



Using Your Digital Signature

This document provides instructions for installing and using your digital ACI signature.

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Digital Signatures

Use the signature tool to digitally sign completed reports using secure passwords.

Signing a Report

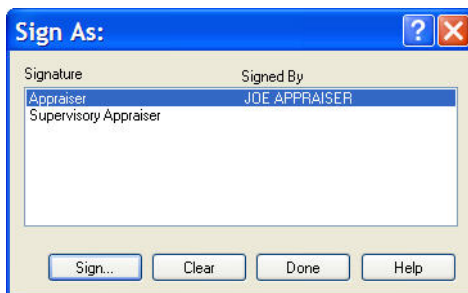
1. Click **Tools > Sign Report**, or click the **Sign Report** icon (✍️) on the toolbar, or press **CTRL+SHIFT+S** on the keyboard.
2. Select the *Signature Name*, enter the *Password*, and click **OK**.



3. Select the *Sign As* role (i.e. Appraiser, Supervisory Appraiser or Review Appraiser), and click **Sign**.

NOTE: Available roles are determined by the forms included in the report.

4. If the report contains a signature date, click **Yes** at the prompt to change the report signed date to today's date, or click **No** to retain the original signature date.
5. The signature name is displayed in the *Signed By* column. Click **Done** to sign report.



Clearing Signatures from the Current Open Report

1. Click **Tools > Sign Report**.
2. Select the *Signature Name*, enter the *Password* and click **OK**.
3. Select the *Signature*, click **Clear**, and click **Done**.

Clearing Signatures from a Report

1. Open the report file.
2. Select *Signed Report:* option. Each option allows a different level of editing once the report is open.

View

Open the report with editing disabled. No password required.

Remove Signatures

Remove all signatures from the report and allow editing.

Enter as Appraiser

Open the report with editing enabled, retaining the signature. Appraiser password required.

Enter as Supervisor

Open the report with editing disabled. Supervisory Appraiser may sign the report.

Enter as Review Appraiser

Open the report and allow editing on select forms. Review Appraiser password required.

Enter as Sup. Review Appr.

Open the report with editing disabled. Supervisory Review Appraiser may sign the report.

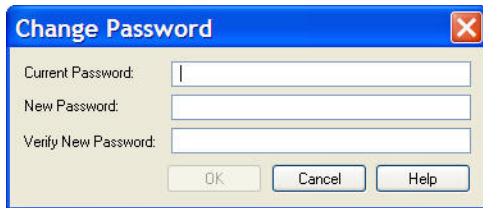


Changing Signature Passwords

1. Click **Tools > Change Signature Passwords**, or press **ALT+T+C** on the keyboard.
2. Select *Signature*, enter *Password*, and click **OK**.
3. Click **Yes** to create a backup copy of the signature file, or click **No** to proceed without creating a backup.

NOTE: The backup copy of the signature file retains the old signature password.

4. Click **Change Password**.
5. Enter the *Current Password*, the *New Password*, reenter the new password in *Verify the New Password*, and click **OK**. Click **OK** to save changes and exit the *Signature Utility*.



The screenshot shows a dialog box titled "Change Password" with a close button (X) in the top right corner. It contains three text input fields: "Current Password:", "New Password:", and "Verify New Password:". Below the fields are three buttons: "OK", "Cancel", and "Help".

Ordering a Digital Signature

1. Open the Report program.
2. Click **Help > Signature Card**.
3. Print the signature card, enter the requested information, sign the card, and fax it to the number provided.

Please call ACI Sales at 800-234-8727 for assistance with your order.

Installing a Digital Signature

1. Open the email containing the digital signature file.
2. Download the attached signature file: YourName.sig.
3. Select **Save** when prompted to Open or Save the file.
4. When the *Save As* window opens, add ".sig" to the end of the filename and save the file to the Desktop.
5. Double-click the digital signature file on the Desktop. The *Signature Installer* window opens confirming that the signature has been installed.

TIP: Save a copy of your digital signature file to an external storage device (e.g., CD, USB drive). Signature cards are not retained. Passwords are not kept on file.