

## Electronic DCJ Reporting & Modification Forms

The Division of Criminal Justice (DCJ) has updated reporting and modification forms to allow you to download, complete, digitally sign, and return electronically to DCJ. Although, you may print, complete, sign and mail the form in, it is recommended and preferred that you do the entire process electronically. See the instructions below to electronically complete and return your forms to DCJ.


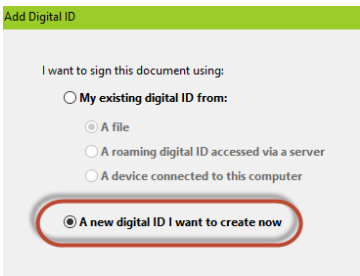
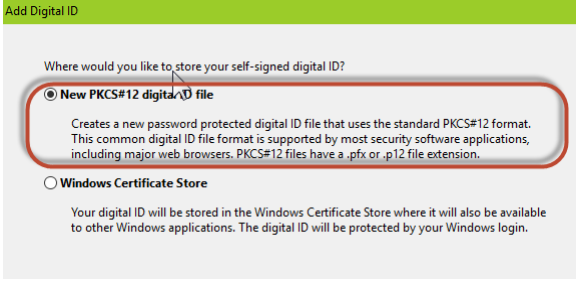
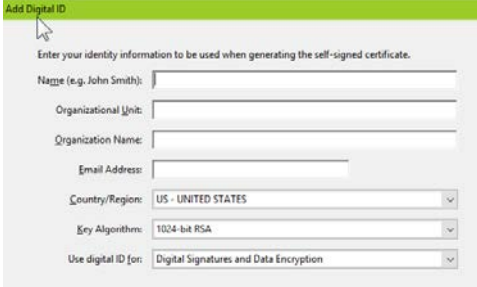
You do not need to purchase Adobe software; this process may be done using the **free Adobe Reader DC** available for download at: <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>.

**NOTE:** You **must download** the DCJ form and **save** prior to making edits and signing.

- 1) **Download the form.** Each browser (Internet Explorer, Mozilla Firefox, Safari, and Chrome) is different and the PDF may look & behave differently, but once **downloaded** the PDF function is the same.
- 2) **Save the form.** Even if temporary, save the form before you start completing it.
- 3) **Complete the form. Fill in all the mandatory fields.**
- 4) **Sign the form.** Have each project official electronically sign the form. If multiple officials are required to sign the document, the first person should sign it, save it and send the version to the next person; saving after each signature.
- 5) **Submit the electronic form to DCJ.** This may be done via email or another approved electronic grants management system accepting attachment. If you are unsure of how to submit your electronic reports contact your grant manager.

## Instructions for Signing a PDF

You will be asked to save again after you apply your signature. This process will save your password protected digital signature on your **hard drive**. You may have to repeat this process if you use different machines.

<p><b>Follow steps 1 through 5 to provide a digital signature.</b></p> <p><b>Step 1:</b> Click on the red tab in the signature line</p> 	<p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>Returning users go to <b>Step 6</b></li> <li>First time user select "A new digital ID I want to create now". Click <b>Next</b>.</li> </ul> 
<p><b>Step 3:</b> Select the location where you want to store your signature. Click <b>Next</b>.</p> 	<p><b>Step 4:</b> Enter your identity information to be used when generating the signature. Click <b>Next</b>.</p> 

**Step 5: Create a password for your signature. Click Finish.**

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

n2\AppData\Roaming\Adobe\Acrobat\11.0\Security\LindseyJohnson.pfx Browse...

Password:

\*\*\*\*\*

Medium

Confirm Password:

\*\*\*\*\*

**Step 6: Enter your password and click Sign.**

**Note:** You can select **Lock Document After Signing**. Select this only if you are the last person to digitally sign this document because it locks all of the fields in the document. Click **Sign** to sign the document.

Sign Document

Sign As: John Smith <johnsmith@email.com>

Password: \*\*\*\*\*

Certificate Issuer: John Smith Info...

Appearance: Standard Text

John Smith

Digitally signed by John Smith, DN: cn=John Smith, o=Pappadine University, ou=Graduate School of Education and Psychology, email=johnsmith@email.com, c=US, Date: 2013.04.04 08:56:13 -0700

Lock Document After Signing

Sign Cancel

Detailed instructions can be found at <http://www.adobe.com/articles/article.asp?p=1708161&seqNum=4>.