Electronic Signature Instructions

State Chapter Committee Covenant Agreement

The Covenant Agreement is signed each year after State Officers are elected. Your committee can sign it electronically using **Option 1** below or **Option 2** on page 2, where Kairos sends it out for you.

Option 1: Your Secretary sends the fillable PDF to each officer

Before you start:

- Use the free **Adobe Acrobat Reader** app on a Windows or Mac computer (get.adobe.com/reader). Signature fields don't work in a web browser, Mac Preview, or most phone apps.
- Pass one file from person to person. Signatures on separate copies can't be combined.
- Stuck? Email Todd Hardy, at Todd@KPMI.org, and Kairos can switch your committee to Option 2.

For the Secretary:

1. Open the fillable agreement in Acrobat Reader and type your state name and the year at the top of page 1.
2. Sign your own block (*see the steps below*), save the file, and email it to the next officer.
3. Each officer signs, saves, and emails the file to the next person. The last person sends it back to you.
4. Check that every block is signed, then email the completed PDF to Todd Hardy, at Todd@KPMI.org.

For each signer:

1	Under your position, type your name in **Printed Name** and today's date in **Date**.
2	Click the signature field next to your position. It's outlined in red and says **Click to sign** when you point at it. 
3	A **Sign with a Digital ID** window opens. If you've signed this way before and your digital ID is listed, select it, click **Continue**, and skip to step 6. Otherwise, click **Configure New Digital ID**, choose **Create a new Digital ID**, and click **Continue**.
4	**On a Windows PC:** choose **Save to Windows Certificate Store** and click **Continue**. It's protected by your Windows login, so there's no password to remember. **On a Mac:** choose **Save to File** and click **Continue**.
5	Enter your name and email address (leave the other fields as they are) and click **Save**. On a Mac, click **Continue** instead, create a password of at least 6 characters, write it down, and click **Save**. Then select your new digital ID and click **Continue**.
6	Click **Sign** (on a Mac, enter your password first). When Acrobat asks you to save the signed file, click **Save**, then email it to the next person on the list.

Asked for a PIN or password you don't know? It belongs to an older digital ID on your computer, not to Kairos, and it can't be recovered. Click **Back**, choose **Configure New Digital ID**, and make a new one starting at step 3.

Option 2: Kairos sends it for you through Adobe Acrobat Sign

Kairos emails the agreement to each officer in turn. Nobody needs a digital ID or extra software, and it works on a computer, tablet, or phone.

> **To ask for this:**
> Email Todd Hardy, at Todd@KPMI.org, with your state name, the year, and your election roster: each signer's name, position, and email address, listed in the order you'd like them to sign.

What happens next: Todd sets up the agreement and sends it to the first signer. As each person signs, it moves to the next one automatically. Todd can send reminders through the system, and if the agreement stalls, he will let you know. When everyone has signed, each person receives a copy of the completed agreement by email.

When the email arrives:

1	Open the email from Adobe Acrobat Sign and click **Review and sign**.
2	If asked, click **Continue** to accept the Terms of Use and Consumer Disclosure.
3	Click **Start**, or the blue arrow at the bottom of the screen, to jump to your signature field.
4	Click the signature field, type or draw your signature, and click **Apply**.
5	Click **Click to Sign** at the bottom of the page. Your part is done.

Don't see the email? Check your spam or junk folder for a message from Adobe Acrobat Sign.

Questions or need help? Email Todd Hardy, at Todd@KPMI.org.