



We equip Arizona students
to realize their potential

CREATING AND APPLYING DIGITAL SIGNATURES FOR THE NITA M. LOWEY 21ST CENTURY COMMUNITY LEARNING CENTERS, TITLE IV-B (21ST CCLC) GRANT 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.

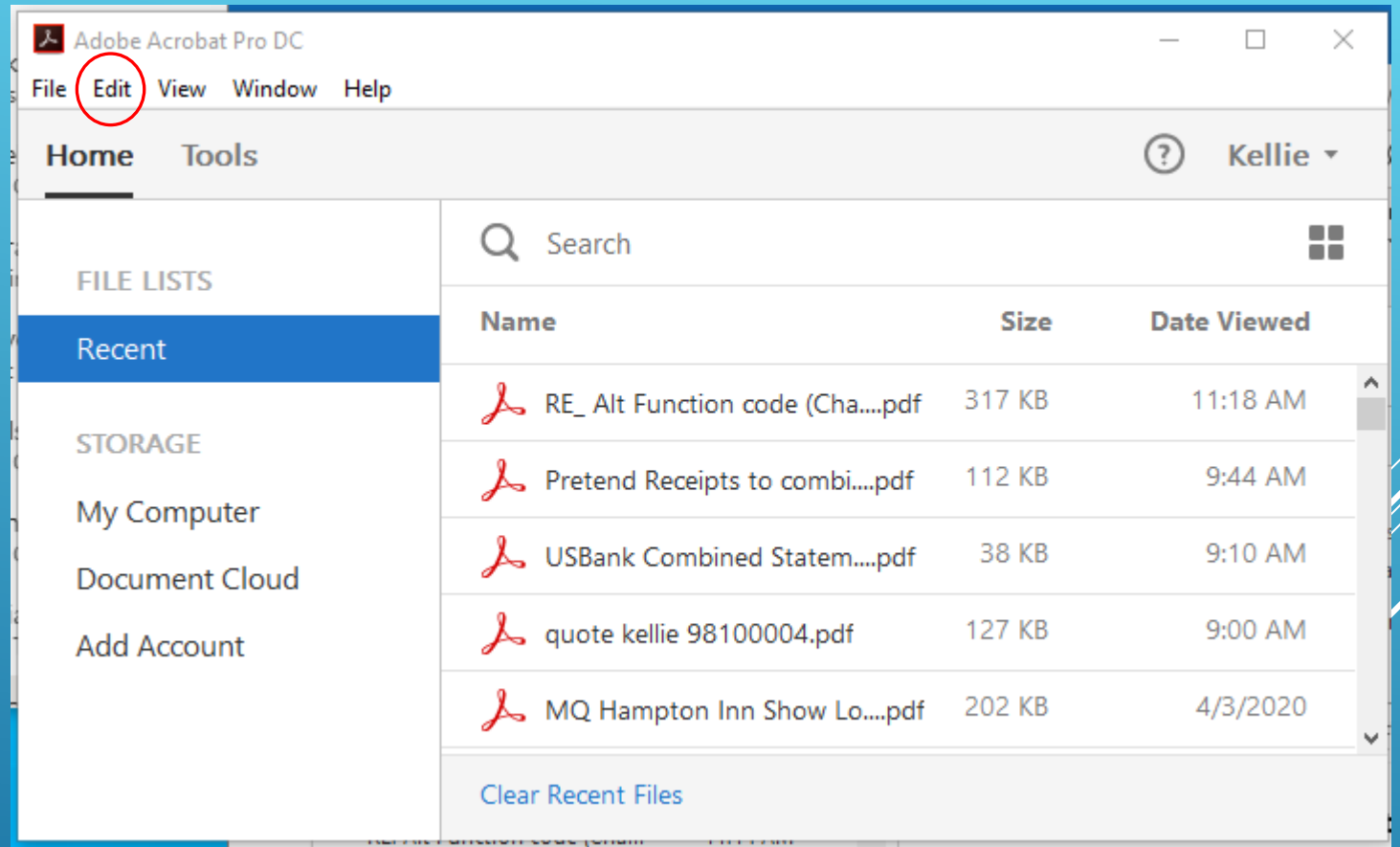
You can always choose to sign a paper copy of the Required Forms.

CREATING YOUR DIGITAL SIGNATURE

Open up your Adobe Reader DC/Adobe Acrobat DC

Select Edit

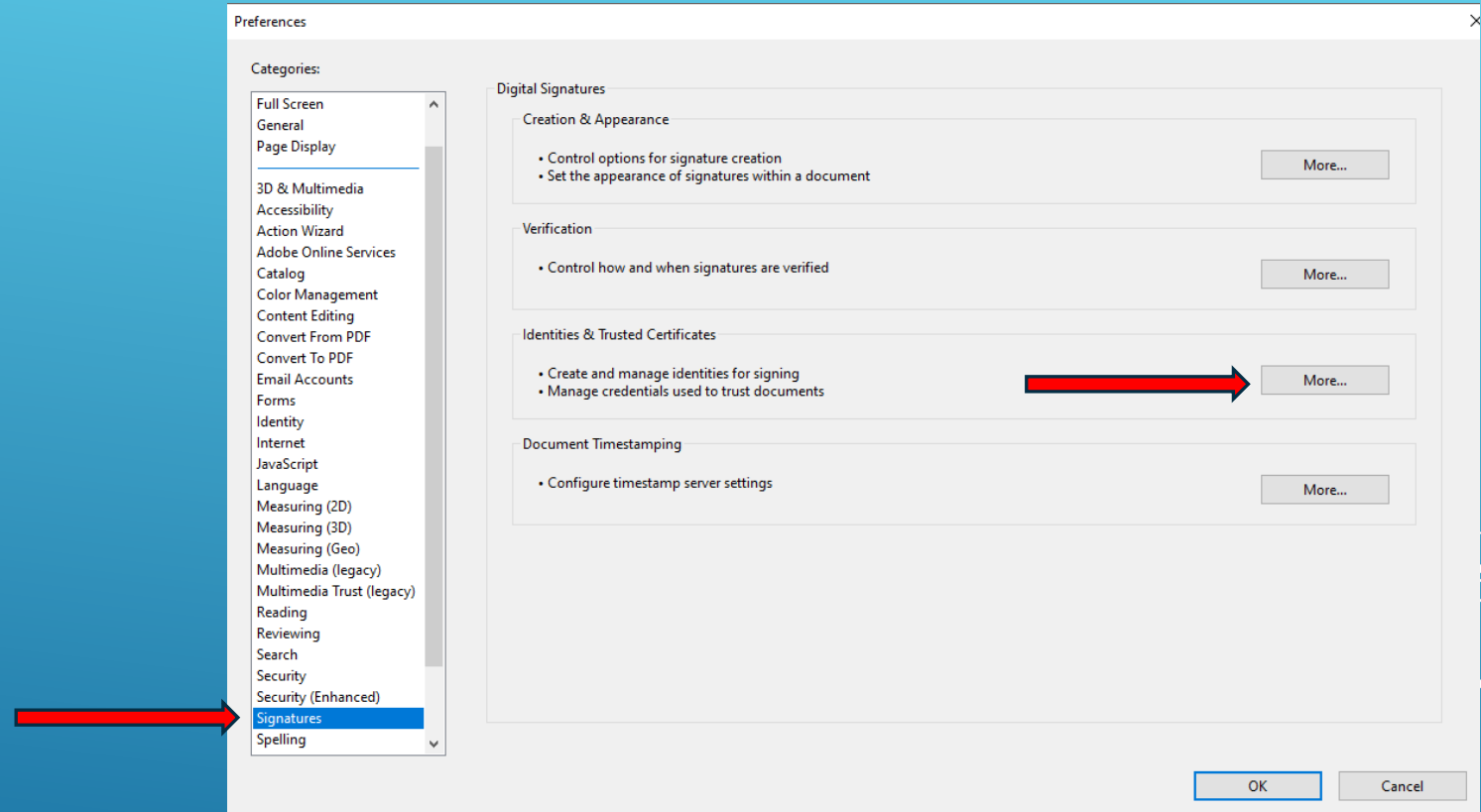
From the Dropdown, Select Preferences



CREATING YOUR DIGITAL SIGNATURE

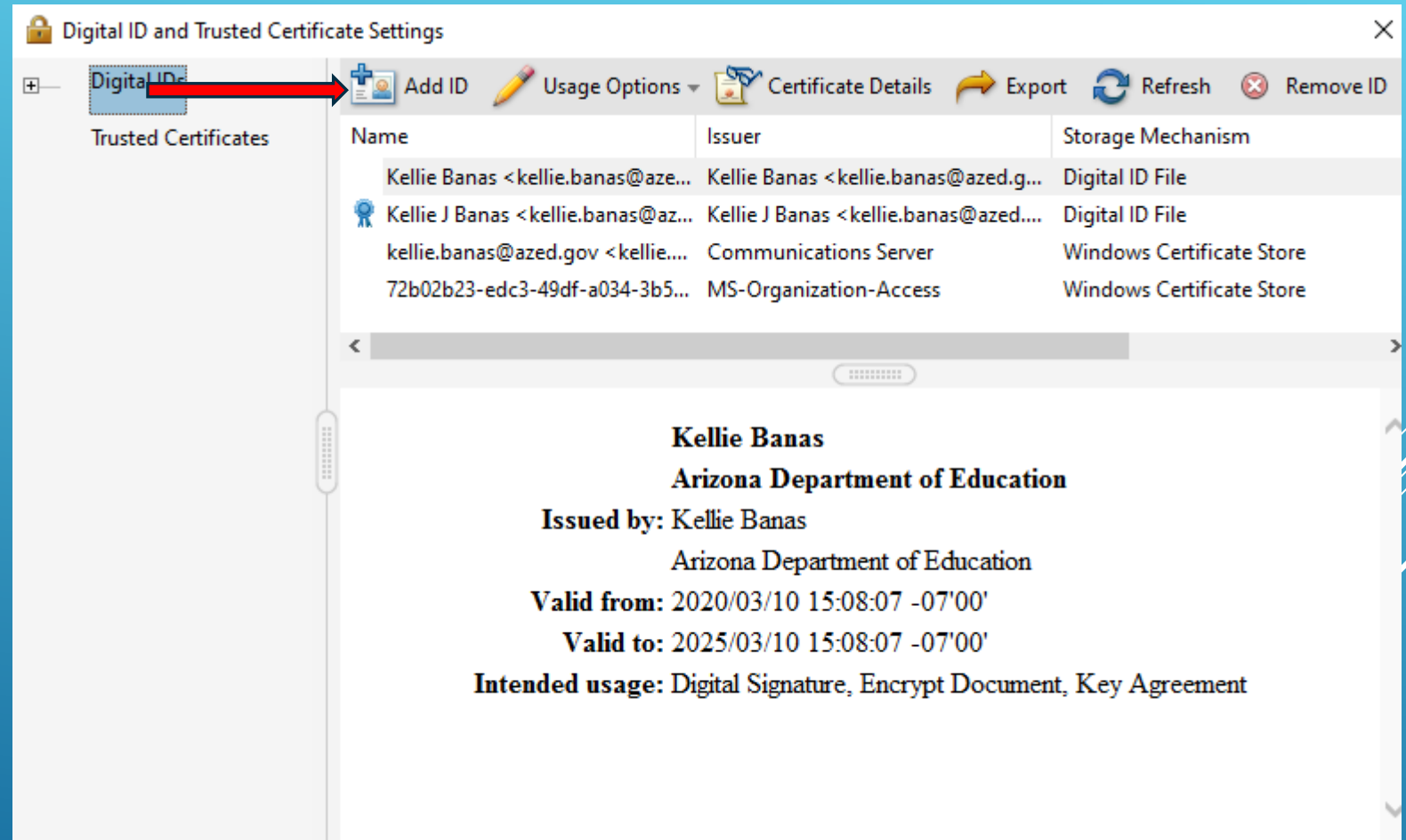
Select Signatures

Select More by
Identities & Trusted
Certificates



CREATING YOUR DIGITAL SIGNATURE

Select Add ID



CREATING YOUR DIGITAL SIGNATURE

Select “A new digital ID I want to create now”



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:

☐ My existing digital ID from:

- ☐ A file
- ☐ A roaming digital ID accessed via a server
- ☐ A device connected to this computer

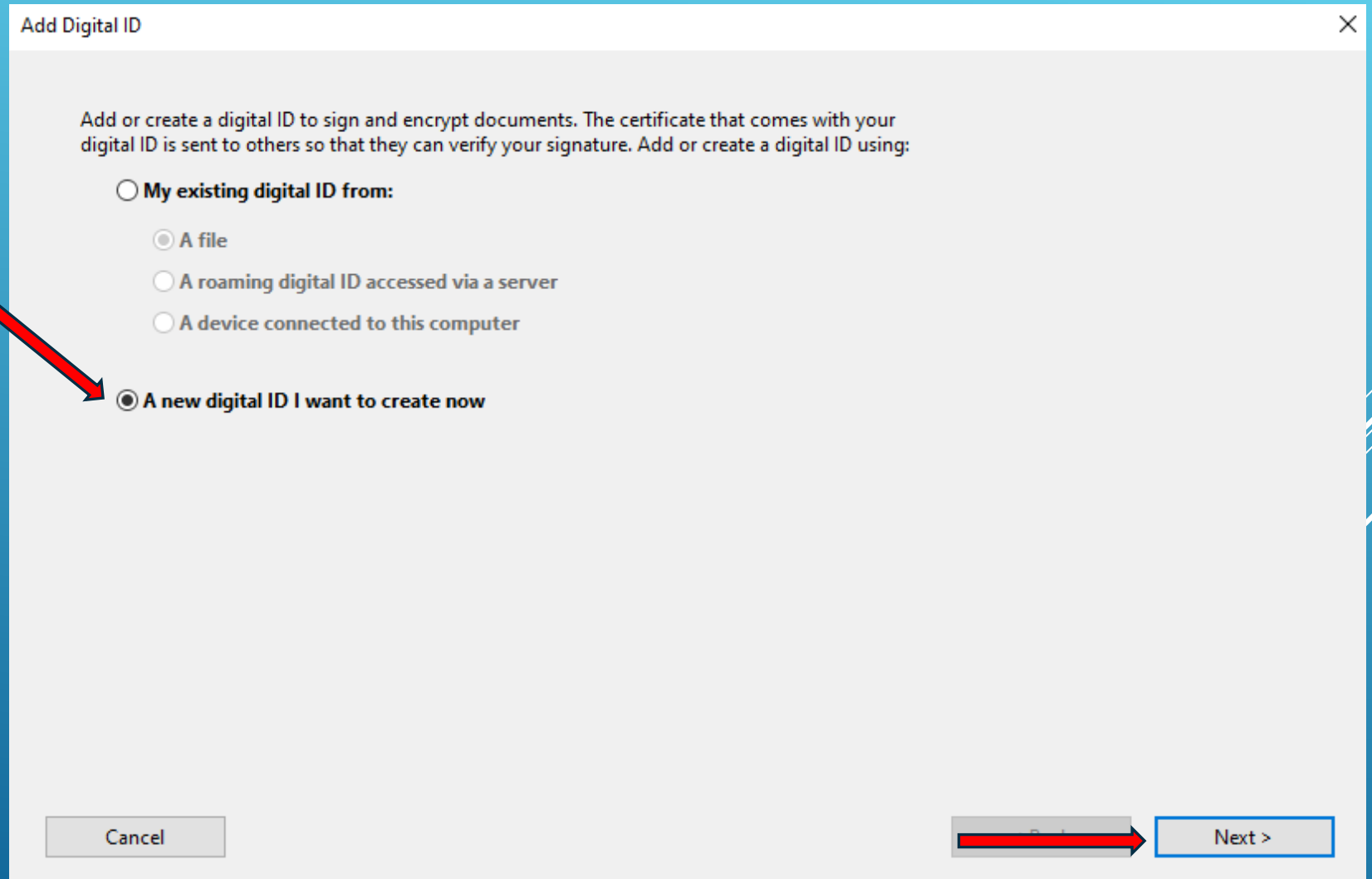
☒ A new digital ID I want to create now

Cancel < Back Next >

CREATING YOUR DIGITAL SIGNATURE

Select “A new digital ID I want to create now”

Select Next



The screenshot shows a Windows-style dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text inside the dialog reads: "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:". Below this text are four radio button options. The first option is "My existing digital ID from:", which is unselected. It has three sub-options: "A file", "A roaming digital ID accessed via a server", and "A device connected to this computer", all of which are also unselected. The second option is "A new digital ID I want to create now", which is selected (indicated by a filled radio button). A red arrow points from the text "Select 'A new digital ID I want to create now'" on the left to this selected option. At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Next >" on the right. A red arrow points from the text "Select Next" on the left to the "Next >" button.

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:

☐ My existing digital ID from:

- ☐ A file
- ☐ A roaming digital ID accessed via a server
- ☐ A device connected to this computer

☒ A new digital ID I want to create now

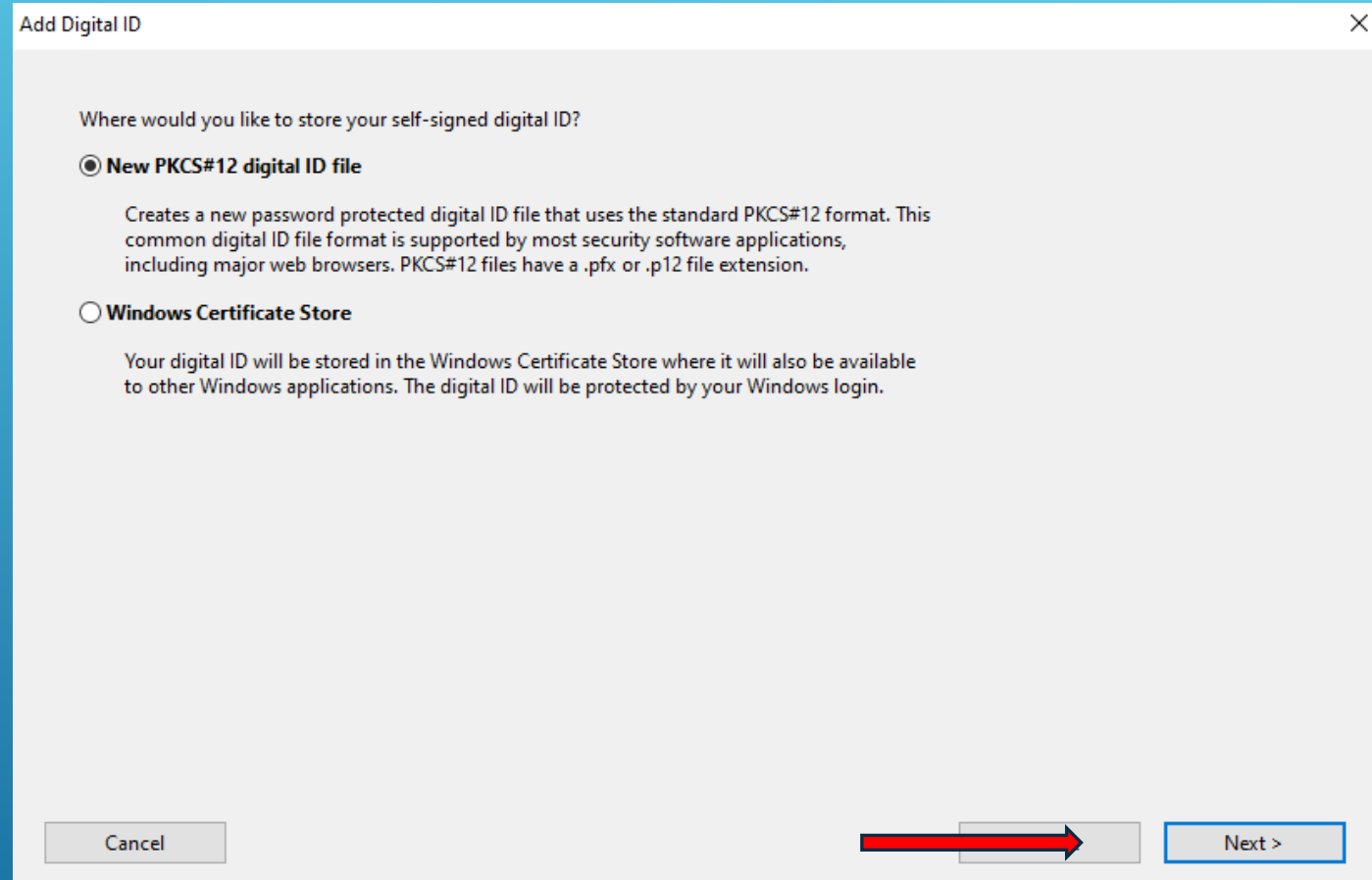
Cancel

Next >

CREATING YOUR DIGITAL SIGNATURE

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  Next >

CREATING YOUR DIGITAL SIGNATURE

Fill in first four fields with your appropriate information

Select Next

Add Digital ID ✕

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

Name (e.g. John Smith):

Organizational Unit:


Organization Name:

Email Address:

Country/Region:

Key Algorithm:

Use digital ID for:



CREATING YOUR DIGITAL SIGNATURE

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\Adobe\Acrobat\2015\Security\KellieJBanas.pfx

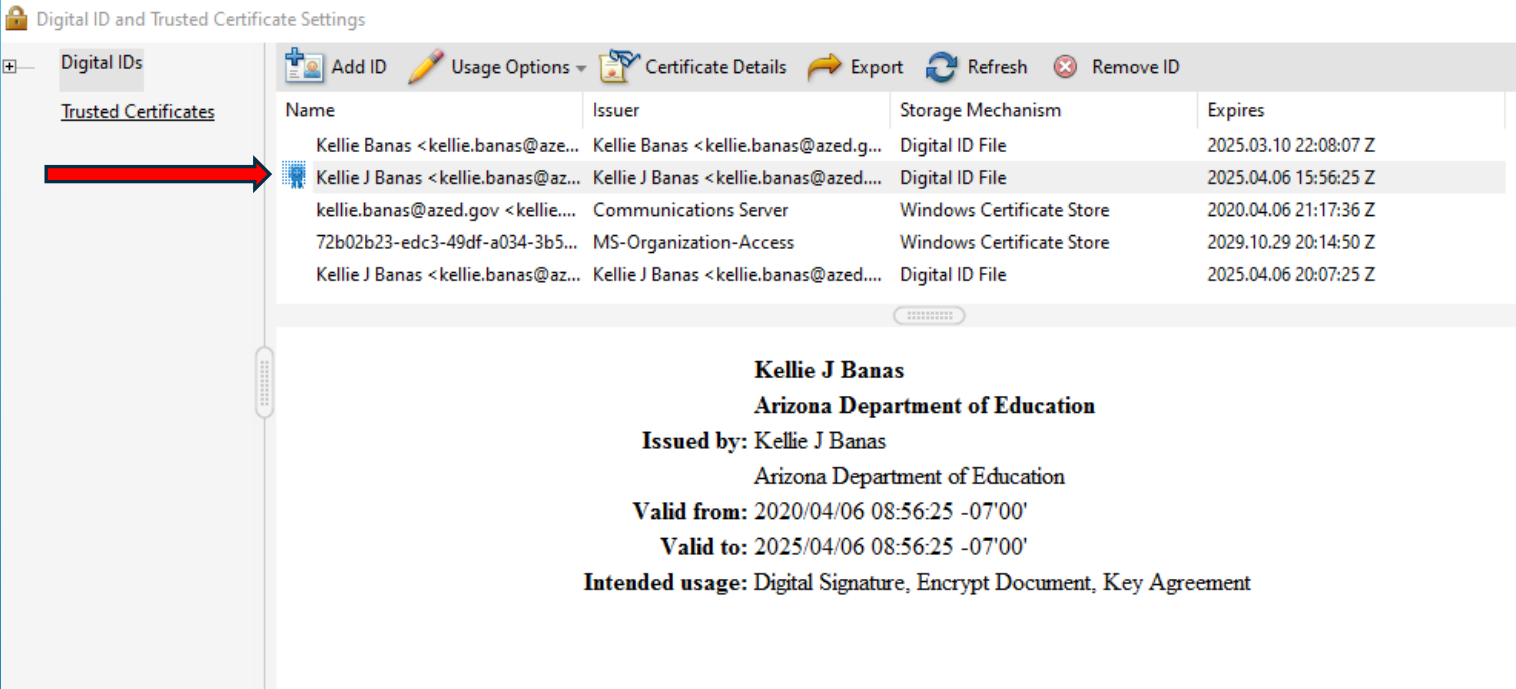
Password:

Not Rated

Confirm Password:

CREATING YOUR DIGITAL SIGNATURE

Your digital signature and associated information will appear



Digital ID and Trusted Certificate Settings

Trusted Certificates


Name	Issuer	Storage Mechanism	Expires
Kellie Banas <kellie.banas@aze...	Kellie Banas <kellie.banas@azed.g...	Digital ID File	2025.03.10 22:08:07 Z
Kellie J Banas <kellie.banas@az...	Kellie J Banas <kellie.banas@azed....	Digital ID File	2025.04.06 15:56:25 Z
kellie.banas@azed.gov <kellie....	Communications Server	Windows Certificate Store	2020.04.06 21:17:36 Z
72b02b23-edc3-49df-a034-3b5...	MS-Organization-Access	Windows Certificate Store	2029.10.29 20:14:50 Z
Kellie J Banas <kellie.banas@az...	Kellie J Banas <kellie.banas@azed....	Digital ID File	2025.04.06 20:07:25 Z

Kellie J Banas
Arizona Department of Education
Issued by: Kellie J Banas
Arizona Department of Education
Valid from: 2020/04/06 08:56:25 -07'00'
Valid to: 2025/04/06 08:56:25 -07'00'
Intended usage: Digital Signature, Encrypt Document, Key Agreement

APPLYING YOUR DIGITAL SIGNATURE

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

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

	<p>Name of Site: <input type="text"/></p> <p>STATEMENT OF ASSURANCE OF COMMUNITY NOTIFICATION</p> <p>Nita M. Lowey 21st Century Community Learning Centers (21st CCLC)</p>	<p>E</p>
	<p>Deadline for submission of completed forms: Scan and upload to ADE as part of the application in the Grants Management System by 11:59 PM on March 7, 2022</p>	<p>FORM E</p>

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?

APPLYING YOUR DIGITAL SIGNATURE

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

Select Tools

In accordance with all federal and state requirements and regulations applicable to this federal Title IV, Part B funding, **EACH OF UNDERSIGNED** below provide assurance that the signatories themselves, or such existing staff or staff to be hired will complete the various 21st Century Community Learning Centers (CCLC) grant program duties listed above if the grant is awarded.

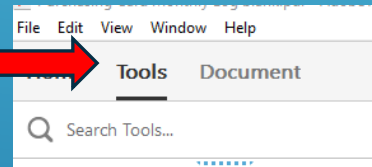
SIGNATURES REQUIRED

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

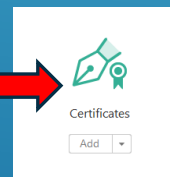
Printed of Authorized Certifying Official	Title
Signature of Authorized Certifying Official	Date

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

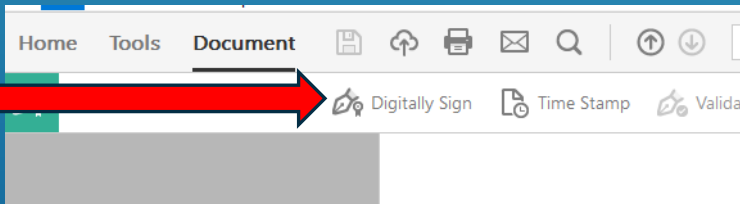
Printed of Authorized Certifying Official	Title
Signature of Authorized Certifying Official	Date



Select Certificates

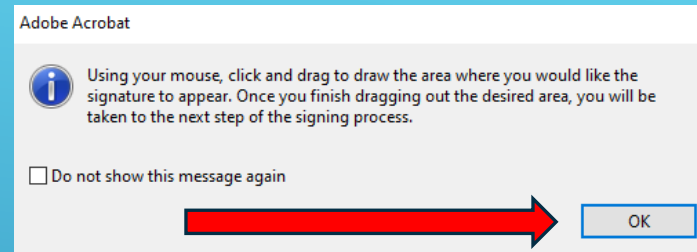


Select Digitally Sign



APPLYING YOUR DIGITAL SIGNATURE

Click OK



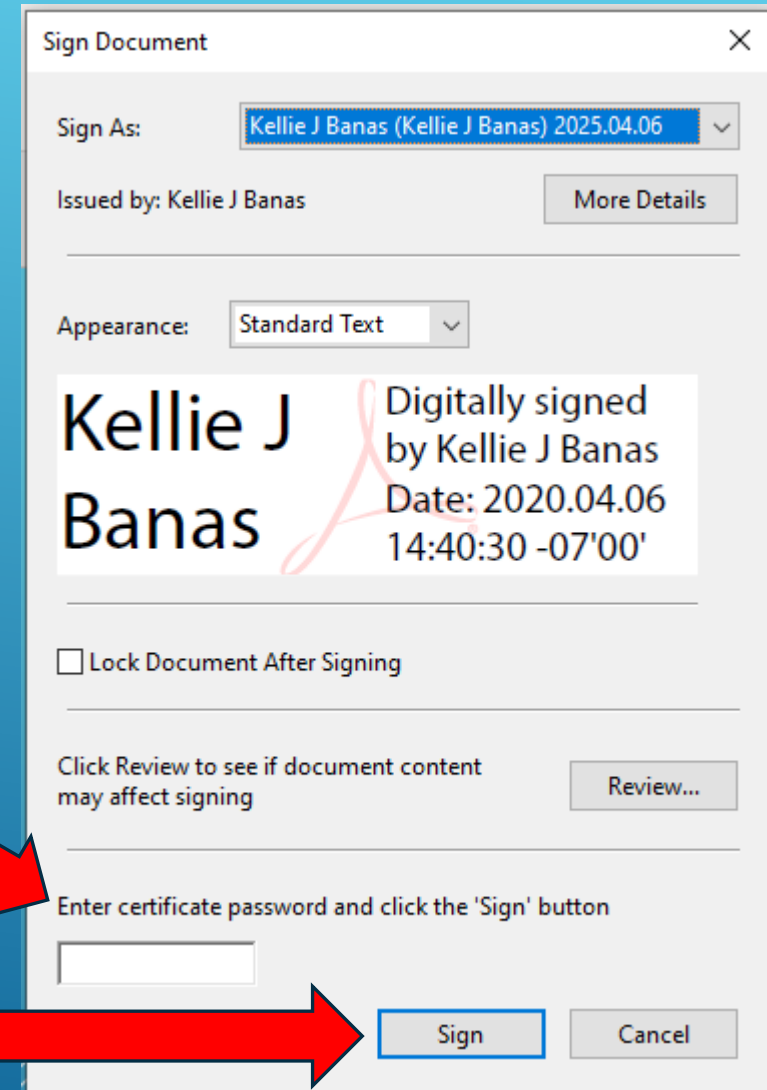
Draw a rectangle where your signature should be

A screenshot of an Adobe Acrobat document titled "Certificates". The document has a red heading "SIGNATURES REQUIRED". Below this, it says "The Superintendent is the Authorized Certifying Official of the LEA/Fiscal Agent." There are two rows of signature fields. The first row has a field labeled "Printed of Authorized Certifying Official" and a field labeled "Signature of Authorized Certifying Official". The second row has a field labeled "Title" and a field labeled "Date". A large red arrow points from the text "Draw a rectangle where your signature should be" to the "Signature of Authorized Certifying Official" field.

APPLYING YOUR DIGITAL SIGNATURE

Enter your
password

Select Sign



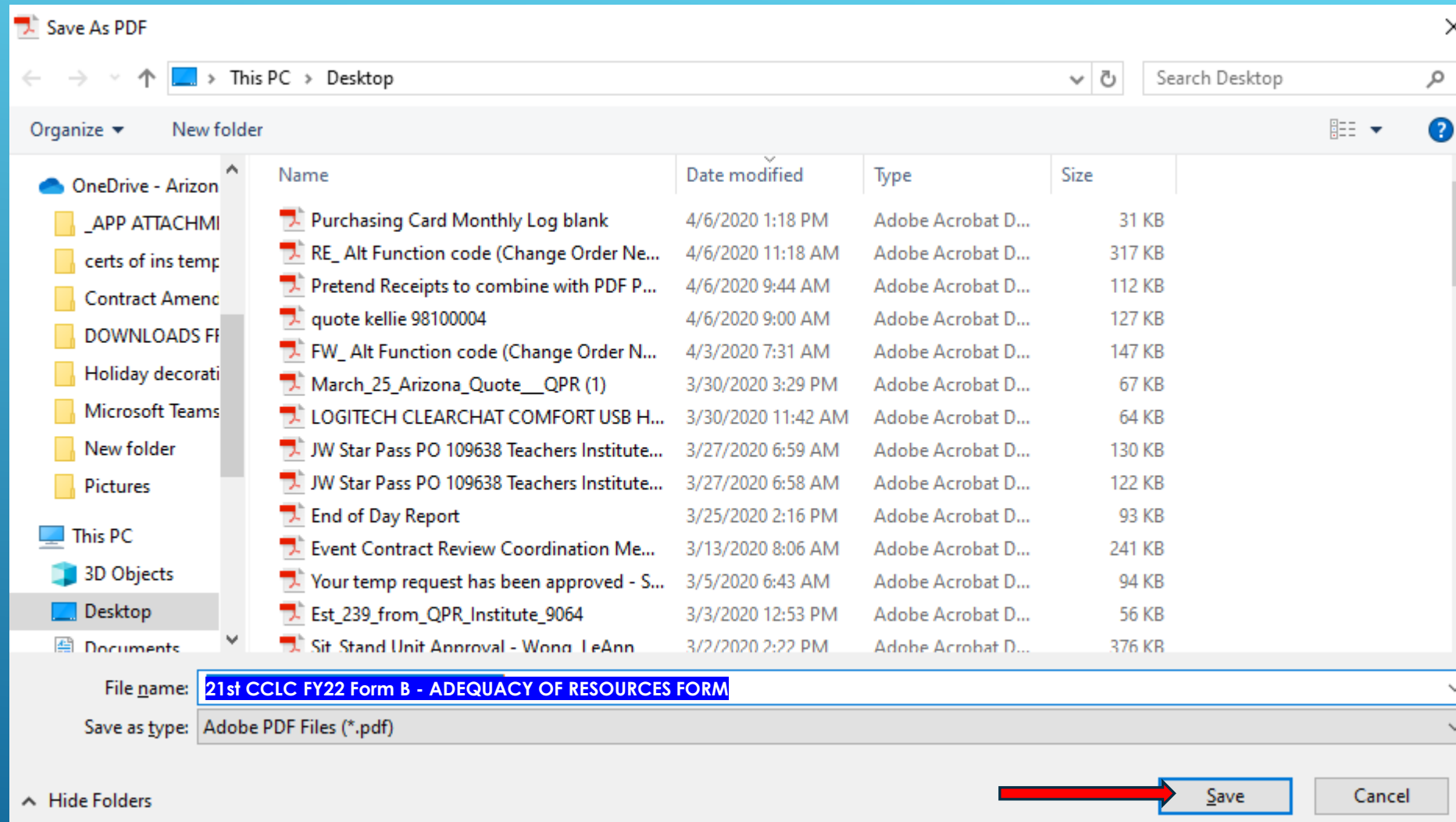
The screenshot shows a 'Sign Document' dialog box with the following elements:

- Sign As:** A dropdown menu showing 'Kellie J Banas (Kellie J Banas) 2025.04.06'.
- Issued by:** 'Kellie J Banas' with a 'More Details' button.
- Appearance:** A dropdown menu showing 'Standard Text'.
- Signature Preview:** A box showing the name 'Kellie J Banas' with a red signature line, and the text 'Digitally signed by Kellie J Banas Date: 2020.04.06 14:40:30 -07'00''.
- Lock Document After Signing:** An unchecked checkbox.
- Review:** A 'Review...' button with the text 'Click Review to see if document content may affect signing'.
- Sign Section:** The text 'Enter certificate password and click the 'Sign' button' above a password input field, and 'Sign' and 'Cancel' buttons at the bottom.

Two red arrows are overlaid on the image: one points from the text 'Enter your password' to the password input field, and another points from the text 'Select Sign' to the 'Sign' button.

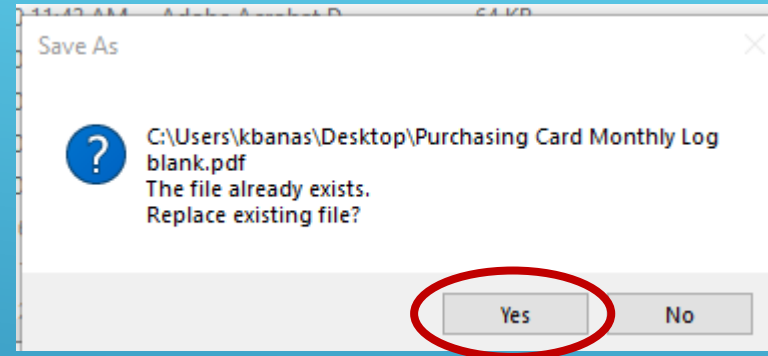
APPLYING YOUR DIGITAL SIGNATURE

Select Save



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"

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

Printed of Authorized Certifying Official

Title

GOING THE EXTRA MILE

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!

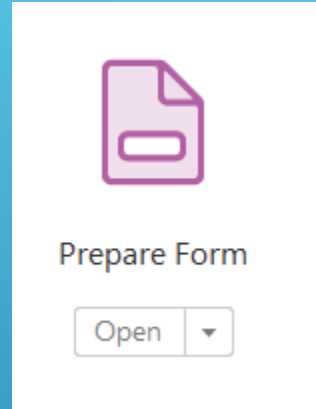
Save your completed Form as a PDF

Open the PDF

Select Tools

Select Prepare Form

Select Start



Select a file or scan a document to begin



4_21st CCLC FY2...
[Change File](#)



[Scan a document](#)

Start

Form field auto detection is ON. [Change](#)

GOING THE EXTRA MILE

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

Printed of Authorized Certifying Official

Signature of Authorized Certifying Official

Signature of Authorized Certifying Official

Title

Title

Date

Date

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

Printed of Authorized Certifying Official_2

Printed of Authorized Certifying Official

Signature of Authorized Certifying Official_2

Signature of Authorized Certifying Official

Title_2

Title

Date_2

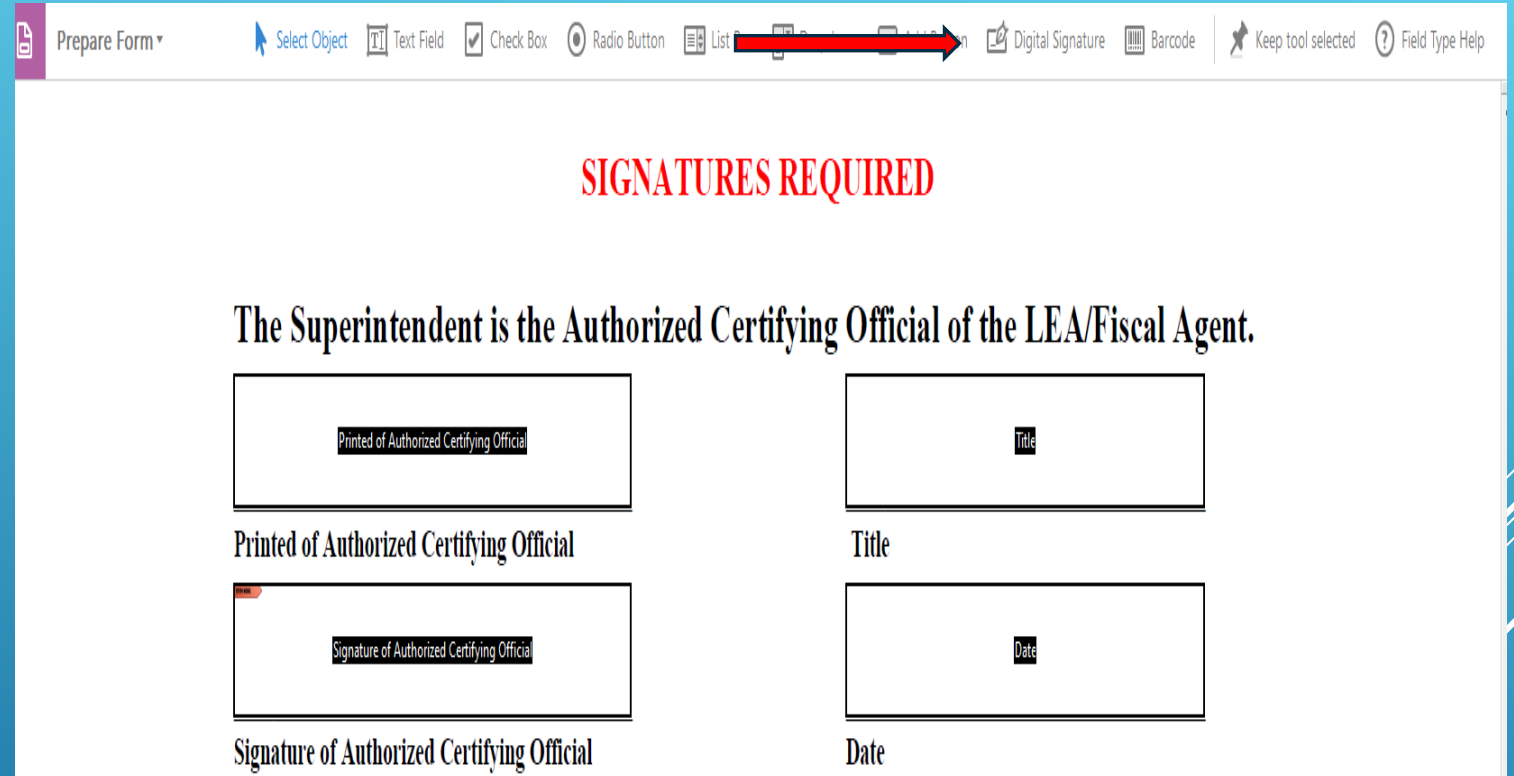
Date

GOING THE EXTRA MILE

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



The screenshot shows a software interface for preparing a form. At the top is a toolbar with various icons: a document icon, a dropdown menu labeled 'Prepare Form', a 'Select Object' icon, a 'Text Field' icon, a 'Check Box' icon, a 'Radio Button' icon, a 'List' icon, a 'Signature' icon (highlighted with a red arrow), a 'Digital Signature' icon, a 'Barcode' icon, a 'Keep tool selected' icon, and a 'Field Type Help' icon. Below the toolbar, the form content is displayed. At the top center, the text 'SIGNATURES REQUIRED' is written in red. Below this, a statement reads 'The Superintendent is the Authorized Certifying Official of the LEA/Fiscal Agent.' Underneath the statement, there are four rectangular boxes arranged in two columns. The left column has two boxes: the top one contains the text 'Printed of Authorized Certifying Official' and the bottom one contains 'Signature of Authorized Certifying Official'. The right column also has two boxes: the top one contains the text 'Title' and the bottom one contains 'Date'. Below each box is a corresponding label: 'Printed of Authorized Certifying Official' for the top-left box, 'Signature of Authorized Certifying Official' for the bottom-left box, 'Title' for the top-right box, and 'Date' for the bottom-right box.

Prepare Form ▾

Select Object Text Field Check Box Radio Button List Signature Digital Signature Barcode Keep tool selected Field Type Help

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

Printed of Authorized Certifying Official

Signature of Authorized Certifying Official

Title

Date

GOING THE EXTRA MILE

Now select Preview in the top right corner

Prepare Form

Select ObjectText FieldCheck BoxRadio ButtonList BoxDropdownAdd ButtonDigital SignatureBarcode

Preview

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.

Printed of Authorized Certifying Official_2

Title_2

Signature of Authorized Certifying Official_2

Date_2

GOING THE EXTRA MILE

Click inside the first signature box

Home Tools Document 2 / 2 100% Sign In

Prepare Form


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.

Printed of Authorized Certifying Official _____ Title _____
Signature of Authorized Certifying Official _____ Date _____



The Nita M. Lowery 21st Century Community Learning Centers after-school program is funded by a federal grant from the U.S. Department of Education and administered by the Arizona Department of Education. For more information visit: <http://www.azed.gov/21stccle>

(Page 2 of 2)

The Sign Document window will appear

Enter your certificate password

Select Sign

Sign Document

Sign As: Kellie J Banas (Kellie J Banas) 2025.04.06

Issued by: Kellie J Banas More Details

Appearance: Standard Text

Kellie J Banas Digitally signed by Kellie J Banas Date: 2020.04.07 12:07:19 -07'00'

Click Review to see if document content may affect signing Review...

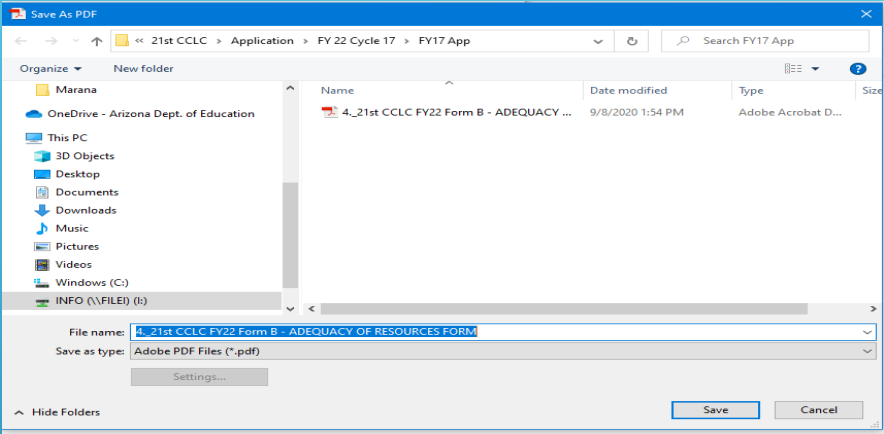
Enter certificate password and click the 'Sign' button

Help Sign Cancel

GOING THE EXTRA MILE

Save the file where it suits you best

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



Prepare Form *

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.

Printed of Authorized Certifying Official	Title
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Kellie J Banas Digitally signed by Kellie J Banas
Date: 2020.04.07 12:11:52 -07'00'