



We equip Arizona students  
to realize their potential

**CREATING AND APPLYING  
DIGITAL SIGNATURES FOR THE  
NITA M. LOWEY 21<sup>ST</sup> CENTURY  
COMMUNITY LEARNING  
CENTERS, TITLE IV-B (21<sup>ST</sup>  
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.

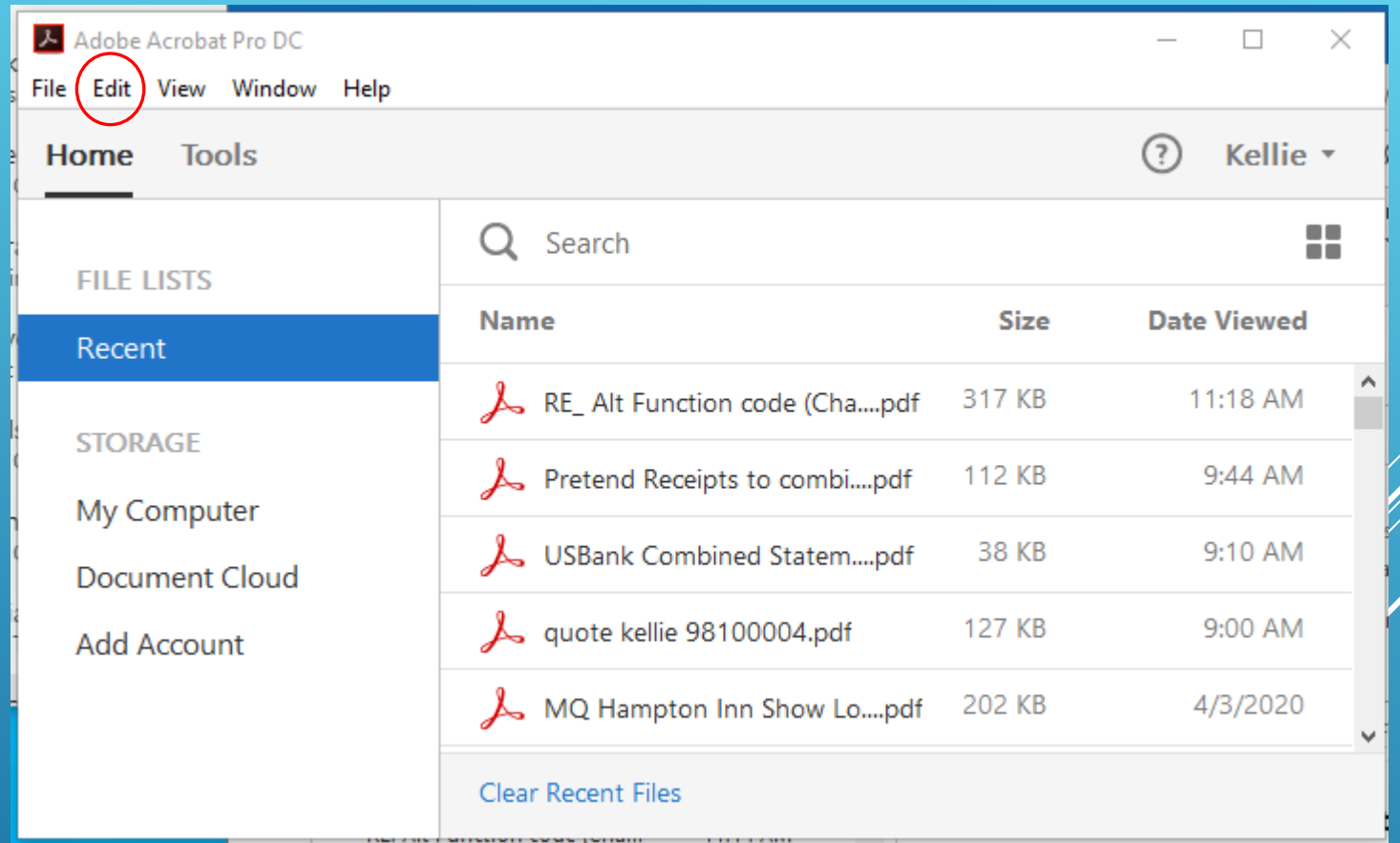
You can always choose to sign a paper copy of the Required Forms.

# CREATING YOUR DIGITAL SIGNATURE

Open up your Adobe Reader DC/Adobe Acrobat DC

Select Edit

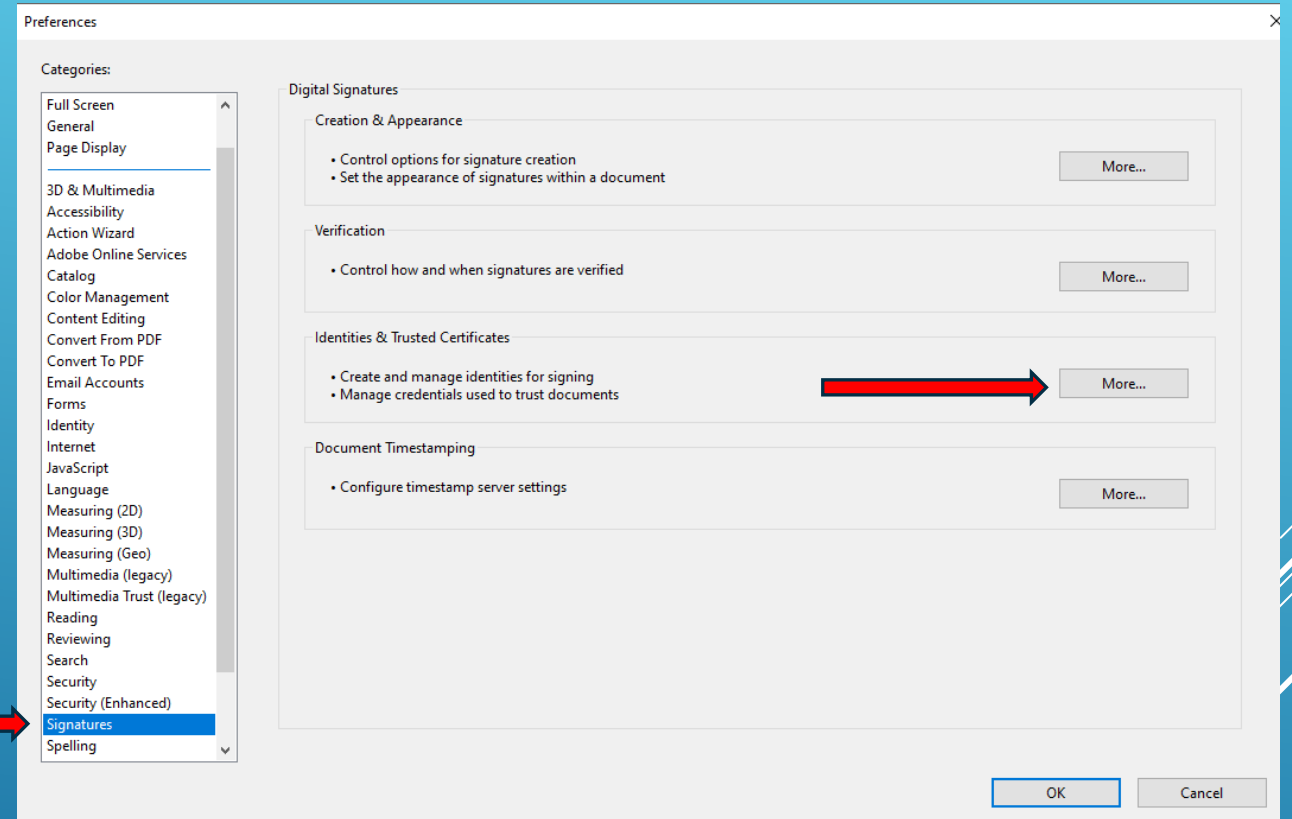
From the Dropdown, Select Preferences



# CREATING YOUR DIGITAL SIGNATURE

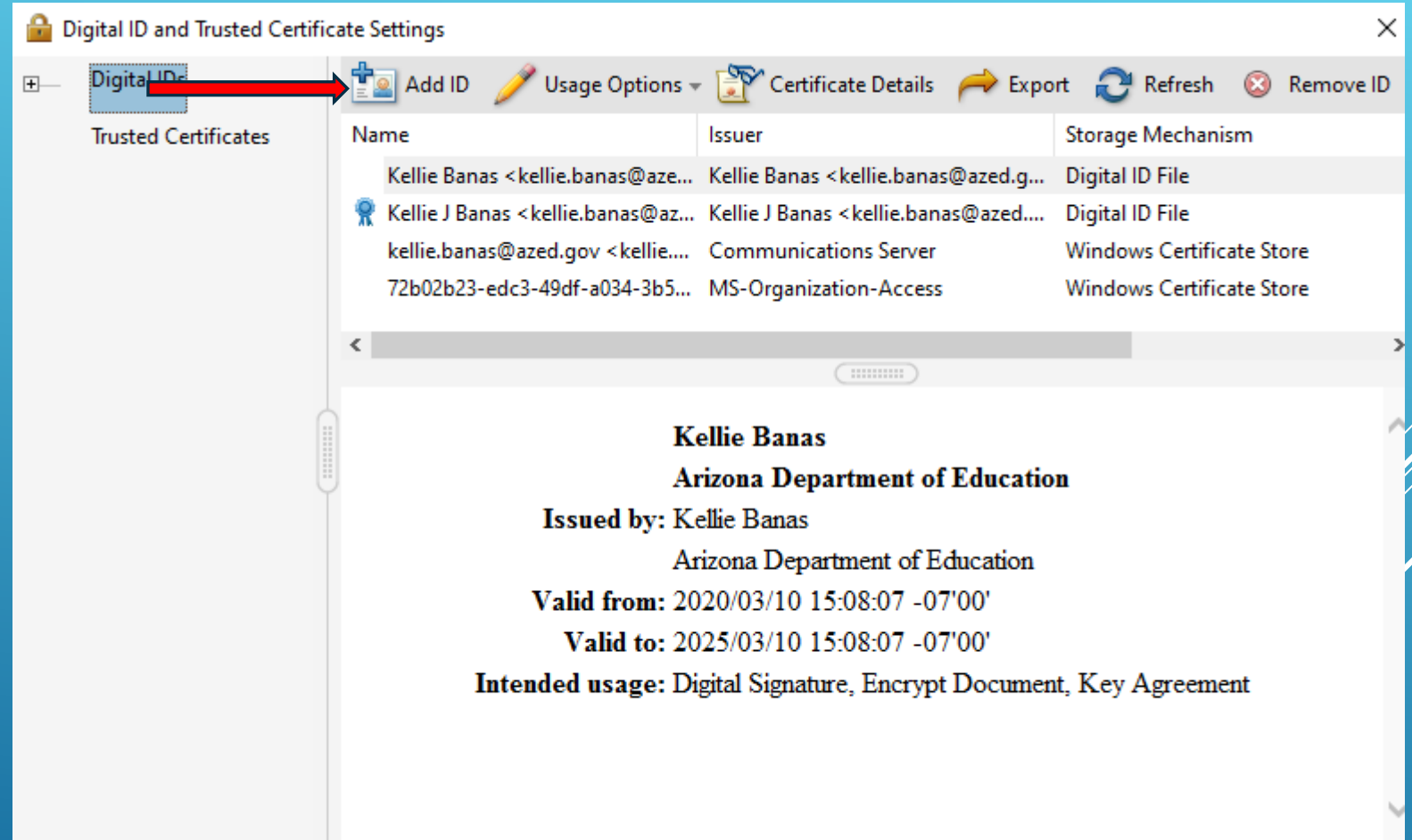
Select Signatures

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

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.





# 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:

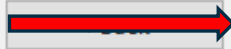
Organization Name:

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:

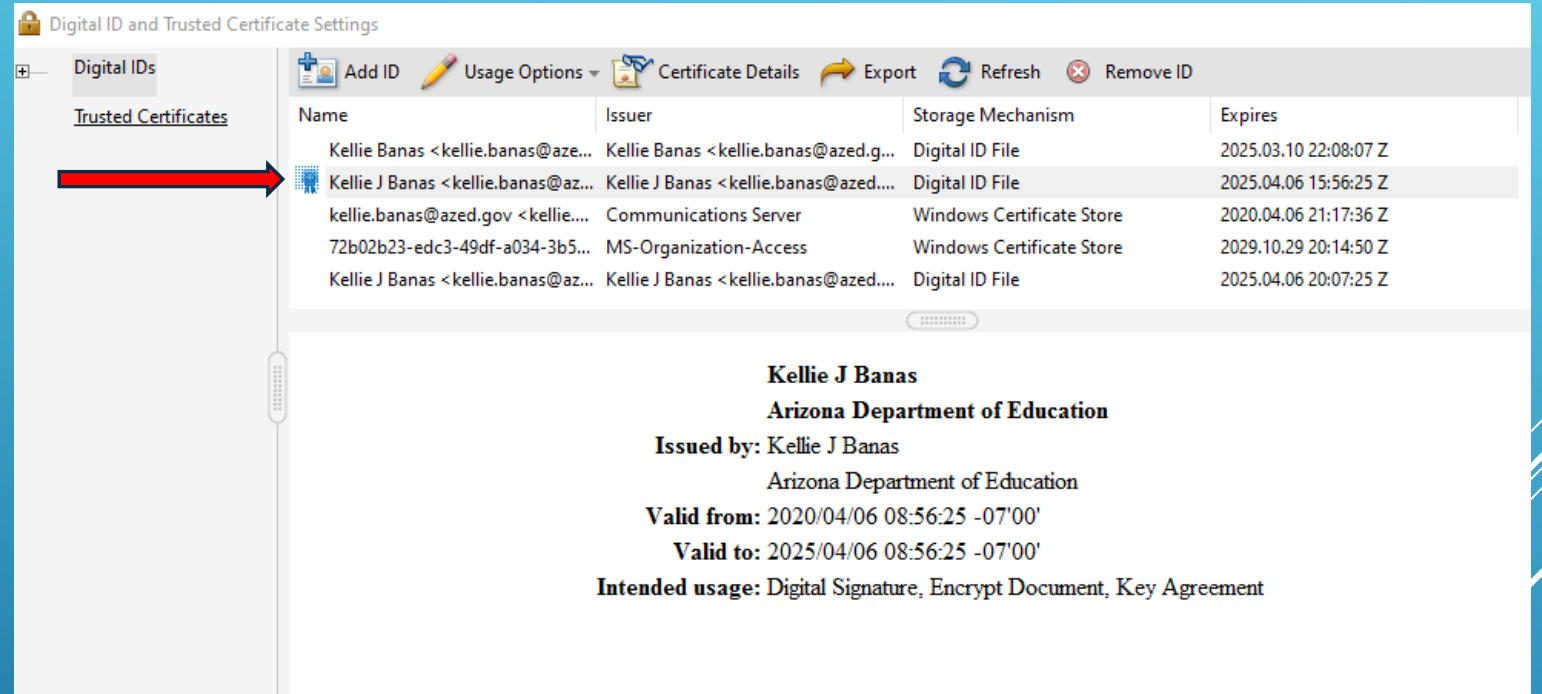
Password:

**Not Rated**

Confirm Password:

# CREATING YOUR DIGITAL SIGNATURE

Your digital signature and associated information will appear



The screenshot shows the 'Digital ID and Trusted Certificate Settings' window. The 'Digital IDs' tab is selected, and a red arrow points to the second entry in the list: 'Kellie J Banas <kellie.banas@azed.gov>'. Below the list, the details for this digital ID are displayed:


| Name  | Issuer                                 | Storage Mechanism         | Expires               |
|---|--|---------------------------|-----------------------|
| Kellie Banas <kellie.banas@azed.gov>          | Kellie Banas <kellie.banas@azed.gov>   | Digital ID File           | 2025.03.10 22:08:07 Z |
| Kellie J Banas <kellie.banas@azed.gov>        | Kellie J Banas <kellie.banas@azed.gov> | Digital ID File           | 2025.04.06 15:56:25 Z |
| kellie.banas@azed.gov <kellie.banas@azed.gov> | 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@azed.gov>        | Kellie J Banas <kellie.banas@azed.gov> | 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 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

|  |  |                      |
|--|--|----------------------|
|  | <p><b>Name of Site:</b> <input type="text"/></p> <p><b>STATEMENT OF ASSURANCE OF<br/>COMMUNITY NOTIFICATION</b></p> <p>Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC)</p> | <p><b>E</b></p>      |
|  | <p>Deadline for submission of completed forms:<br/><b>Scan and upload to ADE as part of the application in the<br/>Grants Management System by 11:59 PM on March 6, 2023</b></p>                                   | <p><b>FORM E</b></p> |

# APPLYING YOUR DIGITAL SIGNATURE

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

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**

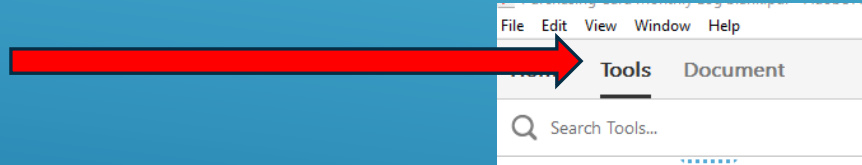
**The Superintendent is the Authorized Certifying Official of the LEA/Fiscal Agent.**

|   |       |
|---|-------|
| 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  |

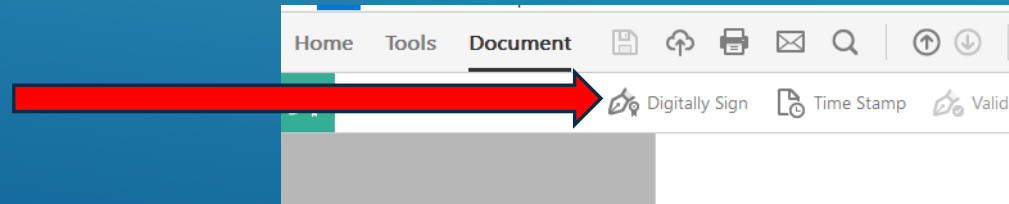
Select Tools



Select Certificates

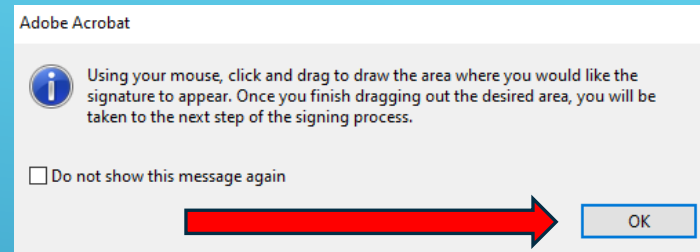


Select Digitally Sign



# APPLYING YOUR DIGITAL SIGNATURE

Click OK



Draw a rectangle where your signature should be



# APPLYING YOUR DIGITAL SIGNATURE

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: 2020.04.06 14:40:30 -07'00'

Lock Document After Signing

Click Review to see if document content may affect signing [Review...](#)

Enter certificate password and click the 'Sign' button

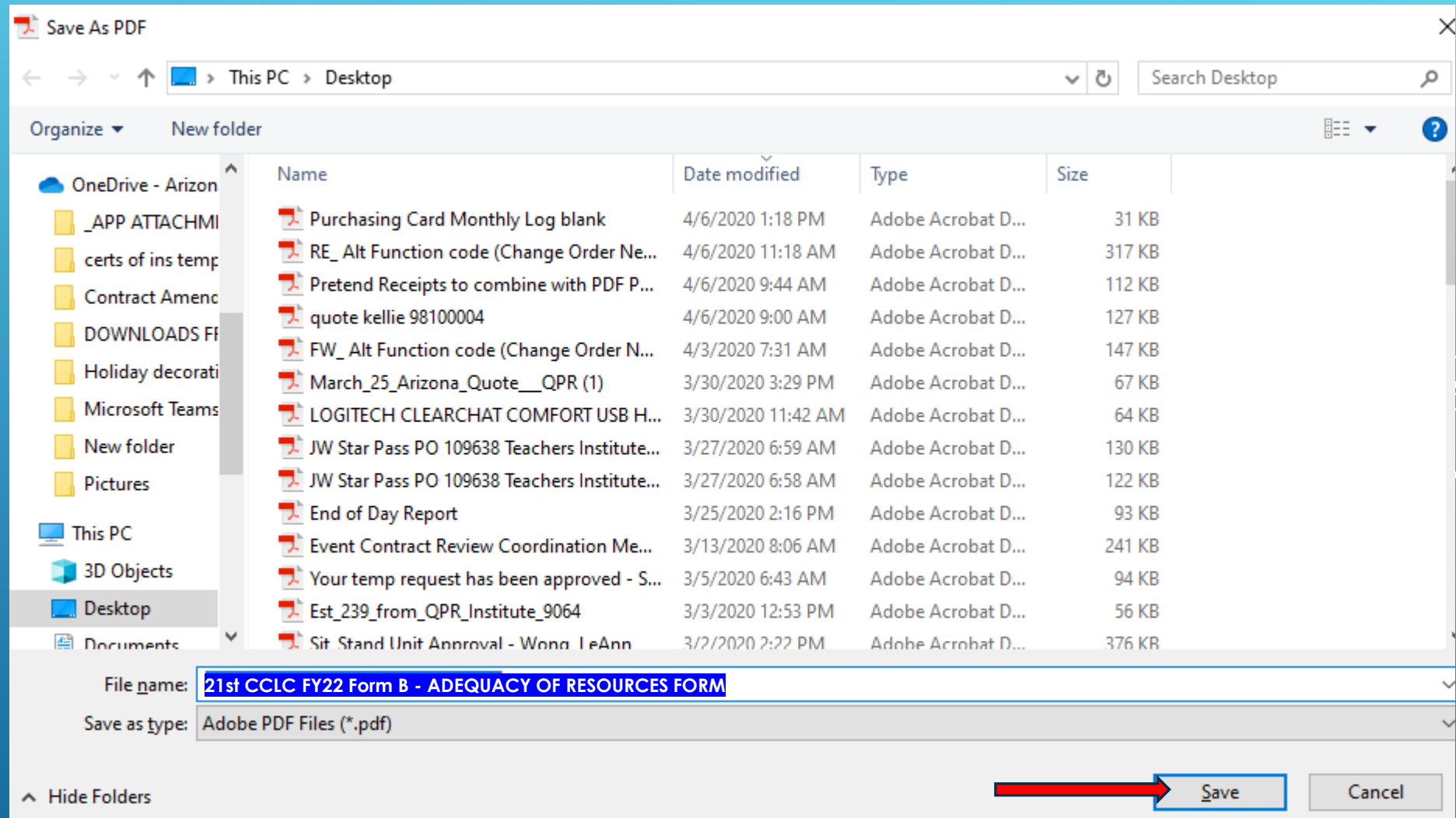
[Sign](#) [Cancel](#)

Enter your password

Select Sign

# APPLYING YOUR DIGITAL SIGNATURE

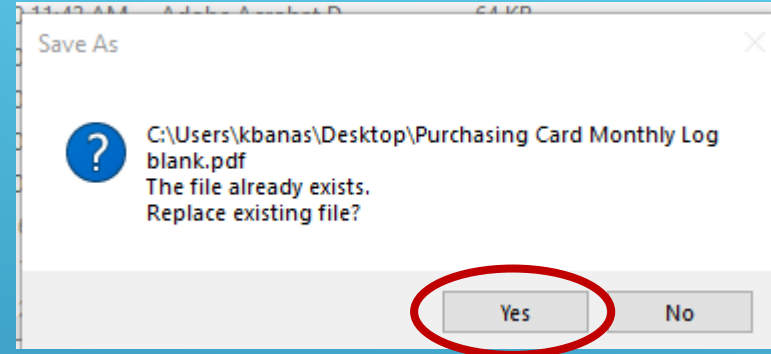
Select Save





# 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.**

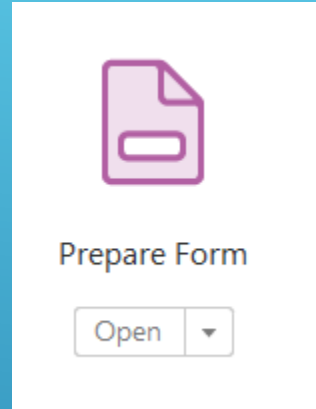
|   |   |
|---|---|
| Printed of Authorized Certifying Official | Title   |
| <b>Kellie J Banas</b>                     | Digitally signed by Kellie J Banas<br>Date: 2020.04.06 14:49:33 -07'00' |

**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!



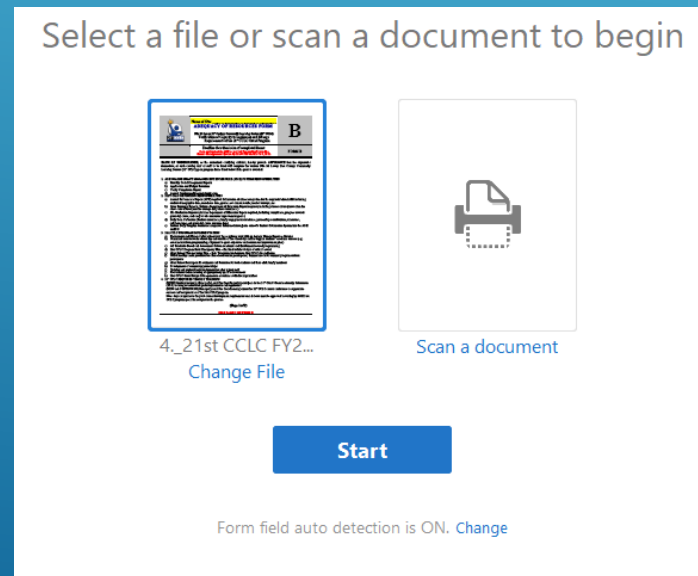
Save your completed Form as a PDF

Open the PDF

Select Tools

Select Prepare Form

Select Start



# 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   | Title |
| Printed of Authorized Certifying Official   | Title |
| Signature of Authorized Certifying Official | Date  |
| 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 |
| Printed of Authorized Certifying Official     | Title   |
| Signature of Authorized Certifying Official_2 | Date_2  |
| Signature of Authorized Certifying Official   | 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

Prepare Form ▾ Select Object Text Field Check Box Radio Button List 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  |

# GOING THE EXTRA MILE

Now select Preview in the top right corner

The screenshot displays a form design application window titled "Prepare Form". The top toolbar contains various form elements: Select Object, Text Field, Check Box, Radio Button, List Box, Dropdown, Add Button, Digital Signature, Barcode, and a red arrow pointing to the "Preview" button. The main form area is titled "SIGNATURES REQUIRED" in red. It contains two sections:

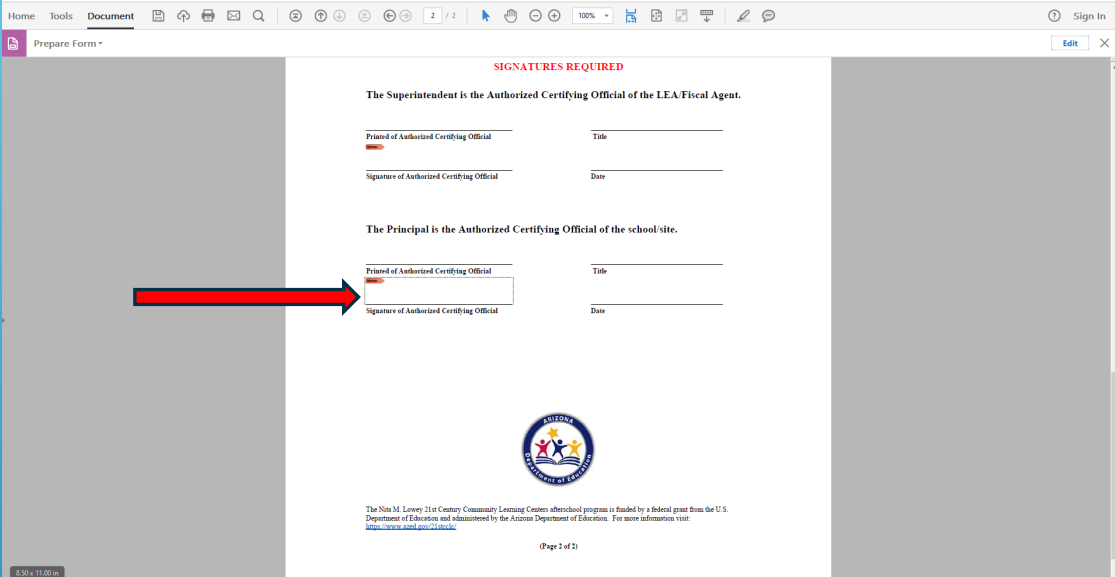
**Section 1: Superintendent**  
The Superintendent is the Authorized Certifying Official of the LEA/Fiscal Agent.  
This section includes four input fields: "Printed of Authorized Certifying Official", "Title", "Signature of Authorized Certifying Official", and "Date".

**Section 2: Principal**  
The Principal is the Authorized Certifying Official of the school/site.  
This section includes four input fields: "Printed of Authorized Certifying Official\_2", "Title\_2", "Signature of Authorized Certifying Official\_2", and "Date\_2".

The right-hand sidebar shows alignment options (ALIGN, CENTER), match size, distribute, and a list of fields for the form, including "Page 1", "Page 2", and various signature and title fields.

# GOING THE EXTRA MILE

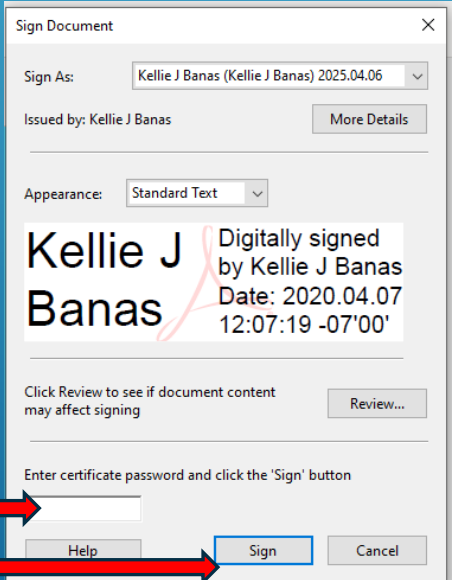
Click inside the first signature box



The Sign Document window will appear

Enter your certificate password

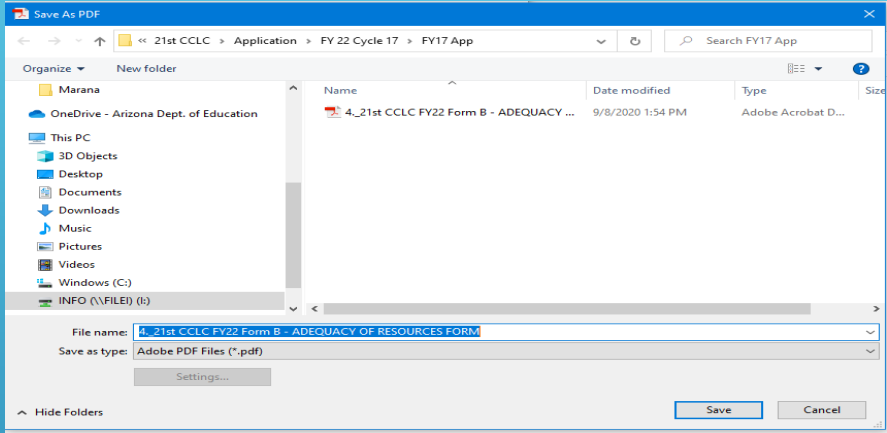
Select Sign



# 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.

A screenshot of a 'Prepare Form' window. At the top, it says 'SIGNATURES REQUIRED' in red. Below that, it states 'The Superintendent is the Authorized Certifying Official of the LEA/Fiscal Agent.' There are two rows of signature lines. The first row has 'Printed of Authorized Certifying Official' and 'Title'. The second row has 'Signature of Authorized Certifying Official' and 'Date'. Below this, it says 'The Principal is the Authorized Certifying Official of the school/site.' At the bottom, there are two more signature lines. A digital signature is present: 'Kellie J Banas Digitally signed by Kellie J Banas Date: 2020.04.07 12:11:52 -07'00'.