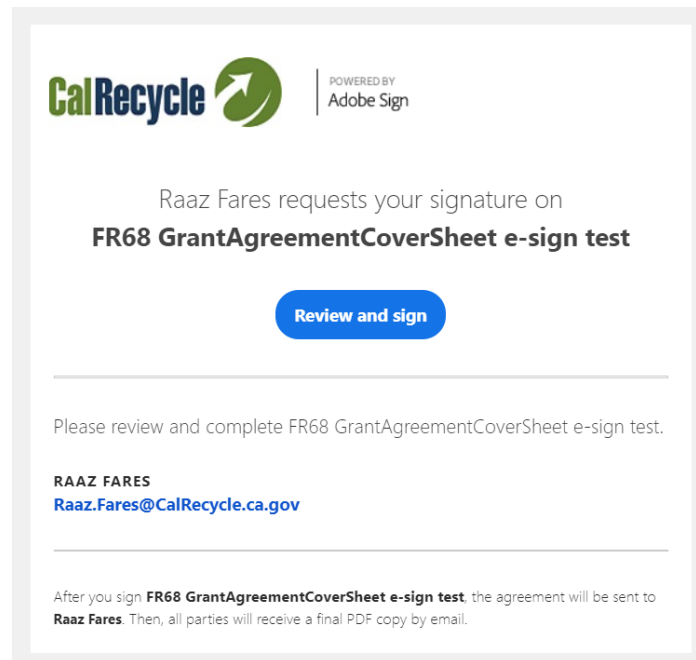# Instructions for e-Signature on Grant Agreement Cover Sheets

This document provides step by step instruction on how to sign a Grant Agreement using Adobe's e-signature platform, Adobe Sign.

1. The Signature Authority will receive an email from CalRecycle with a subject line similar to "Signature Requested on 'Cycle Grant Agreement Cover Sheet'"

2. Click on the Review and Sign button
   a. If you do not have Adobe Reader or e-sign, you will need to download Adobe Reader.
3. A prompt to enter the password will appear. Enter the password provided to you by the Grant Manager.
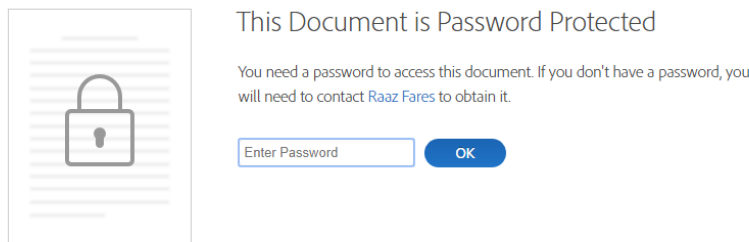
4. If you have Adobe Reader or e-sign, the Grant Agreement Cover Sheet will pop up and a yellow tab in the bottom left corner will pop up entitled "Start." You can either click the yellow tab or scroll to the next page.

Start	Start of Grant Term
	January 07, 2020
	End of Grant Term
	March 17, 2022

5. Fill out "Printed Name of Grantee's Authorized Signatory." It may have auto filled but you can edit this information if need be.
6. Fill out the "Title" of the Signature Authority. This must match what is in the Resolution.
7. The Date auto fills and cannot be edited.
8. Once all relevant information is entered, a ribbon and button will pop up on the bottom of the screen.

I agree to the Terms of Use and Consumer Disclosure of this document   **Submit and Proceed to Sign**

9. If information is all correct, click Submit and Proceed to Sign.
   a. If the address is incorrect, please email your Cycle Support Point of Contact with the correct address. You are no longer able to edit this information on your own. You may also have to fill out a Payee Data Record form.
10. Once you click Submit and Proceed to Sign, another page pops up requesting you to download the document. Click "Download Document."

Just a few more steps

To finish signing, you'll need to download the agreement, open it in Adobe Acrobat or Acrobat Reader, and provide a digital certificate.
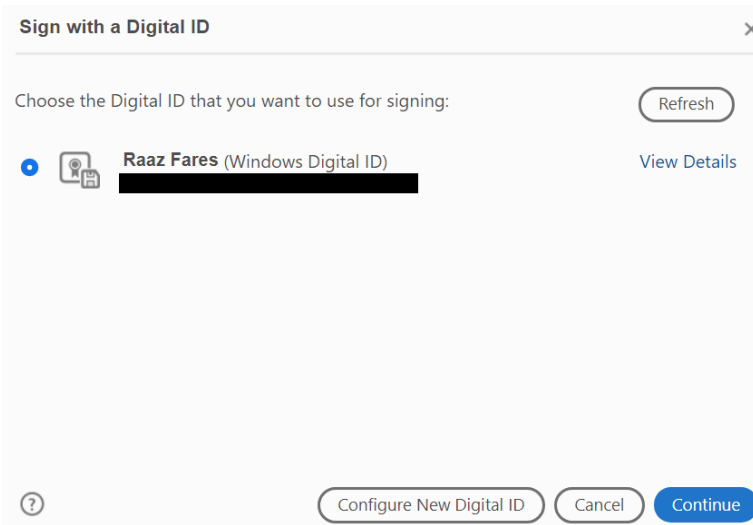
Download Document

Need to install Acrobat Reader ?

11. The Grant Agreement Cover Sheet will open in Adobe Reader. Scroll down to the signature box on the second page. There will be a yellow tab to indicate where you need to sign. Click the box next to the yellow tab to sign.

uthorized	Signature of Grantee's Authorized Signatory (as authorized in Resolution, Letter of Commitment, or Letter of Designation)
Click here	

12. A box will pop up requesting you to sign with a Digital ID. If you do not have a Digital ID, you will need to create one. If you have a Digital ID, select the ID, and click continue.

Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

○ **Raaz Fares** (Windows Digital ID)

Configure New Digital ID | Cancel | Continue

13. A second box will pop up to confirm that you want to sign. Click the "Sign" button in the bottom right corner.

Sign as "Raaz Fares"

Appearance | Standard Text

Raaz Fares

Digitally signed by Raaz Fares Date: 2020.07.13 16:43:00 -07'00'

View Certificate Details

Review document content that may affect signing | Review

Back | Sign

14. Once you have signed, a confirmation box will appear either as a pop up or in your browser.

Acrobat Reader

You have successfully digitally signed agreement FR68 GrantAgreementCoverSheet e-sign test.

OK

15. After the Grant Agreement Cover sheet has been fully executed, CalRecycle will send you a copy.