




# HOW TO E-SIGN YOUR VIRTUAL REVIEW REPORT USING THE PDF TOOLS




Child Care Food Program

# STEPS TO E-SIGN USING PDF TOOLS

- Open the pdf file
- Move the cursor to the spot where signature has to be placed, zoom in if needed
- Go to the top toolbar and click on "sign", then select "add signature"
- When signature-box opens, click on the draw tool 
- Sign using the mouse or touch pad, if you have a touch screen computer, use your finger. If you need to delete the signature, use the "Clear" option on the bottom-left
- When the task is completed, click on "Apply" Make sure the box "save signature" is checked

# STEPS TO E-SIGN USING PDF TOOLS

- A little box with your signature pops up, drag and drop it to the spot where signature has to be placed
- If the date is not already added, move the cursor to the spot where you want to enter it and click in. A little text box opens and you can type the numbers
- Finally, save the document on your computer by using the “save” icon  on the upper left corner. Then you can e-mail the document.
- You also can email it directly if you have available the “send by email” option.



# MOVE THE CURSOR TO THE SPOT WHERE SIGNATURE HAS TO BE PLACED, ZOOM IN IF NEEDED

\_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: 10/23/20

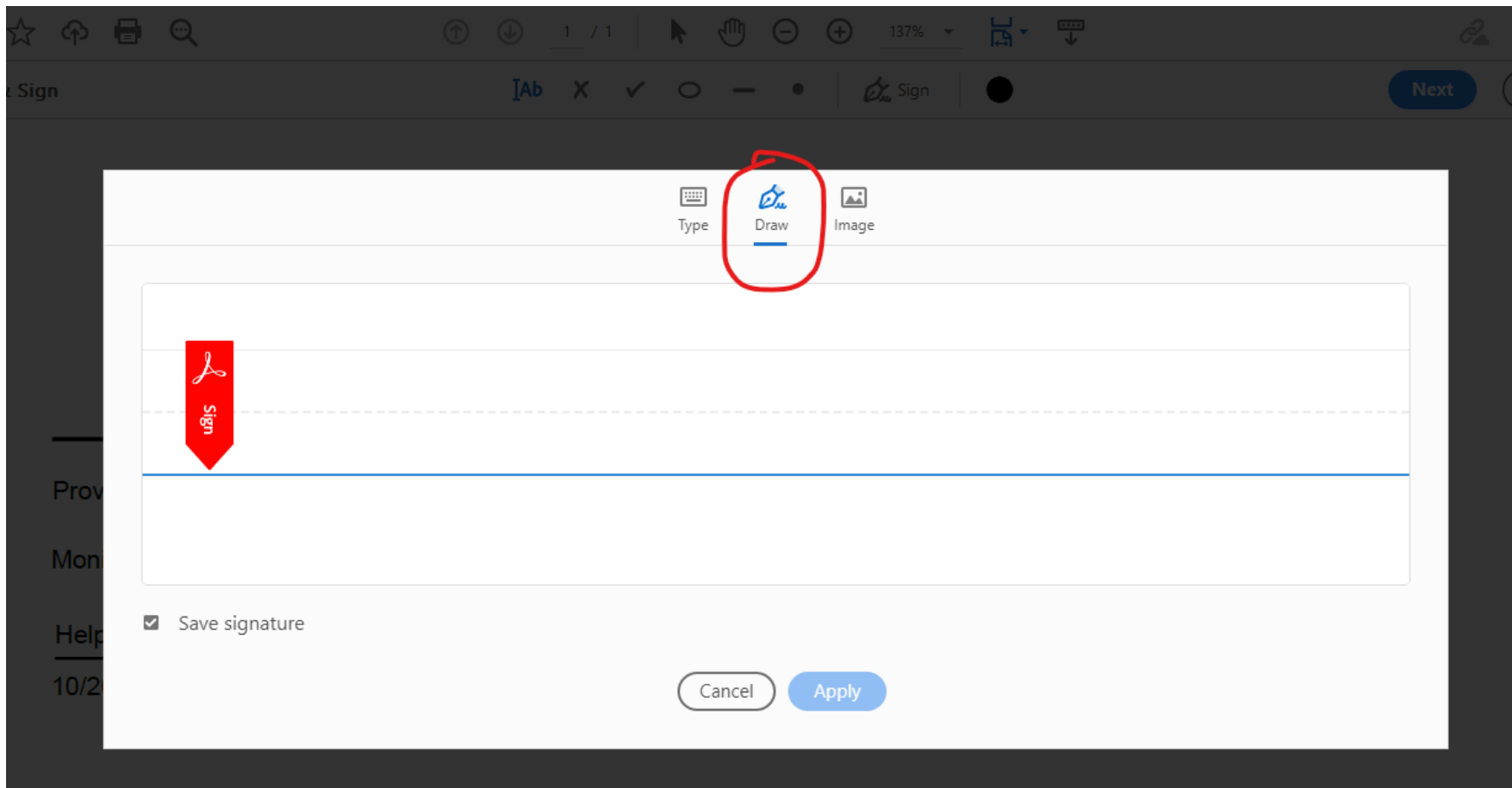
Monitor Signature: CMKAR \_\_\_\_\_ Date: 10/23/20

Helper Signature: \_\_\_\_\_ Date: \_\_\_\_\_

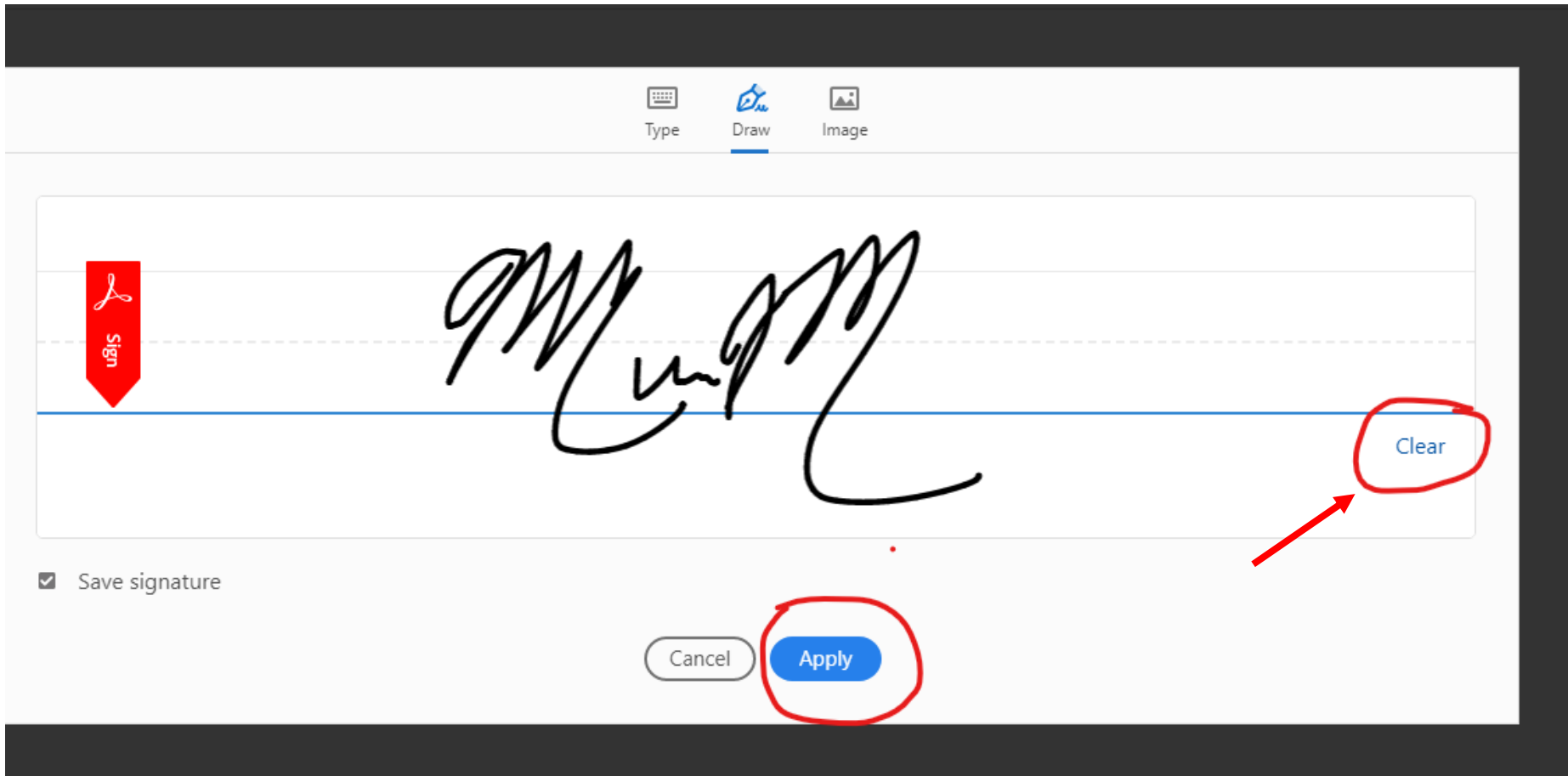




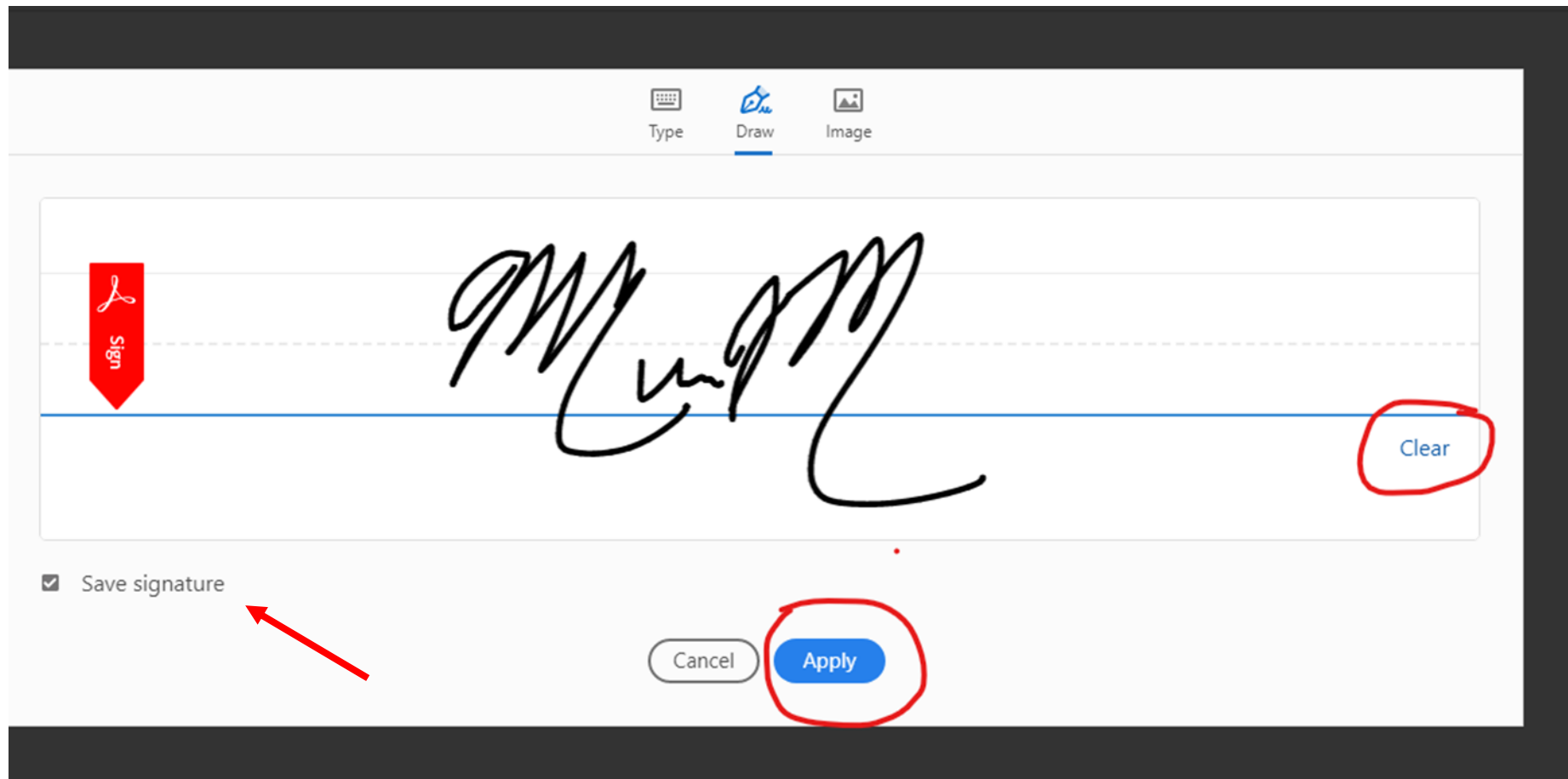
# WHEN SIGNATURE BOX OPENS, CLICK ON THE DRAW TOOL



**SIGN USING THE MOUSE OR TOUCH PAD, IF YOU HAVE A TOUCH SCREEN COMPUTER, USE YOUR FINGER. IF YOU NEED TO DELETE THE SIGNATURE, USE THE “CLEAR” OPTION ON THE BOTTOM-LEFT**



**WHEN THE TASK IS COMPLETED, CLICK ON “APPLY”,  
MAKE SURE THE BOX “SAVE SIGNATURE” IS CHECKED**






# A LITTLE BOX WITH YOUR SIGNATURE POPS UP, DRAG AND DROP IT TO THE SPOT WERE SIGNATURE HAS TO BE PLACED

I & Sign Next

capacity has changed since May, now she has license for P/P, provider was asked to submit copy of it to our office. Attendance is stable but some weeks can vary depending on parents schedules. P/P Today attendance is low because Louisa Perry was reported sick and not attended child care.

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\_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Monitor Signature:                     *C. K. R.*                     Date:                     10/26/20

# IF THE DATE IS NOT ALREADY ADDED FOR YOU, MOVE THE CURSOR TO THE DATE SPOT AND CLICK, A LITTLE TEXT BOX OPENS TO ADD DATE

The screenshot shows a PDF document with a signature toolbar at the top. The toolbar includes icons for fill, sign, and other actions. The document text reads: "capacity has changed since May, now she has license for P/P, provider was asked to submit copy of it to our office. Attendance is stable but some weeks can vary depending on parents schedules. P/P Today attendance is low because Louisa Perry was reported sick and not attended child care."

At the bottom of the page, there are two signature lines. The first line is labeled "Provider Signature:" and has a handwritten signature. The second line is labeled "Monitor Signature:" and has a handwritten signature. To the right of the "Provider Signature:" line, there is a date field with a date picker. The date picker is open, showing the date "10/26/20" and a dropdown menu with "10/26/20" selected. A red circle highlights the date picker.

Fill & Sign [Ab] X ✓ ○ - • | Sign ● [Next] [Close]

capacity has changed since May, now she has license for P/P, provider was asked to submit copy of it to our office. Attendance is stable but some weeks can vary depending on parents schedules. P/P Today attendance is low because Louisa Perry was reported sick and not attended child care.

Provider Signature: \_\_\_\_\_ Date: 10/26/20

Monitor Signature: \_\_\_\_\_ Date: 10/20/20

**FINALLY, SAVE THE DOCUMENT ON YOUR COMPUTER BY USING THE UPPER LEFT CORNER “SAVE” ICON. THEN YOU CAN E-MAIL THE DOCUMENT. YOU ALSO CAN EMAIL IT DIRECTLY IF YOU HAVE AVAILABLE THE “SEND BY EMAIL” OPTION.**

The screenshot shows a PDF viewer interface. In the top-left corner, the 'Save' icon (a floppy disk) is circled in red, with a red arrow pointing to it and the word 'Save' written in red below. In the top-right corner, the 'Send by Email' icon (an envelope) is also circled in red, with a red arrow pointing to it. The main content area contains a paragraph of text: 'Capacity has changed since May, now she has license for P/P, provider was asked to submit copy of it to our office. Attendance is stable but some weeks can vary depending on parents schedules. P/P Today attendance is low because Louisa Perry was reported sick and not attended child care.' Below the text are two signature lines. The first line is labeled 'Provider Signature:' and has a handwritten signature and the date '10/26/20'. The second line is labeled 'Monitor Signature:' and has a handwritten signature and the date '10/26/20'. The interface includes a toolbar with various icons and a 'Next' button on the right side.