

How to electronically sign documents

For many forms requested by financial aid, you will need to provide a signature. During the COVID-19 Pandemic we are accepting electronic signatures submitted using the following methods.

First Method: Electronic signature in **INTERNET EXPLORER** (Chrome, Firefox, and Safari are not compatible for electronic signing documents)

Step 1: Find form requested on our website at:

http://www.reynolds.edu/pay_for_college/financial_aid/forms.aspx

Reynolds 2020-2021 Dependent Household Size Verification Form

Your financial aid application was selected by the U.S. Department of Education to undergo a process called verification. You and your parent must complete, sign, and submit this form listing the name and age of each of your parent(s) household members and their relationship to you. The form must be submitted to the Financial Aid Office to continue the review process and determine your eligibility for federal student aid.

A. Student Information

Student's Name (Last, First, MI) _____ Student ID-REQUIRED _____

B. Household Information

List the people in your parent(s) household. Include the following:

- Yourself
- Your parent(s), including a stepparent, even if you do not live with your parent(s).
- Your parent(s) other children if your parent(s) will provide more than their support from July 1, 2020 through June 30, 2021, or if the other children would be required to provide parental information if they were completing a 2020-2021 federal financial aid application. Include children who meet either of these descriptions, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2021.

If more space is needed attach an additional sheet with the student's name and ID at the top. The student and parent must sign and date the additional sheet.

First Name	Last Name	Age	Relationship to You
EXAMPLE: Missy	Jones	18	Sister
			Self

C. Certification and Signatures

Each person signing below certifies that all the information reported on this worksheet is complete, correct, and any additional information is attached. The student and one parent MUST sign and date this section.

WARNING: If you purposely give false or misleading information on this worksheet you may be fined, or sentenced to jail, or both.

Student's Signature _____ Date _____
Parent Signature _____ Date _____

You should see the blue fillable boxes on the form

Step 2: Complete the form

Reynolds 2020-2021 Dependent Household Size Verification Form

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A. Student Information

Doe, Jane, M _____ 1234567 _____
Student's Name (Last, First, MI) _____ Student ID-REQUIRED _____

B. Household Information

List the people in your parent(s) household. Include the following:

- Yourself
- Your parent(s), including a stepparent, even if you do not live with your parent(s).
- Your parent(s) other children if your parent(s) will provide more than their support from July 1, 2020 through June 30, 2021, or if the other children would be required to provide parental information if they were completing a 2020-2021 federal financial aid application. Include children who meet either of these descriptions, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2021.

If more space is needed attach an additional sheet with the student's name and ID at the top. The student and parent must sign and date the additional sheet.

First Name	Last Name	Age	Relationship to You
EXAMPLE: Missy	Jones	18	Sister
Jane	Doe	20	Self
John	Doe	47	Father
Jamie	Doe	46	Mother

C. Certification and Signatures

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Student's Signature _____ Date _____
Parent Signature _____ Date _____

Step 3: Click on signature box

C. Certification and Signatures

Each person signing below certifies that all the information reported on this worksheet information is attached. The student and one parent **MUST** sign and date this section
WARNING: If you purposely give false or misleading information on this worksheet or both.

Student's Signature

Parent Signature

Step 4: Create New digital ID, if you do not have one already and select Next >

Add Digital ID

I want to sign this document 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

Step 5: Select "New PKCS#12 digital ID file" and Select Next >

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.

Step 6: Complete fields requested and 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:

Step 7: Create a password and Select Finish

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:

Best

Confirm Password:


Step 8: You will have an electronic signature stamp

Sign Document ×

Sign As: ▼

Issued by: Jane Doe

Appearance: ▼

Jane Doe  Digitally signed by Jane Doe
Date: 2020.05.20 10:39:37 -04'00'

Click Review to see if document content may affect signing

Enter certificate password and click the 'Sign' button

Step 9: Enter the password you previously created and click 'Sign'

Enter certificate password and click the 'Sign' button

Step 10: Now your form should contain the digital signature as seen below

C. Certification and Signatures

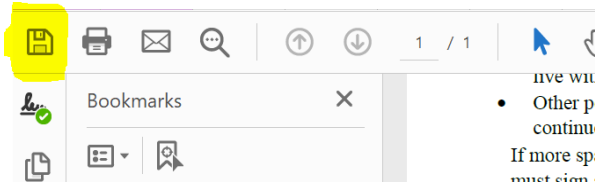
Each person signing below certifies that all the information reported on this worksheet is information is attached. The student and one parent **MUST** sign and date this section.

WARNING: If you purposely give false or misleading information on this worksheet you or both.

Jane Doe  Digitally signed by Jane Doe
Date: 2020.05.20 10:42:41 -04'00'

Student's Signature

Step 11: Save document to your computer




For instructions on how to upload forms in SIS please see instruction handout for “How to upload documents in SIS Student Center”

Second Method: Using Adobe Reader DC

If you are using a browser other than internet explorer you can download adobe reader for free and follow the steps below on creating an electronic signature.

Step 1: Open document from our forms page at:

http://www.reynolds.edu/pay_for_college/financial_aid/forms.aspx

 Reynolds COMMUNITY COLLEGE 2020-2021 Dependent Household Size Verification Form

Your financial aid application was selected by the U.S. Department of Education to undergo a process called verification. You and your parent must complete, sign, and submit this form listing the name and age of each of your parent(s) household members and their relationship to you. The form must be submitted to the Financial Aid Office to continue the review process and determine your eligibility for federal student aid.

A. Student Information

Student's Name (Last, First, M.I.) _____ Student ID-REQUIRED _____

B. Household Information

List the people in your parent(s) household. Include the following:

- Yourself
- Your parent(s), including a stepparent, even if you do not live with your parent(s).
- Your parent(s) other children if your parent(s) will provide more than their support from July 1, 2020 through June 30, 2021, or if the other children would be required to provide parental information if they were completing a 2020-2021 federal financial aid application. Include children who meet either of these descriptions, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2021.

If more space is needed attach an additional sheet with the student's name and ID at the top. The student and parent must sign and date the additional sheet.

First Name	Last Name	Age	Relationship to You
EXAMPLE: Missy	Jones	18	Sister
			Self

C. Certification and Signatures

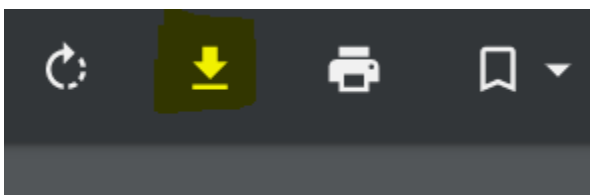
Each person signing below certifies that all the information reported on this worksheet is complete, correct, and any additional information is attached. The student and one parent MUST sign and date this section.
WARNING: If you purposely give false or misleading information on this worksheet you may be fined, or sentenced to jail, or both.

Student's Signature _____ Date _____

Parent Signature _____ Date _____

As you can see, there is not a signature box available in Google Chrome

Step 2: Download the document and save to your computer



Select the downward arrow icon highlighted here

File name:

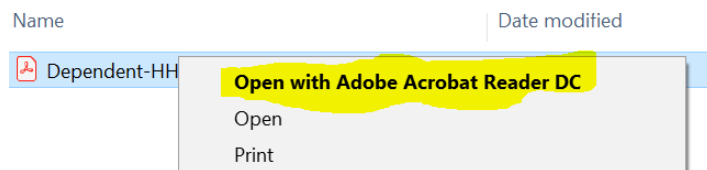
Save as type: Adobe Acrobat Document

olders Save

Step 3: Open File Explorer and find document

Name	Date modified	Type
 Dependent-HH-Size-2021	5/20/2020 10:50 AM	Adobe Ac

Step 4: Right Click File and Select Open with Adobe Acrobat Reader DC



Step 5: You should now see a fillable signature section

C. Certification and Signatures

Each person signing below certifies that all the information reported on this worksh information is attached. The student and one parent MUST sign and date this sectic
WARNING: If you purposely give false or misleading information on this workshe or both.

Signature

Student's Signature

Parent Signature

Step 6: After completing the form Click on Student Signature




You should get the following and select create a new digital ID and click continue

Configure a Digital ID for signing ×

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

-  **Use a Signature Creation Device**
Configure a smart card or token connected to your computer
-  **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
-  **Create a new Digital ID**
Create your self-signed Digital ID

?
Cancel
Continue

Step 7: Select Save to File

Select the destination of the new Digital ID ×

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form

Save to File
Save the Digital ID to a file in your computer

Save to Windows Certificate Store
Save the Digital ID to Windows Certificate Store to be shared with other applications

Step 8: Enter name and email and select continue

Name

Organizational Unit

Organization Name

Email Address

Country/Region

Key Algorithm

Use Digital ID for


Step 9: Create a password and select Save

Apply a password to protect the Digital ID:

Confirm the password:

Step 10: You should see the signature as shown below, enter password previously created in step 9 and select Sign

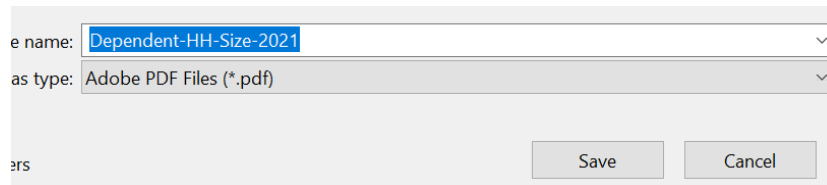
Appearance

Jane Doe  Digitally signed by Jane Doe
Date: 2020.05.20 11:26:20 -04'00'

[View Certificate Details](#)

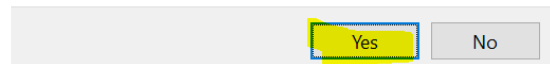
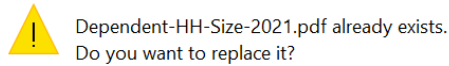
Review document content that may affect signing

Step 11: A Save As box will show up; select Save



Step 12: Confirm Save As; Select Yes

Confirm Save As



Step 13: Your document is now signed

Information is attached. The student and one parent MUST sign and date this section.
WARNING: If you purposely give false or misleading information on this worksheet you may be held responsible for both.

Jane Doe Digitally signed by Jane Doe
Date: 2020.05.20 11:31:22 -04'00'

Student's Signature

For instructions on how to upload forms in SIS please see instruction handout for "How to upload documents in SIS Student Center"

Third/Final Method: Hand sign electronically

Some forms do not have the option to sign as shown above, in this method you will learn how to sign a document by creating digital hand signature.

Step 1: Follow steps 1-4 from the Second Method

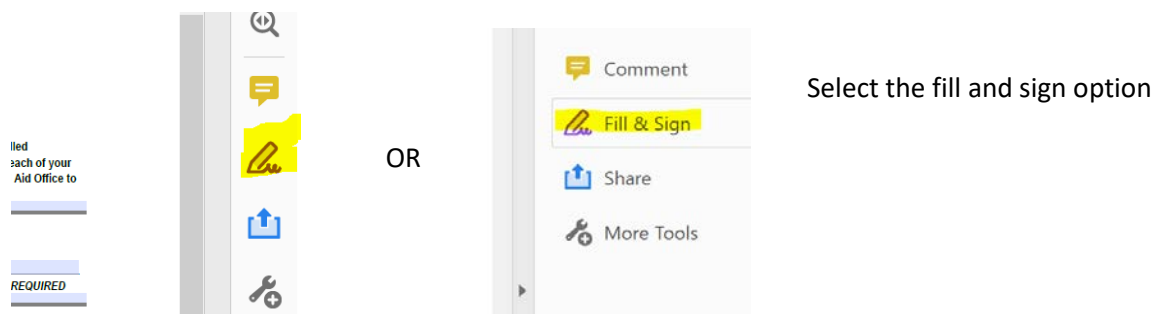
Step 2: If signature field does not give the option to sign it may look like this

Information is attached. The student and one parent MUST sign and date this section.
WARNING: If you purposely give false or misleading information on this worksheet you may be held responsible for both.

Student's Signature

Parent Signature

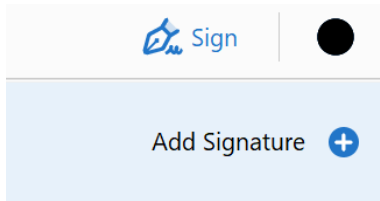
Step 3: On the right side of the page you may see one of the following options



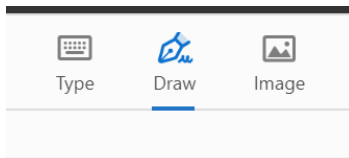
Step 4: Select the Option at the top of the page that says Sign



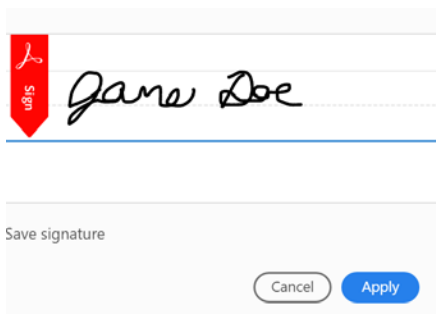
Step 5: Select Add Signature



Step 6: Select Draw



Step 7: Use your Cursor to sign your name and select Apply



Step 8: Position signature on signature line

Each person signing below certifies that all the information is attached. The student and one parent.
WARNING: If you purposely give false or misleading information, you may be subject to disciplinary action.

Jane Doe
Student's Signature

Step 9: Save document and submit

For instructions on how to upload forms in SIS please see instruction handout for "How to upload documents in SIS Student Center"