

ISSUE → Decrease processing time for grant agreements

RESOLUTION → ELECTRONIC SIGNATURES (3 Options)

Perks of Electronic/Digital Signatures include:

- Fast, Easy and SECURE
- Sign from cell phone/tablet/laptop/etc
- Sign AIP Certificates (Federal grants)
- Faster turnaround times for grant agreements
- PINNING in EBS serves as Legal Signature
- Sign AV508 and AV509-510s

OPTION 1 - DocuSign:

How to sign up for DocuSign

1. Email DOTAviationGrants@ncdot.gov the name and email address of 2 persons who will be your DocuSign signatories. Keep in mind both individuals must be an approving authority board member or local governing official for the airport.
2. FREE to sponsors.
3. DocuSign account registration is required once a document is sent to you from NCDOA.

DocuSign Contact #1: *(name & email address)*

DocuSign Contact #2: *(name & email address)*

OPTION 2 – Adobe Reader:

1. Open Adobe Reader. Select “Tools”, then select “Fill & Sign.”
2. “Select a File” and navigate to document to be signed.
3. Select “Sign” at the top and Add Signature or choose from an existing signature.
4. “Apply” and place signature in appropriate place. “Save.”
5. If applicable, upload sponsor signed agreement to RFA and email DOTAviationGrants@ncdot.gov that the partially signed agreement is available.

OPTION 3 – Adobe Acrobat:

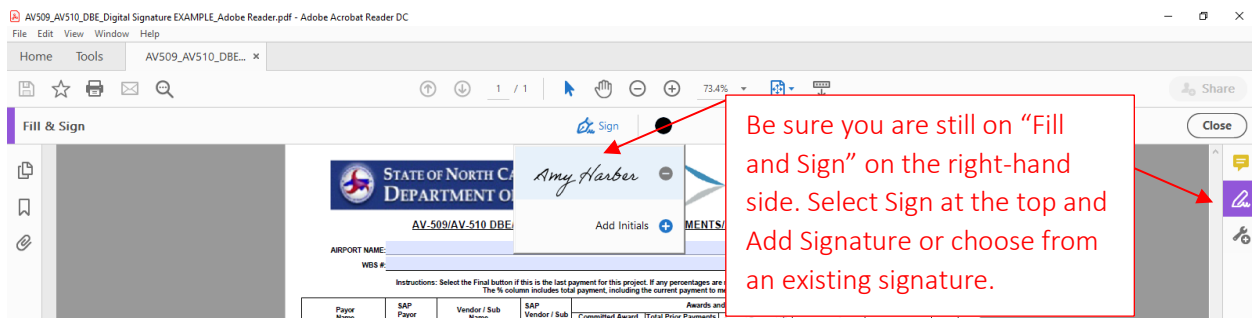
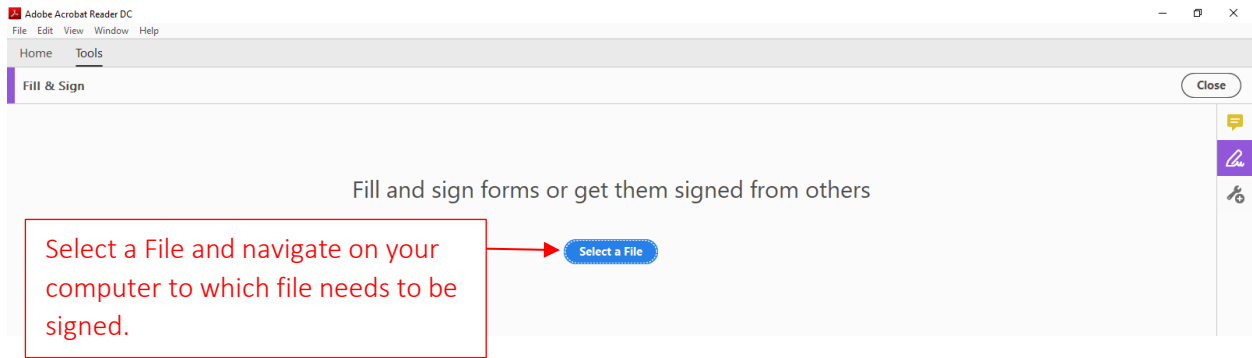
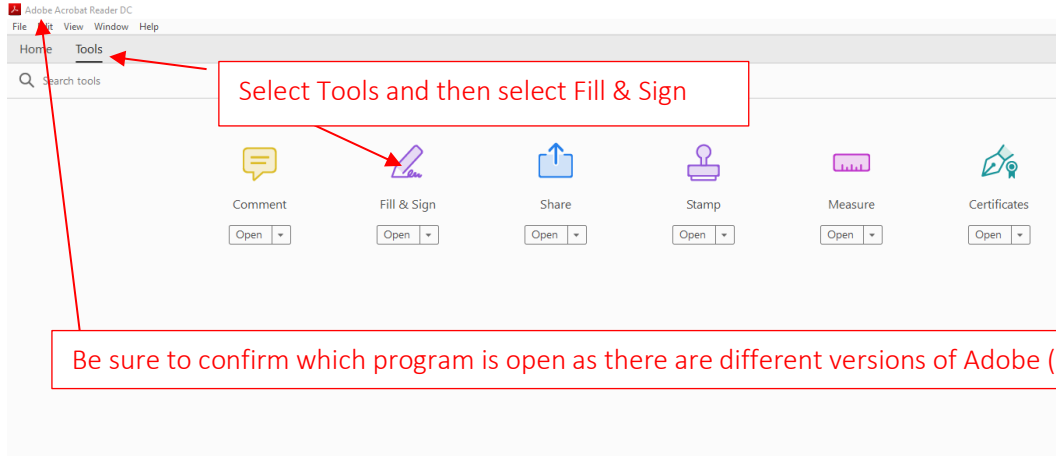
1. Open document that needs to be signed with Adobe Acrobat.
2. Select “Fill & Sign” icon on right-hand side.
3. Select “Sign” at the top and Add Signature or choose from an existing signature.
4. “Apply” and place signature in appropriate place. “Save.”
5. If applicable, upload sponsor signed agreement to RFA and email DOTAviationGrants@ncdot.gov that the partially signed agreement is available.

Screenshots for OPTION 2 and OPTION 3 are included!

OPTION 2 - Digital Signature in Adobe Reader

Prior to digitally signing a document, be sure that the document is **complete and saved**. Once the signature is applied and the document is saved (with the signature), you will no longer be able to edit the form fields.

Open Adobe Acrobat Reader, click on the Tools menu and select Fill & Sign.



Once the signature is selected, your digital signature will appear on the document for you to place in the appropriate signature box. REMINDER: Per the automated note below once you save the form, you will no longer be able to edit the existing form fields so be sure the form is COMPLETE prior to adding signatures (as is good practice to begin with).

OPTION 3 - Digital Signature in Adobe Acrobat

Prior to digitally signing a document, be sure that the document is **complete and saved**. Once the signature is applied and the document is saved (with the signature), you will no longer be able to edit the form fields.

Open PDF that needs to be signed with Adobe Acrobat DC.

