# guHRoo HRIS: How to Complete a Document Signature Task

Steps/Procedures:

1. Start by Navigating to guHRoo: Open your web browser and go to https://app.guhroo.co. This is the gateway to all your employment-related documents and information.
2. Access Your Tasks: Upon logging in, look for the "TASKS" list at the top of the dashboard. Click on the blue hyperlink task name from the list.
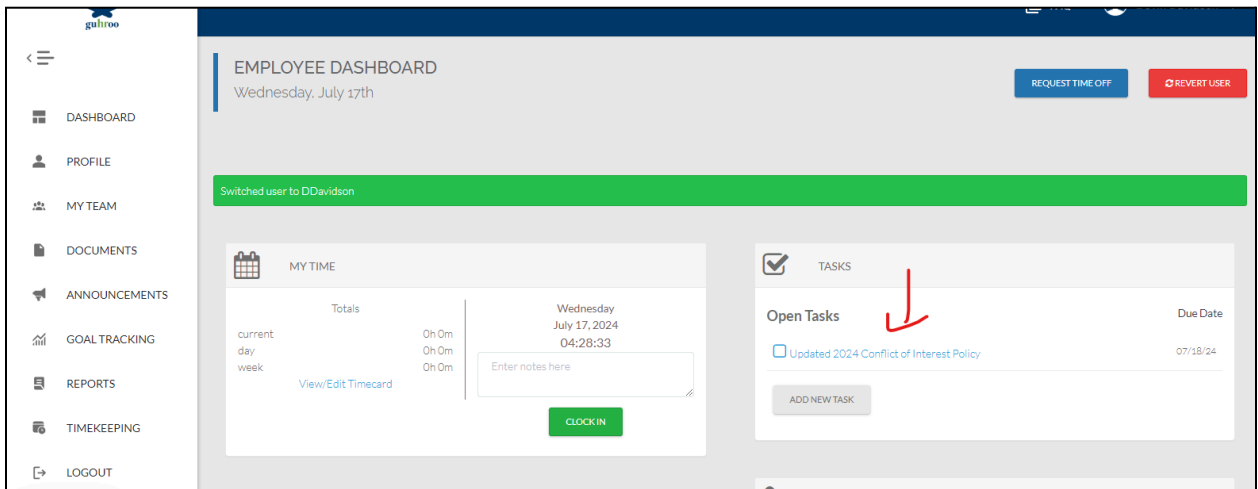
3. Your task view will open and you will again click on the blue link, "Document Name".
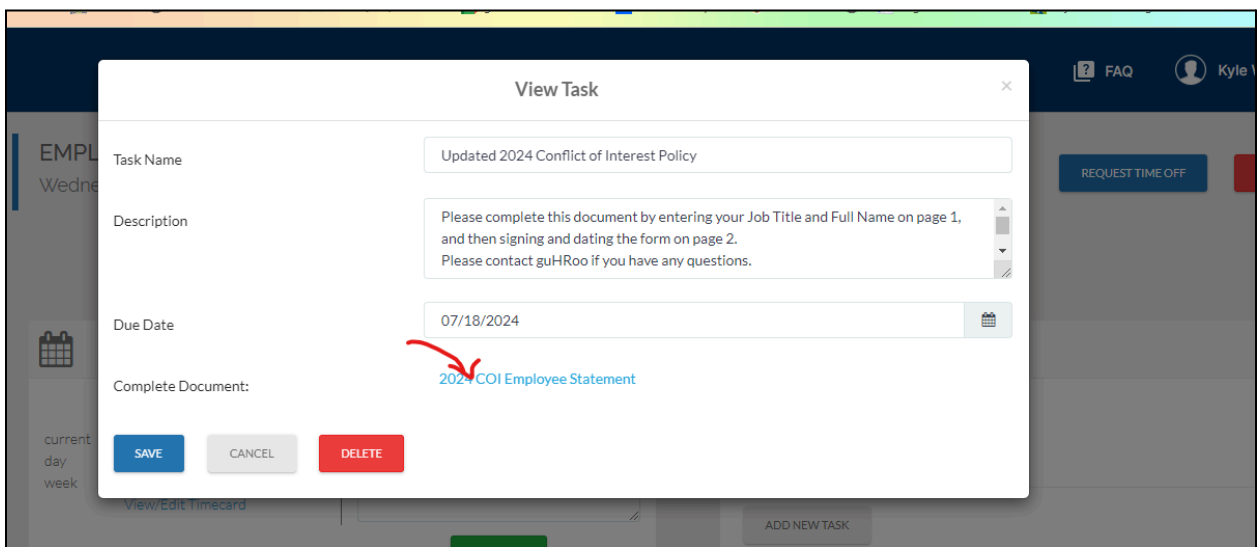
4. You should now see the document for your completion. You will type in the text box prompts and apply signature(s) as needed. **Please be sure to click through ALL pages of the document to ensure you do not miss any entries.

When you have completed the document click **SUBMIT.**

Troubleshooting:

- If you encounter any issues accessing your profile or documents, ensure you are using a supported web browser and that your internet connection is stable.
- If documents are not loading or appearing as expected, try refreshing the page or logging out and back into your account.
- For any persisting issues or if you cannot find specific documents, reach out to our support team at support@guhroo.co