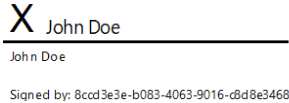

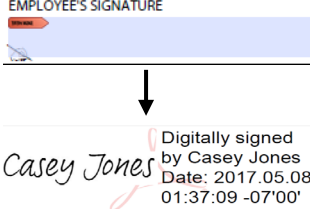



Document type	Document examples	E-Signature type (SAM 1240/1734)	Recommended e-Signature tool	E-Signature sample images	How to apply?
Word, Excel, Non-fillable PDF Files	<ul style="list-style-type: none"> Word: project charter Excel: project schedule, budget spreadsheet, etc. Non-fillable PDF files: scanned PDF documents 	Name typed or stamped	Word/Excel: Insert signature line	Signature line with typed name: 	<ol style="list-style-type: none"> Open a Word or Excel document Create a signature line in Word or Excel Sign the signature line Share your signed document via email
			Non-fillable PDF files: Acrobat Pro DC Fill & Sign	Fill & Sign: 	<ol style="list-style-type: none"> Open a non-fillable PDF file in Acrobat DC Follow Fill & Sign instructions Share your signed PDF file via email
Fillable PDF forms	<ul style="list-style-type: none"> Performance appraisal (STD. 638) Open enrollment forms: Calhr-781, Calhr-774, STD. 686, HBD-12 	Name typed or stamped	Acrobat Pro DC Self-signed with digital ID		<ol style="list-style-type: none"> Open a fillable PDF form in Acrobat DC Click the active signature block to sign with your digital ID (Create your digital ID for initial set up) Share your signed PDF file via email
Legally binding documents	<ul style="list-style-type: none"> Procurement documents Court documents Construction change orders Nondisclosure agreement (NDA) 	Digital signature with asymmetric cryptography	Selected e-Signature Tool		<p>Process may vary based on agency or e-Signature tool selected.</p> <p>Commonly used e-Signature user guides:</p> <ol style="list-style-type: none"> Adobe Sign User Guide DocuSign User Guide