

E-Sign in K12Docs

The E-Sign feature is used for electronically signing documents previously uploaded and filed within K12Docs. The E-Sign feature is available for use within K12Docs, the School Accounting System, or Web Link (if applicable).

With the E-Sign feature, E-signatures can be defined by capturing a written, freehand signature or converting a typed signature to a cursive font. Once an E-signature is defined, it can be saved on the workstation, and then the E-signature can be added to a document as needed. When using the E-Sign feature, the date can also be added to the document to indicate when the document was signed.

After an E-signature (and date, if applicable) is added to a document, the changes to the document must be saved by using the **Save E-Sign** button.

Note: After saving a document with an E-signature, a document that is a .TIFF file will include the E-signature as part of the original file, while all other file types will create a copy of the file including the E-signature (with the copy being a .PDF file). For example, if an E-signature is added to a .PDF file (named DocumentA.PDF), the original file will remain without the E-signature (named DocumentA.PDF) and a copy of the file will be created containing the E-signature (named DocumentA-signed.PDF); or if an E-signature is added to a .DOC file (named DocumentB.DOC), the original file will remain without the E-signature (named DocumentB.DOC) and a copy of the file will be created containing the E-signature (named DocumentB-signed.PDF).

Defining an E-Signature:

1. Within K12Docs, the School Accounting System, or Web Link (if applicable), select to view the document for which to add a signature.
2. On the preview screen, click the **E-Sign** button. See **Diagram A**.
3. The button bar for the E-Sign features displays.
4. To define a new signature, complete one of the following:

Option 1-Freehand Signature:

- a. To capture a written, freehand signature, click the **Create Freehand Signature** button.
 - b. When prompted, draw the signature in the space provided using your mouse or touch screen. See **Diagram B**.
 - c. If desired, select the Save For Later field in order to save and use the signature in the future with other documents. A checkmark will appear in the box if the field is selected. By default, this field will be selected.
- Note:** If this field is selected, the E-signature is saved on the workstation and can be accessed by other users who are using that same workstation, if applicable.
- d. Click the **Save** button.

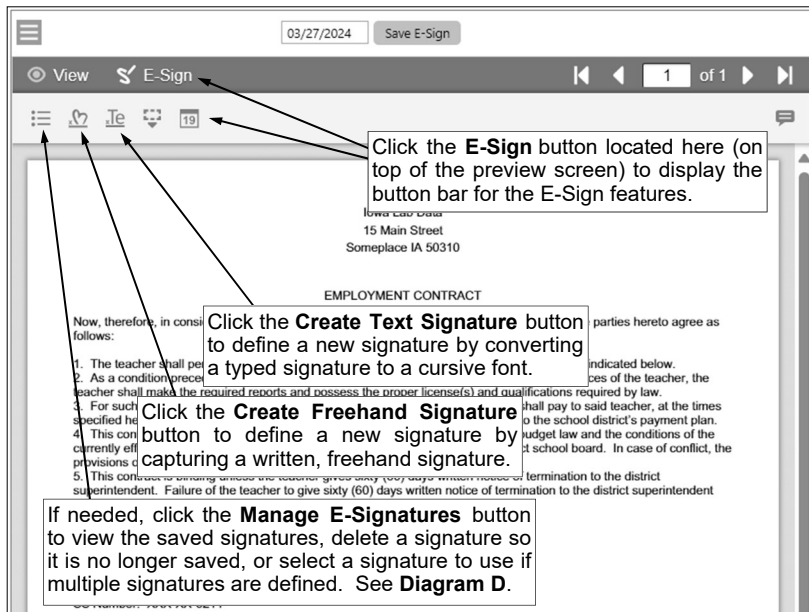


Diagram A

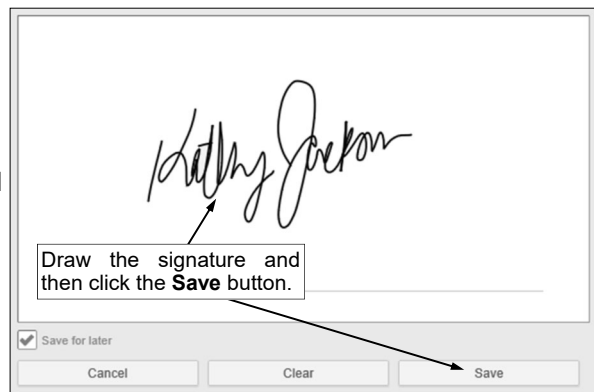


Diagram B

Option 2-Typed Signature:

- a. To define a new signature by converting a typed signature to a cursive font, click the **Create Text Signature** button.
- b. When prompted, enter the name to use for the signature in the Type Your Signature field. See **Diagram C**.
- c. Select the font to use for the signature by clicking on the desired font.
- d. If desired, select the Save For Later field in order to save and use the signature in the future with other documents. A checkmark will appear in the box if the field is selected. By default, this field will be selected.

Note: If this field is selected, the E-signature is saved on the workstation and can be accessed by other users who are using that same workstation, if applicable.

- e. Click the **Save** button.

Tip: If desired, click the **Manage E-Signatures** button (as shown in **Diagram A**) to view the signatures saved for future use, define a new signature, delete a previously saved signature, or select the signature to use if multiple signatures are defined. See **Diagram D**.

Adding an E-Signature to a Document:

1. Within K12Docs, the School Accounting System, or Web Link (if applicable), select to view the document for which to add a signature.
2. If the document is multiple pages, advance to the desired page for which to add the signature.
3. On the preview screen, click the **E-Sign** button. See **Diagram E**.
4. The button bar for the E-Sign features displays.
5. Click the **Place E-Signature** button.

Note: If multiple signatures are defined, first click the **Manage E-Signatures** button and click the **Use Signature** button under the desired E-signature to use when adding the signature to this document; then click the **Done** button. See **Diagram D**.

6. After clicking the **Place E-Signature** button, the mouse indicator will change to a pen icon. See **Diagram E**.

7. Scroll to the desired location on the document for where to insert the signature and then click once.

8. The image of the E-signature will display on the document. See **Diagram F**.

Diagram C

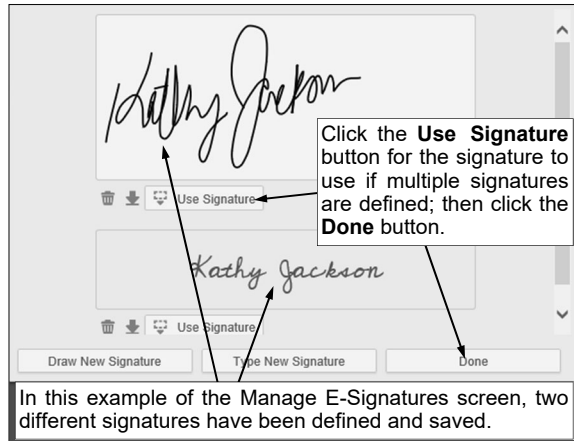
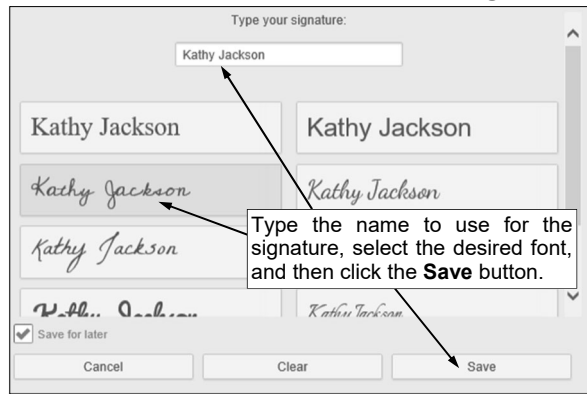


Diagram D

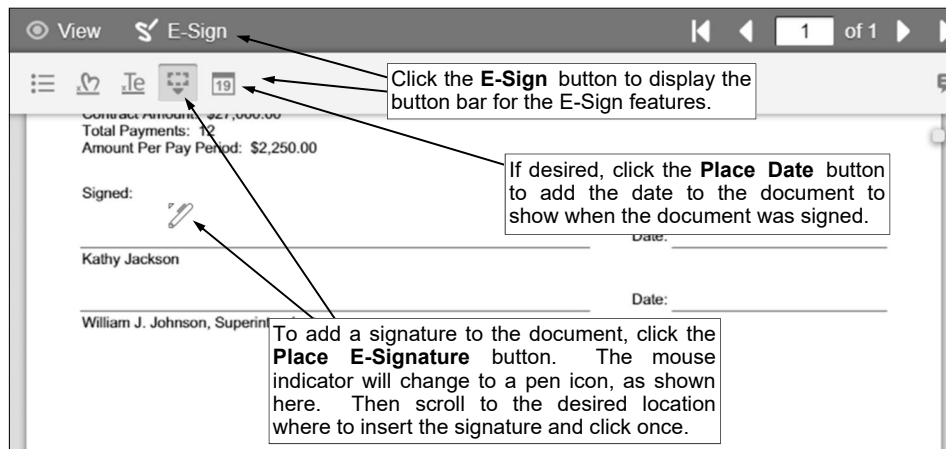


Diagram E

9. If needed, to resize the signature, click once on the signature image if it is not already selected. After a signature is selected, handles (dots) will appear around the outside edges. Click one of the resizing handles (dots) on the outlined signature image and drag as desired.

Tip: If needed, to delete the signature, click once on the signature image so it is selected and then press the **Delete** key on your keyboard.

10. If desired, to add the date to the document indicating when the document was signed, click the **Place Date** button. The mouse indicator will change to a pen icon. Scroll to the desired location within the document for where to insert the date and then click once. The date will display on the document. If needed, to resize the date, select the date if it is not already selected and click one of the handles (dots) on the outlined date image and drag as desired.

11. After all the changes for the signature (and date, if applicable) have been made, click the **Save E-Sign** button. See **Diagram F**.

12. A message will appear stating the changes were saved; click **OK**.

Note: After saving a document with an E-signature, a document that is a .TIFF file will include the E-signature as part of the original file, while all other file types will create a copy of the file including the E-signature (with the copy being a .PDF file). For example, if an E-signature is added to a .PDF file (named DocumentA.PDF), the original file will remain without the E-signature (named DocumentA.PDF) and a copy of the file will be created containing the E-signature (named DocumentA-signed.PDF); or if an E-signature is added to a .DOC file (named DocumentB.DOC), the original file will remain without the E-signature (named DocumentB.DOC) and a copy of the file will be created containing the E-signature (named DocumentB-signed.PDF).

Tip: If needed, right-click on the subfolder and select **Refresh Pagesets** to refresh the list of documents in the selected subfolder in order to view the second document containing the E-signature.

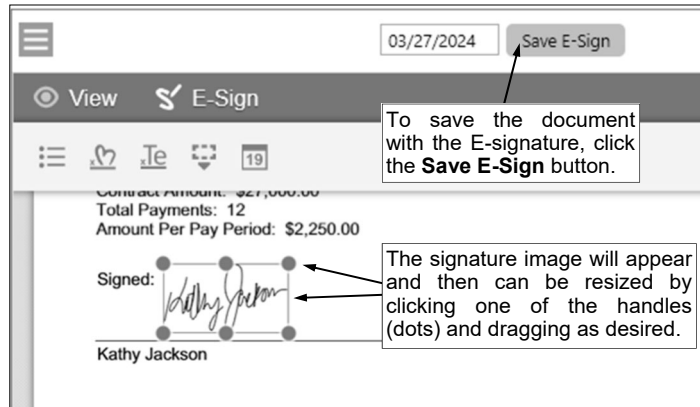


Diagram F

