

# How to Electronically Sign Documents

For many forms requested by the Financial Aid Office, you will need to provide a signature. Signatures must be "wet" signatures, certified electronic signatures, or electronically drawn by hand. **Names typed in script fonts are not acceptable.**

## First Option: Creating a Certified Signature Using Adobe Reader DC

You can download Adobe Reader for free and follow the steps below on creating an electronic signature.

**Step 1: Open the document from our forms page at:**

<https://www.brightpoint.edu/paying-for-brightpoint/financial-aid/apply/forms/>

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

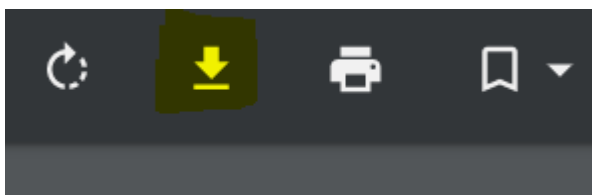
Each person signing below certifies that all the information reported on this worksheet is complete, correct, and any additional information is attached. The student and one parent **MUST** sign and date this section.  
WARNING: If you purposely give false or misleading information on this worksheet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

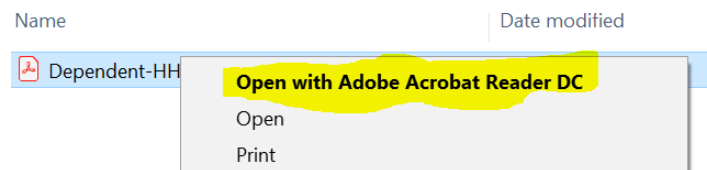
Save as type: Adobe Acrobat Document

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.**

**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

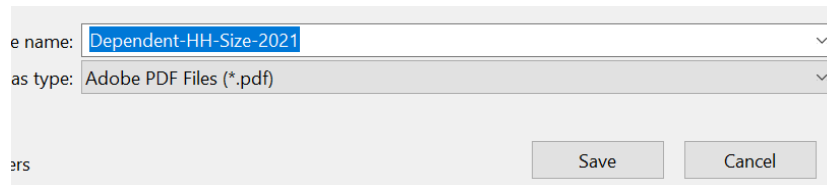
Appearance

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

[View Certificate Details](#)

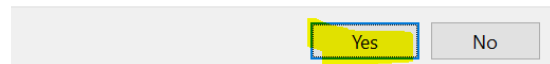
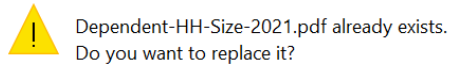
Review document content that may affect signing

### 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'

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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”


## Second Option: 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 first method.**

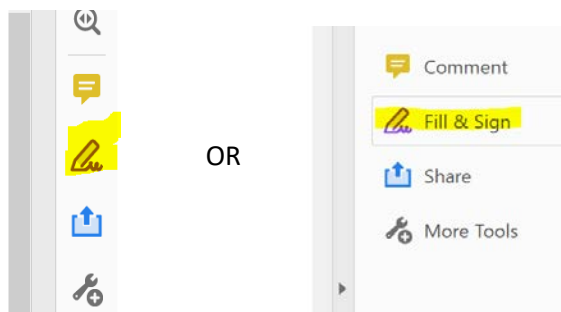
**Step 2: If signature field does not give the option to sign it may look like this**

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**

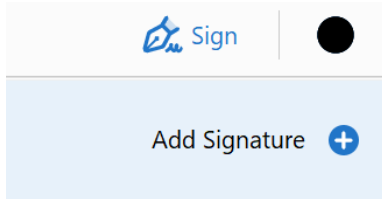


Select the fill and sign option

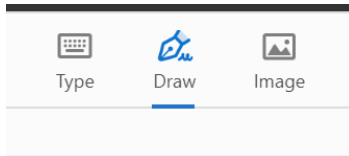
**Step 4: Select the Option at the top of the page that says Sign**



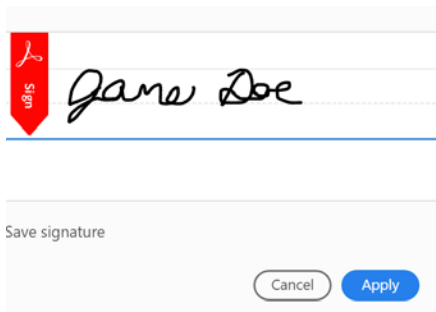
**Step 5: Select Add Signature**



**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 info information is attached. The student and one parent  
**WARNING: If you purposely give false or misleading info.**

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"