



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 FORM A (FORMS B & C 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.

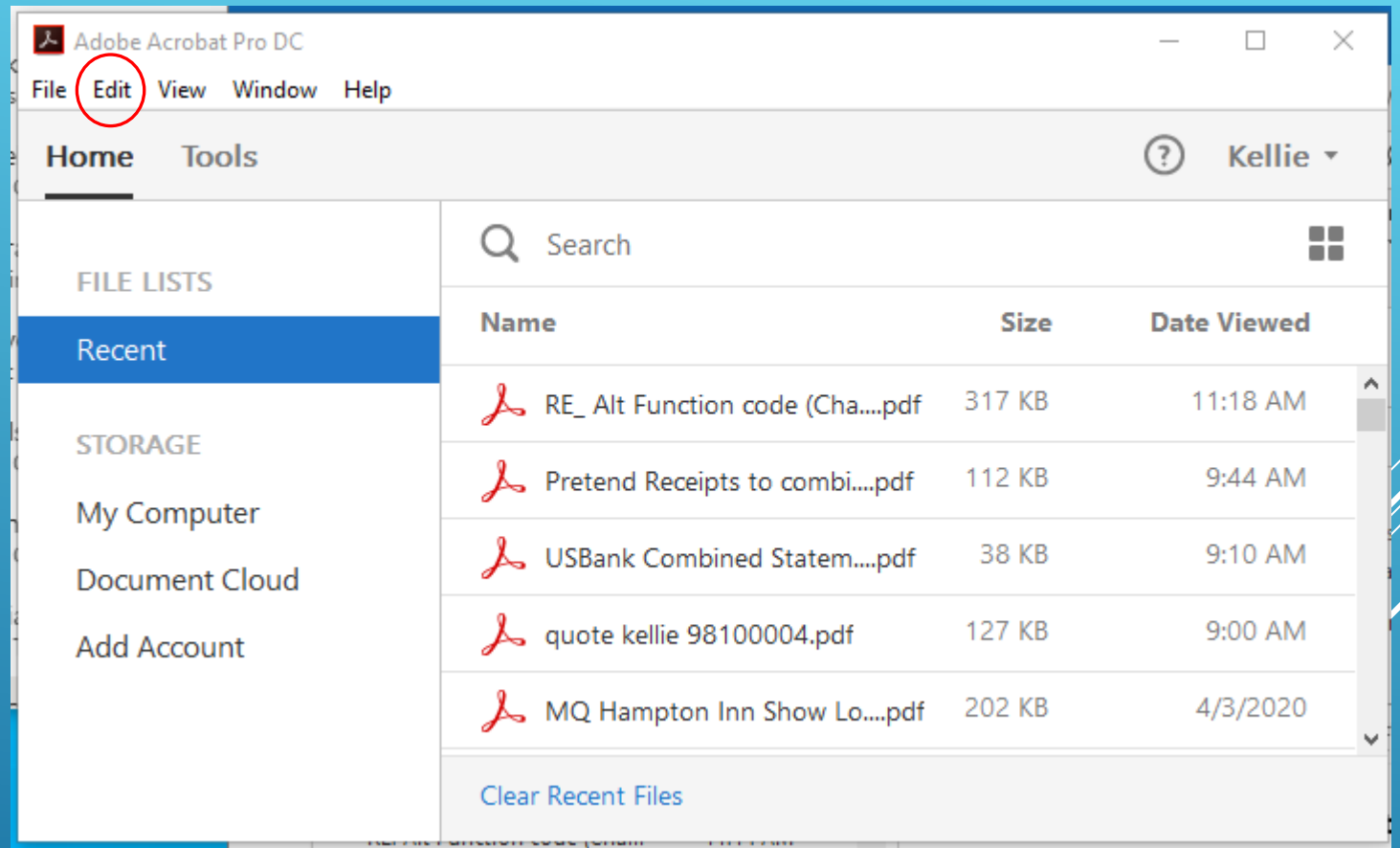
You can always choose to sign a paper copy of the Required Forms.

# CREATING YOUR DIGITAL SIGNATURE

Open up your Adobe Reader DC/Adobe Acrobat DC

Select Edit

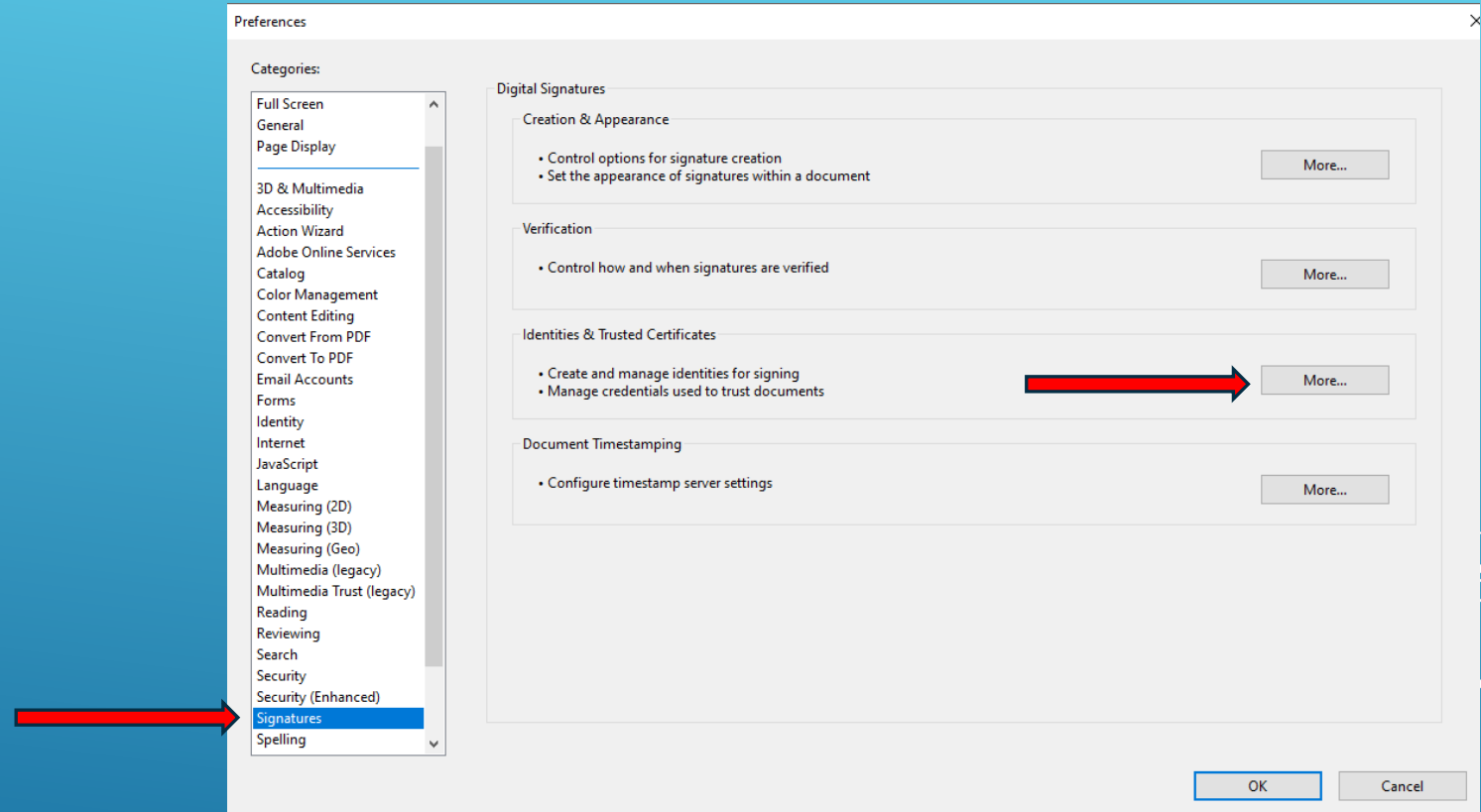
From the Dropdown, Select Preferences



# CREATING YOUR DIGITAL SIGNATURE

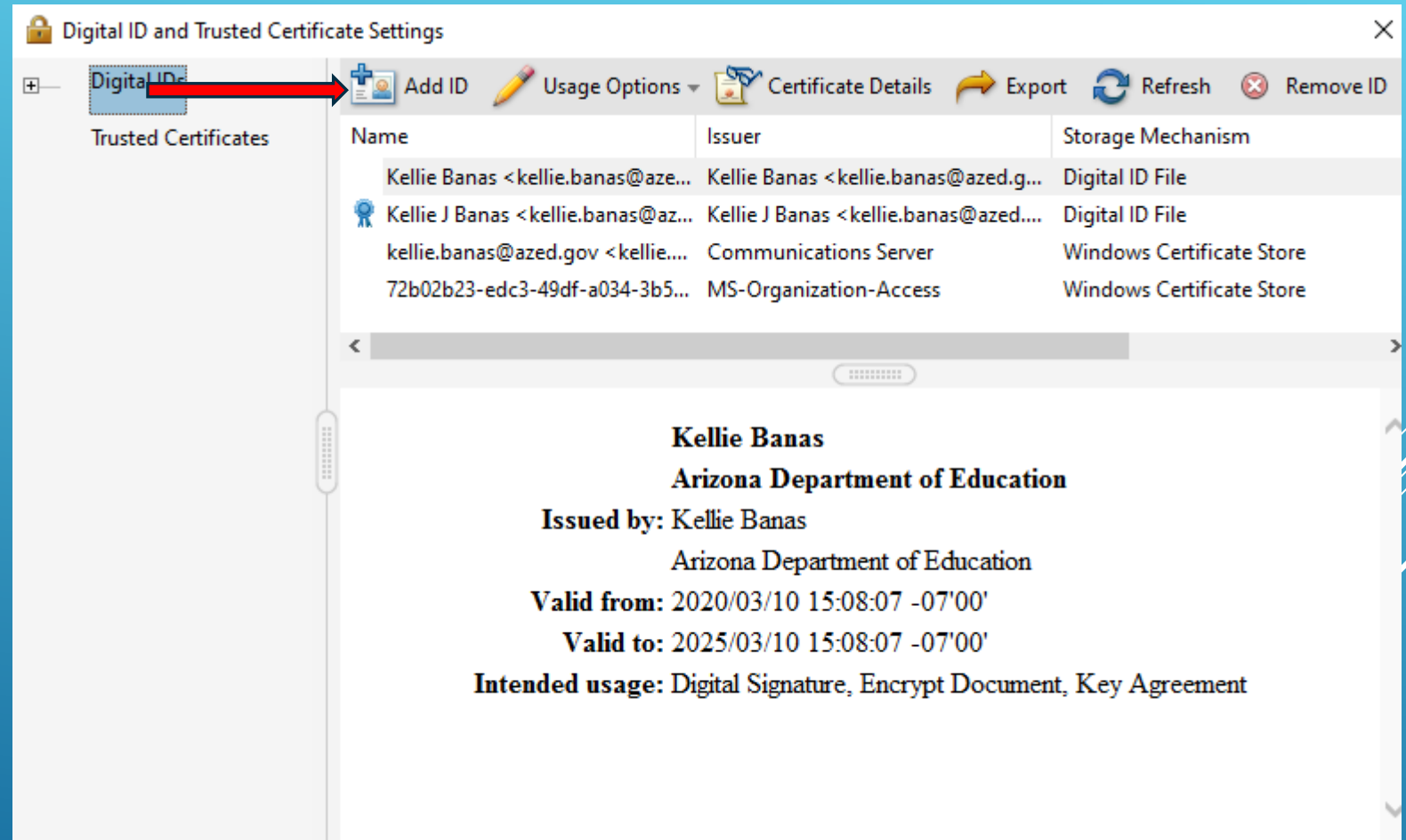
Select Signatures

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

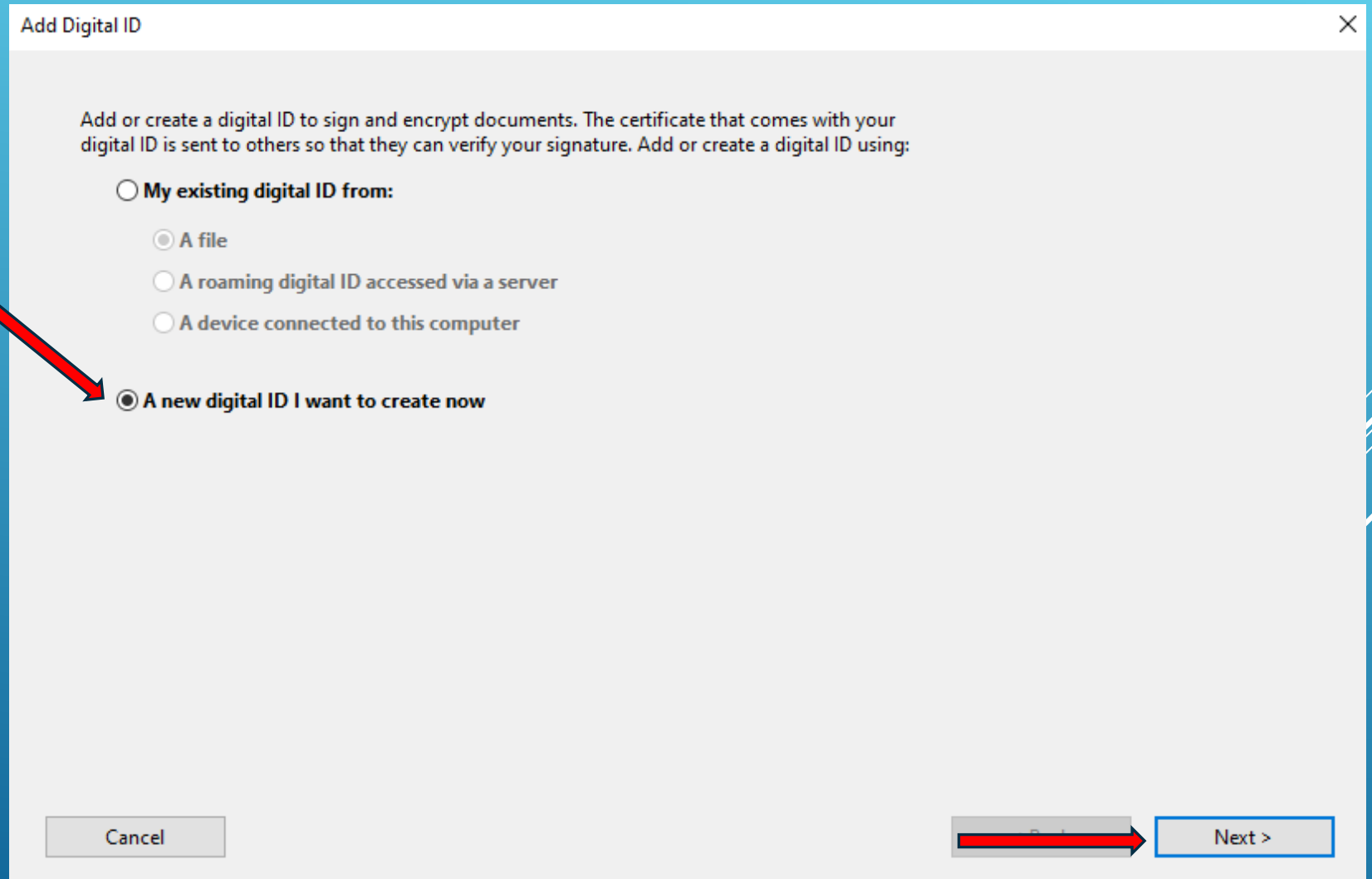
☒ A new digital ID I want to create now

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

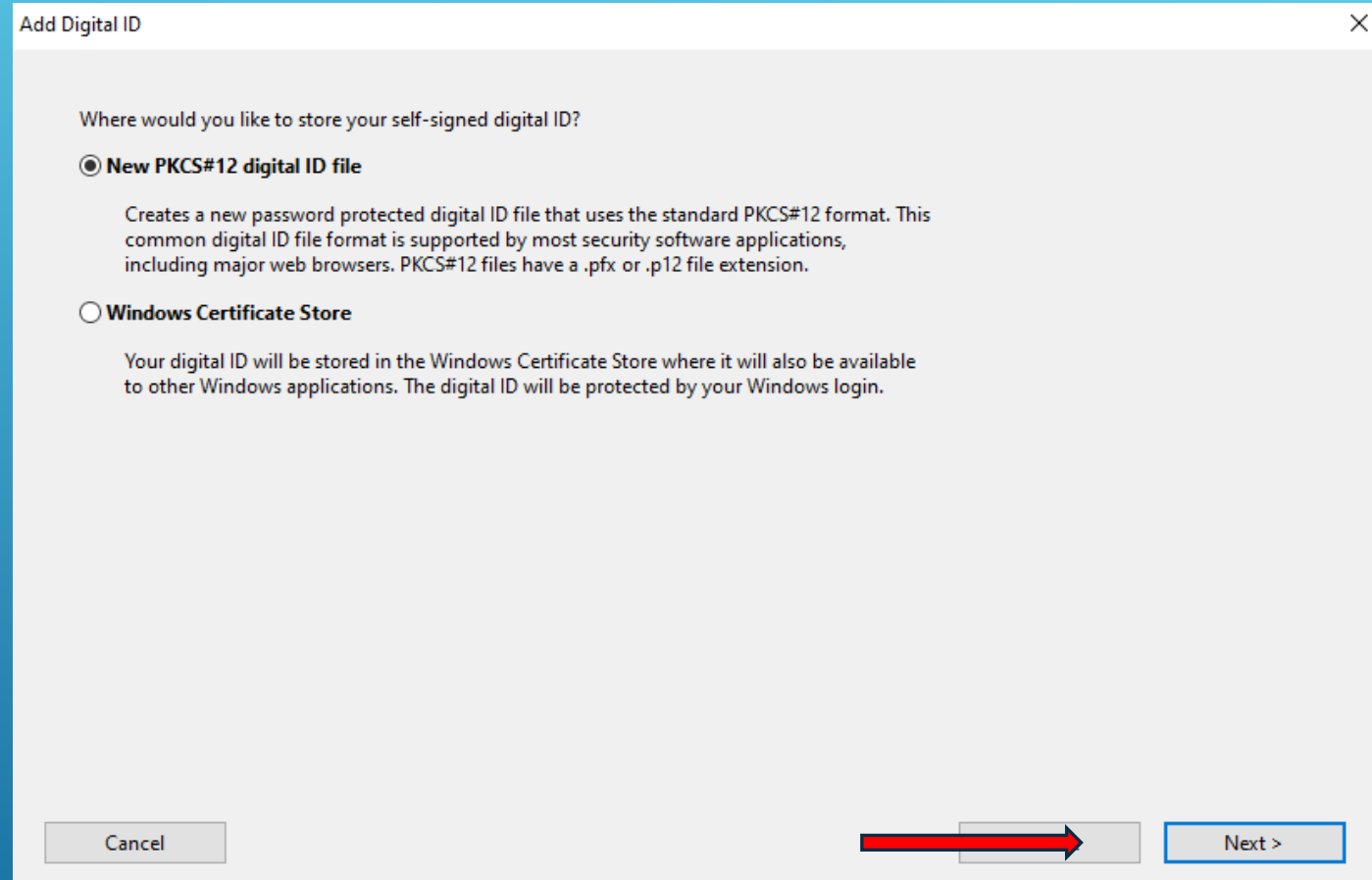
Cancel

Next >

# CREATING YOUR DIGITAL SIGNATURE

Leave this at “New PKCS#12 digital ID file”

Select Next



The screenshot shows a Windows dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text asks, "Where would you like to store your self-signed digital ID?". There are two radio button options. The first option, "New PKCS#12 digital ID file", is selected and has a descriptive paragraph below it: "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." The second option, "Windows Certificate Store", is unselected and has a descriptive paragraph below it: "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." At the bottom of the dialog, there are three buttons: "Cancel", a disabled "Next >" button, and an enabled "Next >" button. A red arrow points from the disabled button to the enabled one.

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 > 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):

Kellie J Banas

Organizational Unit:

Procurement, Business & Finance Department

Organization Name:

Arizona Department of Education

Email Address:

kellie.banas@azed.gov

Country/Region:

US - UNITED STATES

▼

Key Algorithm:

1024-bit RSA

▼

Use digital ID for:

Digital Signatures and Data Encryption

▼

Cancel

Next >

# 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:

banas\AppData\Roaming\Adobe\Acrobat\2015\Security\KellieJBanas.pfx

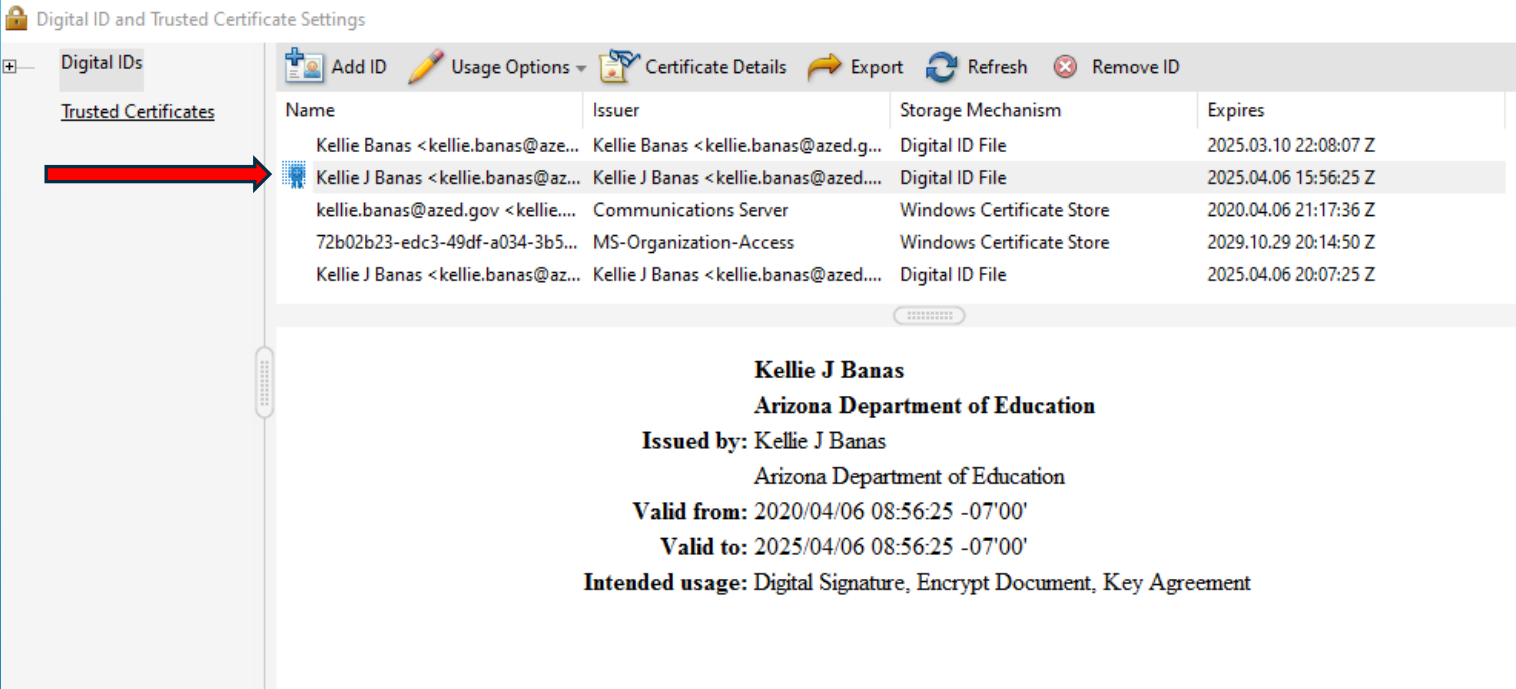
Password:

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 the 21<sup>st</sup> CCLC Form PDF document you wish to sign

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

	<p><b>Name of Site:</b> _____</p> <p><b>AFFIRMATION OF CONSULTATION FORM</b> <b>(Participation of Private School Students)</b></p> <p>Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC)</p>	
	<p>Deadline for submission of completed forms: <b>Scan and upload to ADE as part of the application in the Grants Management System by 11:59 PM on March 4, 2024</b></p>	<p><b>FORM A</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

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.

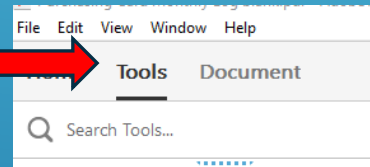
**SIGNATURES REQUIRED**

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

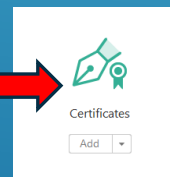
Printed of Authorized Certifying Official	Title
Signature of Authorized Certifying Official	Date

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

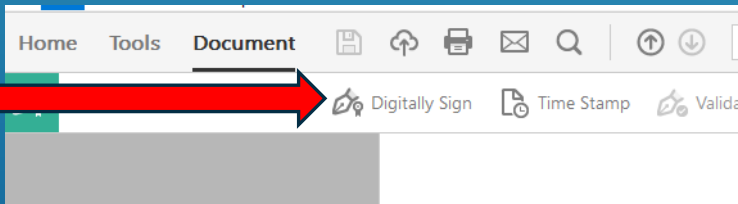
Printed of Authorized Certifying Official	Title
Signature of Authorized Certifying Official	Date



Select Certificates

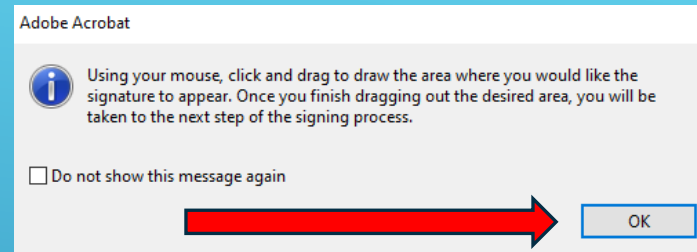


Select Digitally Sign



# APPLYING YOUR DIGITAL SIGNATURE

Click OK



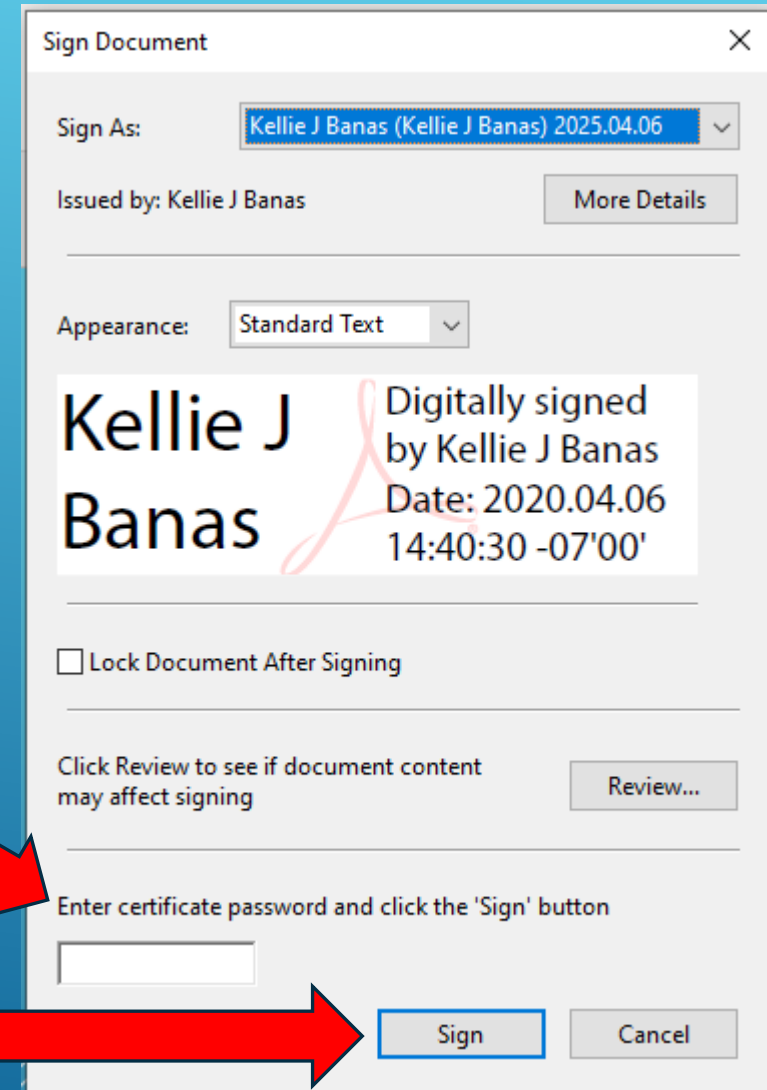
Draw a rectangle where your signature should be

A screenshot of a digital signature form within an Adobe Acrobat window. The form has a header "SIGNATURES REQUIRED" in red. Below it is the text "The Superintendent is the Authorized Certifying Official of the LEA/Fiscal Agent." followed by two lines: "Printed of Authorized Certifying Official" and "Signature of Authorized Certifying Official". To the right of these are two lines: "Title" and "Date". A large red arrow points from the left towards the "Signature of Authorized Certifying Official" line, which has a blue rectangular box drawn over it. Below this section is another identical section for "The Principal is the Authorized Certifying Official of the school/site." with lines for "Printed of Authorized Certifying Official", "Signature of Authorized Certifying Official", "Title", and "Date". The Adobe Acrobat interface is visible at the top, showing the "Document" tab and various tool icons.

# APPLYING YOUR DIGITAL SIGNATURE

Enter your  
password

Select Sign



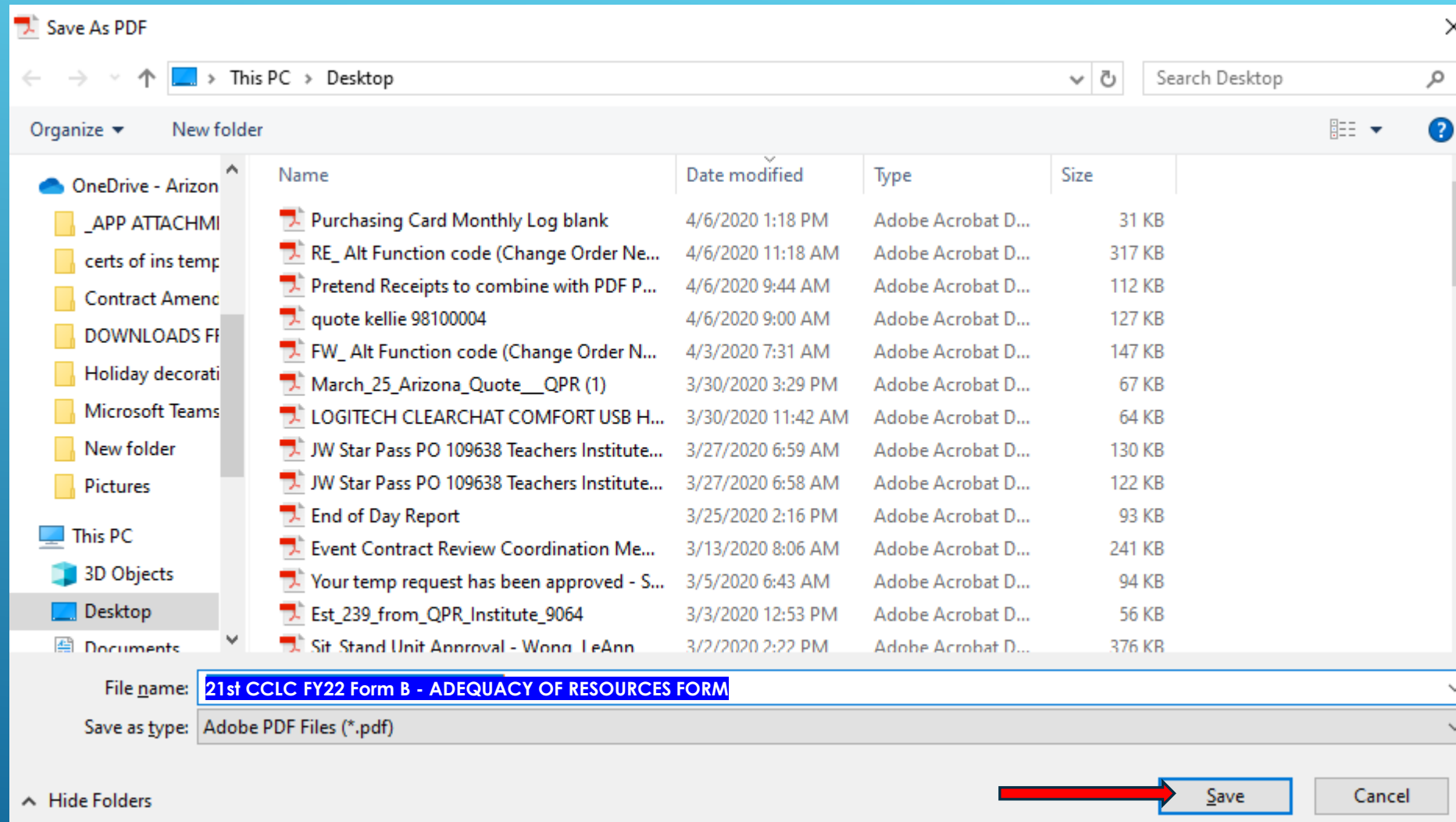
The screenshot shows a 'Sign Document' dialog box with the following elements:

- 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 'Kellie J Banas' with a red signature line, and 'Digitally signed by Kellie J Banas Date: 2020.04.06 14:40:30 -07'00''.
- Lock Document After Signing:** An unchecked checkbox.
- Review:** Text 'Click Review to see if document content may affect signing' and a 'Review...' button.
- Sign Section:** Text 'Enter certificate password and click the 'Sign' button', a password input field, and 'Sign' and 'Cancel' buttons.

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

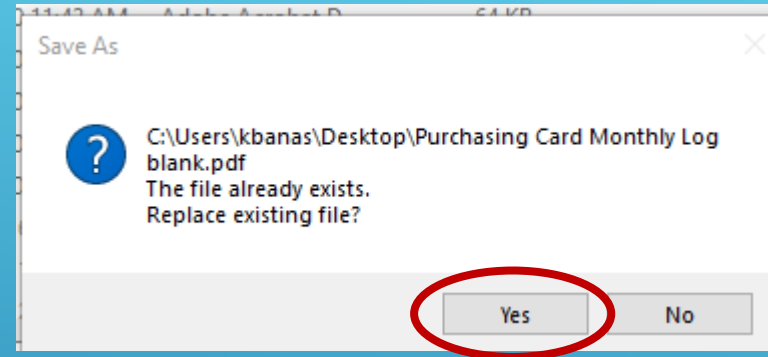
Select Save





# 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). 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!

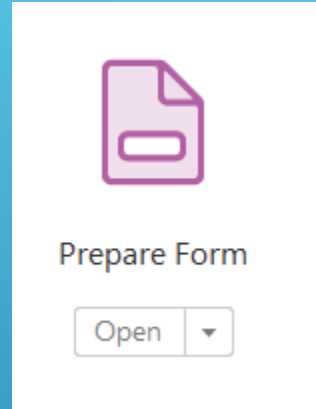
Save your completed Form as a PDF

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

Title

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

Title\_2


Date\_2

# 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

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 Object

Text Field

Check Box

Radio Button

List Box

Dropdown

Add Button

Digital Signature

Barcode

Keypad

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

ALIGN

CENTER

MATCH SIZE

DISTRIBUTE

More

FIELDS

Page 1

Name of Site

Page 2

Printed of Authorized Cer

Title

Signature of Authorized C

Date

Printed of Authorized Cer

Title\_2

Signature of Authorized C

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. Lowrey 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...

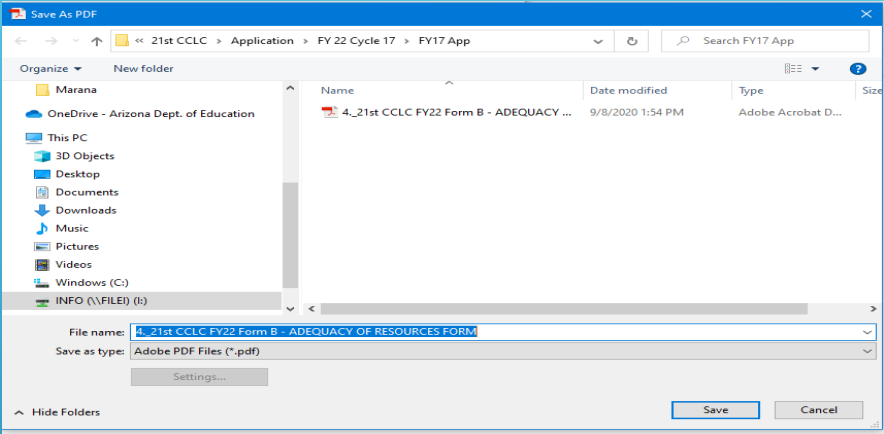
Enter certificate password and click the 'Sign' button

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.



**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
<b>Kellie J Banas</b>	<b>Digitally signed by Kellie J Banas</b>
	Date: 2020.04.07 12:11:52 -07'00'