



# Using Your Digital Signature

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

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# Digital Signatures

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

## Signing a Report

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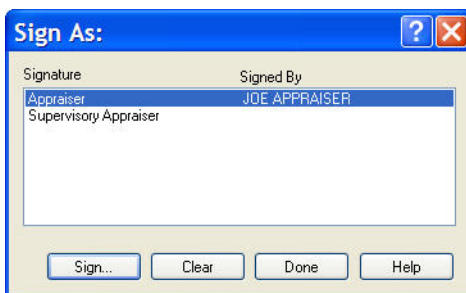
1. Click **Tools > Sign Report**, or click the **Sign Report** icon (  ) on the toolbar, or press **CTRL+SHIFT+S** on the keyboard.
2. Select the *Signature Name*, enter the *Password*, and click **OK**.



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

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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

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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.



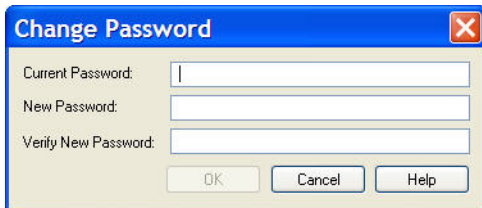
## Changing Signature Passwords

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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 image 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

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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

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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.