



Instructions for Electronic Signature of Fillable Form Grant Application

The Vest-A-Cop Departmental Safety Equipment Grant Application can be filled out electronically via fillable form pdf *or* printed, filled out by hand, and scanned into a pdf file. Using the fillable form requires the use of an electronic signature. Please see instructions below for using an electronic signature if you have not done so in the past.

1. Open the Fillable Form Application in an Adobe Acrobat program
2. Fill in all the required information on the form
3. When you get to the signature line and click within the signature space, a dialogue box pops up:
 - Choose New Digital ID – Next
 - Choose New PKCS#12 digital ID file – Next
 - Fill in your name
 - Organization Unit – please use your title/rank
 - Organization Name – please enter your Department Municipality
 - Email
 - Click NEXT
 - Choose a location on your computer where you would like to save your digital ID certificate
 - Choose a password (suggest a strong password, alphanumeric with special character)
 - Click FINISH
 - A new dialogue box comes up
 - Fill in the password you created in previous step
 - Click Sign
 - Click Save – this will fill in your signature on the form
4. Fill in the signature date
5. Initial the next question
6. Save the file to your chosen location on your computer

Once completed, please submit via email with any additional application materials as instructed in the grant application to email@vestacop.com or info@TCFhelps.org.