

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

Last Modified on 08/03/2023 4:12 pm CDT

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.

Index Search Help <

TEST SCHOOL

E-Signature

Save

User Account Management and Password Reset

Enter the text you wish to display to users when they begin the E-Signature registration process

The **DISTRICT NAME HERE** has adopted the use of electronic signatures for some documents. By registering and creating your electronic signature PIN you will be able to apply your signature electronically to some documents the district publishes that require your signature. Registration is easy to complete and takes less than 5 minutes.

Once registered, documents or applications that accept an E-signature may also give you the option to not use your electronic signature and instead print the document, sign, and submit the paper form. Not all documents or applications will require a PIN.

Enter the Terms of Use you wish to display to users each time they enter their PIN

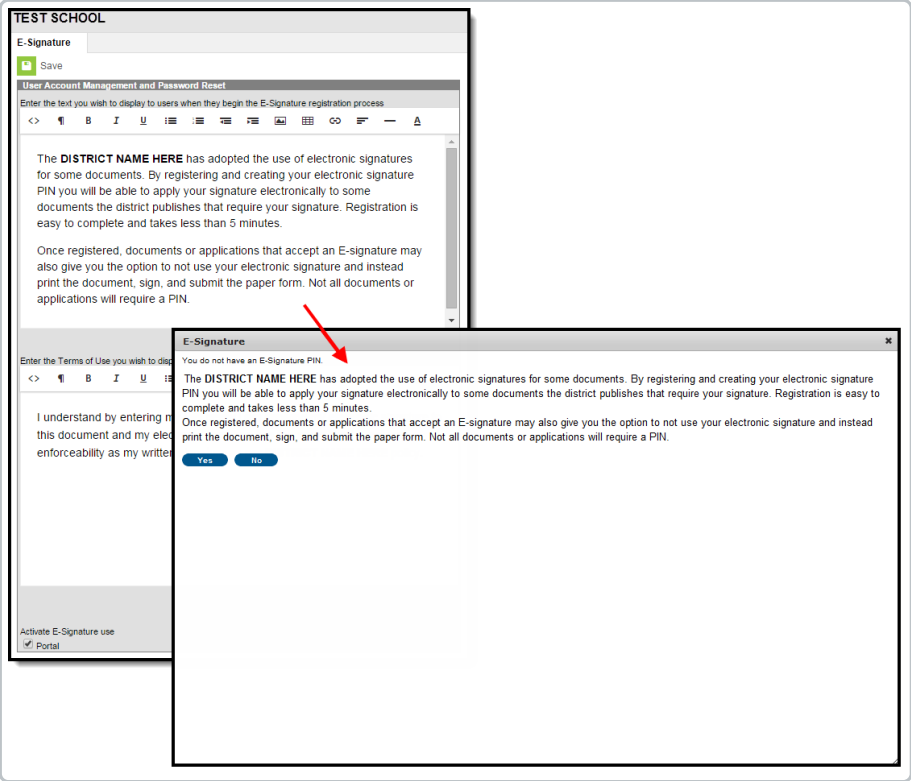
I understand by entering my PIN below I am applying my electronic signature to this document and my electronic signature has the same legal effect and enforceability as my written signature as per **DISTRICT NAME HERE** policy.

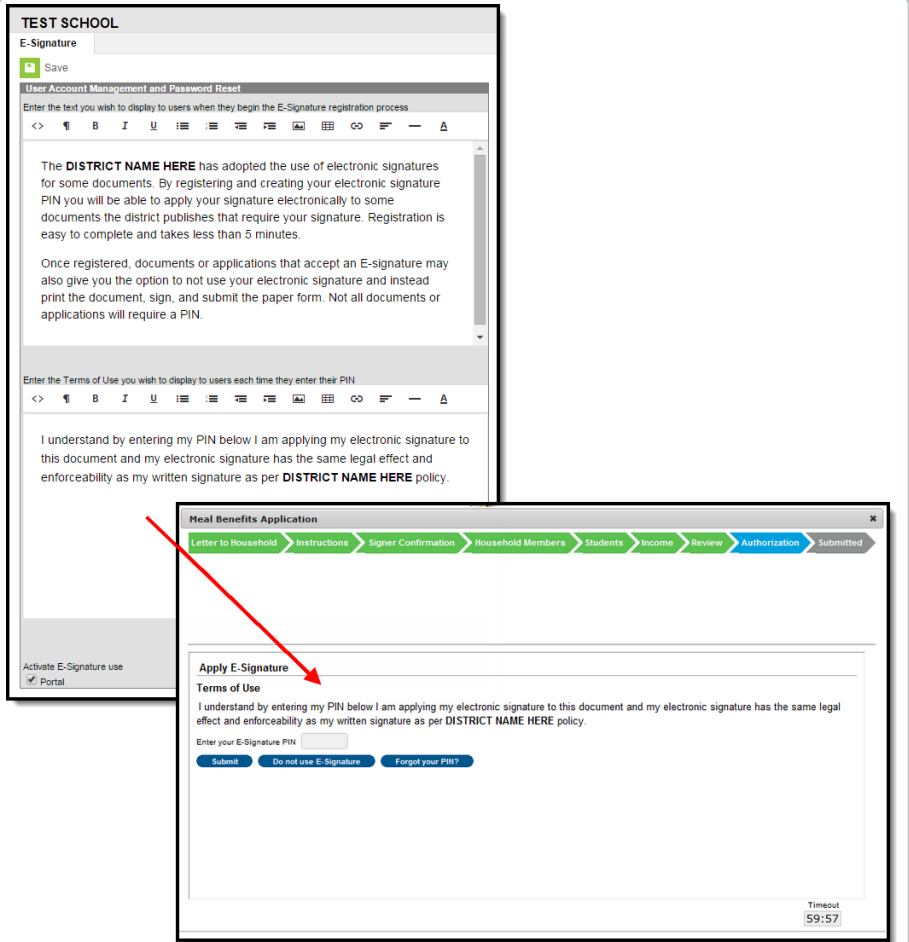
Activate E-Signature use

Portal

E-Signature Tool

Step	Action	Description
------	--------	-------------

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

Step	Action	Description
2	Enter Terms of Use	<p>Information in the second text box is the Terms of Use provided to users during the Authorization step of the Meal Benefits Application process.</p> <p>▶ Click here to expand...</p>  <p>The screenshot shows two overlapping windows. The top window, titled 'TEST SCHOOL E-Signature', is a configuration page for the e-signature system. It contains two rich text editors. The first editor is for the text displayed to users at the start of the registration process, and the second is for the Terms of Use displayed when users enter their PIN. The bottom window is the 'Meal Benefits Application' interface, showing a progress bar with steps: Letter to Household, Instructions, Signer Confirmation, Household Members, Students, Income, Review, Authorization, and Submitted. The 'Authorization' step is currently active. Below the progress bar, there is a section titled 'Apply E-Signature' with a 'Terms of Use' text area. A red arrow points from the 'Terms of Use' text area in the configuration window to the 'Terms of Use' text area in the application window.</p>

Step	Action	Description
3	<p>Activate E-Signature</p>	<p>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.</p> <div data-bbox="504 389 766 479" style="border: 1px solid black; padding: 5px;"> <p>Activate E-Signature use</p> <p><input checked="" type="checkbox"/> Portal</p> </div> <div data-bbox="504 497 1131 969" style="border: 1px solid black; padding: 5px;"> <p>Meal Benefits Application</p> <p>Letter to Household > Instructions > Signer Confirmation > Hous</p> <hr/> <p>Apply E-Signature</p> <p>Terms of Use</p> <p>Enter your E-Signature PIN <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Do not use E-Signature"/> <input <="" p="" type="button" value="Forgot your PIN?"/> </p></div> <p>Portal users can manage their E-Signature PIN via the Account Settings tool.</p> <p>▶ Click here to expand...</p> <div data-bbox="529 1135 1396 1785" style="border: 1px solid black; padding: 5px;"> <p>Account Settings</p> <p>Account Security Email <input type="button" value="Add"/> <i>No data</i></p> <p>Unconfirmed Account Security Email <input type="button" value="Resend Verification Email"/> <i>sara.smith@infinitcampus.com</i></p> <p>Password ***** <input type="button" value="Update"/></p> <p>E-Signature PIN <input type="button" value="Add"/> <i>No data</i></p> <div style="border: 1px solid red; padding: 5px; margin-top: 5px;"> <p>< Back</p> <p>Add E-Signature PIN</p> <p>Your E-Signature PIN must be five (5) characters. Enter a combination of letters, numbers, and special characters (!@#\$%^&*+?~ =). At least two character types must be used.</p> <p>E-Signature PIN * <input type="text"/></p> <p>Confirm E-Signature PIN * <input type="text"/></p> <p>Enter Campus Password * <input type="text"/></p> </div> </div>

