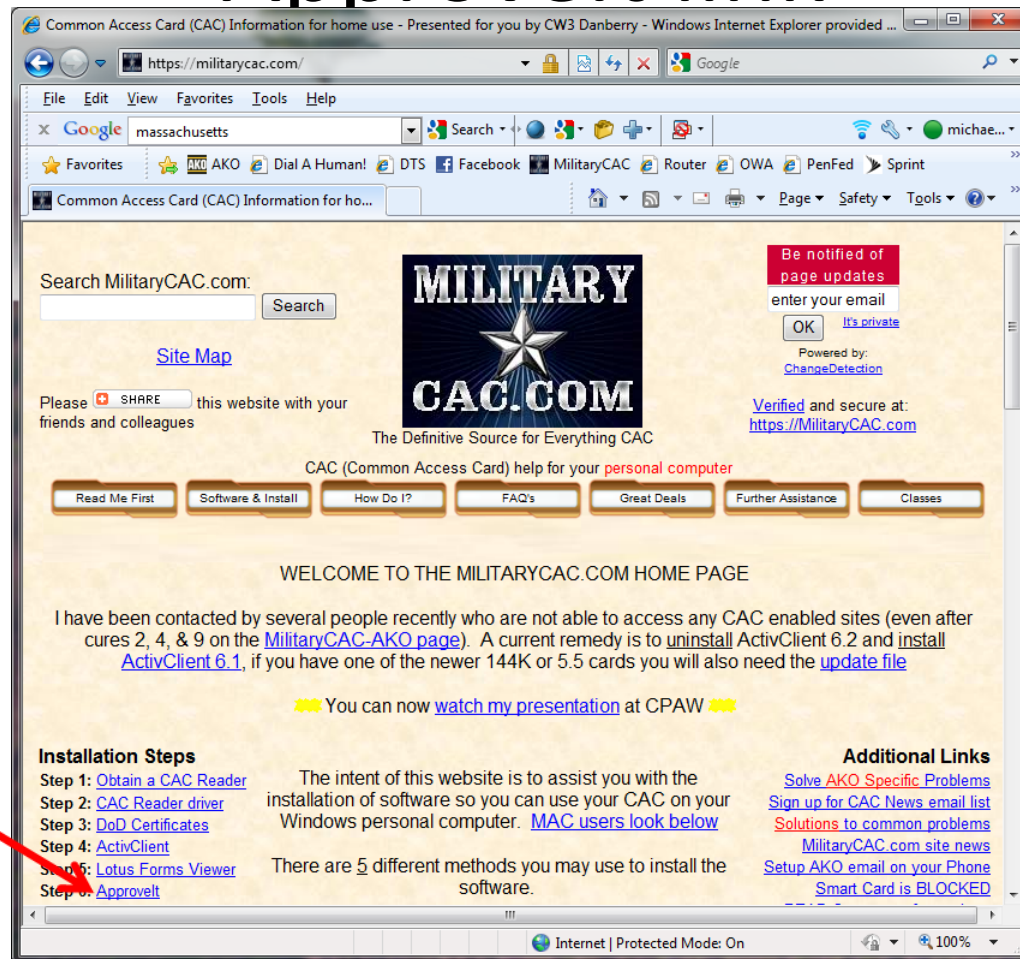


How to Digitally Sign a form using Lotus Forms and ApproveIt

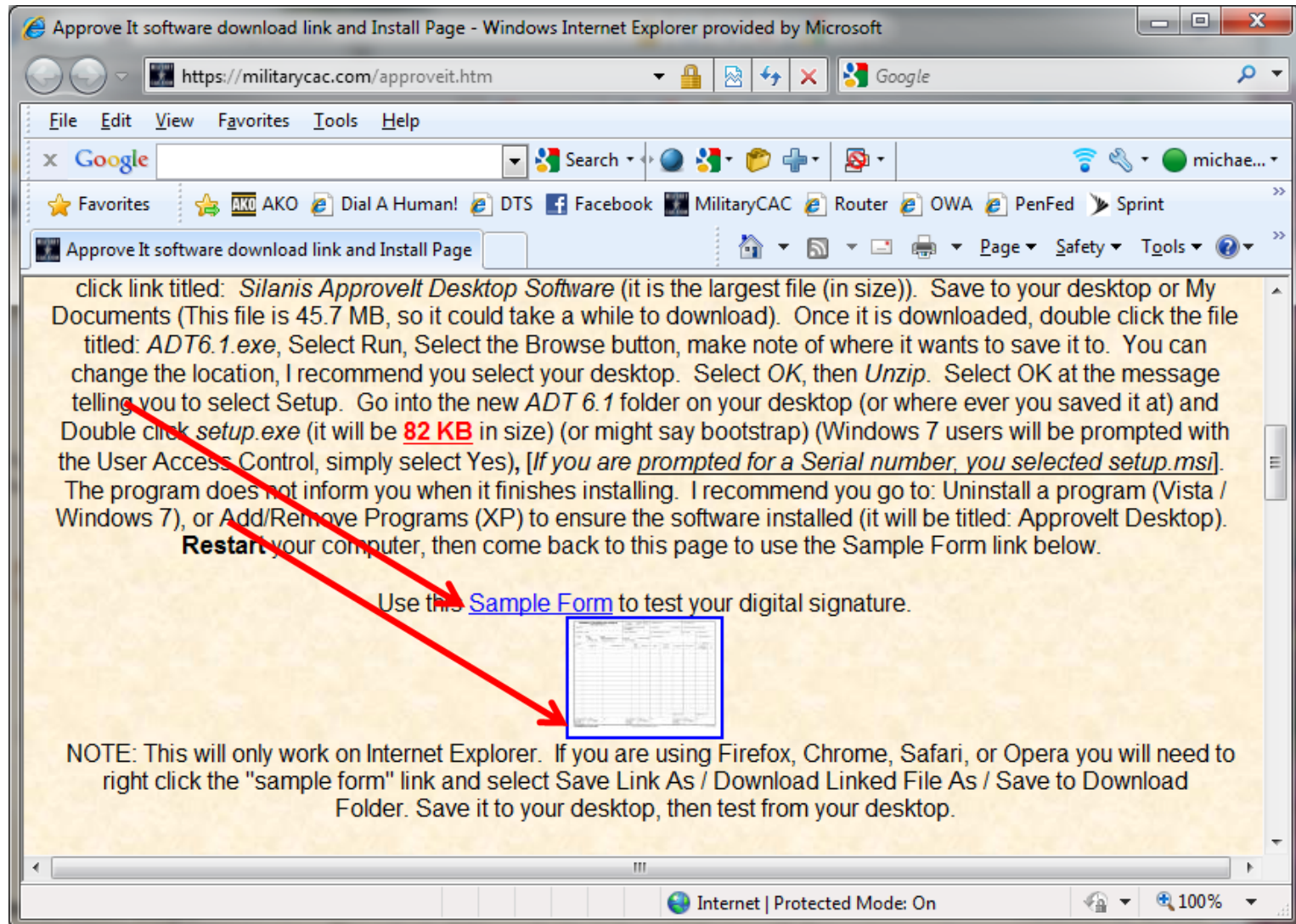
Presented by CW3 Michael J. Danberry

I get questions often where people freeze up when they see No Signature. So, I decided to do these screen shots to show how to digitally sign forms.

Open Internet Explorer, navigate to <https://militarycac.com>, click the Approvelink



Double click the Sample Form link or thumbnail



Approve It software download link and Install Page - Windows Internet Explorer provided by Microsoft

https://militarycac.com/approveit.htm


File Edit View Favorites Tools Help

Google Search

Approve It software download link and Install Page

click link titled: *Silanis ApproveIt Desktop Software* (it is the largest file (in size)). Save to your desktop or My Documents (This file is 45.7 MB, so it could take a while to download). Once it is downloaded, double click the file titled: *ADT6.1.exe*, Select Run, Select the Browse button, make note of where it wants to save it to. You can change the location, I recommend you select your desktop. Select OK, then *Unzip*. Select OK at the message telling you to select Setup. Go into the new *ADT 6.1* folder on your desktop (or where ever you saved it at) and Double click *setup.exe* (it will be **82 KB** in size) (or might say bootstrap) (Windows 7 users will be prompted with the User Access Control, simply select Yes), [*If you are prompted for a Serial number, you selected setup.msi*]. The program does not inform you when it finishes installing. I recommend you go to: Uninstall a program (Vista / Windows 7), or Add/Remove Programs (XP) to ensure the software installed (it will be titled: ApproveIt Desktop). **Restart** your computer, then come back to this page to use the Sample Form link below.

Use this [Sample Form](#) to test your digital signature.



NOTE: This will only work on Internet Explorer. If you are using Firefox, Chrome, Safari, or Opera you will need to right click the "sample form" link and select Save Link As / Download Linked File As / Save to Download Folder. Save it to your desktop, then test from your desktop.

Internet | Protected Mode: On 100%

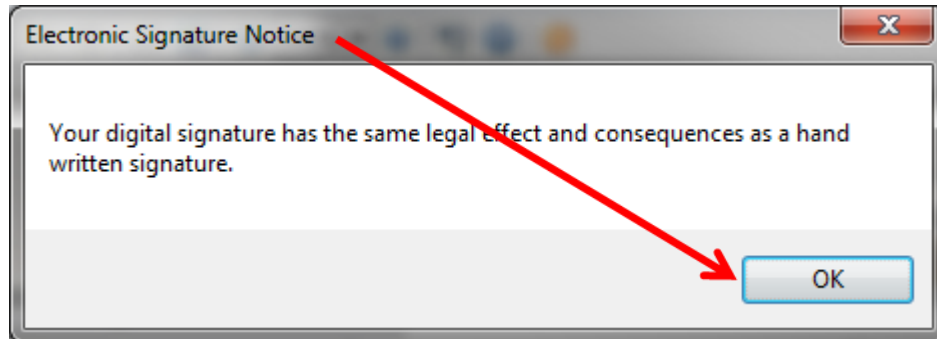
Scroll to the bottom and double click on the slanted pen

The screenshot shows a Windows Internet Explorer browser window displaying a Lotus Viewer application. The address bar shows the URL <https://militarycac.com/files/a3161.xfdl>. The browser's Favorites bar includes links for AKO, Dial A Human!, DTS, Facebook, MilitaryCAC, Router, OWA, PenFed, and Sprint. The Lotus Viewer interface features a U.S. Army banner with the text "U.S. ARMY Forms Content Management" and buttons for SAVE, SAVE AS, PRINT, and EMAIL. Below the banner is a table with the following structure:

13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED	DATE (YYYYMMDD)	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE (YYYYMMDD)	BY

A red arrow points to the slanted pen icon in the 'BY' field of the second row of the table. Below the table, the text "DA FORM 3161, DEC 2000" and "PREVIOUS EDITION MAY BE USED." is visible. The browser's status bar at the bottom shows "Done" and "Unknown Zone | Protected Mode: On".

You will see this notice, Select OK



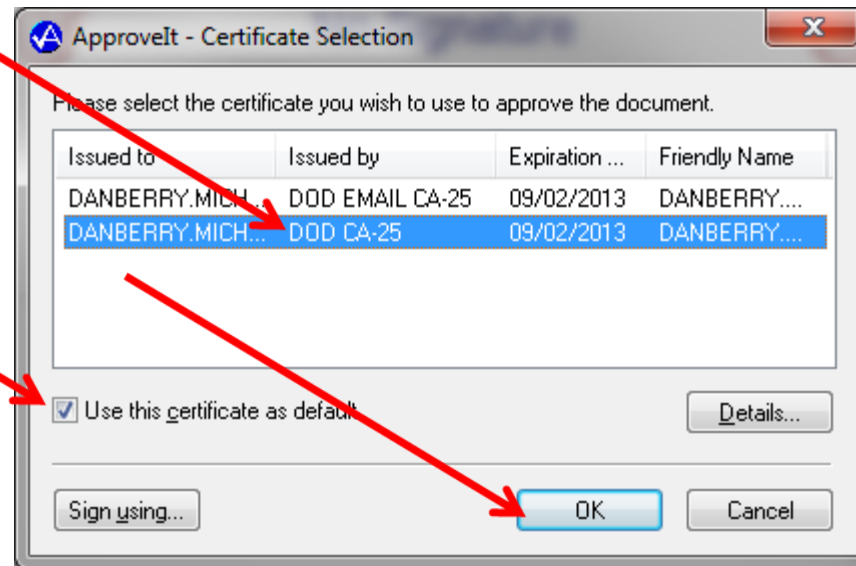
Select the word Sign

If the word sign it gray, visit

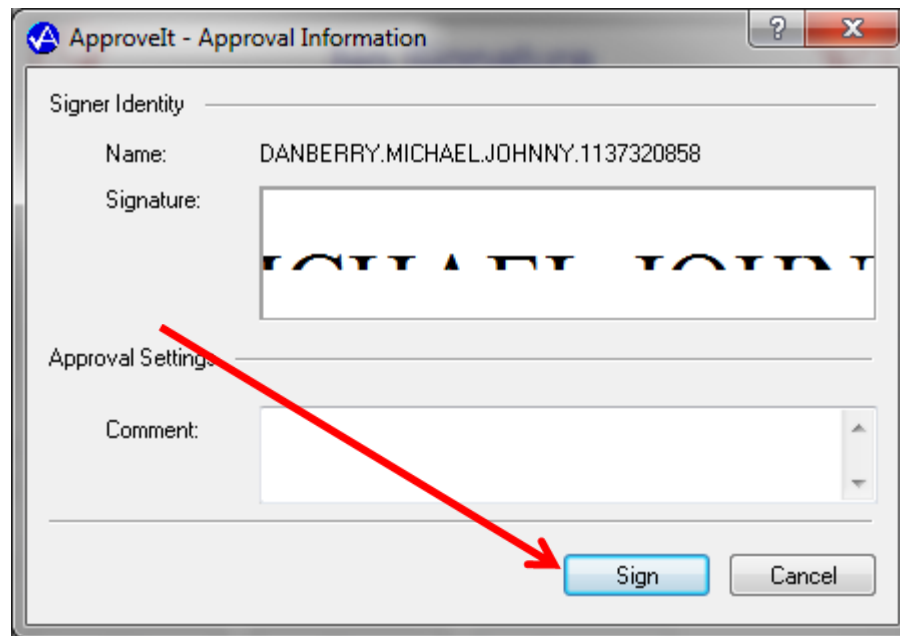
[https://militarycac.com/errors2.htm#SIGN IS GRAY](https://militarycac.com/errors2.htm#SIGN_IS_GRAY)



Select the certificate **WITHOUT** the word EMAIL in it, select Use this certificate as default box, then **OK**



Click Sign



ApproveIt - Approval Information

Signer Identity

Name: DANBERRY.MICHAEL.JOHNNY.1137320858

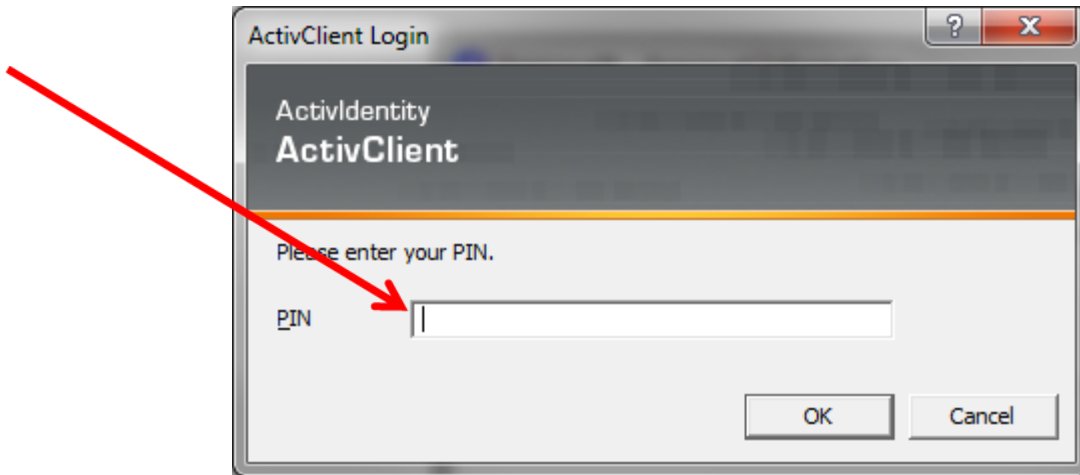
Signature: [blurred]

Approval Settings

Comment: [text area]

Sign Cancel

Enter your PIN, then OK



Click OK



If it worked correctly, you should now see your name in the digital signature block

The screenshot shows a Lotus Viewer window displaying a document with a digital signature. The document header includes the U.S. Army logo and the text "U.S. ARMY Forms Content Manage". Below the header are buttons for "SAVE", "SAVE AS", "PRINT", and "EMAIL". The main content is a table with the following structure:

13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED	DATE (YYYYMMDD)	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE (YYYYMMDD)
		DANBERRY, MICHAEL JOENNY.119750		

A red arrow points from the "U.S. ARMY" logo to the "BY" field in the table, which contains the name "DANBERRY, MICHAEL JOENNY.119750" and a green checkmark icon. The status bar at the bottom indicates "Unknown Zone | Protected Mode: On".

If the word Sign was gray and you
were unable to sign

please visit:

[https://militarycac.com/errors2.htm#SIGN IS GRAY](https://militarycac.com/errors2.htm#SIGN_IS_GRAY)

to start troubleshooting your Lotus Forms, or
Approvelt installation.

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<https://MilitaryCAC.com>

Further questions:

<https://militarycac.com/questions.htm>