Tips on what you need to know

ABOUT

Electronic Signing
and
Encryption

Mr. Example
Digitally signed by your common name here
DN: your distinguished name here
Reason: your signing reason here
Location: your signing location here
Date: 2010.03.17 17:42:22 -07'00'
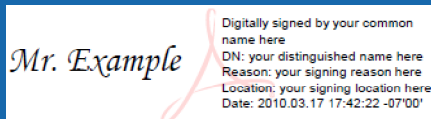
Complete WVBTT standard documentation using the <u>electronic fillable forms</u>

If you are using a .pdf program such as: Adobe, FireFox Pro, Kofax Power PDF, etc. you are able to create your own signature within the software. It will save to your computer and be available when you need it. *Note: Adobe offers three options on signature style. Others may as well.*

SAVE an unsigned copy of your document before you sign it. If you have to make updates you can. *Once signed, the document becomes locked. This is a form of <u>document encryption</u>.*

To share the information with the family or other team members, you will need to send information <u>encrypted</u> when you are using email. If not, you are responsible for mailing copies as appropriate. The completed, signed document is then uploaded to BTT Online.

Electronic Signatures

1. Digital Signatures - generated by Adobe/DocuSign or other signing apps. *(Preferred method)*
2. Stylus - using a device on a tablet/iPad to create a "hand-written" electronic signature.
3. Signing your name on a piece of paper, taking a photo with your phone, save as a picture and use on electronic documents.

Three acceptable uses of electronic signing on legal documentation.

Encryption

<u>Encryption</u> **is a manner of protecting our personal information that is shared through email.**

1. According to the <u>Family Educational Rights and Privacy Act (FERPA)</u> student/family information is required by law to be protected anytime personnally identifiable information (PII) is transmitted electronically. *The level of encryption required is called <u>HIPAA Compliant.</u>*
2. You may also password protect your document to a receiver (some of you have in the past) and then send the password in a separate email.