



## How to Utilize Electronic Signatures

\*Documents do not need to be printed if using electronic signatures. The document can be downloaded digitally and signed electronically on the device\*

### Smart Phone:

Some newer smartphones have the capability for electronic signatures already built in. If you would like to use electronic signatures utilizing your cell phone, the first step is to Google if your phone already has the capability. Google "How to use electronic signatures on a <Insert your device name and model>".

If Google informs you that your phone can already create electronic signatures, please follow the instructions given to you from the web.

If Google tells you your phone does not already have this and you need to download an app, please download the following app:

Download: <https://www.docusign.com/features-and-benefits/mobile>

Docusign is a safe and trusted app for electronic signatures.

### Computer:

If you already have PDF editing software on your computer, you can utilize that to electronically sign. Otherwise, here are several free and safe programs you can use for electronic signatures:

**DocuSign:** <https://www.docusign.com/>

Instructions:

[https://www.docusign.com/products/electronic-signature/how-docusign-works?utm\\_source=google&utm\\_medium=cpc&utm\\_term=how%20to%20use%20docusign&utm\\_content=sitelink&sitelink=how\\_esigning\\_works&gclid=EAlaIQobChMIqYW6tonE5AIVx8DACH33pwX-EAAYASABEqL2wfD\\_BwE](https://www.docusign.com/products/electronic-signature/how-docusign-works?utm_source=google&utm_medium=cpc&utm_term=how%20to%20use%20docusign&utm_content=sitelink&sitelink=how_esigning_works&gclid=EAlaIQobChMIqYW6tonE5AIVx8DACH33pwX-EAAYASABEqL2wfD_BwE)

**DocHub:** <https://dochub.com/>

Instructions: <https://helpdesk.dochub.com/hc/en-us/articles/360018867594>