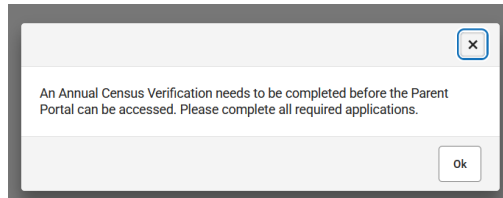


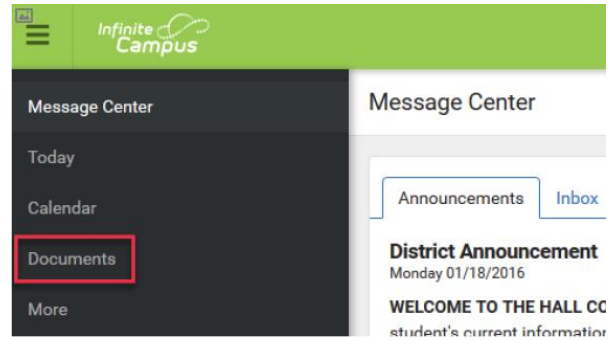
## Parent Portal E-Signature Instructions

***\*\*Parents must have an active Parent Portal account\*\****

**Step 1:** Parents must complete an Annual Census Verification for each school year. If prompted with the notification below, please complete an Annual Census Verification first. Instructions can be found here: <https://www.hallco.org/web/ic-parent-resources/>



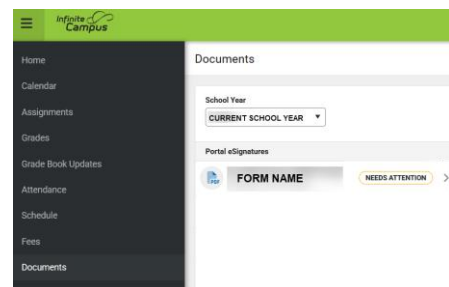
**Step 2:** Click on 'Documents'



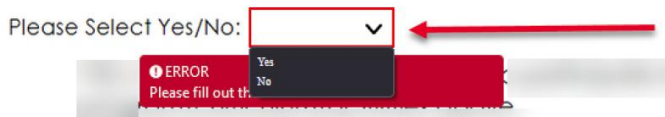
**Step 3:** If you have not already accepted, you will need to read over the "Agreement to use Electronic Signatures"



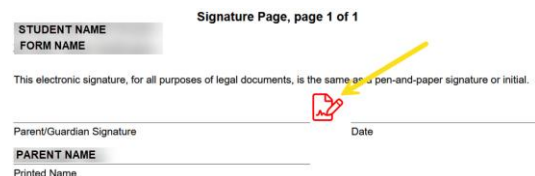
**Step 4:** Select the document you would like to sign



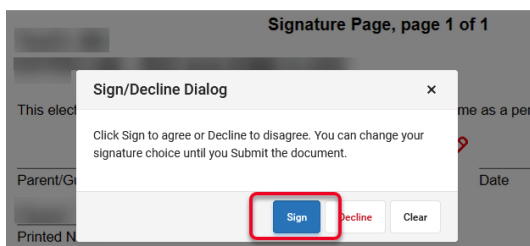
**Step 5:** Read and review the document. If the document has a required field that needs to be answered, be sure to select your answer first.



**Step 6:** Once you have completed the form, you will need to Sign/Decline the document. Click on the red page with the pen icon:

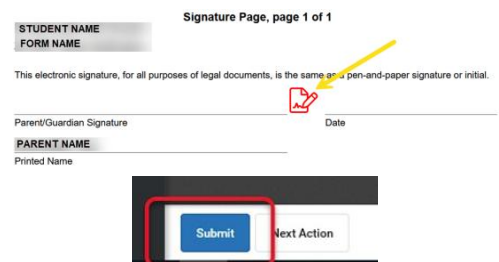


**Step 7:** Click 'Sign' if you accept the form and 'Decline' if you decline. You can clear your selection if you make a mistake:



If signed, your signature and date will appear. If declined, you will 'DECLINED' on the signature line.

**Step 8:** Click 'Submit' to submit the form. Note: once a form has been submitted no edits can be made.



If you need to make changes you will need to contact your child's school to have a new form assigned. The most up-to-date answers will be used.

Repeat these steps for all forms needed.

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

For all other Parent Portal Information, visit: <https://www.hallco.org/web/ic-parent-resources/>

Please contact your child's school with any Portal/Forms questions/issues.