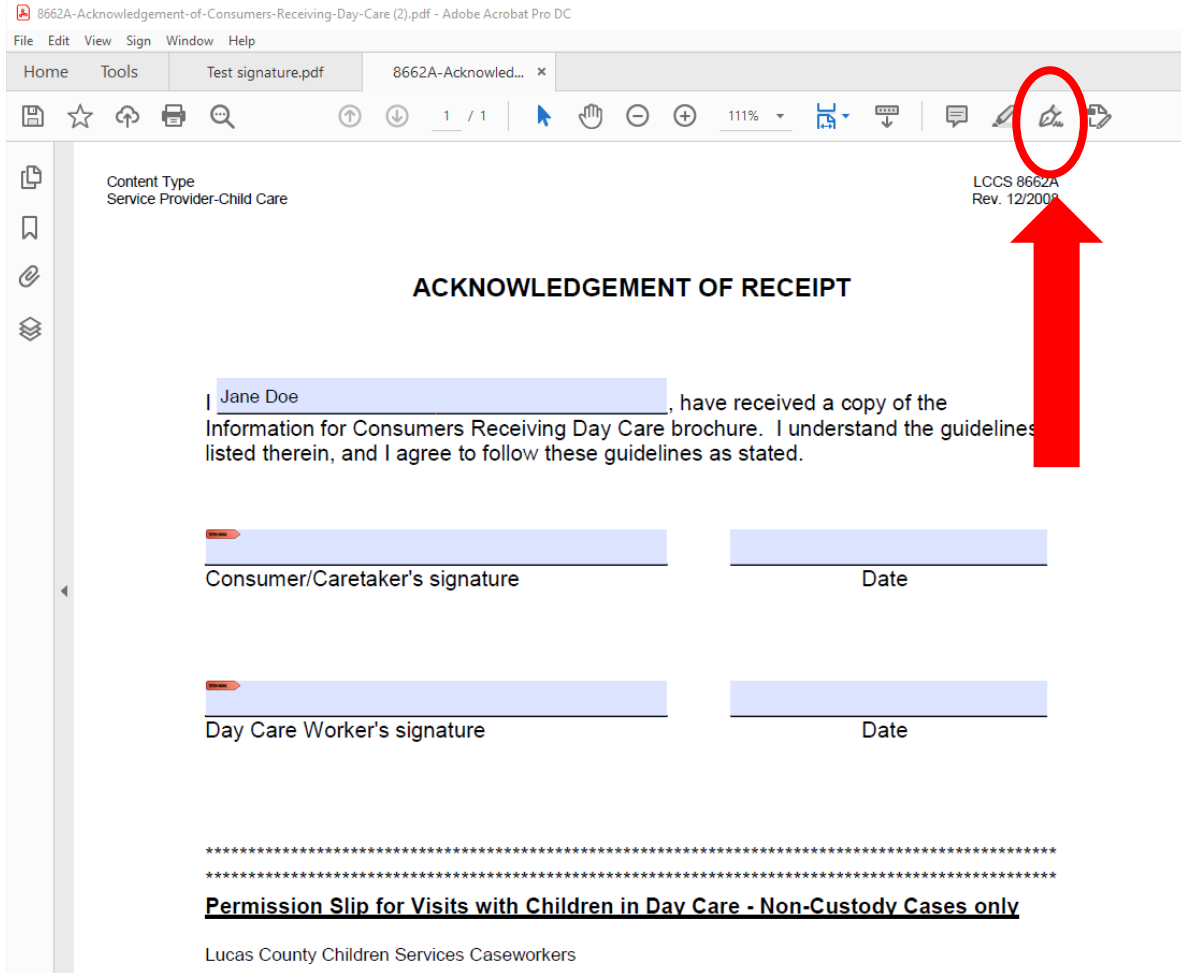
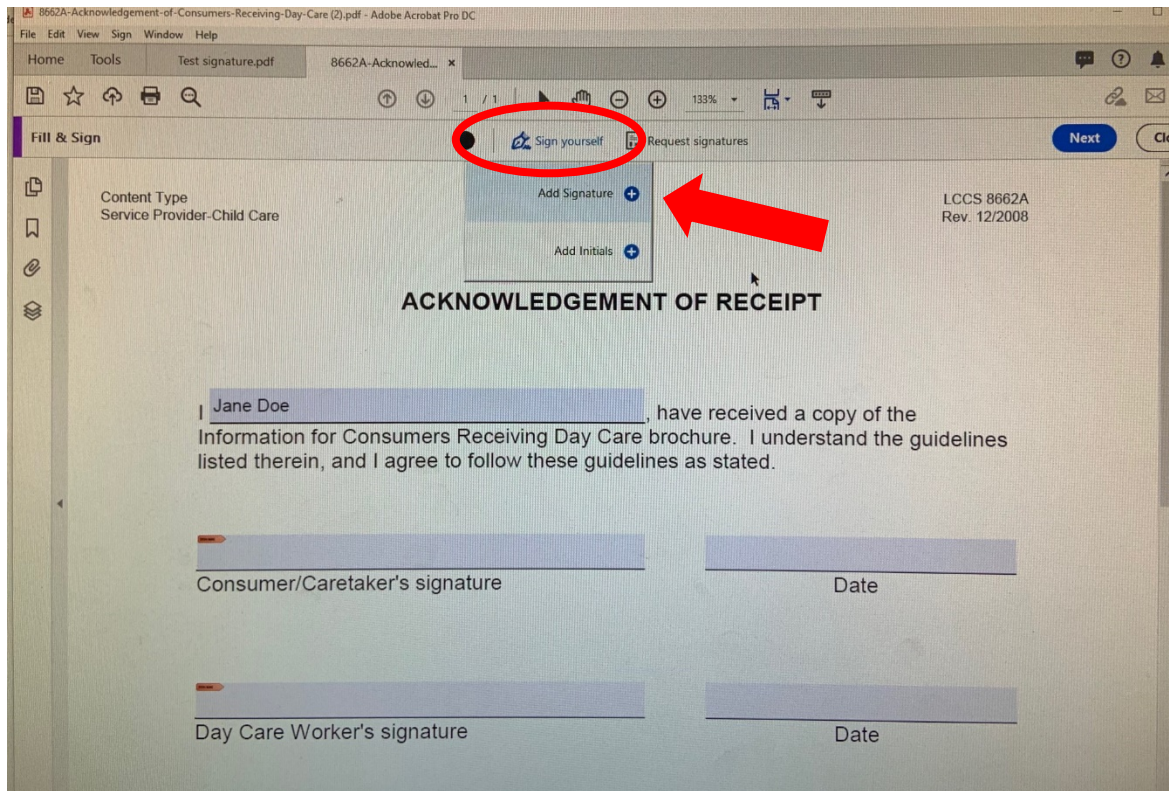


## Signing Documents on Surface laptops and Surface Pro

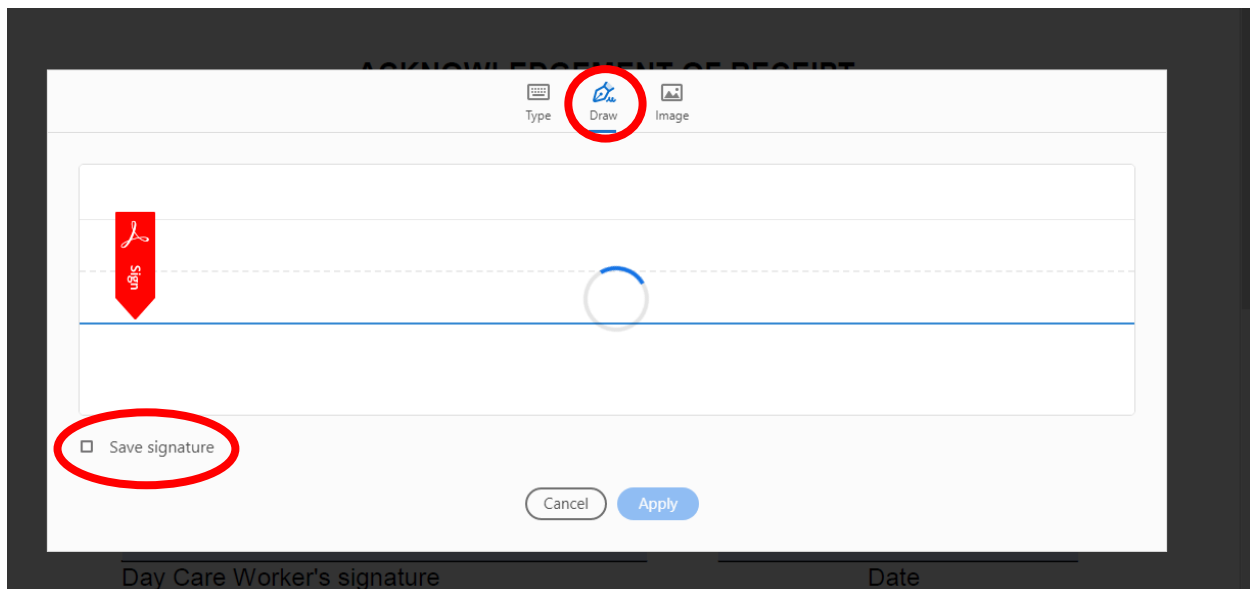
To gather signatures on forms please follow these steps. First and foremost, the form MUST BE COMPLETED before you gather signatures. You cannot make any changes to the form except to add new signatures once a document has been signed. If you need to make any changes you will have to create a new form and start over. This is to ensure that unapproved changes have not been made without any participants knowledge.



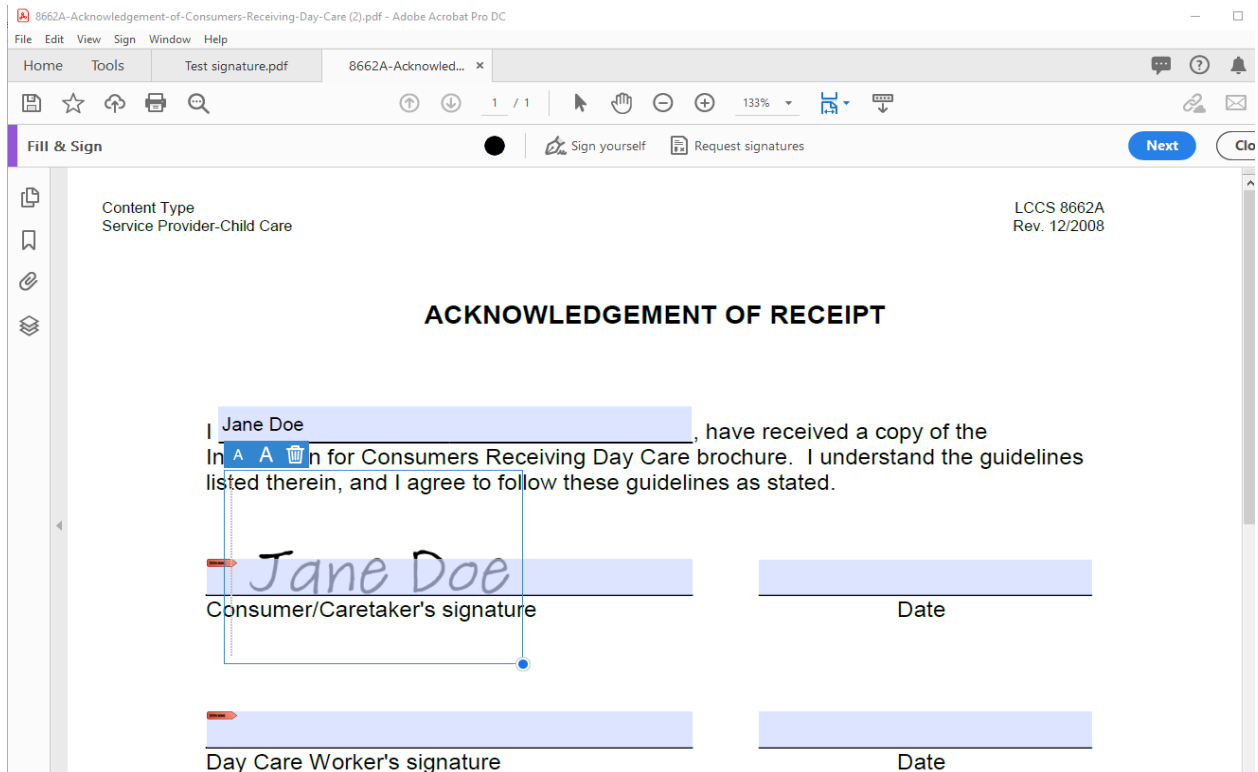
Click on the pen icon in the upper right side of the document to start the signature process.



Click on the Sign yourself icon in the top middle of the page. Then click Add Signature.



The signature box will open as a default on Type. Click on the Draw icon to have the ability to sign. Make sure to uncheck the box for Save Signature.



Place the signature where you want it. You can change size if desired by dragging the blue dot. For the first signature you will be able to type a date in. After the initial save you will have to sign the date as well. You can follow the same process as for the signature but just have the signer put the date instead.

If everyone is there for signing at the same time you can have all participants sign and then save the document. If you must gather more signatures later, you will need to save the document. To save, click on File, Save As. You can name the file whatever you want. At this time your device will prompt you where you want to save this. Saving documents in the same location will help you save time when trying to locate them.

When you open the document after saving you will not be able to make any changes to the form or to any previous signatures. Double check all info before saving for accuracy.

When adding new signatures, follow the same steps as above and place them where needed on the document.

Once all signatures have been entered, do a final save and the document is then ready to be uploaded into Traverse. All forms will have the Traverse taxonomy in the upper left corner. If you are unsure how to upload a document into Traverse, please see your Clerical Assistant and they will be able to assist you.

Jane Doe \_\_\_\_\_, have received a copy of the Information for Consumers Receiving Day Care brochure. I understand the guidelines listed therein, and I agree to follow these guidelines as stated.

Jane Doe  
Consumer/Caretaker's signature

09/30/2020  
Date

Caseworker  
Day Care Worker's signature

09/30/2020  
Date

\*\*\*\*\*  
\*\*\*\*\*

**Permission Slip for Visits with Children in Day Care - Non-Custody Cases only**

Lucas County Children Services Caseworkers

Check one