Activate E-Signature Functionality [.2108 - .2319]

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Classic View: System Administration > User Security > E-Signature

Search Terms: E-Signature

Use the E-Signature tool to enable E-Signatures during the online Meal Benefits Application process. An E-Signature allows an application signer to electronically sign and submit their application to the district using a Personal Identification Number (PIN).

E-signatures must be turned on if applicants are required to use a 4 digit PIN to e-sign their application.

Districts utilizing LDAP or SAML (SSO) authentication can enable E-signature functionality and use the Online Meal Benefits Application.

For more information about the Meal Benefits Application process, see the Meal Benefits Application (Portal) article.

If you do NOT Activate E-Signature Functionality for Meal Benefits Applications

- It is ultimately the responsibility of each CNP SA (Child Nutrition Program State Agency) and local agency to review their state's statutes and policies regarding what is required for the electronic transfer of information in state-administered Federal programs. Know the requirements prior to activating or deactivating E-Signature.
- The standard application instructions (found in FRAM > Letter Editor > Online Application Instructions) lists information on PIN use in several places. If you are turning off or not using E-Signatures, update the instructions to remove reference to the PIN requirements.
- There is language in the Terms of Use section of the E-Signature which mentions the electronic signature. Consider moving the information from this section to the Authorization Statement section of the Application Instructions if you are not using the electronic signature.

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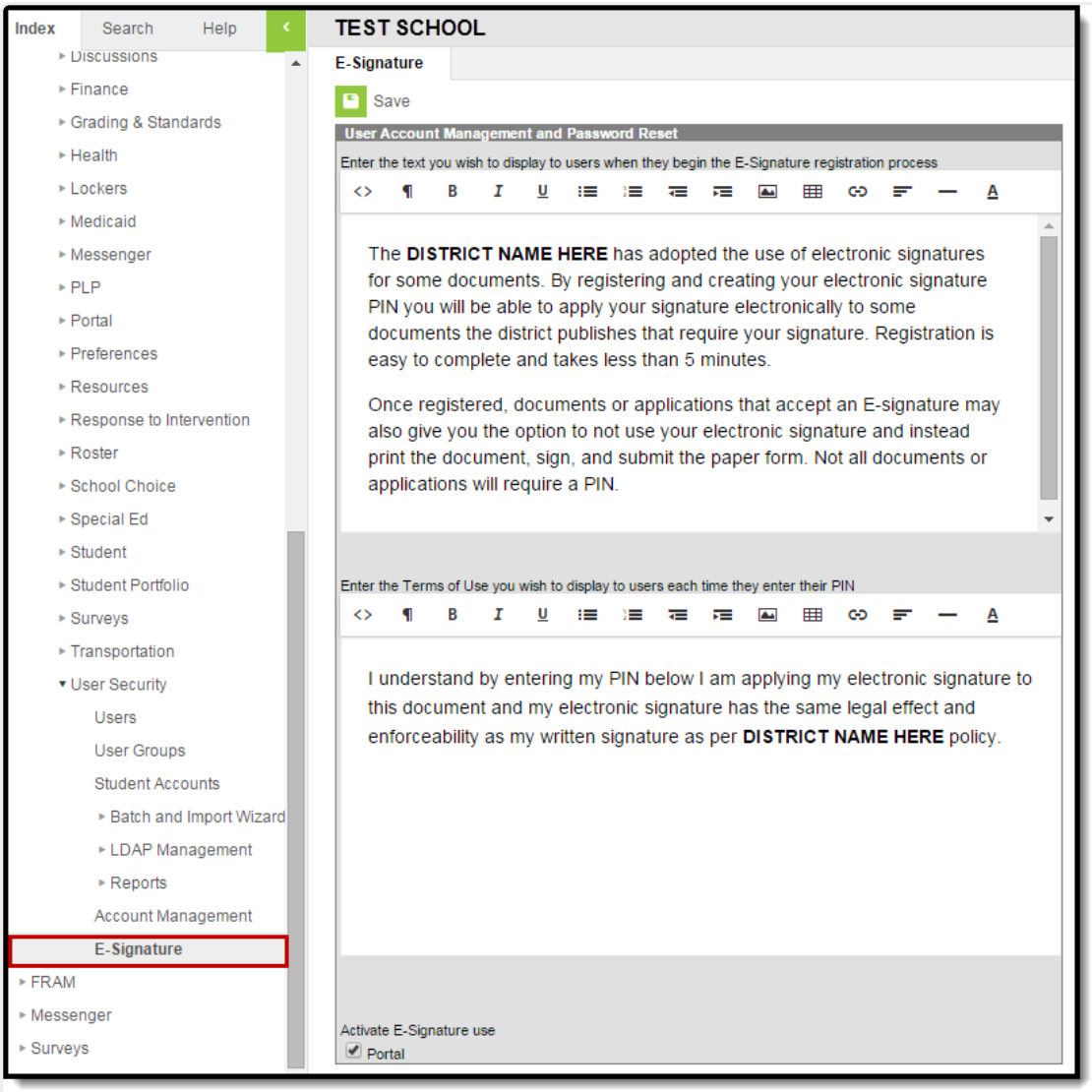

E-Signature Tool

Step	Action	Description

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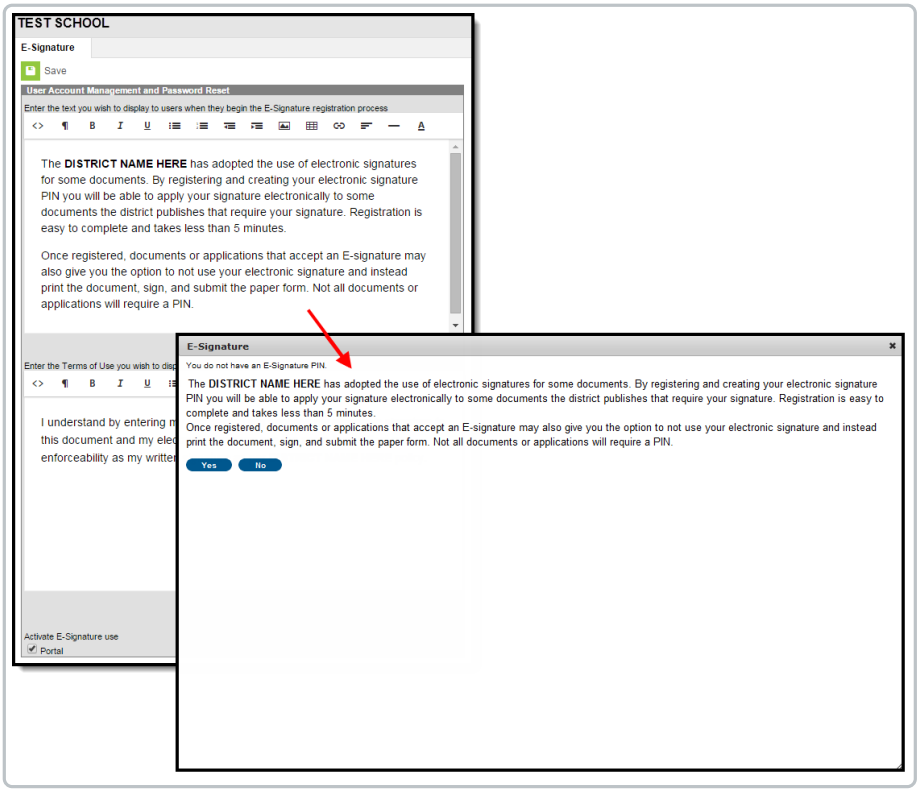
Step	Action	Description
1	**Enter E-Signature Registration Text**	Information entered in the first text box is provided to unregistered users attempting to fill out a Meal Benefits Application. ▸ Click here to expand... 

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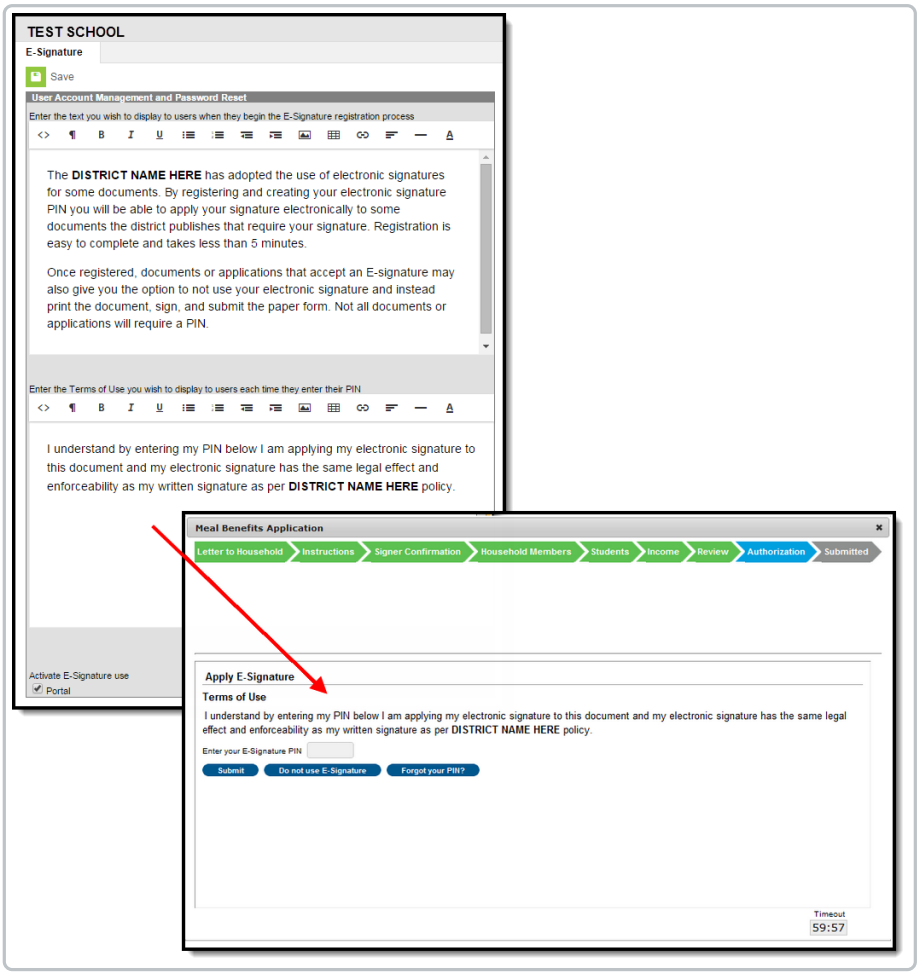
Step	Action	Description
2	**Enter Terms of Use**	Information in the second text box is the Terms of Use provided to users during the Authorization step of the Meal Benefits Application process. ▸ Click here to expand... 

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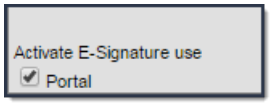
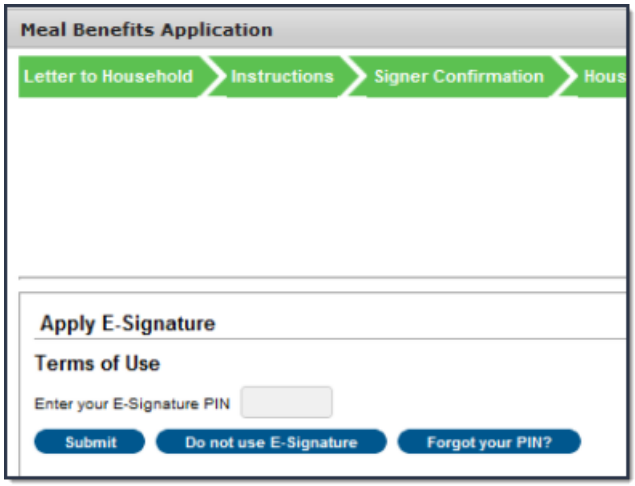
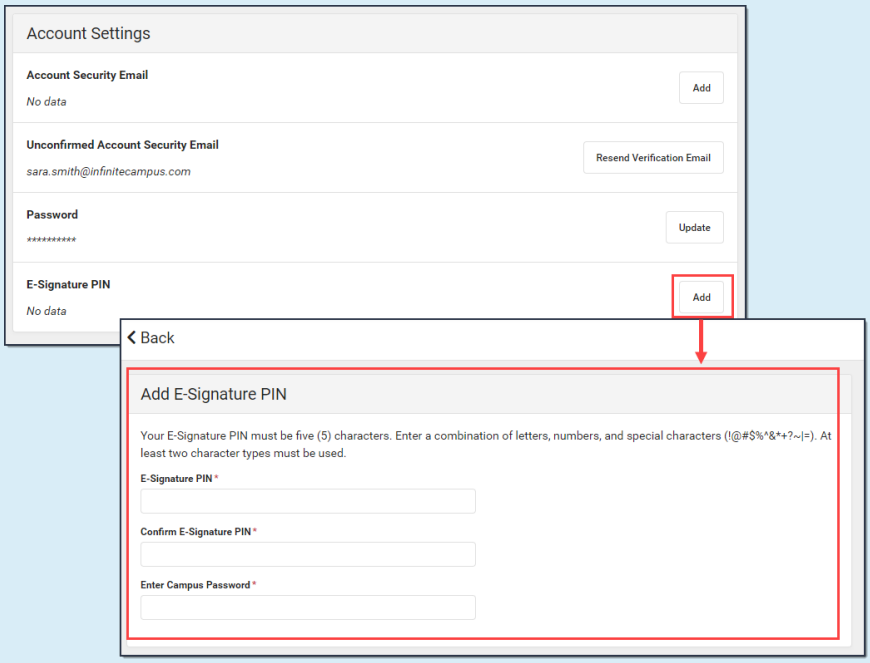
Step	Action	Description
3	**Activate E-Signature**	Mark the **Activate E-Signature Use** checkbox and select the **Save** button. Once E-Signature functionality is enabled, users can create an E-Signature PIN and electronically sign their Meal Benefit Applications.   Portal users can manage their E-Signature PIN via the Account Settings tool. ▸ Click here to expand... 

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