

**Re: Electronic Signatures**

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Some of the Faculty Relation's forms are considered dynamic forms (ex. FLAAN) where certain selections drive what forms and fields are required to be completed. Electronic signatures cannot be added directly to these.

For these forms, please following the process below:

- Complete the fields as needed
- Select the Print button on the form, the Print Icon, or file -- Print
- Select Adobe PDF from the Print dropdown selections
- Input File Name
- Click on the Save button

The form will now be saved as a regular PDF and signatures can be applied as needed.