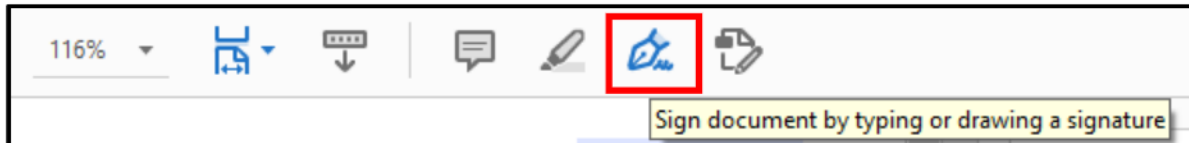
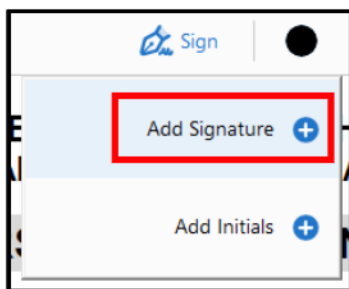


Step 1: Open document

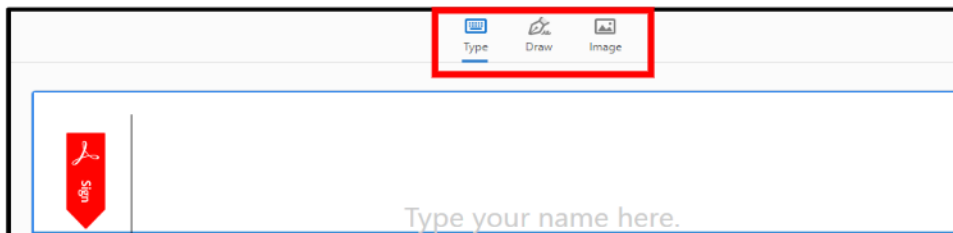
Step 2: Click on the **Sign Document** icon



- Click **Add Signature**



- Click **Type** or **Draw** or **Image** (you can type your name or draw with your mouse, or select a saved signature)



- Once you have made your signature – make sure you check the box **Save Signature** and then click **Apply**

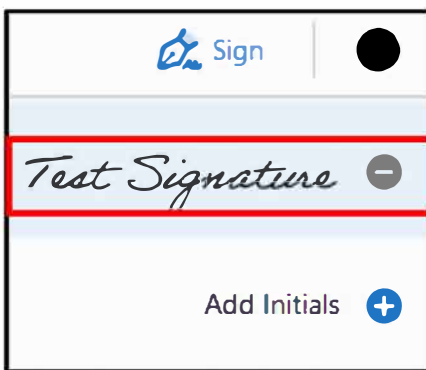


Step 4: Use electronic signature

- Click on the **sign document** icon



- Your saved signature will display – select



- Drag signature on signature line and then **SAVE THE DOCUMENT TO YOUR PERSONAL COMPUTER OR DEVICE**



Two Options to Return it to OnlineHS:

A. **PRINT THE FORM.** Have signatures completed on the printed hard copy and return the form to the your student's School Counselor.

B. **EMAIL THE FORM = preferred to prevent delay for enrollment.**

Parent/Guardians (ONLY) can email the digitally signed form to: OnlineHS@EverettSD.org
IMPORTANT: In order to be able to verify the identity of the person signing, we need the email sent from a parent/guardian email address on file in EPS or the student school district email account.

If you have any questions, please contact our **OnlineHS Registrar**

Phone: (425) 385-5191 Email: OnlineHS@EverettSD.org