



# State of Michigan Records Management Services



## Tip Sheet: Types of eSignatures

When a sender is creating a transaction they have choices about the type of eSignature that will be captured. The choices are Click-to-Sign, Capture Signature, and Click-to-Initial. The default type is Click-to-Sign, which meets most signers' needs. The type of signature that is captured does not affect the legality of the signing process.

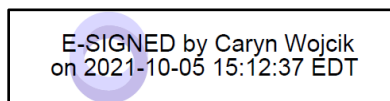
The sender selects the signature type when they are in the designer screen for the transaction. To select a signature type, add a signature field to the document. Select the signature field, and go to the field settings panel. Then, select the signature type from the drop-down menu.

The screenshot shows a 'FIELD SETTINGS' dialog box for a field with ID 'cPA6UdD0yx8P'. Under the 'Settings' section, the 'Signature Type' dropdown menu is highlighted with a red border and currently displays 'Click-to-Sign'. Other visible settings include 'Field Name', 'Recipient' (Caryn Wojcik), and an 'Is optional' toggle switch.

All signature types are securely embedded into the signed document with encryption and audit trails, so they cannot be modified.

### Click-to-Sign and Click-to-Initial

Click-to-Sign is the default signature type that is used. When Click-to-Sign and Click-to-Initial are selected, the user simply clicks on the signing field and the eSignature tool generates a signature that contains the signer's name or initials, as well as the signing date and time.



Since the signing date and time are automatically captured, a separate date field is not required on the document, though some senders will continue to use a date field.



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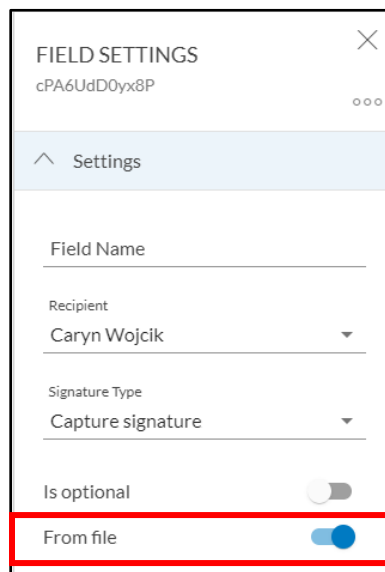


### Capture Signature

Some senders will want to capture a signature that looks more like a handwritten signature. The sender must select the Capture Signature option in the signature type field, and then these signers will have two choices: a drawn signature or an uploaded signature.

If the signer wants to draw their signature, they can use their mouse, stylus, or finger (depending upon their device) to draw their signature.

If the sender wants to allow the signer to upload an image of their signature, after they select the Capture Signature option they need to toggle on the From File setting.

A screenshot of a mobile application's 'FIELD SETTINGS' dialog box. The dialog has a title bar with a close button (X) and a field ID 'cPA6UdD0yx8P'. Below the title bar is a 'Settings' section with an expandable arrow. The settings include: 'Field Name' (text input), 'Recipient' (dropdown menu with 'Caryn Wojcik' selected), 'Signature Type' (dropdown menu with 'Capture signature' selected), 'Is optional' (toggle switch, currently off), and 'From file' (toggle switch, currently on). The 'From file' setting is highlighted with a red rectangular border.

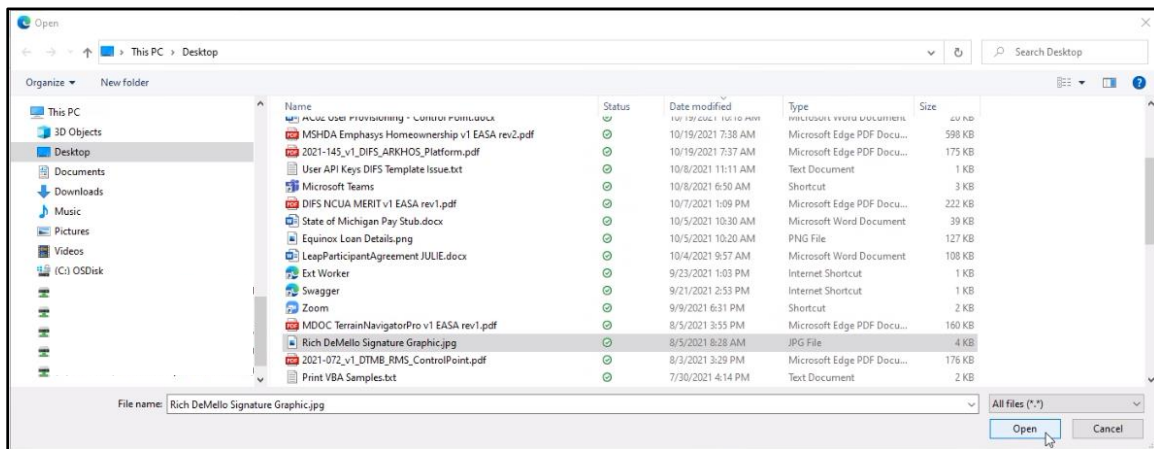
Then when the signer goes to sign the document they can click the upload image button.



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This allows the signer to navigate to an image file (JPG is file format is recommended), and upload it to the document.



A preview of the captured signature will be displayed, and the signer can confirm their signature to complete the signing process.



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Ready to confirm Done 1 of 1

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**eSignature Test Document**

This is a test of the eSignature functionality.

Signer 1, please sign this document here. *Rich DeMello*

Signer 2, please sign this document here.

Signer 3, please put your initials on this document here.

Thanks.

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Please confirm to complete signing CONFIRM

**Note:** Captured signatures do not include a date/time stamp as part of the signature block, so if those are needed on the document, a date field must be added by the sender when creating the transaction.

**eSignature Test Document**

This is a test of the eSignature functionality.

Signer 1, please sign this document here. *Rich DeMello*

Signer 2, please sign this document here.


Signer 3, please put your initials on this document here.

Thanks.

### Add Captured Signature to a User's Account

eSignature senders can save a captured signature to their user account, so they do not need to add it to each transaction separately. Click on the user icon in the top-right corner of the screen, then select My Account from the drop-down.



 Caryn Wojcik  
wojcikc@michigan.gov

My Account

Walkthrough

Log out

Version 11.43.2



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Next, select the Signature tab on the left panel of the My Account screen.

A screenshot of the 'My Account' web interface. On the left is a navigation menu with 'PROFILE' and 'SETTINGS' sections. Under 'PROFILE', 'Signature' is selected. The main content area is titled 'Signature' and contains the instruction 'Create your signature.' Below this is a large empty rectangular box with a small pencil icon in the top right corner. Underneath is the section 'Image as signature.' with a dashed border and the text 'Drop files to upload or Browse'. Below that is a small image of a signature, labeled 'CW signature.jpg' and 'Caryn Wojcik'. At the bottom are 'CLEAR' and 'UPDATE IMAGE' buttons.

Either draw a signature in the box, or upload an image file (JPG file format is recommended), and then save the changes.