

We equip Arizona students to realize their potential

### CREATING AND APPLYING DIGITAL SIGNATURES ON 21<sup>ST</sup> CCLC FY22 – CYCLE 17 APPLICATION FORMS A-E (FORMS F & G FOR CONSORTIUM APPLICANTS)

How do I digitally sign the forms, required as part of the application, if the signature spaces do not show on my screen?

**Answer:** If you choose to digitally sign the required documents, the digital signature feature may not display when you open the link to the document in your internet browser, especially in Google Chrome. Before completing the form:

Save the document into your computer files;

Then open it by opening your PDF software (Adobe or other); and

Open the form from within that software.

Complete the form within your PDF software then proceed with signing.

Users may be able to see the digital signature boxes when opening the required forms from within Internet Explorer but should still follow the steps of saving the file to your computer prior to completing any information. Do not complete any information before saving the file and opening it in a pdf software because information may not be saved.

You can always choose to sign a paper copy of the Required Forms.

- Open up your Adobe Reader DC/Adobe Acrobat DC
- Select Edit
- From the Dropdown, Select Preferences

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Select Signatures

Select More by Identities & Trusted Certificates

Full Screen		
General	Creation & Appearance	
Page Display	Control options for signature creation     Set the appropriate of signature within a document	More
3D & Multimedia	• Set the appearance of signatures within a document	
Action Wizard	Verification	
Adobe Online Services		
Catalog	<ul> <li>Control how and when signatures are verified</li> </ul>	More
Color Management		
Content Editing		
Convert From PDF	Identities & Irusted Certificates	
Convert To PDF	Create and manage identities for signing	
Email Accounts	Manage credentials used to trust documents	More
Identity		
Internet	Document Timestamping	
JavaScript		
Language	Configure timestamp server settings	More
Measuring (2D)		
Measuring (3D)		
Measuring (Geo)		
Multimedia (legacy)		
Reading		
Reviewing		
Search		
Security		
Security (Enhanced)		
Signatures		
Spelling 🗸		

#### 🔒 Digital ID and Trusted Certificate Settings $\times$ DigitaLIDe 🧨 Usage Options 👻 🎬 Certificate Details 🏾 🧀 Export 🛛 🔁 Refresh 🛛 💿 Remove ID Tel Add ID + Storage Mechanism Trusted Certificates Name Issuer Kellie Banas <kellie.banas@aze... Kellie Banas <kellie.banas@azed.g... Digital ID File 🦞 Kellie J Banas <kellie.banas@az... Kellie J Banas <kellie.banas@azed.... Digital ID File kellie.banas@azed.gov <kellie.... Communications Server Windows Certificate Store 72b02b23-edc3-49df-a034-3b5... MS-Organization-Access Windows Certificate Store < Kellie Banas Arizona Department of Education Issued by: Kellie Banas Arizona Department of Education Valid from: 2020/03/10 15:08:07 -07'00' Valid to: 2025/03/10 15:08:07 -07'00' Intended usage: Digital Signature, Encrypt Document, Key Agreement

### Select Add ID

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	Add Digital ID		
igital ID	Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature. Add or create a digital ID using: My existing digital ID from: A file		
now"	A roaming digital ID accessed via a server		
	○ A device connected to this computer		
	A new digital ID I want to create now		
	Cancel	< Back	Next >

### Select "A new digital ID I want to create now"

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	Add Digital ID
	Add or create a digital ID to sign and encrypt documents. The certificate that comes with your
	digital ID is sent to others so that they can verify your signature. Add or create a digital ID using:
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	A roaming digital ID accessed via a server
now"	A device connected to this computer
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	Cancel Next >

### Select "A new digital IC I want to create now"

### **Select Next**

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Next >

### Leave this at "New PKCS#12 digital ID file"

### Select Next

#### Add Digital ID

Where would you like to store your self-signed digital ID?

#### New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

#### **Windows Certificate Store**

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

#### Cancel

### Fill in first four fields with your appropriate information

### Select Next

#### Add Digital ID

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Enter your identity information to be used when generating the self-signed certificate.

a <u>m</u> e (e.g. John Smith):	Kellie J Banas
Organizational <u>U</u> nit:	Procurement, Business & Finance Department
Organization Name:	Arizona Department of Education
<u>E</u> mail Address:	kellie.banas@azed.gov
<u>C</u> ountry/Region:	US - UNITED STATES
Key Algorithm:	1024-bit RSA V
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption

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Finish

### You can leave the File Name as is, it will store to your local (or Desktop) computer

Set your Password

**Confirm your Password** 

Select Finish

#### Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

#### File Name:

anas\AppData\Roaming\A	\dobe\Acrobat\20	15\Security\KellieJBanas.pfx	Browse	
Password:		·		
	Not Rated			
Confirm Password:	-			
Cancel				- DOCK

### Your digital signature and associated information will appear

🔒 D	igital ID and Trusted Certific	ate Settings			
+	Digital IDs	惶 Add ID 🥜 Usage Options 🗸	· 🛐 Certificate Details 🛛 🧀 Expo	rt 🔁 Refresh 🔞 Remove ID	
	Trusted Certificates	Name Kellie Banas <kellie.banas@aze Kellie J Banas <kellie.banas@az kellie.banas@azed.gov <kellie 72b02b23-edc3-49df-a034-3b5 Kellie J Banas <kellie.banas@az< th=""><th>Issuer Kellie Banas <kellie.banas@azed.g Kellie J Banas <kellie.banas@azed Communications Server MS-Organization-Access Kellie J Banas <kellie.banas@azed Kellie J Banas</kellie.banas@azed </kellie.banas@azed </kellie.banas@azed.g </th><th>Storage Mechanism Digital ID File Digital ID File Windows Certificate Store Windows Certificate Store Digital ID File</th><th>Expires 2025.03.10 22:08:07 Z 2025.04.06 15:56:25 Z 2020.04.06 21:17:36 Z 2029.10.29 20:14:50 Z 2025.04.06 20:07:25 Z</th></kellie.banas@az<></kellie </kellie.banas@az </kellie.banas@aze 	Issuer Kellie Banas <kellie.banas@azed.g Kellie J Banas <kellie.banas@azed Communications Server MS-Organization-Access Kellie J Banas <kellie.banas@azed Kellie J Banas</kellie.banas@azed </kellie.banas@azed </kellie.banas@azed.g 	Storage Mechanism Digital ID File Digital ID File Windows Certificate Store Windows Certificate Store Digital ID File	Expires 2025.03.10 22:08:07 Z 2025.04.06 15:56:25 Z 2020.04.06 21:17:36 Z 2029.10.29 20:14:50 Z 2025.04.06 20:07:25 Z
			Arizona Depa Issued by: Kellie J Banas Arizona Depar Valid from: 2020/04/06 08 Valid to: 2025/04/06 08 Intended usage: Digital Signatur	artment of Education tment of Education 8:56:25 -07'00' 8:56:25 -07'00' re, Encrypt Document, Key Agre	ement

Open any of the 21<sup>st</sup> CCLC A-E Forms PDF document you wish to sign

Go to the page in that PDF where you wish to sign

Name of Site:	E
Deadline for submission of completed forms: Scan and upload to ADE as part of the application in the	FORM E

Applications will be disqualified from consideration if the community was NOT notified of the applicant's intent to apply for a Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Grant.

How was the community given notice of the applicant's intent to submit an application?

Open any PDF document you wish to sign. Go to the page in that PDF where you wish to sign

**Select Tools** 

Select Certificates —

### Select Digitally Sign

SIGNATU	JRES REQUIRED
The Superintendent is the Authorized	Certifying Official of the LEA/Fiscal
Printed of Anthorized Certifying Official	Title
Signature of Authorized Certifying Official	Date
The Principal is the Authorized Certif	ying Official of the school/site.
Printed of Authorized Certifying Official	Title
Signature of Authorized Certifying Official	Date
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Certificates

Home Tools Document



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	Issued by: Kellie J Banas More Details
	Appearance: Standard Text V
	Kellie J Digitally signed
Enter vour	Banas Date: 2020.04.06 14:40:30 -07'00'
password	Lock Document After Signing
	Click Review to see if document content may affect signing
	Enter certificate password and click the 'Sign' button
Select Sign	Sime Count
	Sign Cancel

### Select Save

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Microsoft Teams	🗾 LOGITECH CLEARCHAT COMFORT USB H	3/30/2020 11:42 AM	Adobe Acrobat D	64 KB			
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Pictures	🗾 JW Star Pass PO 109638 Teachers Institute	3/27/2020 6:58 AM	Adobe Acrobat D	122 KB			
	🗾 End of Day Report	3/25/2020 2:16 PM	Adobe Acrobat D	93 KB			
Ihis PC	🗾 Event Contract Review Coordination Me	3/13/2020 8:06 AM	Adobe Acrobat D	241 KB			
3D Objects	📌 Your temp request has been approved - S	3/5/2020 6:43 AM	Adobe Acrobat D	94 KB			
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## **APPLYING YOUR DIGITAL SIGNATURE**

#### Select "Yes" if this appears

Your document should now be digitally signed.

Save, combine with receipts in a zip file and send on to approvers



#### SIGNATURES REQUIRED

The Superintendent is the Authorized Certifying Official of the LEA/Fiscal Agent.

Printed of Authorized Certifying Official	Title
Kellie J Banas	Digitally signed by Kellie J Banas Date: 2020.04.06 14:49:33 -07'00'
offinities of the other of the officer	
The Principal is the Authorized Certify	ring Official of the school/site.

Printed of Authorized Certifying Official

You can make it easier on the persons that are needed to sign the document (example Form A-E). It's not required, but it does make it easier down the line for all. You can also think of it as learning a new skill!

Save your completed Form as a PDF

**Open the PDF** 

Select Tools

Select Prepare Form

Select Start



-

Open

Select a file or scan a document to begin



#### The form is going to look a little funky at this point

### Click on the signature box and delete

Click on Superintendent and delete

#### SIGNATURES REQUIRED

#### The Superintendent is the Authorized Certifying Official of the LEA/Fiscal Agent.

Printed of Authorized Certifying Official
rinted of Authorized Certifying Official
Signature of Authorized Certifying Official

	Title	
Title		
	Date	
Date		

Signature of Authorized Certifying Official

#### The Principal is the Authorized Certifying Official of the school/site.

Printed of Authorized Certifying Official_2		Tide <u>2</u>
Printed of Authorized Certifying Official	ertifying Official Title	
Signature of Authorized Certifying Official 2		Date 2
Signature of Authorized Certifying Official	•	Date

Click on the Signature Icon

Go to the first signature line and drop the box there (you may want to lengthen the width of the box)

Repeat this process for the next signatures



Now select Preview in the top right corner

ß	Prepare Form 🔹 🕅 Select Object III Text Field 🖌 Check Box 💿 Radio Button 📰 List Box 📰 Dropdown 📾 Add Button 🖄 Digital Signature IIII Barcode 💉 Kel			Preview X	
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	Signature of Authorized Certifying Official 2 Date 2	1			
	Signature of Authorized Certifying Official Date		¢	>	

# Click inside the first signature box

The Sign Document window will appear

Enter your certificate password

Select Sign

Home Tools Document 🖺 🏟 🖶 🖂 🕻		③ Sign In
Prepare Form •		Edit X
	SIGNATURES REQUIRED	
	The Superintendent is the Authorized Certifying Official of the LEA/Fiscal Agent.	
	Printed of Authorized Certifying Official Title	
	Signature of Authorized Certifying Official Date	
	The Principal is the Authorized Certifying Official of the school/site.	
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## Save the file where it suits you best

You can now close the PDF file, and forward to your Superintendent for review and signature.

