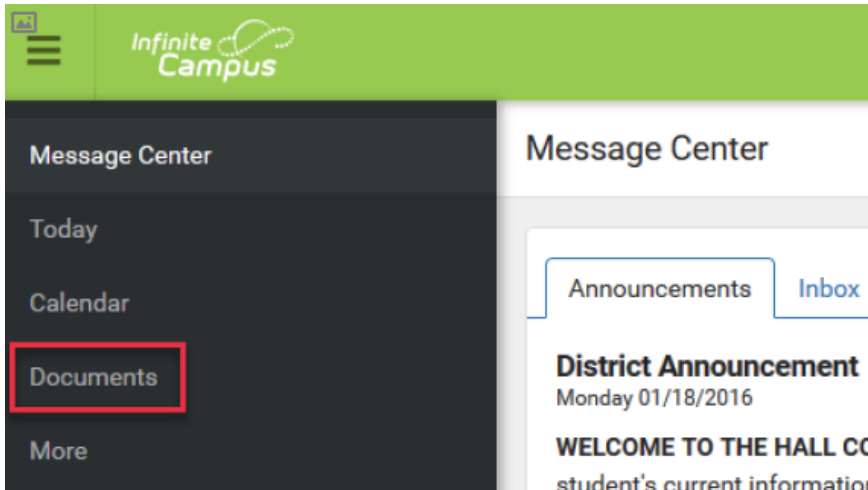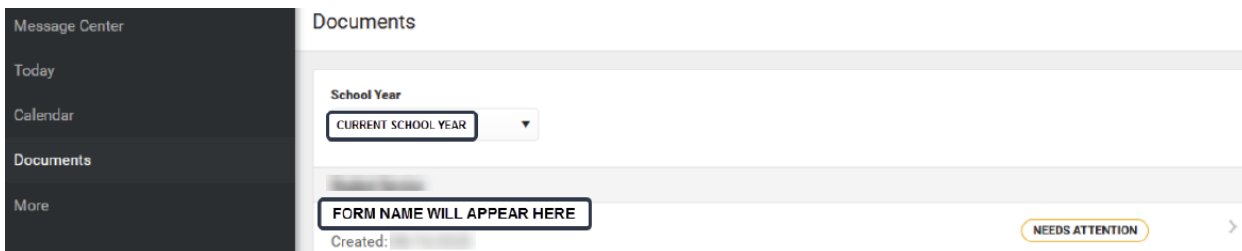# PORTAL E-SIGNATURE INSTRUCTIONS

** Parents must sign into their Parent Portal on a computer before using the Parent Portal app**
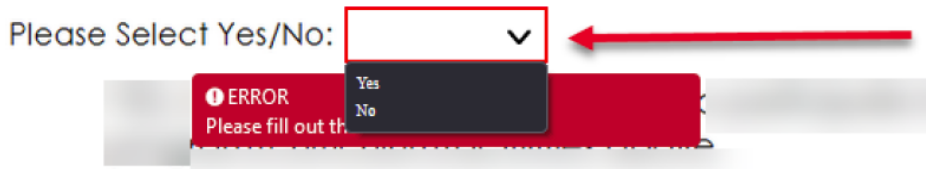
When logged into Portal, click Documents:

Select the document you would like to sign:

Read and review document. If the document has a required field that needs to be answered, be sure to select your answer first. If the document does not require a field to be answered, skip to the next step.

At the bottom you will find a 'Signature Page', click the red page with pen icon:

Click 'Sign' if you accept the form and 'Decline' if you decline. You can clear your selection if you make a mistake.
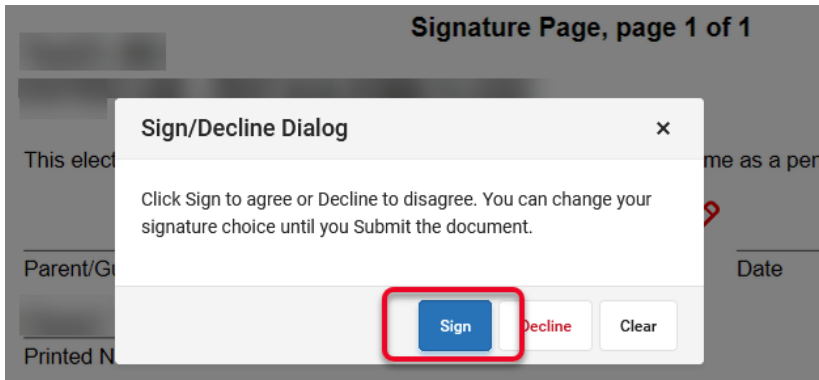
If signed, your signature and date will appear. If declined, you will see 'DECLINED' on the signature line. 'Click Submit' after making your selection *Note - once a form has been submitted no edits can be made:

The Documents tab will reappear and show that you have signed the document:
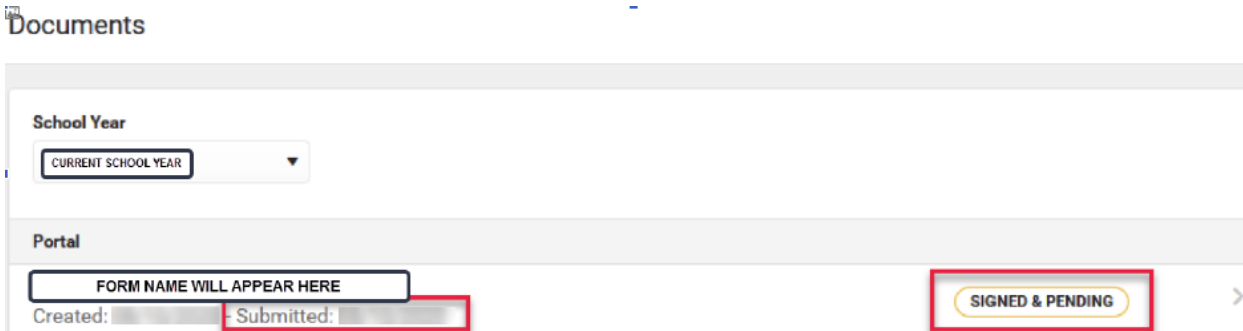
Repeat these steps for all forms that require a signature.

If you have multiple children, you can toggle between them in the upper right hand corner and select their name.