Click in the appropriate signature field (depending on whether you are a supervisor or staff member)

**Section 4: Signatures**

Review all content carefully before engaging the digital signature. Digitally signing the form finishes the process and no further edits will be accepted.

**Digital Signatures:**
- Prior to electronically signing the form, each signer should save a copy of the form. The file name assigned to the form should begin with the staff member's SUID number (for example: “55555555-Doe”). Once digitally signed, the form is locked and cannot be edited. (Note: Section 2e, Staff Member’s Summary Comments, locks for editing after the staff member electronically signs the form.) By saving a copy prior to digitally signing this form, you can go back and make changes if necessary.
- Once digitally signed, email the **saved electronic form with digital signature** (not printed or scanned copies) to the next person for signature.

1. **Supervisor Signature**
   
   Supervisor will email form to Staff Member for comments and signature.

2. **Staff Member Signature**
   
   Staff Member will email digitally signed form to Supervisor.
   
   Supervisor will email form to Next Level Reviewer.

3. **Next Level Reviewer Signature**
   
   Next Level Reviewer will email form to performance@syr.edu.
From the Sign As dropdown, select New ID... and then click the Sign button.
Select “A new digital ID I want to create now” and click the Next button.
Leave the default options set and click the Next button.
Fill in the first 4 fields in this dialog box, then click the Next button.

Enter your identity information to be used when generating the self-signed certificate.

- **Name (e.g. John Smith):** Otto Orange
- **Organizational Unit:** Student Affairs
- **Organization Name:** Syracuse University
- **Email Address:** orange@sy.edu
- **Country/Region:** US - UNITED STATES
- **Key Algorithm:** 1024-bit RSA
- **Use digital ID for:** Digital Signatures and Data Encryption

Staff Member will email digitally signed form to Supervisor.

Supervisor will email form to Next Level Reviewer.
Leave the default file name, enter a complex password (do not use the same password as your NetID) and then click Finish.
Enter the password you just created in the Password field and then click the Sign button.
Save the file using the naming scheme recommended on the form (SUID-FirstName_LastName) and then click the Save button.
The digital signature will be inserted into the selected signature field. You can then email the form on as instructed.

**Section 4: Signatures**

Review all content carefully before engaging the digital signature. Digitally signing the form freezes the document and no further edits will be accepted.

**Digital Signatures:**

- Prior to electronically signing the form, each signer should save a copy of the form. The file name assigned to the form should begin with the staff member’s SUID number (for example: "5555555555-Doe_Jane"). Once digitally signed, the form is locked and cannot be edited. (Note: **Section 2e, Staff Member’s Summary Comments**, locks for editing after the staff member electronically signs the form). By saving a copy prior to digitally signing this form, you can go back and make changes if necessary.
- Once digitally signed, email the **saved electronic form with digital signature** (not printed or scanned copies) to the next person for signature.

**1. Supervisor Signature**

*Otto Orange*

*Date*

**Supervisor will email form to Staff Member for comments and signature.**

**Staff member acknowledgment:** I have reviewed this document with my supervisor. My signature indicates that I have read it and participated in these discussions, but does not necessarily imply my agreement. Any areas of disagreement are noted in **Section 2e, Staff Member’s Summary Comments**. I understand that, upon request, I am entitled to receive a copy of the final completed form and attachments, bearing all required signatures.

**2. Staff Member Signature**

*Date*