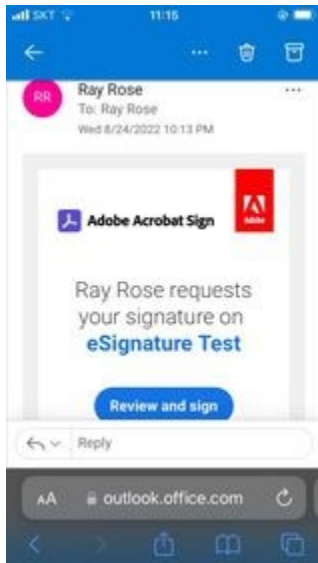
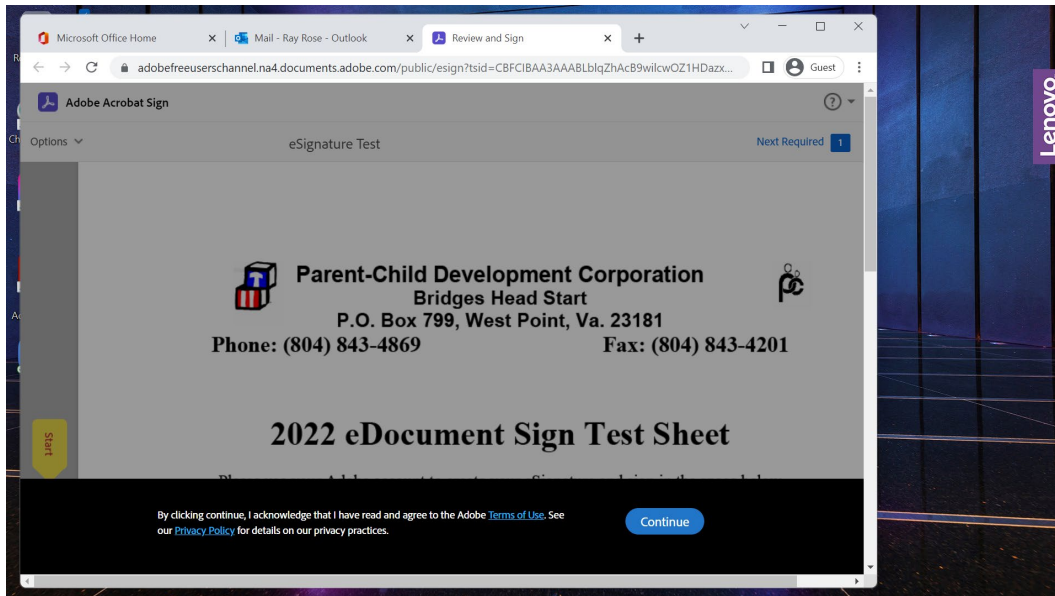


Throughout the course of the school year, the director, HR manager or immediate supervisor may ask you to sign a document. In the past, you would be required to come into the West Point office in order to do so. Well, not anymore! Welcome to the age of “Going Digital,” where you can sign your name one time and simply use the same signature (or change it if you want) for every document you sign.

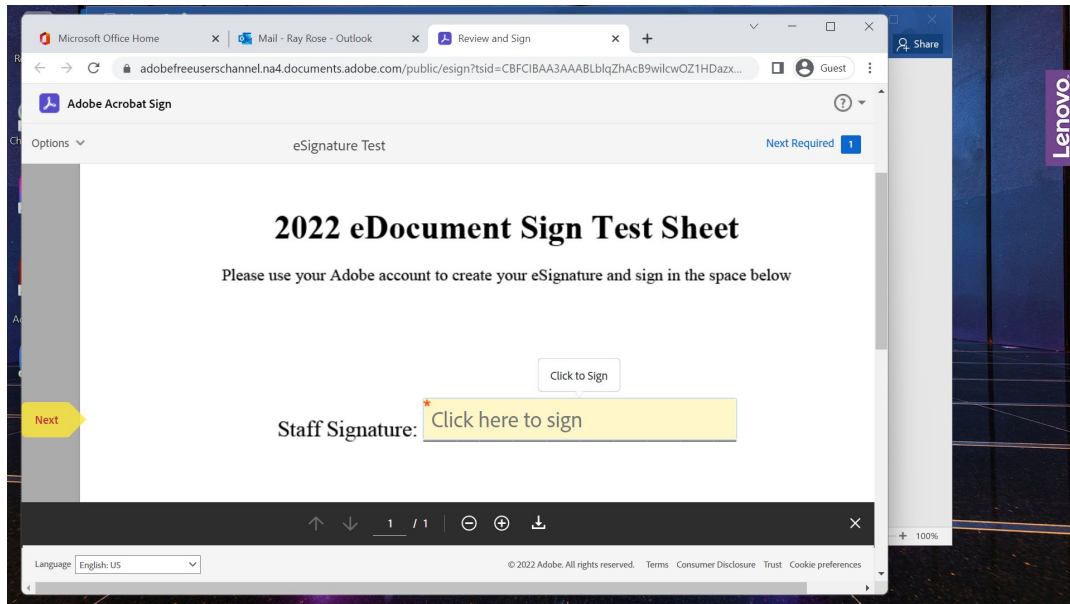
You may receive an email from that looks similar to this:



If you have not yet created an Adobe account through www.adobe.com, you will not be able to sign. You will need to create an Adobe account first. Once you click on “Review and Sign” you will open a window in Adobe that looks like this. Click “Continue” to agree to the terms and privacy policy.

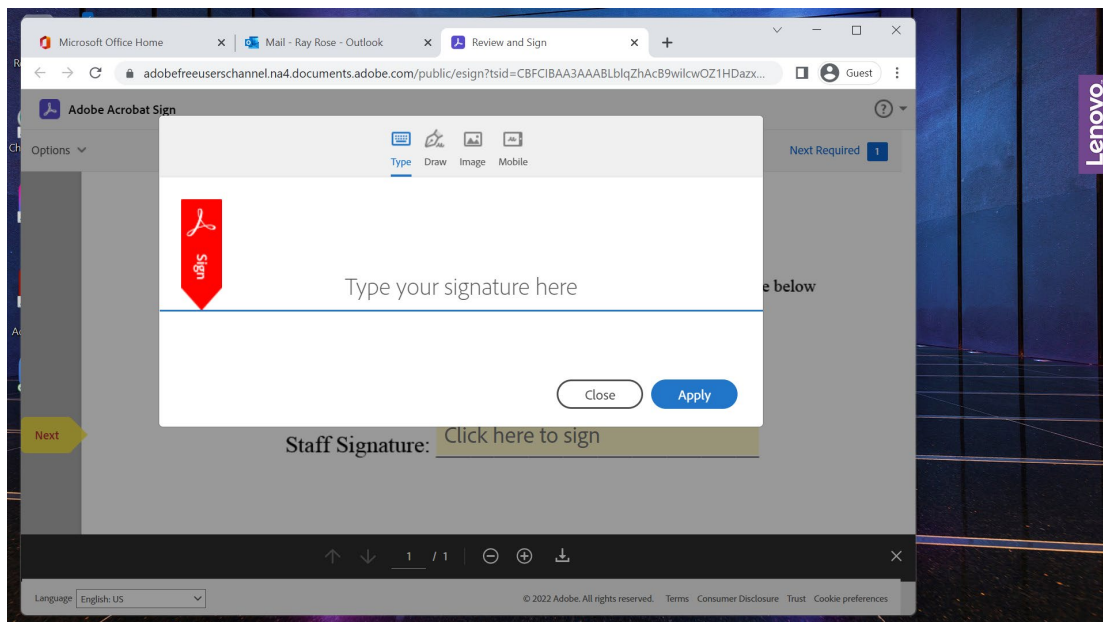


Once you open the document, you will see a number in the top right corner where it reads “Next Required.” That is the number of fields you need to fill. In this case, the number is “1.” Click inside the box that reads “Click Here to Sign.”

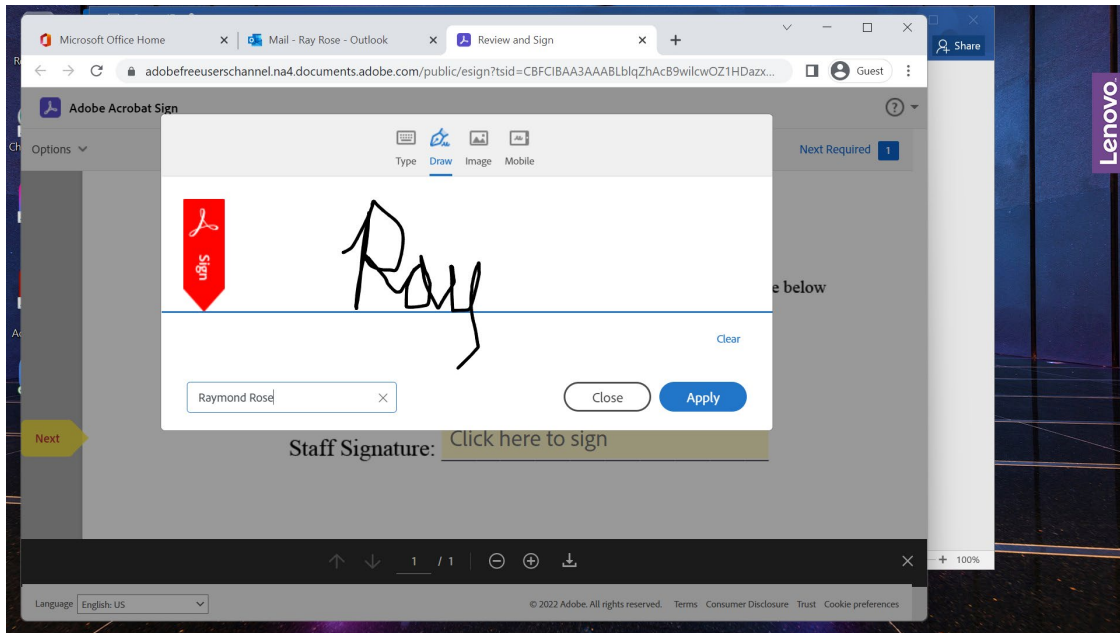


A box will appear with 4 options:

- 1) Type – will create a cursive script of your name (not recommended – easily forged)
- 2) Draw – will allow you to use your mouse, stylus or touchscreen to sign (recommended)
- 3) Image – will allow you to import an image of a signature you saved on your computer
- 4) Mobile – will allow you to send yourself a message in order to sign using your phone

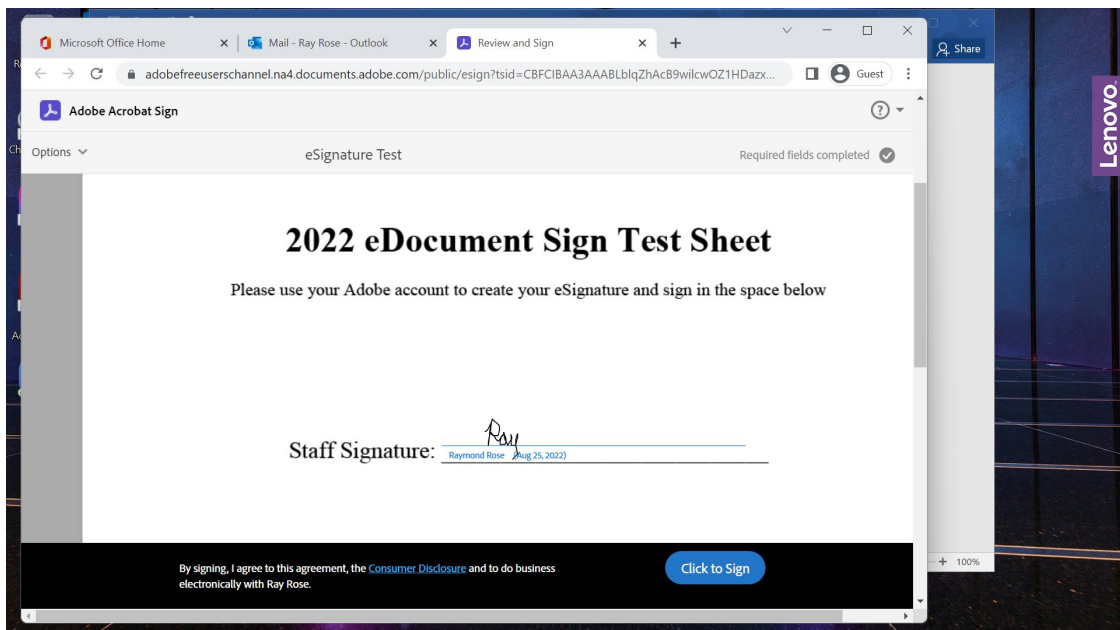


It is highly recommended to use the “Draw” method. It may look ugly, in which case you can click the “Clear” link under the signature line and do it as many times as you need to get it perfect. Remember you will only have to do it once, and Adobe will save it for future use.

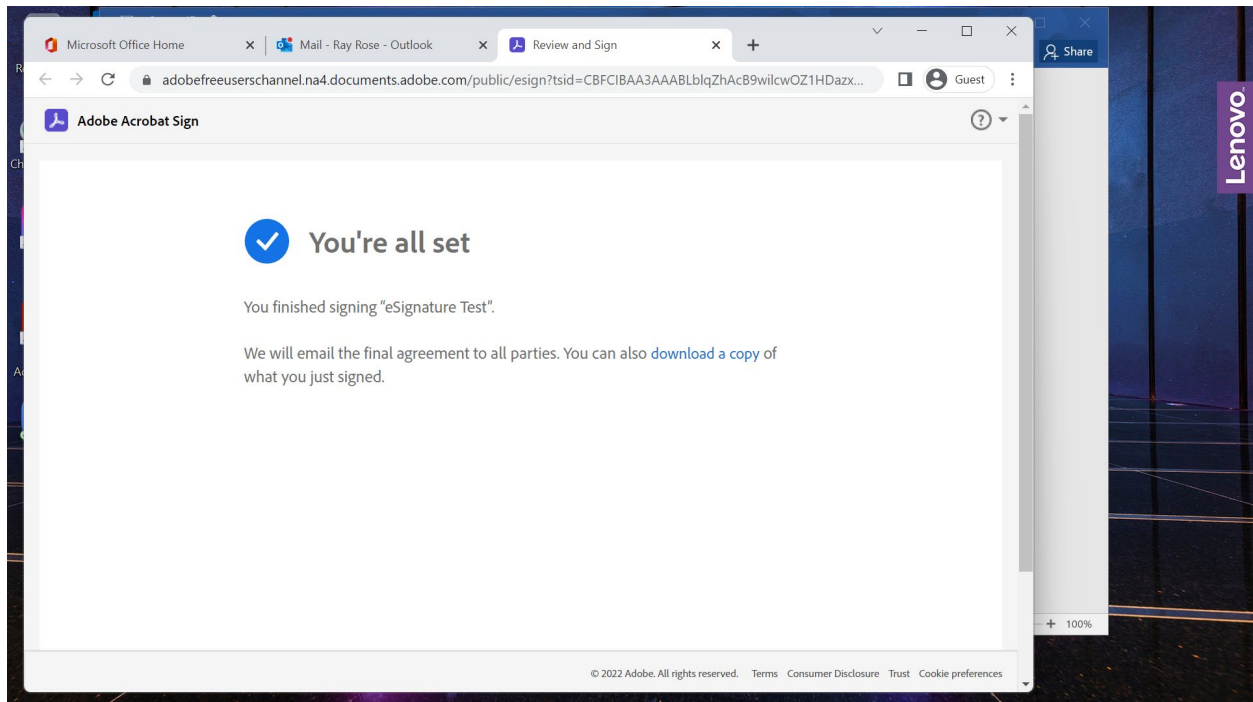


If you absolutely hate your signature, or if it looks like chicken scratch like mine above, try using your phone. If you want to use your real signature, simply sign a blank piece of white paper, take a picture of it with your phone and send it to me. I will crop it, resize it and send it back to you for future use.

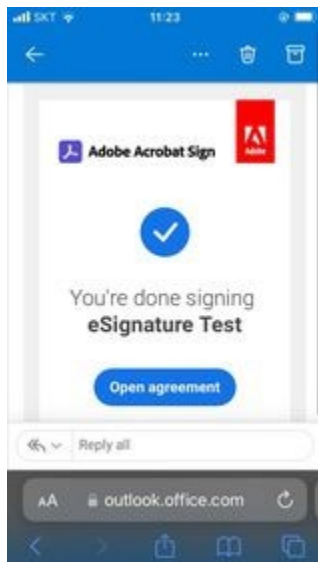
When you are happy with your signature, type in your full name in the box at the bottom and click “Apply.” Your name and the date will appear under your signature as in the image below.



When done, click on the blue button that reads “Click to Sign.”



After you submit the signed document, you will receive an email verification that looks like this.



That is the eSignature process in a nutshell. After you have created your free Adobe account, send me an email stating so, and I will send you a test document that looks exactly the same as the example above. Also, if you lose this email, this procedure will be on the “Staff Resources” section of the organization’s website under the title “eSignature Process.”