

Accepted Signature Types

You can use any of the following signature formats when signing documents:

- ✓ Electronic Signatures (e.g., DocuSign, Adobe Sign)
- ✓ Typed Signatures (your name typed in a signature field)
- ✓ Inserted Image Files (a scanned or digital image of your signature)
- ✓ Wet Signatures (physically signed, then scanned)

Accepted Document Formats

You may submit signed documents in these formats:

- 📄 PDF
- 📄 Word Document

Where to Place Your Signature

Ensure that your signature is positioned correctly:

- ✓ Above the signature line:

Sincerely,

Joseph Schmoseph

Joseph Schmoseph
Executive Director

- ✓ In a signature block:

Joseph Schmoseph

Executive Director

When to Use These Signatures

You can use the approved signature types for:

- 📌 Legislator thank-you letters
- 📌 Fiscal sponsor agreement letters

🚦 Exceptions 🚦

For STD 204 (Payee Data Records) and STD 213 (Grant Standard Agreements), you **MUST** use Signority to sign. The CAC will provide specific instructions provided for these forms.