How to Electronically Sign Documents

For many forms requested by the Financial Aid Office, you will need to provide a signature. Signatures must be "wet" signatures, certified electronic signatures, or electronically drawn by hand. **Names typed in script fonts are not acceptable.**

First Option: Creating a Certified Signature Using Adobe Reader DC

You can download Adobe Reader for free and follow the steps below on creating an electronic signature.

Step 1: Open the document from our forms page at:

http://www.reynolds.edu/pay_for_college/financial_aid/forms.aspx

As you can see, there is not a signature box available in Google Chrome

Step 2: Download the document and save to your computer
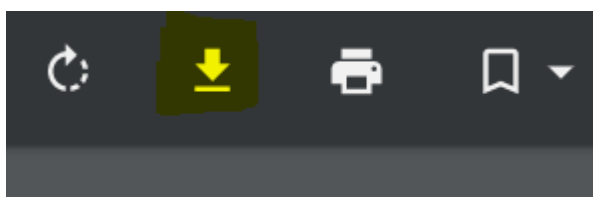
Select the downward arrow icon highlighted here

File name:	Dependent-HH-Size-2021 (1)
ave as type:	Adobe Acrobat Document

olders   **Save**

Step 3: Open File Explorer and find document

Name	Date modified	Type
Dependent-HH-Size-2021	5/20/2020 10:50 AM	Adobe Ac

Step 4: Right Click File and Select Open with Adobe Acrobat Reader DC

Name	Date modified
Dependent-HH	

Open with Adobe Acrobat Reader DC
Open
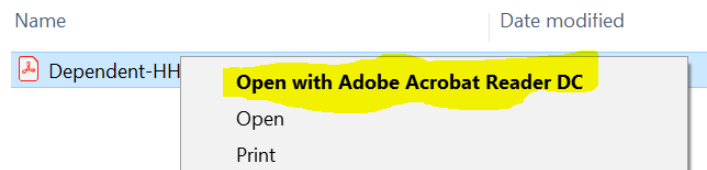Print

Step 5: You should now see a fillable signature section

C. Certification and Signatures

Each person signing below certifies that all the information reported on this worksh
information is attached. The student and one parent MUST sign and date this sectic
WARNING: If you purposely give false or misleading information on this workshe
or both.

Student's Signature

Parent Signature

Step 6: After completing the form, click on Student Signature

You should get the following and select create a new digital ID and click continue

Configure a Digital ID for signing   ×

A Digital ID is required to create a digital signature.The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

○ **Use a Signature Creation Device**
Configure a smart card or token connected to your computer

○ **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file

● **Create a new Digital ID**
Create your self-signed Digital ID

Cancel   Continue

Step 7: Select Save to File

Select the destination of the new Digital ID ✕

Digital IDs are typically issued by trusted providers that assure the validity of the identity.
Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form

● **Save to File**
Save the Digital ID to a file in your computer

○ **Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

Step 8: Enter name and email and select continue

Name	Enter Name...
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	Enter Email...
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Back   Continue

Step 9: Create a password and select Save

Apply a password to protect the Digital ID:

••••••••••••

Confirm the password:

••••••••••••

Step 10: You should see the signature as shown below, enter password previously created in step 9 and select Sign

Appearance Standard Text   Create
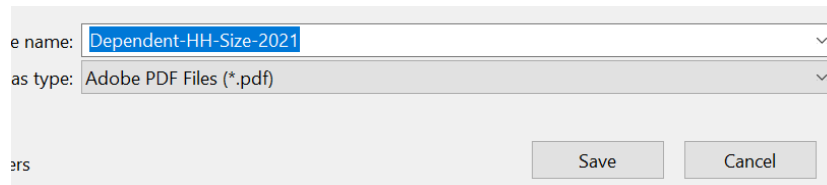
Jane
Doe

Digitally signed
by Jane Doe
Date: 2020.05.20
11:26:20 -04'00'

View Certificate Details

Review document content that may affect signing   Review

Enter the Digital ID PIN or Password...   Back   Sign

Step 11: A Save As box will show up; select Save

e name:	Dependent-HH-Size-2021
as type:	Adobe PDF Files (*.pdf)

Save   Cancel

Step 12: Confirm Save As; Select Yes

Confirm Save As

⚠ Dependent-HH-Size-2021.pdf already exists.
Do you want to replace it?

Yes   No
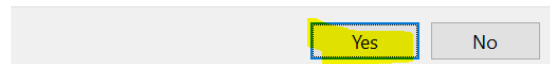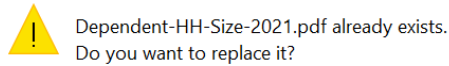
Step 13: Your document is now signed

information is attached. The student and one parent MUST sign and date this section.
WARNING: If you purposely give false or misleading information on this worksheet you n
or both.

Jane Doe   Digitally signed by Jane Doe
Date: 2020.05.20 11:31:22 -04'00'

Student's Signature

For instructions on how to upload forms in SIS please see instruction handout for "How to upload documents in SIS Student Center"

Second Option: Hand sign electronically

Some forms do not have the option to sign as shown above, in this method you will learn how to sign a document by creating digital hand signature.

**Step 1: Follow steps 1-4 from the first method.**

Step 2: If signature field does not give the option to sign it may look like this

information is attached. The student and one parent MUST sign and date this section.
WARNING: If you purposely give false or misleading information on this worksheet you ma
or both.

Student's Signature

Parent Signature

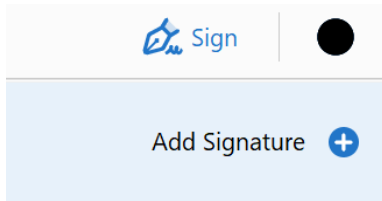**Step 3: On the right side of the page you may see one of the following options**
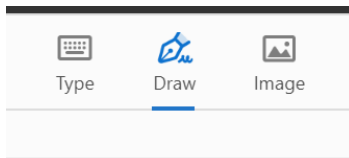
OR

Comment
Fill & Sign
Share
More Tools
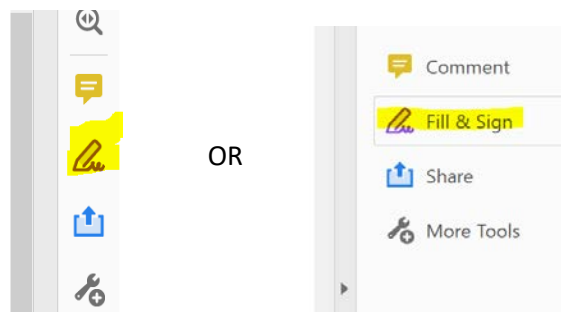
Select the fill and sign option

Step 4: Select the Option at the top of the page that says Sign

Sign ⬤

Step 5: Select Add Signature

Sign ⬤

Add Signature ⊕

Step 6: Select Draw

Type	Draw	Image

Step 7: Use your Cursor to sign your name and select Apply

Jane Doe

Save signature

Cancel   Apply
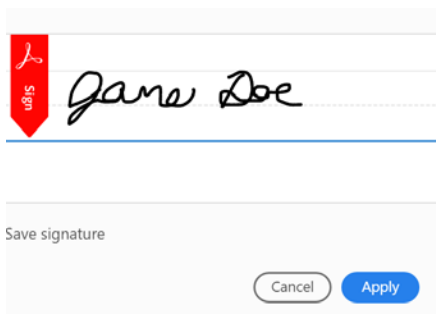
Step 8: Position signature on signature line

Each person signing below certifies that all the inf...
information is attached. The student and one pare...
WARNING: If you purposely give false or misle...
or both.

Jane Doe

Student's Signature

Step 9: Save document and submit

For instructions on how to upload forms in SIS please see instruction handout for "How to upload documents in SIS Student Center"