

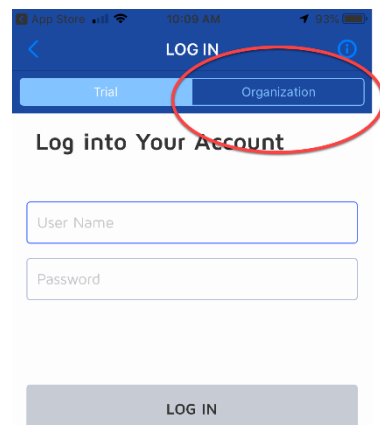
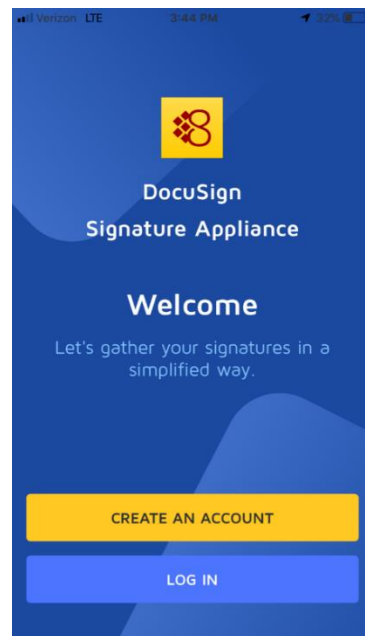
Setting up the DSA Sign Mobile Application

The DSA Sign mobile application allows a user to digitally sign and validate documents using Apple and Android devices. The included pictures reflect the appearance of the application for iOS users. Android users will see some minor differences, but the instructions remain the same.

1. Download the 'DSA Sign' application from the iOS or Google Play store. State of Michigan employees can access the DSA Sign app by visiting the app called "Comp Portal" on their phone.

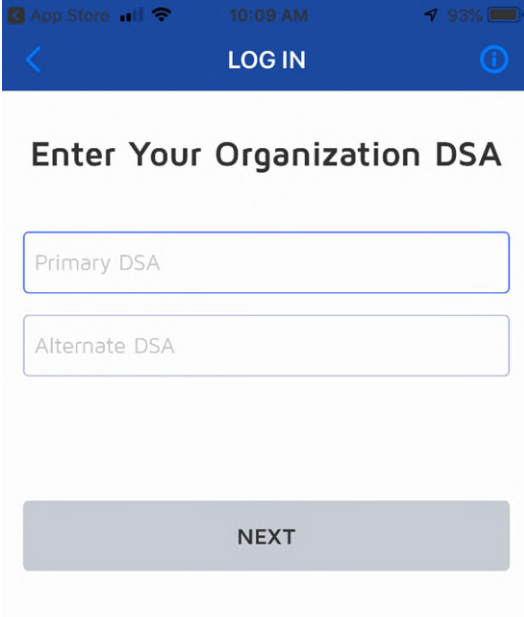
(NOTE: There is an application named 'DocuSign – Upload & Sign Docs'. This is not the correct app. Be sure that you are installing 'DSA Sign'.)

2. After the application is downloaded, you will be asked to create an account or log in. You should select the 'Log In' option.



3. Select the 'Organization' option.

4. This will direct to you a screen where you will be asked to enter your organization DSA.



App Store 10:09 AM 93%

LOG IN

Enter Your Organization DSA

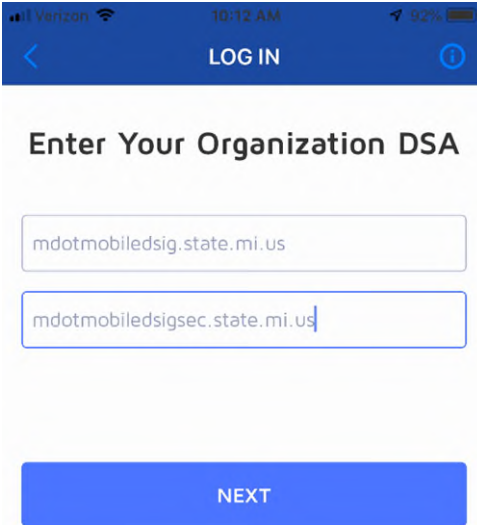
Primary DSA

Alternate DSA

NEXT

5. Primary DSA:
mdotmobilesig.state.mi.us

6. Alternate DSA:
mdotmobilesigsec.state.mi.us



Verizon 10:12 AM 92%

LOG IN

Enter Your Organization DSA

mdotmobilesig.state.mi.us

mdotmobilesigsec.state.mi.us

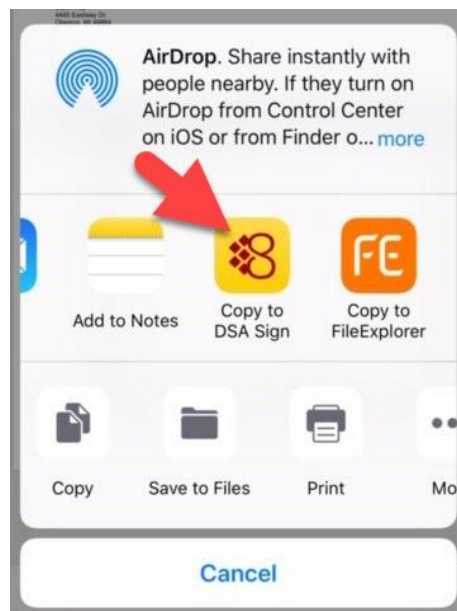
NEXT

Once these have been entered, select 'Next' and the app will connect to the primary appliance and be ready for use. You can log in to the application using your previously established user name and password.

Signing Documents with the DSA Sign Mobile Application

NOTE: If this is your initial log-in, you must change your temporary password before beginning to use the DSA Sign application. Failure to do so will result in failed operation errors when trying to sign documents. This can be done in the 'Settings' menu.

1. Open a PDF file. **Note:** the PDF can be attached to an email, loaded from cloud file storage or accessed via another application. Android users can also load a document locally from your device.
 - Android – **Share -> CoSign Mobile App**
 - IOS – **Tap the Action Icon '📄' > Select the 'Copy to DSA Sign' option in the ribbon**



2. Existing empty fields in the document:

- To sign a document, **TAP once**

Creating and signing new signature fields in the document:

- Long-tap the desired area in document (or use toolbar's "plus" icon that is located at the bottom right)
- The blank signature field can be dragged to its proper location and then re-sized by holding and dragging the red handles at the corners of the signature field.

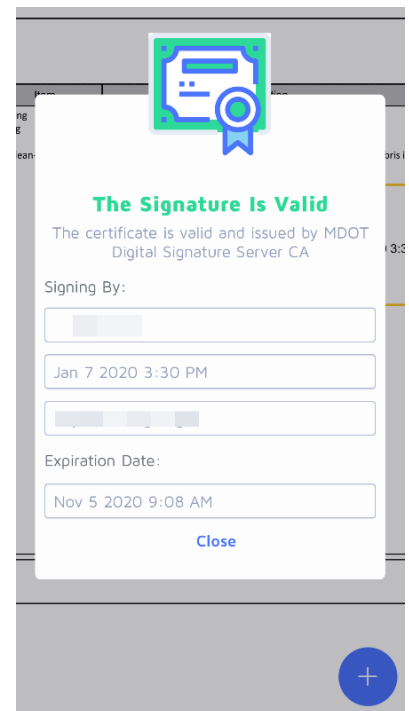
3. Tap the field to sign the document. The app will collect the necessary information and access the account in the appliance. Choose the signature that you would like to use and click 'Apply Signature'.

4. After the signature has been applied to the document, the signed PDF can be forwarded via email or sent to a cloud storage service. **Note:** For Android users, the signed document can also be stored on the local device.



Validating signatures

Open a signed PDF and tap the signature. For a validated signature, the screen should display as follows:



NOTE: The default PDF reader in Apple (iOs) devices will not display digital signatures in the document, but this does not affect the ability to place signatures. PDF Reader applications are available that may allow your device to display them, if desired.