

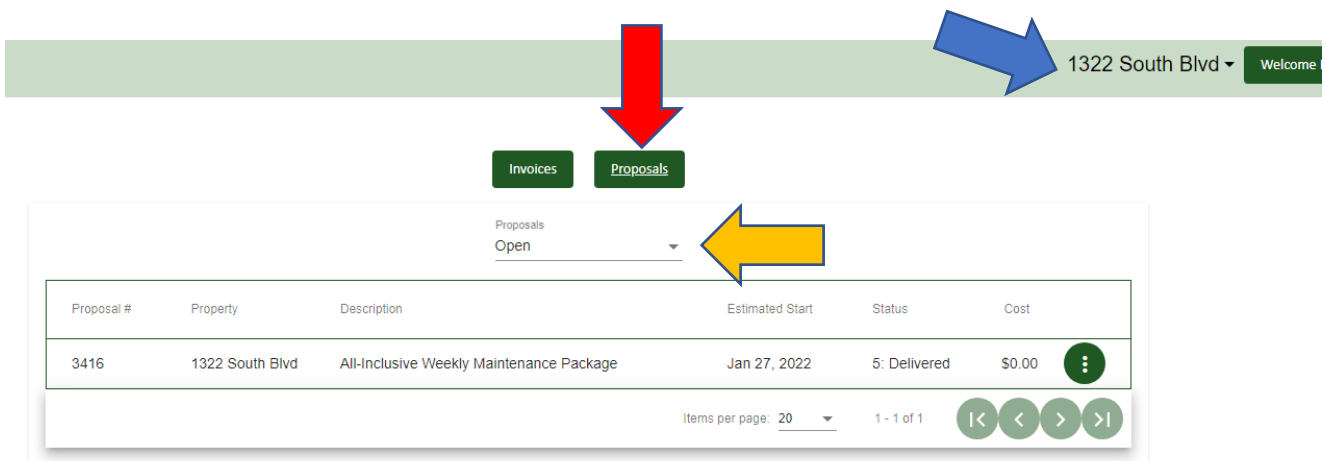
Welcome to your Nature's Perspective Portal Page! Follow along below to access and quickly view and sign your proposals:

**Step 1:**

If you have multiple addresses where work is performed, confirm the correct address is selected in the upper right corner →

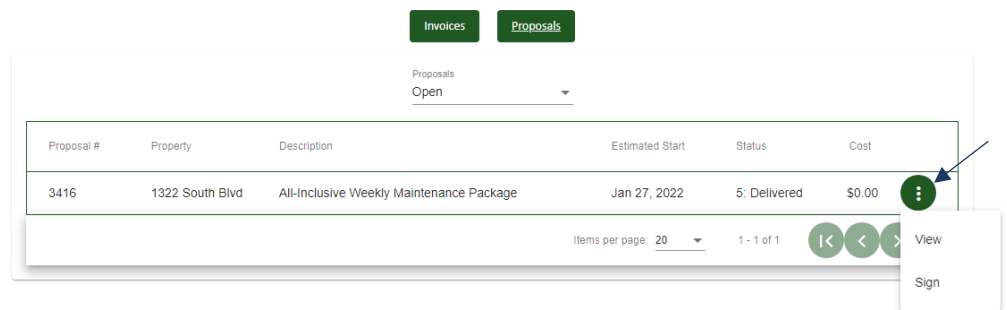
Once you have confirmed you are viewing the correct address, click the "Proposals" ← button, then....

Choose the drop-down menu in the middle of the page → and select "Open" to view new proposals which have not yet been approved



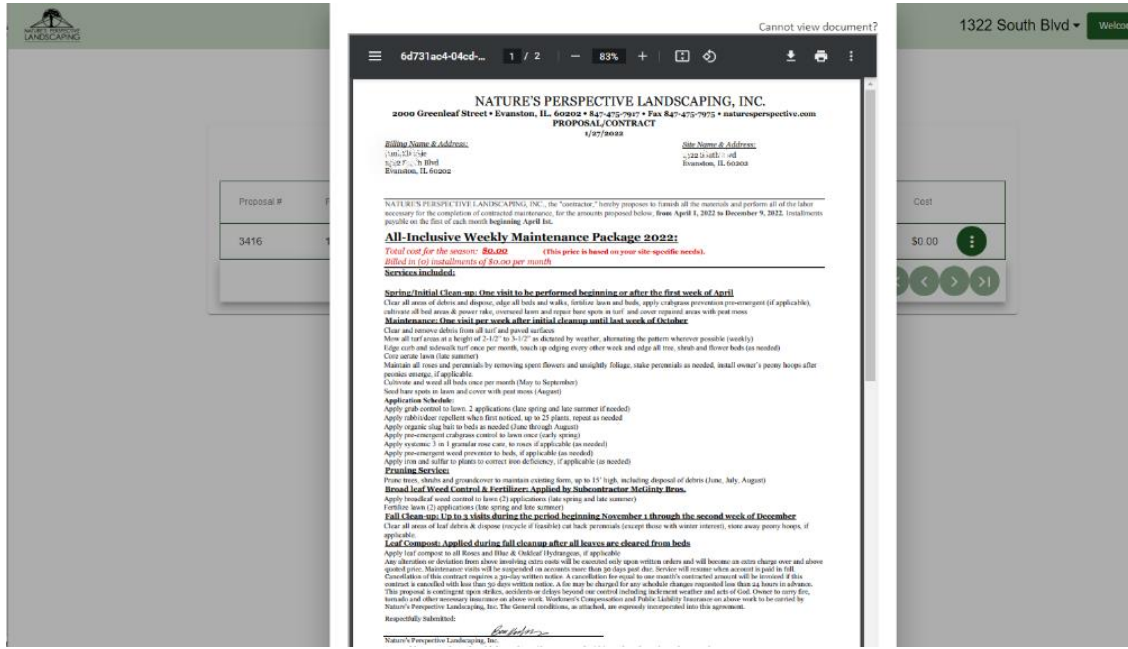
**Step 2:**

Click the three dot menu on the right side of the box. You will be given the options of "view" and "Sign"



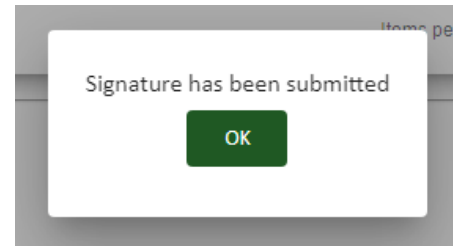
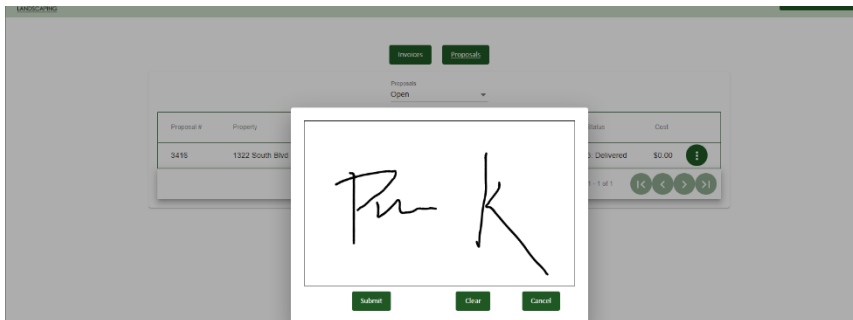
### Step 3:

Click on “view” and you will see your proposal pop up. You can save the proposal to your computer, print it out, or simply review it right on the screen.



### Step 4: Signing the contract if approved

Click anywhere on the screen that is not the contract, and the contract will disappear. Click the same 3 dot menu and choose “sign”. A text box will pop up for your signature. You can then sign with your finger on a phone or tablet, or by using your mouse. Once you are done, click “Submit”. Your proposal has now been approved and is in our job queue!



\*Note: By default, the “Anticipated Start Date” will be the day you sign the proposal, ***not*** the day your work will begin.