



HOW TO ADD A DIGITAL SIGNATURE VIA IPHONE

April 1, 2013

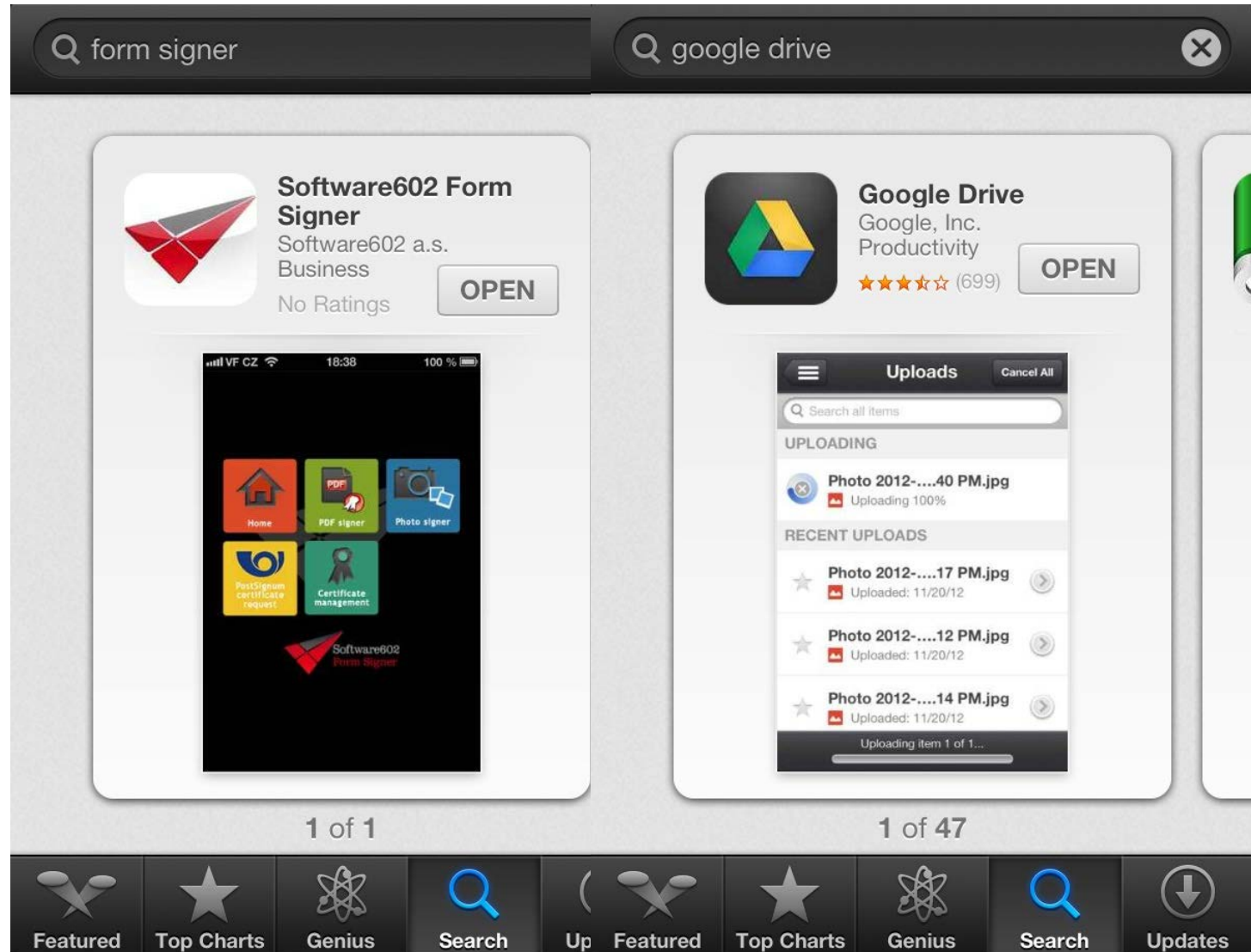
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Download both apps from Apple's appstore.

Note: (Google Drive app may not be necessary, but useful to confirm the location of your signature.)

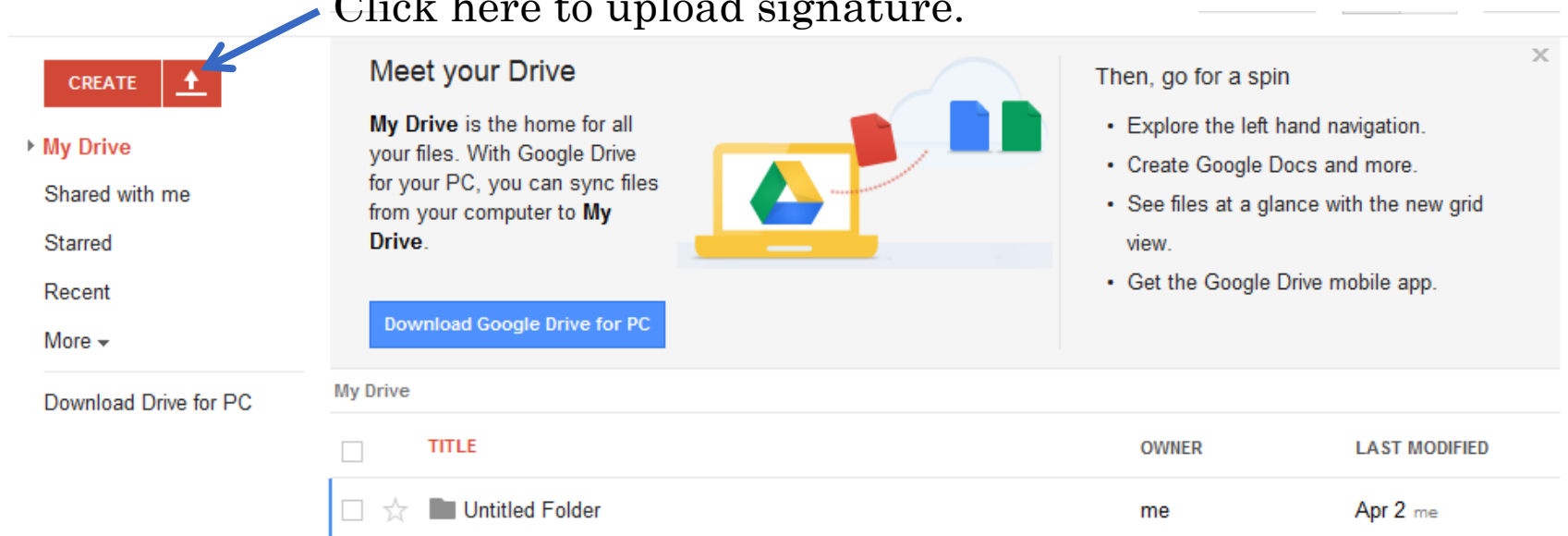


UPLOADING A DIGITAL SIGNATURE WITH A COMPUTER


Upload signature via Google Drive.

Google Drive: Create account and upload signature

Click here to upload signature.



The screenshot shows the Google Drive web interface. On the left, there is a sidebar with a 'CREATE' button and an 'upload' icon (a red square with a white upward arrow). A blue arrow points from the text 'Click here to upload signature.' to this upload icon. Below the sidebar, there is a 'My Drive' section with a list of files. The main area shows a 'Meet your Drive' message with a 'Download Google Drive for PC' button. On the right, there is a 'Then, go for a spin' section with a list of tips.

CREATE 

► **My Drive**

Shared with me

Starred

Recent

More ▾

Download Drive for PC


Meet your Drive

My Drive is the home for all your files. With Google Drive for your PC, you can sync files from your computer to **My Drive**.

[Download Google Drive for PC](#)

Then, go for a spin

- Explore the left hand navigation.
- Create Google Docs and more.
- See files at a glance with the new grid view.
- Get the Google Drive mobile app.

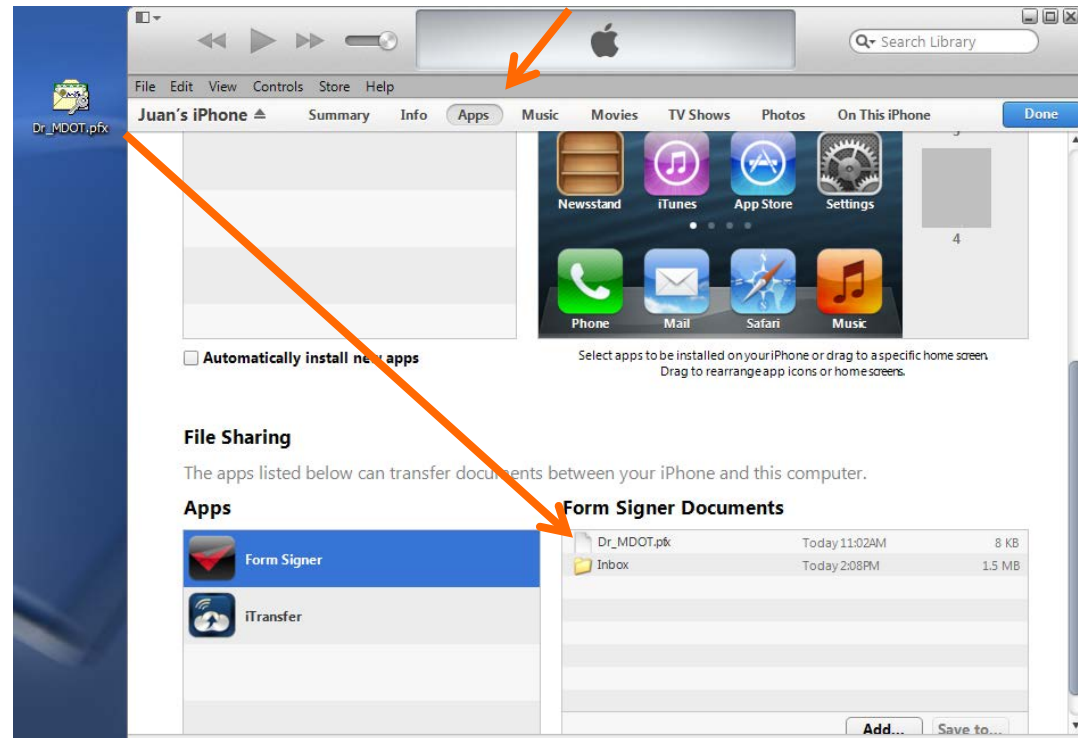
<input type="checkbox"/>	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/>	☆  Untitled Folder	me	Apr 2 me

UPLOADING A DIGITAL SIGNATURE WITH A COMPUTER

Uploading signature via iTunes.

- Connect device to computer and open iTunes. Once iTunes recognizes device, click on iPhone tab and click “Apps”.

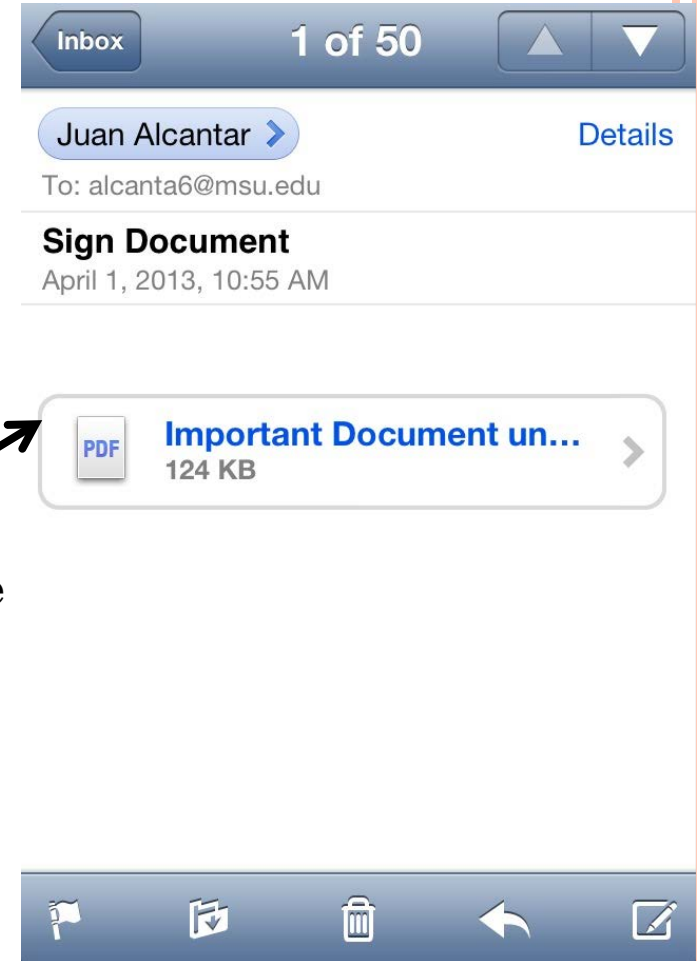
Scroll down, press “Form Signer” and drag signature onto “Form Signer Documents”



ADDING A DIGITAL SIGNATURE TO A DOCUMENT



Press here



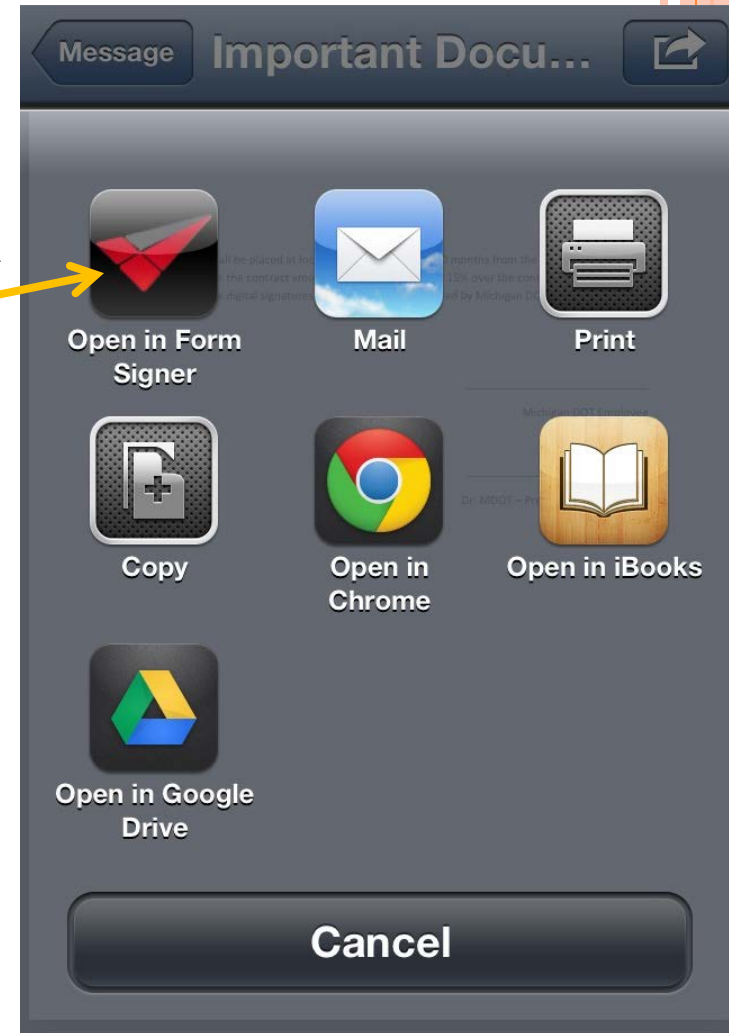
Press here

Once the attachment has been downloaded onto the iPhone, tap the PDF document icon on your email and the PDF will appear on a different screen.



Press the action button

Select Form
Signer



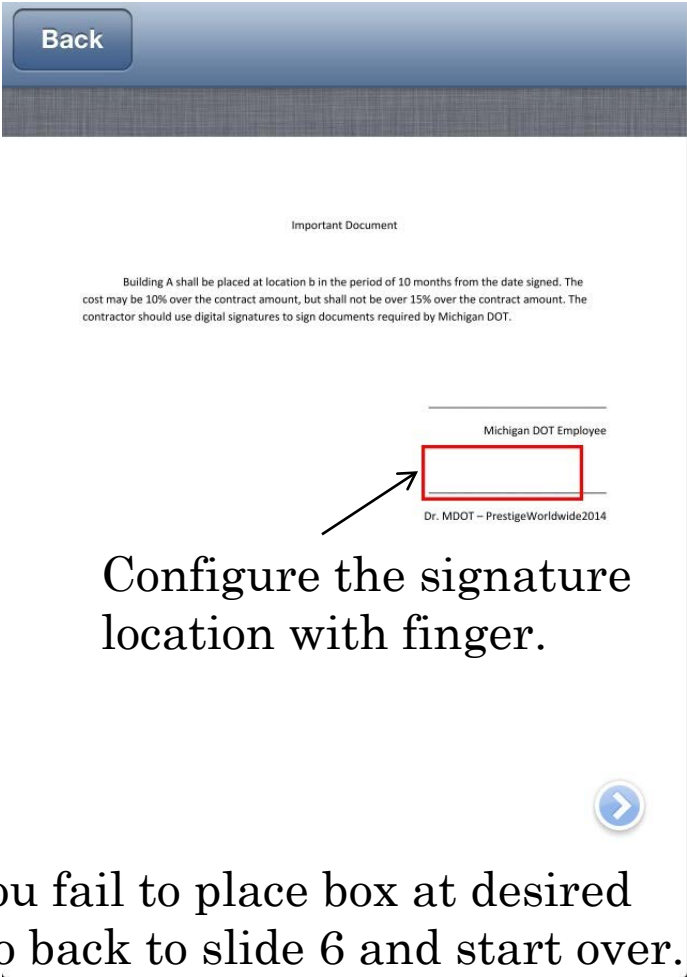
On the top right hand side, tap the action button and a list of options will appear. Tap the “Open in Form Signer” button. This button will take you to the form signer app.

Once PDF has opened with Form
Signer, press and hold the screen
until the “visual sign” option appears.



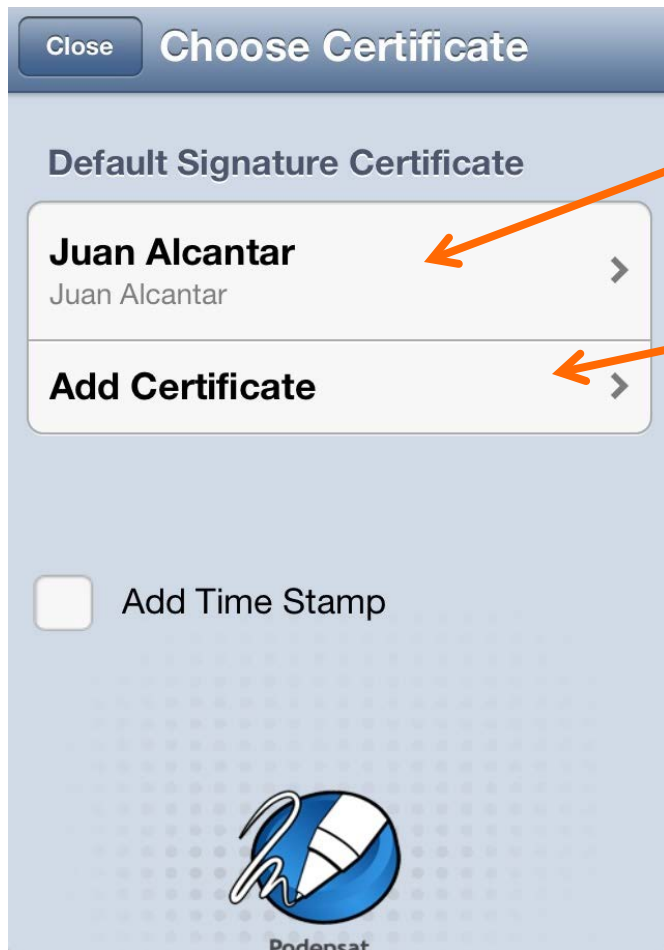
Select
Continue

With your finger, create box on the location
where signature will be applied.



Configure the signature
location with finger.

Note: If you fail to place box at desired
location, go back to slide 6 and start over.



Press here if certificate has already been successfully imported

Press Here to Import Certificate

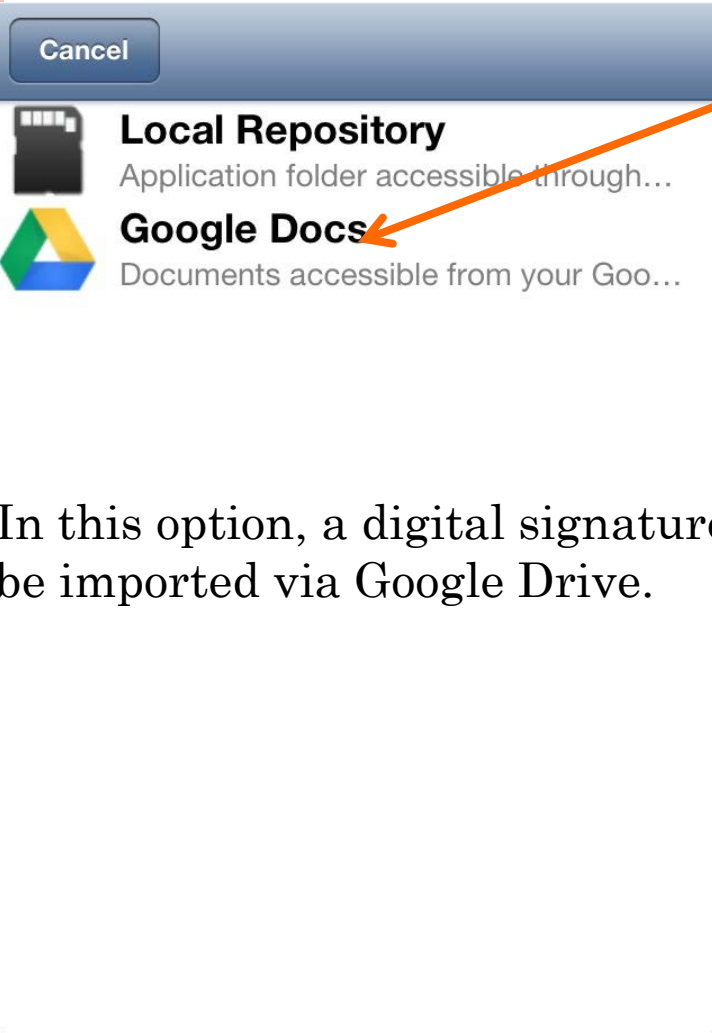


After location of signature is placed, the app will ask the default signature or give the option to add one.

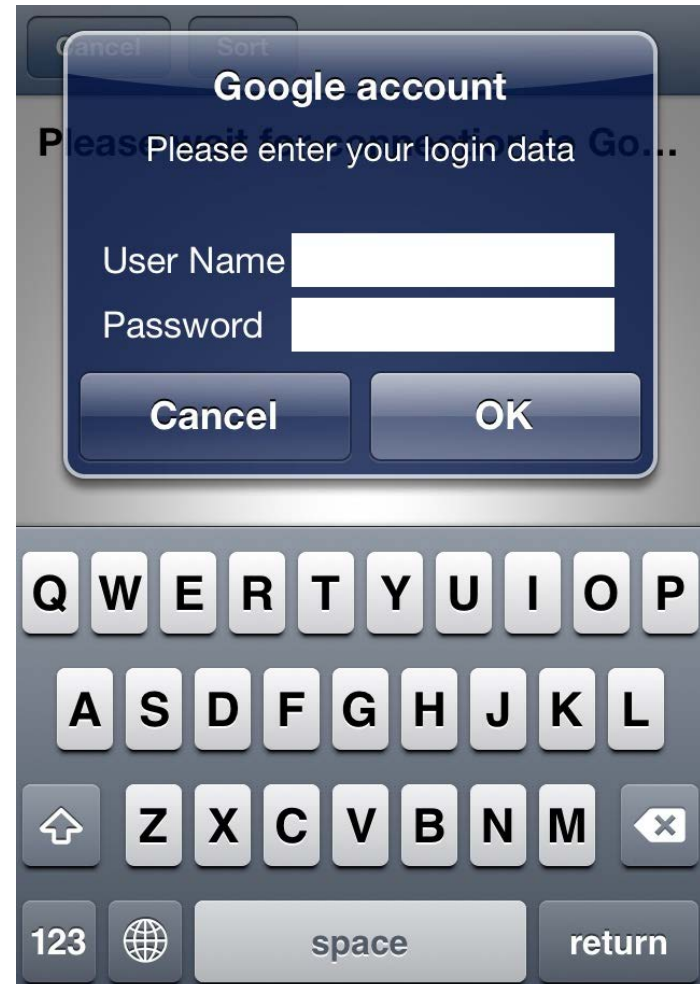
Note: If signature is already available, skip to slide 10 or 12

Using Google Docs to Import Signature

Select Google Docs to Import Signature



Enter Google Drive Login requirements





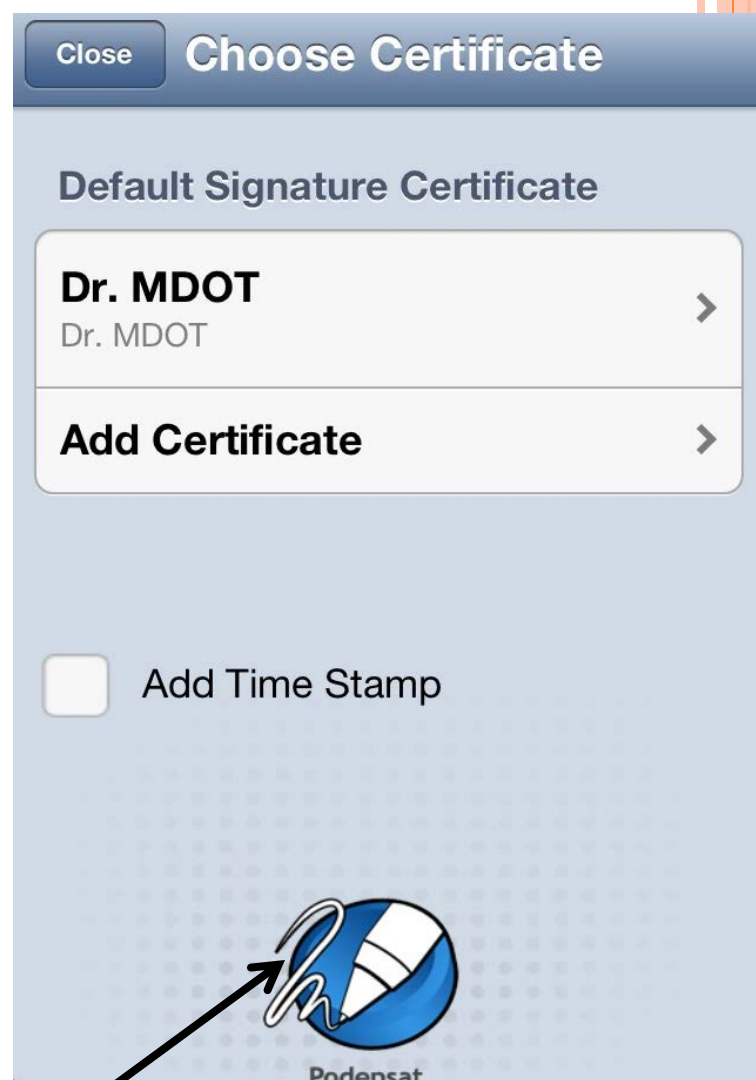
Select the correct Digital Signature



Enter password used in digital signature.



Create another password in form signer app



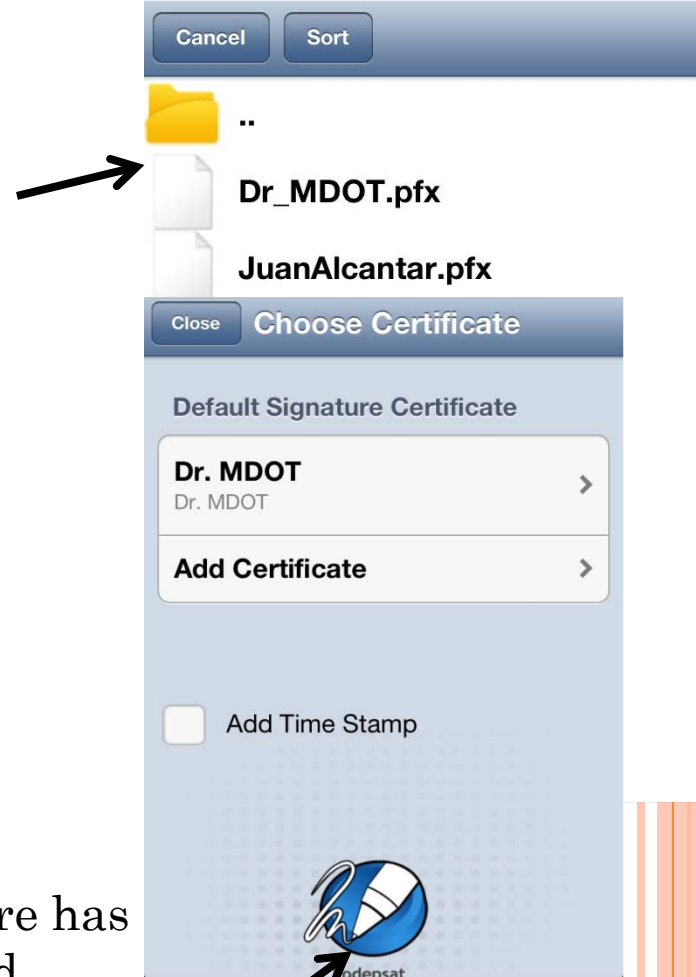
Once signature has been imported, apply signature by pressing the sign button. A password will be required.

Using iPhone hardware to Import Signature

Select Local Repository to Import Signature



Select the correct Digital Signature



Enter password used in digital signature.



Create another password in form signer app

Once signature has been imported, apply signature by pressing the sign button. A password will be required.

Emailing Signed Document

Important Document

Building A shall be placed at location b in the period of 10 months from the date signed. The cost may be 10% over the contract amount, but shall not be over 15% over the contract amount. The contractor should use digital signatures to sign documents required by Michigan DOT.

Michigan DOT Employee

Dr. MDOT – PrestigeWorldwide2014

Signature will appear where red box was previously located.

Back

Important Document

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Press here to send signed document.



Once document is signed, press on the blue arrow located on the lower right hand side. The email option will appear. Email document to desired location.

