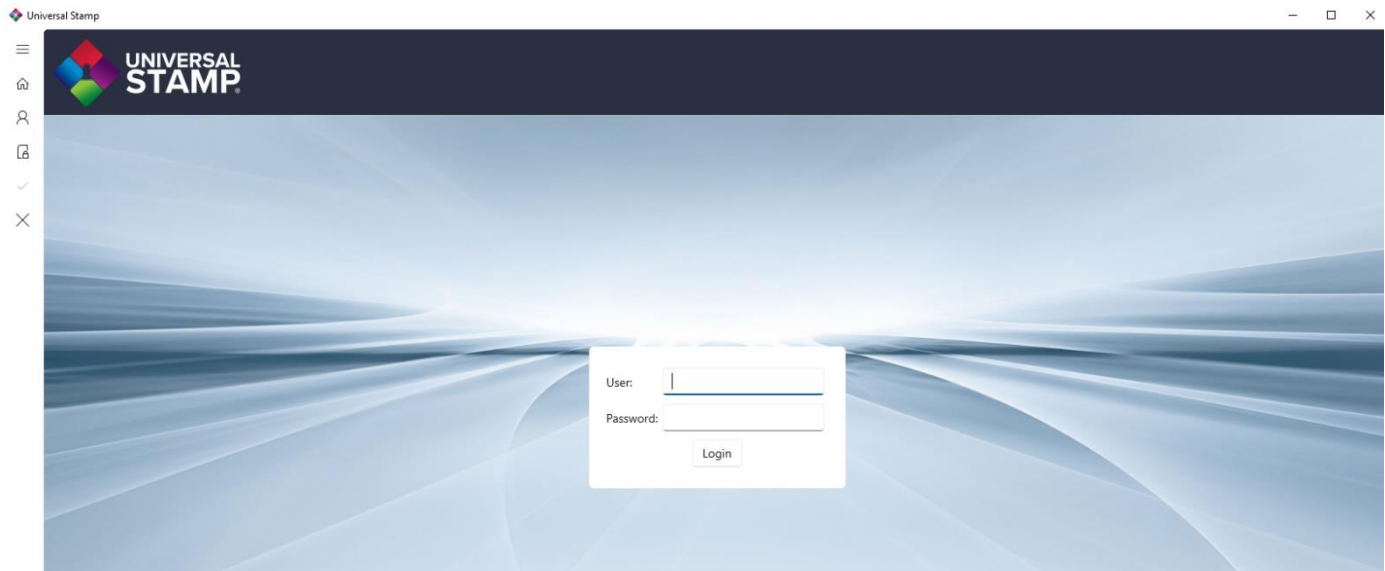


This document outlines how to verify a document with a medallion signature guarantee.

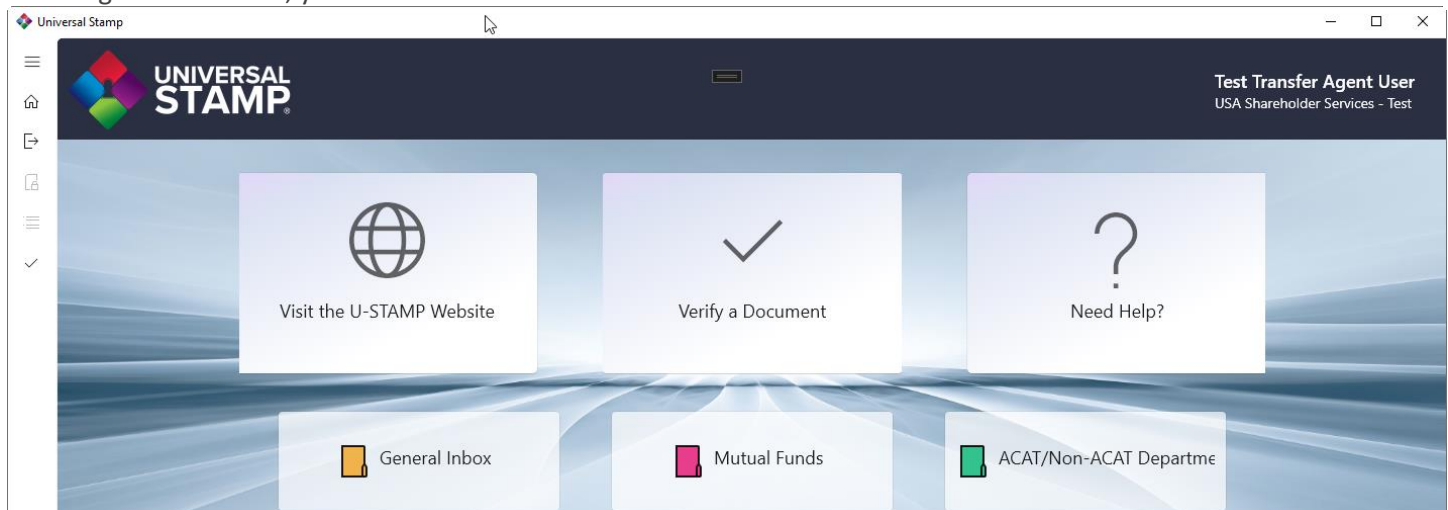
## 1. Log in

Once launched, the app will offer a button to login. Click on that button, and a login form will be displayed:



Enter the username and password provided by Hampton Technologies. If your organization opted for Two Factor authentication, you would see a request to enter a PIN code. Check your e-mail and you will find an e-mail from Universal STAMP® which contains a six-digit PIN (double check spam folders).

If the login is successful, you will see U-STAMP's main screen:



## 2a. Verify a Local Document

If you received a document by e-Mail, or any other means of transportation other than Universal STAMP's integrated workflow, you would typically have the file sitting either on your PC or a network drive. To verify that file, click on the top

center button labeled “Verify a Document”. After selecting the file from your file system, the Universal STAMP App will display a verification report:

**Document Integrity:** ✓

Page	Stamp#	Locid	Guarantor	Valid	Date/Time stamped
1	A1234567	002	USA Bank - Test	✓	07/16/2024 11:54am UTC

Contact Sender
📄
Reject
Accept

**Attachments**

Name	In
DEATH Certificate_Samle.pdf	<span style="background-color: #4a7ebb; color: white; padding: 2px 5px; border-radius: 3px;">Save</span>
NYS Drivers License sample.png	<span style="background-color: #4a7ebb; color: white; padding: 2px 5px; border-radius: 3px;">Save</span>

**Audit Log**

Date and Time	Text
07/16/2024 11:54am UTC	Document has been stamped on page 1 using stamp A1234567 (002) by Joseph Smith at USA Bank - Test.

Download Audit Trail

The above Report shows:

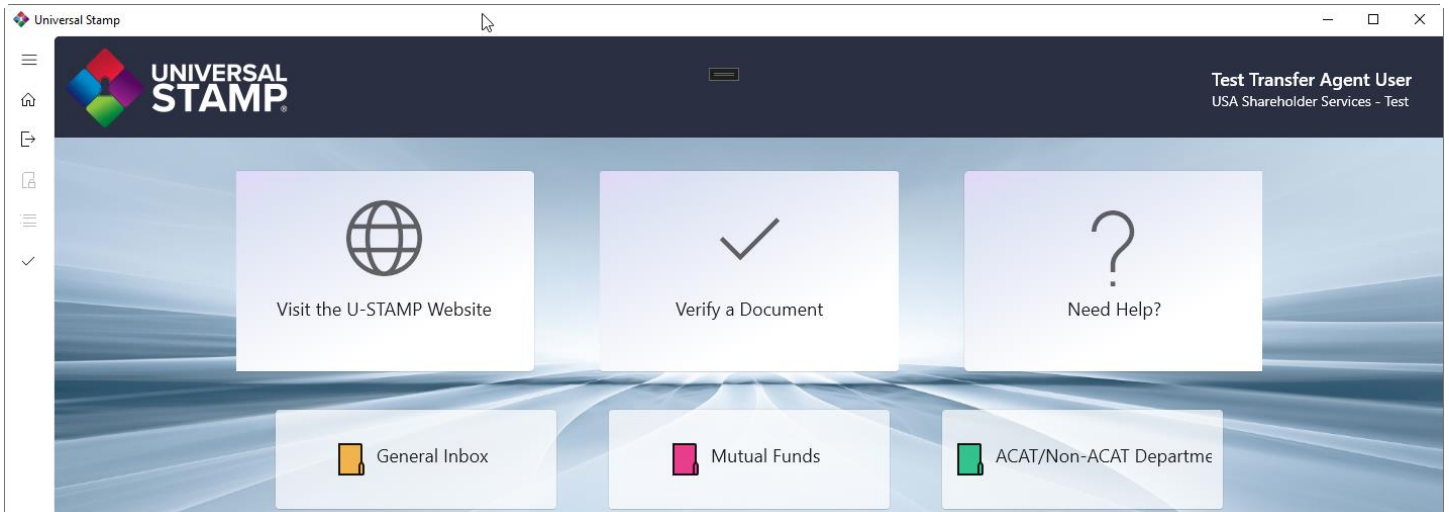
- The document’s overall integrity is good, i.e., the document was not altered after the digital stamp was applied
- A list of imprints on that document, with the details about the stamp, Guarantor and date/time
- A list of attachments (if any) which “Save” buttons to be able to save these attachments
- An Audit trail, which shows what happened so far to the document.
- Action Buttons (Contact/Reject/Accept)

To accept or reject this document, the proper buttons are available. If a document is accepted/rejected the creator of the document is notified automatically. Once accepted or rejected, a new entry is added to the Audit Trail. In case anything is unclear about the document, the “Contact Sender” button can be used to copy the sender’s E-Mail address to the clipboard. This is used to create an E-Mail in your regular E-Mail software, e.g., to clarify missing details.

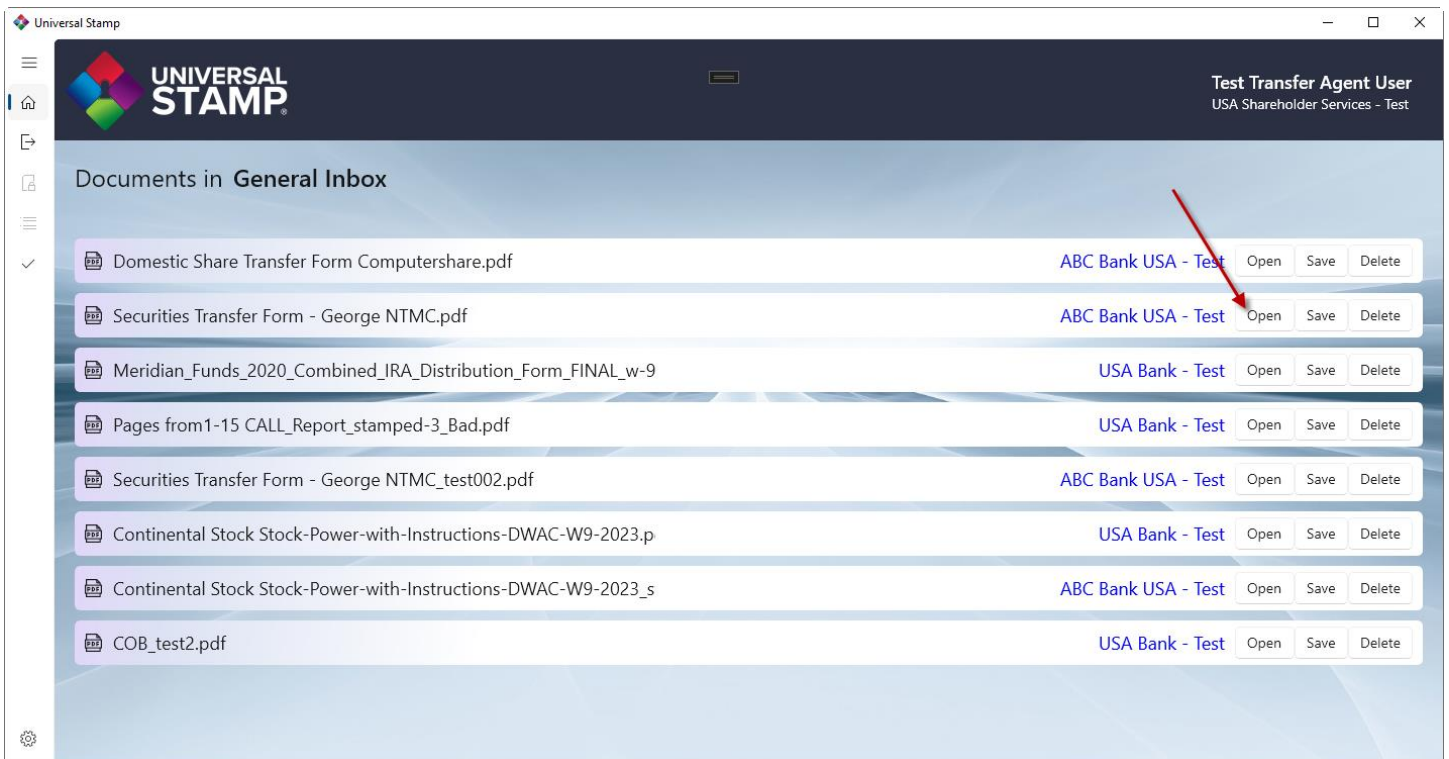
## 2b. Verify a Document Assigned by Guarantor

If a document was assigned to one of your organization’s inboxes, it can be verified in just the same way as if it was local, but it can be opened for verification right from the proper inbox button on the home screen.

As an example, if your organization offers a “General Inbox” and a Guarantor did assign a document to it, one or more dedicated users will be informed by e-Mail. The document awaiting verification can be found by clicking on one of the inbox buttons e.g., “General Inbox”



This will display a list of documents sitting in that inbox:



By clicking on “Open” next to the document, the document is displayed, and can be reviewed. The “Verify” button in the document viewer’s top toolbar will display the verification report in the same way the local verification (Chapter 2a) would.