

How to Sign the Consent and Declaration Form

One of the most common reasons for incomplete applications is that the declaration and consent section has not been electronically signed by all the household members over the age of 16. **Your application will not be considered complete until your application is signed.**

Below are the instructions on how to complete the signature requirement:

1. Log into your account and open your application.
2. Using the menu on the left side of the screen, click on the "Sign and Submit" Link.
3. Read the information provide. Under the column "Sign" click on the "Click here to Sign" link that corresponds with your name.
4. A document will pop up. It can take a minute for the document to load.
5. Review the Disclosure and Consent document by reading and scrolling to the bottom and click on the "Agree & Continue" box in Blue.
6. This will bring you to the "Create Your Signature" section.
7. There are two ways to sign this document:
 - a. You can click anywhere in the "Your Signature" box. By moving your mouse, you can sign your name. You will need to do this for the "Your Initials" box as well. Once this is done, click on the "Save and Continue" box
 - b. **OR** you can click on "You can choose a script signature instead" (the hyperlink underlined in blue). This option will give you a couple of signatures to choose from. Pick one and save by clicking the circle beside your choice and clicking the "Save and Continue" box.
8. This will bring you back to the "Sharing and Consent" page. Scroll down and click the sign box in Yellow. Once clicked, it will turn Green. Do the same for the "Date" box beside your name. This box will also turn Green.
9. At the bottom of the page, in blue, click the "Sign and complete" box.
10. Complete the signature box for each household member over the age of 16 years old.
11. When all signatures are done, a pop-up box will appear stating "Document Completed" letting you know you have finished signing the document. Click OK.
12. You will be returned to the Sign and Submit Tab of the application. Beside each person's name, under the Sign section, it will say "signing Complete".

Your application is now considered complete. You will be contacted within the next three months with a decision on your application.