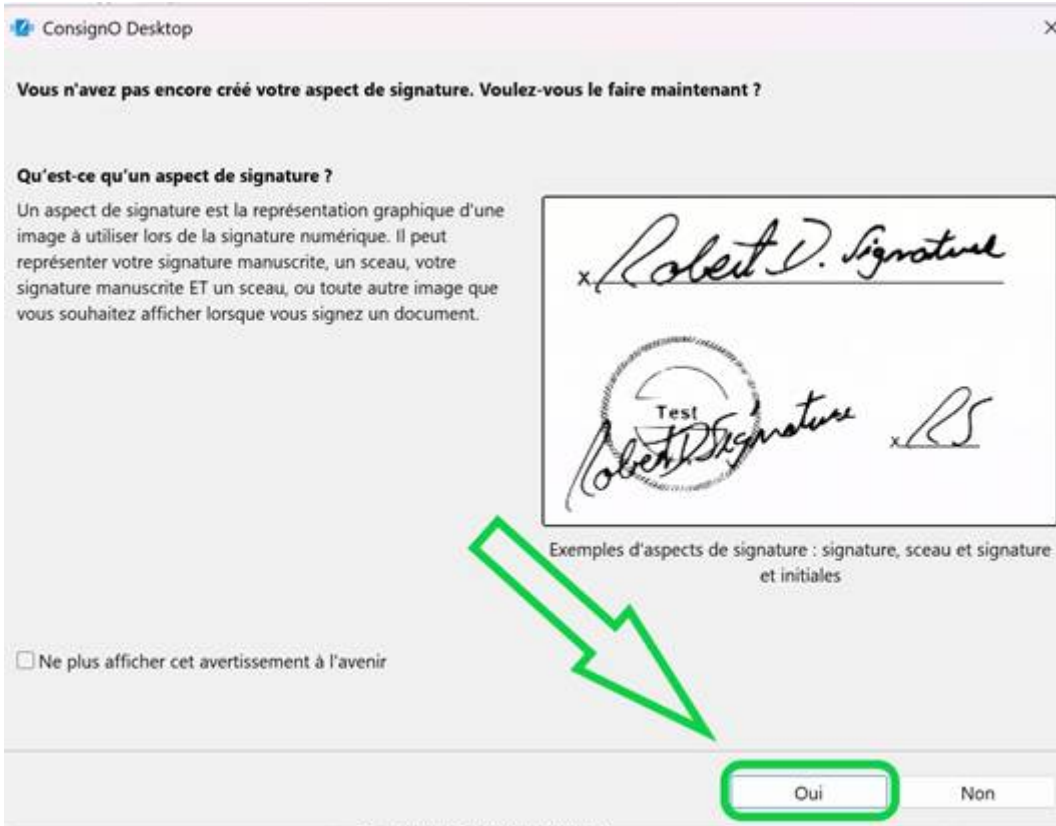
1. Copy and paste the path `C:\Users\%USERNAME%\Documents\Notarius` into your File Explorer's address bar and open your key file.



2. Enter your ConsignO password and click **OK**.



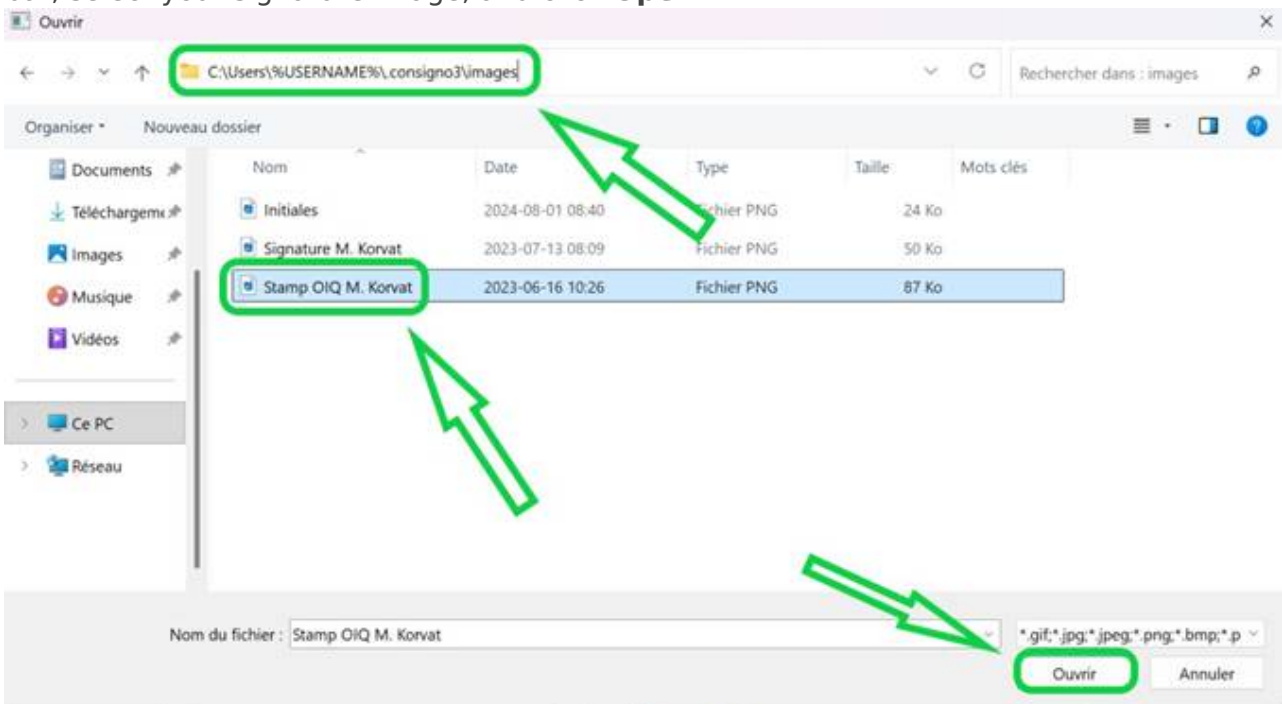
3. Open the ConsignO application and click **Yes** if prompted about signature aspects.



4. Select the option **From a scanned image or picture of your signature** and click **OK**.



- Copy and paste `C:\Users\%USERNAME%\consigno3\images` into your File Explorer's address bar, select your signature image, and click **Open**.



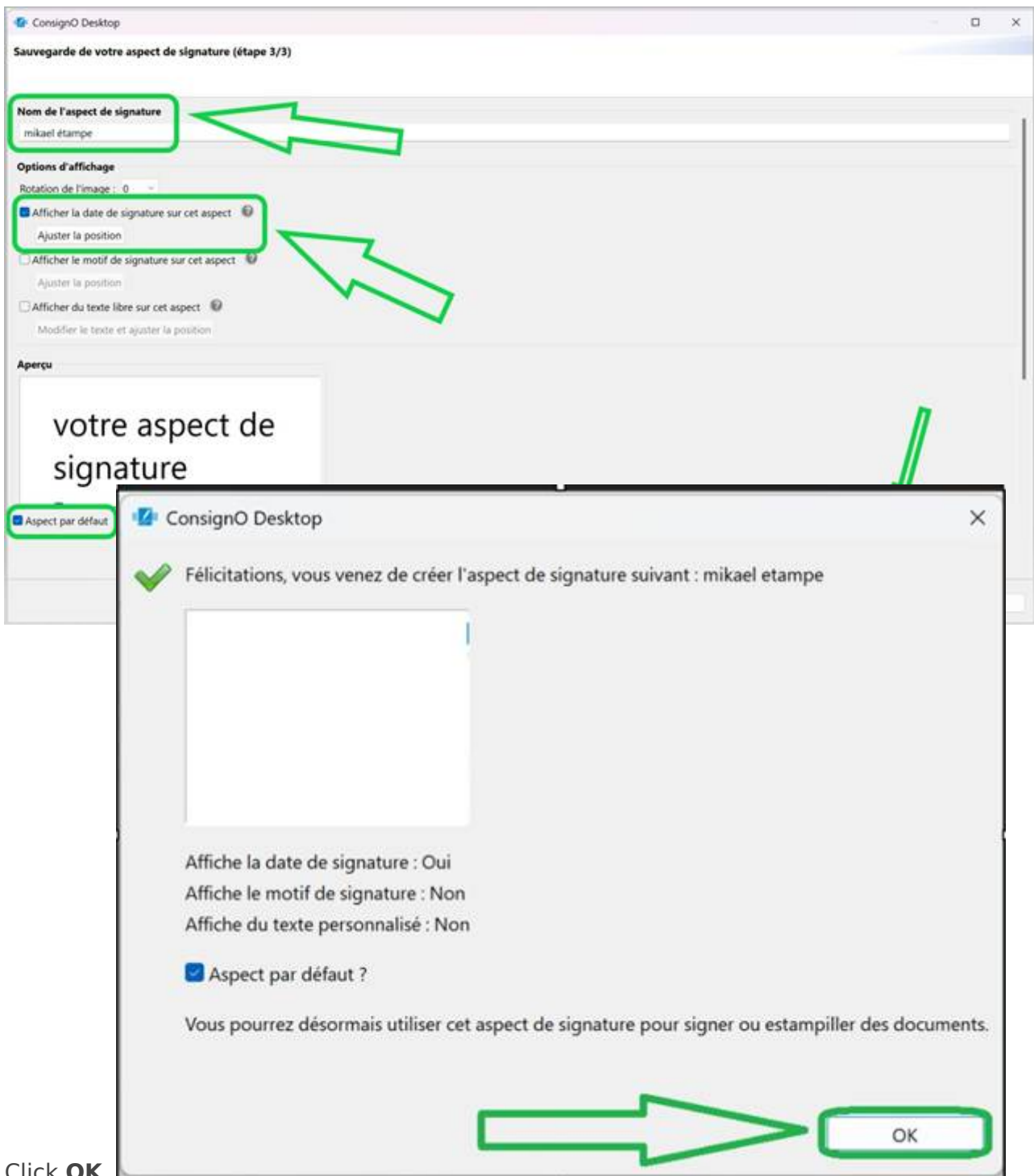
- Click **Next**.



7. Select the desired signature appearance and click **Next**.

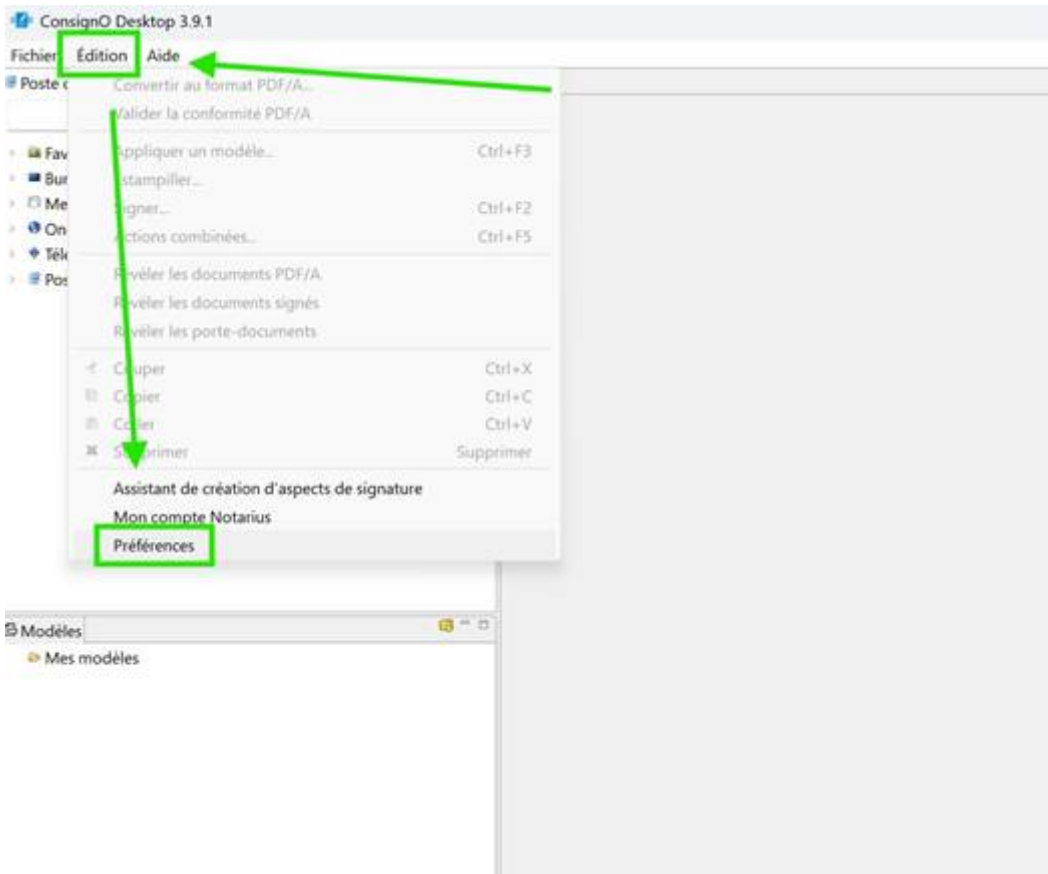


8. Name your signature appearance, check **Show the date of signature on this aspect** to include the date, check **Default aspect**, and click **Save**.

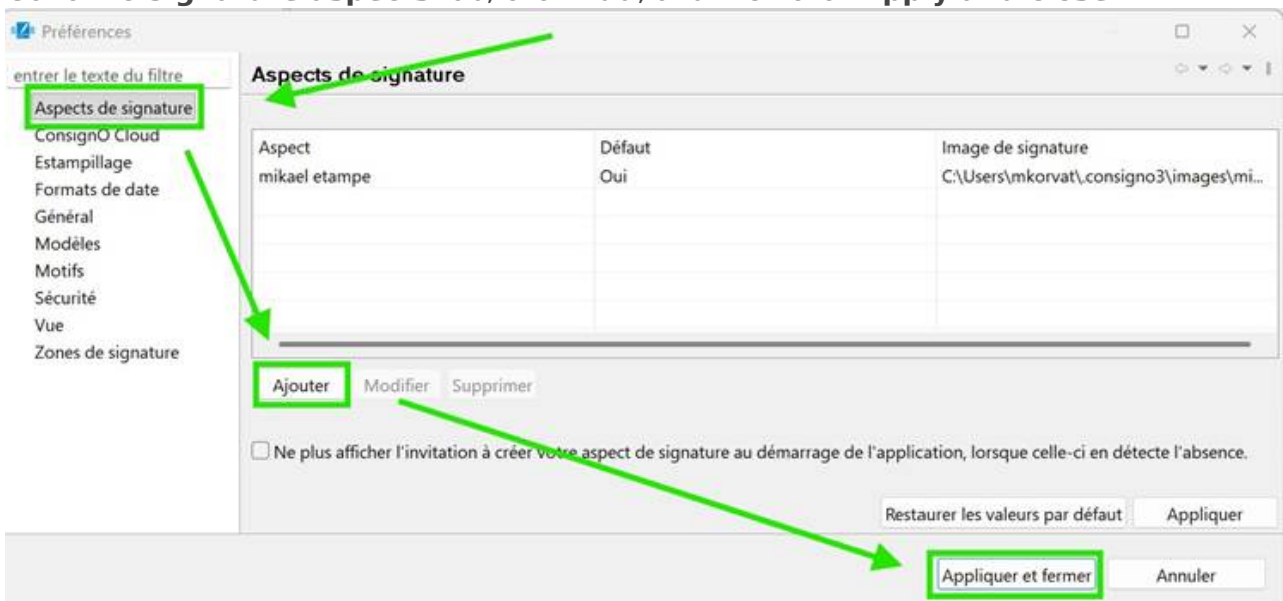


9. Click **OK**.

10. To add more signature appearances, click **Edit** from the main menu, then select **Preferences**.



11. Go to the **Signature aspects** tab, click **Add**, and then click **Apply and close**.



Remarques

- If you cannot find the `Notarius` folder (step 1), try this path instead:
`C:\Users\%USERNAME%\OneDrive - GCM Consultants Inc\Notarius`.
- If you cannot find the `.consigno3\images` folder (step 5), try this path instead:
`C:\Users\%USERNAME%\OneDrive - GCM Consultants Inc\.consigno3\images`.

Revision #1

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