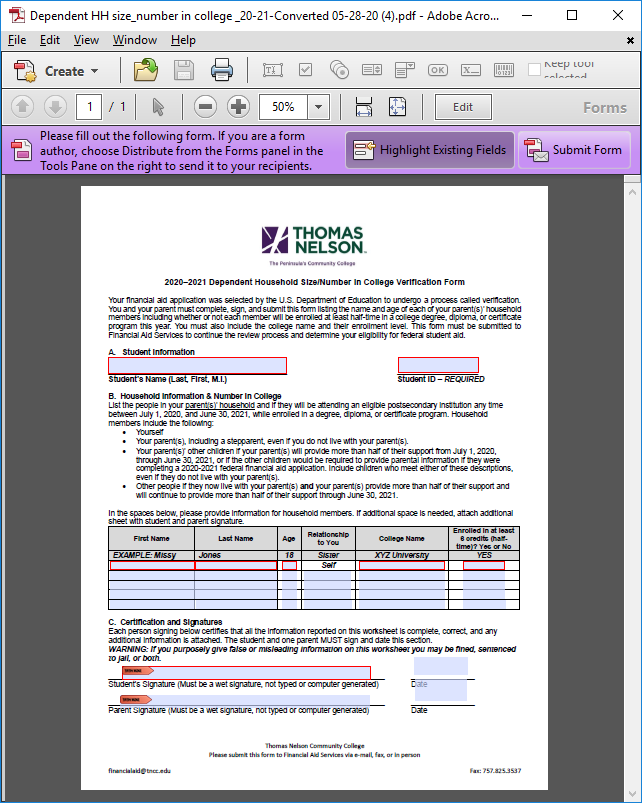
**How to electronically sign documents**

A signature is required for many forms requested by financial aid. During the COVID-19 Pandemic, we will be accepting electronic signatures submitted using the following methods.

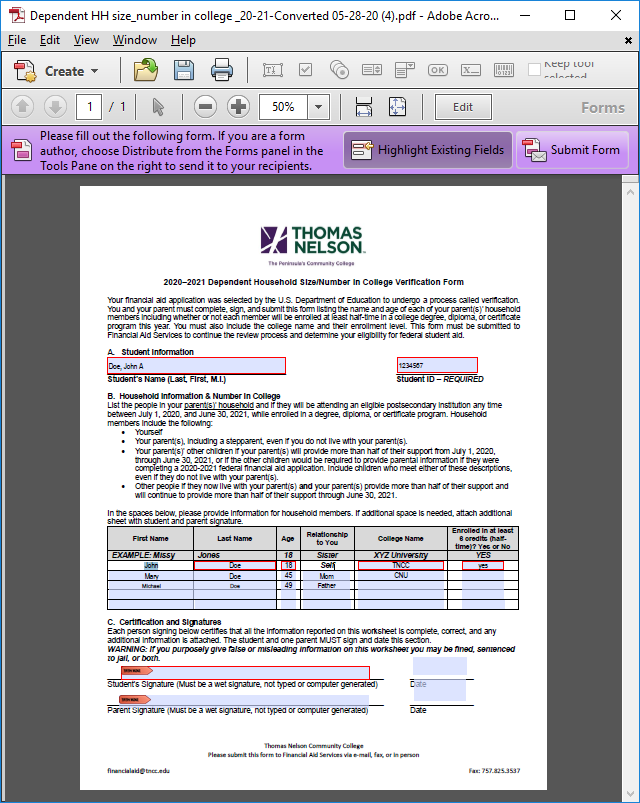
**First Method: Electronic signature in INTERNET EXPLORER (Chrome, Firefox, and Safari are not compatible for electronic signing documents)**

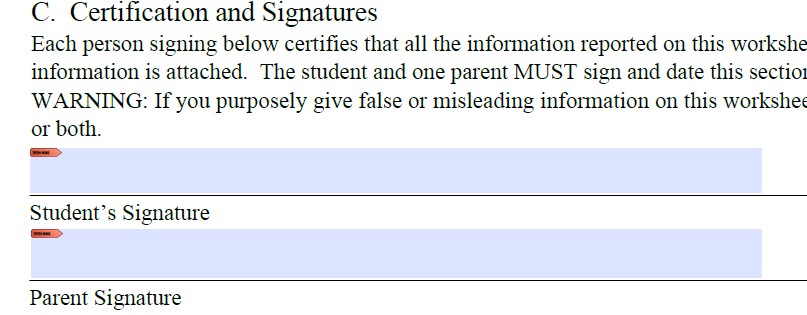
**Step 1: Find form requested on our website at:**  <https://tncc.edu/admissions/forms>



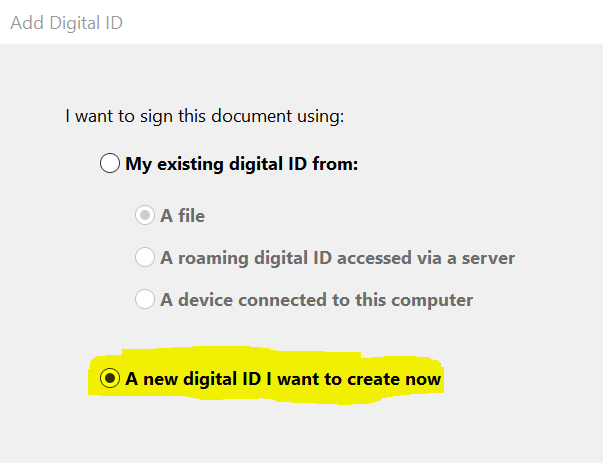
**You should see the blue fillable boxes on the form**

**Step 2: Complete the form**





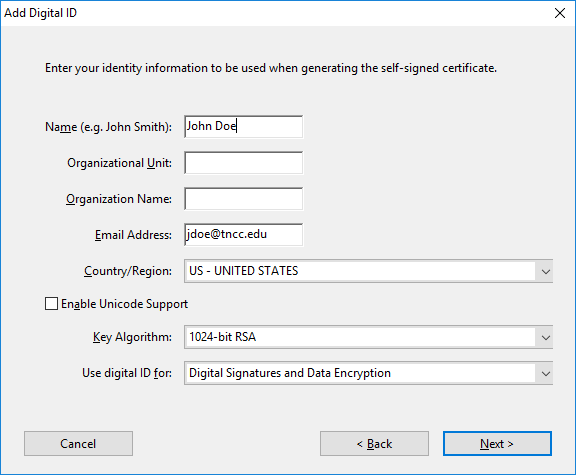
**Step 4: Create New digital ID, if you do not have one already and select Next >**

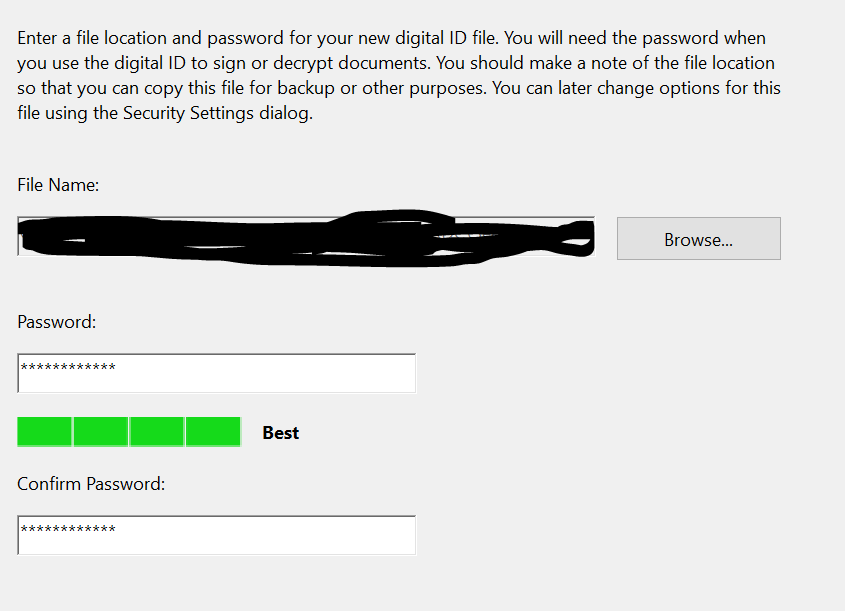


**Step 5: Select “New PKCS#12 digital ID file” and Select Next >**

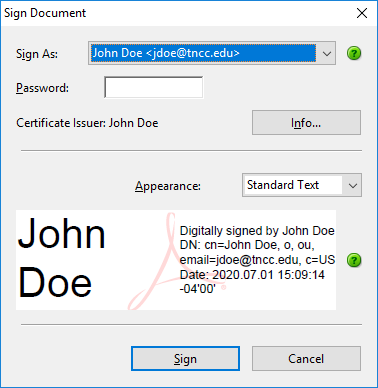


**Step 6: Complete fields requested and select Next >**

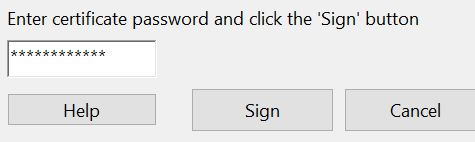




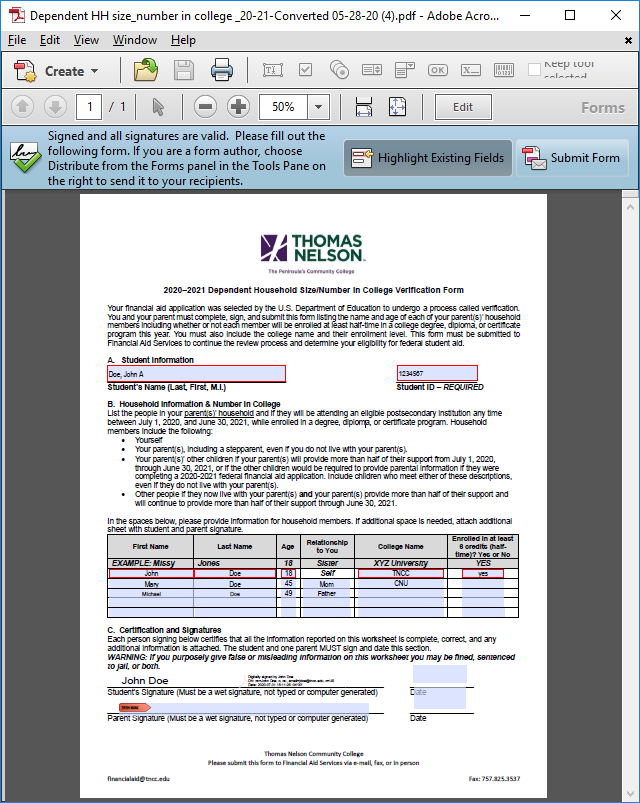
**Step 8: You will have an electronic signature stamp**



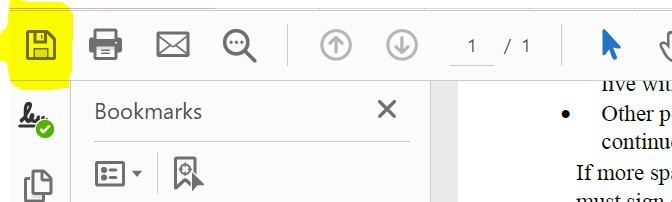
**Step 9: Enter the password you previously created and click ‘Sign’**



**Step 10: Now your form should contain the digital signature as seen below**



**Step 11: Save document to your computer.**



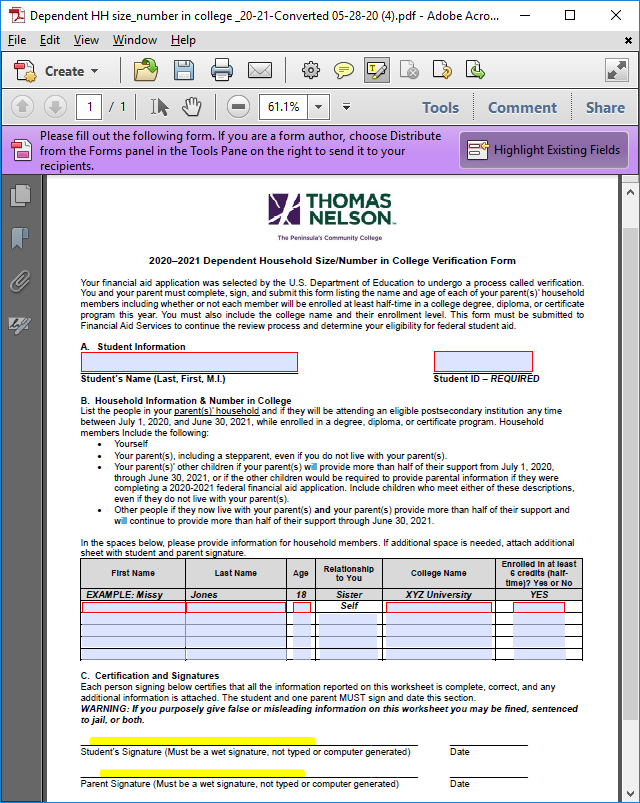
**Documents may be submitted through email at** [**financialaid@tncc.edu**](mailto:financialaid@tncc.edu) **or our website** <https://mysupport.tncc.edu/sims/helpcenter/common/layout/SelfHelpHome.seam?inst_name=vccs-thomasnelson>



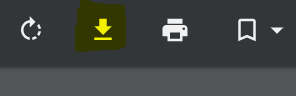
**Second Method: Using Adobe Reader DC**

If you are using a browser other than Internet Explorer, you can download adobe reader for free and follow the steps below on creating an electronic signature.

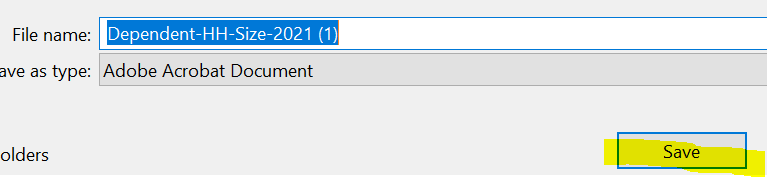
**Step 1: Open document from our forms page at:** <https://tncc.edu/admissions/forms>



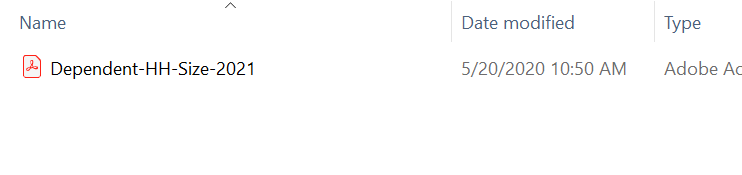
**As you can see, there is not a signature box available in Google Chrome**

**Step 2: Download the document and save to your computer**

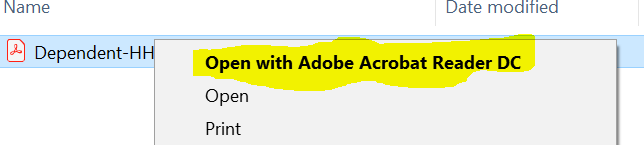
**Select the downward arrow icon highlighted here**



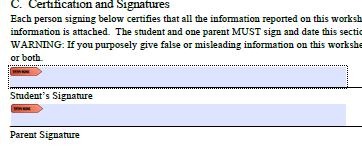
**Step 3: Open File Explorer and find document**



**Step 4: Right Click File and Select Open with Adobe Acrobat Reader DC**

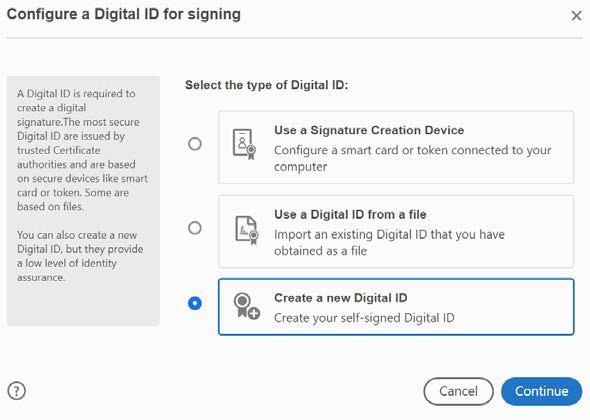


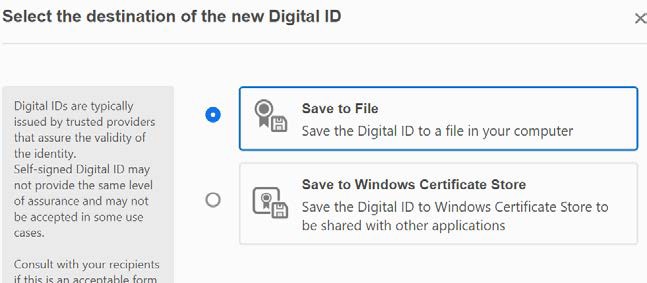
**Step 5: You should now see a fillable signature section**



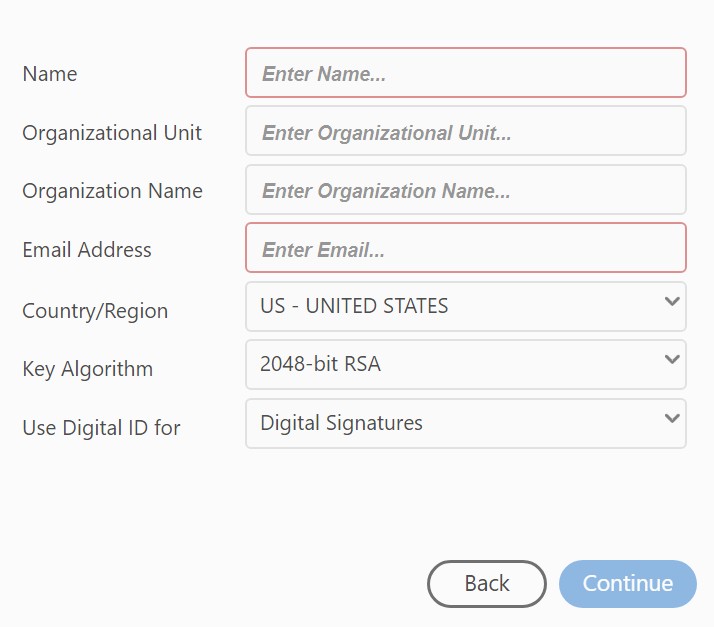
**Step 6: After completing the form Click on Student Signature**

You should get the following and select create a new digital ID and click continue

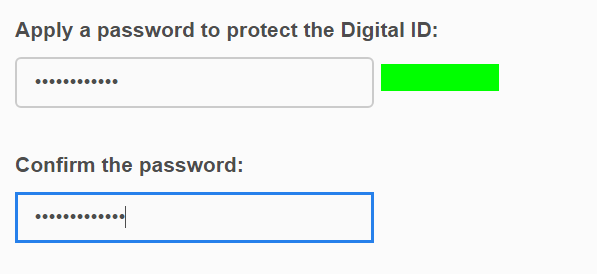




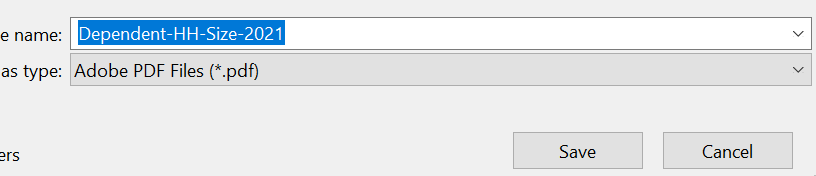
**Step 8: Enter name and email and select continue**



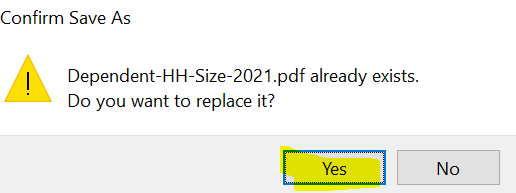
**Step 9: Create a password and select Save**



**Step 10: You should now see your signature, enter the password previously created in step 9 and select Sign**



**Step 12: Confirm Save As; Select Yes**



**Step 13: Your document is now signed**

**Documents may be submitted through email at** [**financialaid@tncc.edu**](mailto:aid@tncc.edu) **or our website** <https://mysupport.tncc.edu/sims/helpcenter/common/layout/SelfHelpHome.seam?inst_name=vccs-thomasnelson>

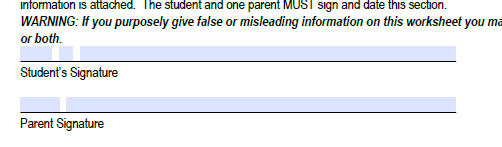


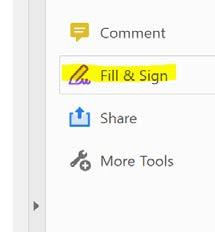
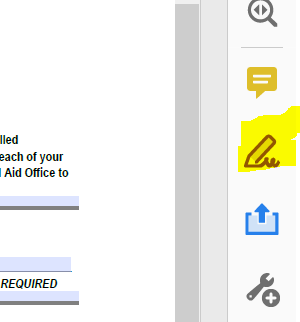
**Third/Final Method: Hand sign electronically**

Some forms do not have the option to sign as shown above, in this method you will learn how to sign a document by creating digital hand signature.

**Step 1: Follow steps 1-4 from the Second Method**

**Step 2: If signature field does not give the option to sign it may look like this**



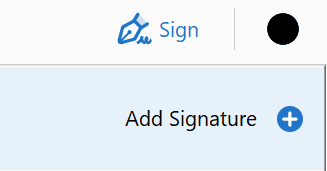
**Step 3: On the right side of the page you may see one of the following options**

Select the fill and sign option

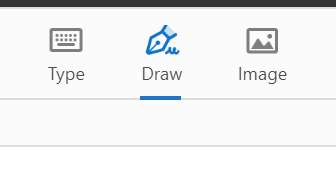
OR



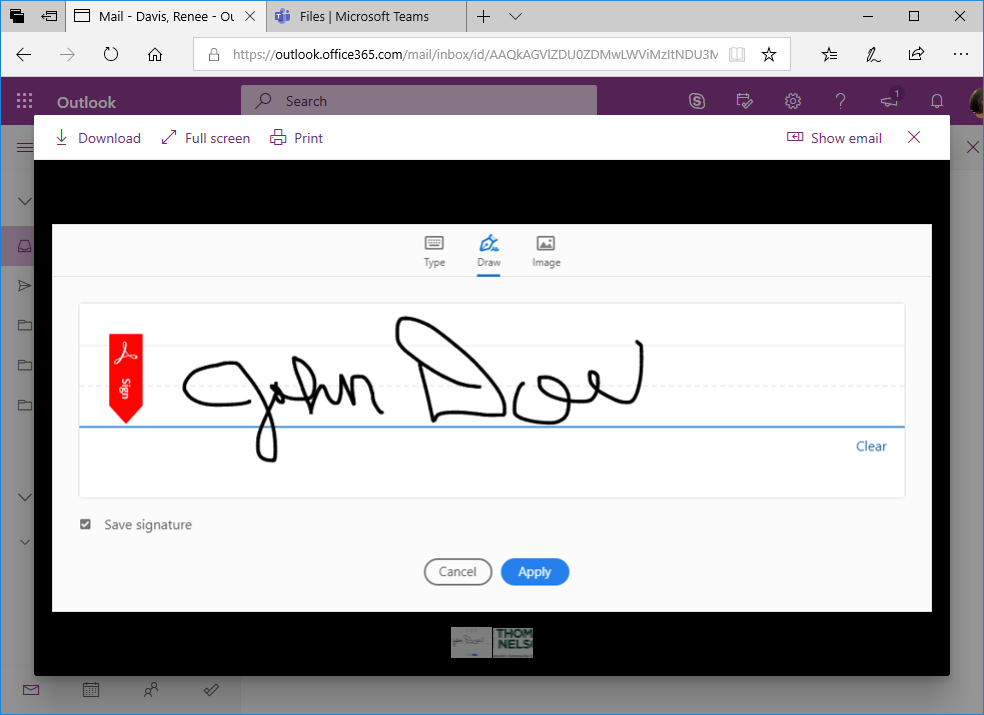
**Step 5: Select Add Signature**



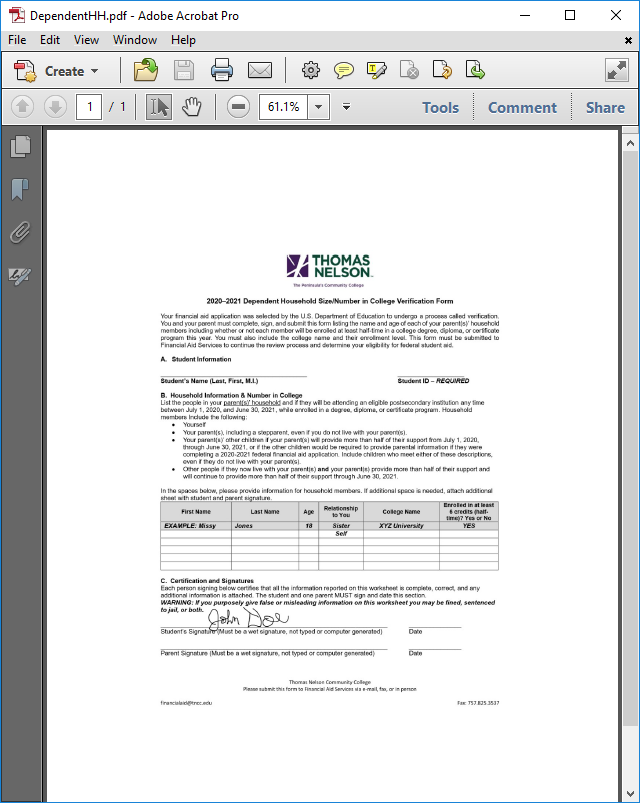
**Step 6: Select Draw**



**Step 7: Use your Cursor to sign your name and select Apply**



**Step 8: Position signature on signature line**



**Step 9: Save document and submit**

**Documents may be submitted through email at** [**financialaid@tncc.edu**](mailto:financialaid@tncc.edu) **or on our website** <https://mysupport.tncc.edu/sims/helpcenter/common/layout/SelfHelpHome.seam?inst_name=vccs-thomasnelson>

