



# Your Windows® Print Driver Solution to Electronic Signatures

**IMPORTANT!!! Skyward will only accept color forms that have been filled out completely. Please complete steps 1-6 carefully. Incomplete forms will not be accepted.**

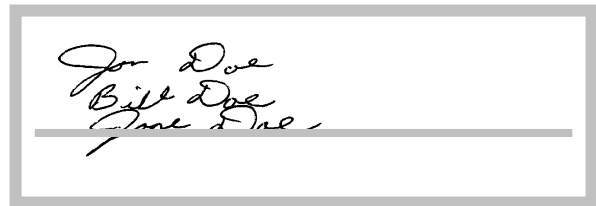
**1. Place desired signature(s) inside the yellow box.** Sign naturally and use a fine black porous or roller pen. You may type a title in the signature box (optional). All signatures and titles must stay within the yellow box. (Samples are shown in gray boxes below).



Single Signature Sample



Multiple Signature Sample



**2. Please indicate how you would like to use the eSign™ signatures within the Skyward Management System™.** Check all that apply.

|                                     |                            |                                     |                            |
|-------------------------------------|----------------------------|-------------------------------------|----------------------------|
| <input checked="" type="checkbox"/> | <b>Finance Application</b> | <input checked="" type="checkbox"/> | <b>Student Application</b> |
|                                     | Purchase Orders            |                                     | Transcripts                |
|                                     | Payroll Checks             |                                     |                            |
|                                     | Accounts Payable Checks    |                                     |                            |

**3. Please select a Payment Option** (The cost is \$200 per block regardless of the number of signatures within the block):

PO # or Check # (Enclosed) \_\_\_\_\_  N/A - eSign included with original core purchase

**4. Please complete the required district information:**  Progress  Qmlativ

\_\_\_\_\_  
School District

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

**5. Contact Information:** ("Authorized Signature" personnel will receive eSign instructions if no contact is provided.)

We are hosted by ISCorp.  We are hosted locally.  We are hosted other. \_\_\_\_\_

Please send eSign file instructions to the following contact: \_\_\_\_\_

**6. Submit your Request:** Return this form to the Skyward Sales Administration Department, ATTN: Sales Processing. **Please mail the form to our new address below or email a copy to [SalesProcessing@Skyward.com](mailto:SalesProcessing@Skyward.com). In the event the received scanned/emailed copy is poor, the district may be required to mail in a hard copy.**