

## Electronic Signature Pad Instructions

The electronic signature pad is a useful tool that allows accredited representatives to easily sign forms in VetraSpec without needing to print the form. Please follow the steps below to properly attach electronic signatures to VetraSpec Forms.

1. Open pDoc signer. This program should already be installed on your VA imaged computer. If you have issues finding this program, contact your local IT support.
2. Open the PDF document named *"Electronic Signature Creation Page"* in pDoc Signer. You can find this document on the VFW Online Learning Portal at <https://vfw.psycharmor.org/> in the resources section. Once found, download the document and save it to your desktop. To open the document in pDoc Signer, select "File" in the top left corner of the screen and click open. From here select the electronic signature page from where you saved it and click open.
3. Once the document opens, click the pen & paper icon on the top of the screen. It should be the third icon from the left, which when hovered over will say *"Insert and sign electronic signature box"*. This will turn your mouse pointer into crosshairs.
4. Hold the left mouse button down and drag your mouse to create a signature box. Once you release the mouse button a new dialog box will open.
5. Have the veteran sign on the signature pad using the attached stylus pen. The signature should appear on your screen. You do **NOT** need to fill out anything else in this dialog box. Select OK to insert the signature into the box you created.
6. Open Snipping Tool. This program should already be installed on your VA imaged computer. If you have issues finding this program, contact your local IT support.
7. Click the new button in Snipping Tool and drag the mouse to create a box around the signature and then save the signature to your desktop as a JPEG image.
8. Close the Electronic Signature Page. Do not save the document.
9. Return to VetraSpec and click browse in the signature block of the form you are signing and then select the signature you just saved to attach it to the form.
10. Delete the veteran's signature that you saved to your desktop. If, when you delete, it sends the file to the recycle bin, ensure that you empty the recycle bin in order to properly delete the veteran's signature from your computer.

