# Electronically completing and signing VCP documents

The Voluntary Cleanup Program (VCP) is temporarily accepting electronic signatures on our VCP application and agreement forms. These forms are available in both PDF and Word formats. You can choose which file you prefer to use at the following pages:

- Agency Determination Checklist
- Voluntary Cleanup Program Application
- Voluntary Cleanup Program Agreement

To complete and sign your VCP application and agreement electronically, please use the following instructions based on the type of file you prefer to use – PDF, Microsoft Word, or you can complete, print, sign, and email.

PDF documents

1. Download the VCP application and VCP agreement in PDF format.

2. Open the document with Adobe Reader (or Adobe Acrobat if you have it)

3. Once open, choose the "Fill & Sign" option in Adobe reader. This option is typically listed in the right-hand column, or you can access it by going to "View -> Tools -> Fill & Sign -> Open"
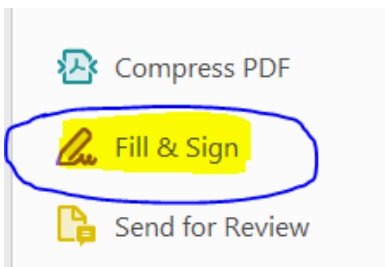
4. An option screen will open giving you the choice to fill and sign for "You" or "Others." Please select "Fill & Sign" in the "You" box.
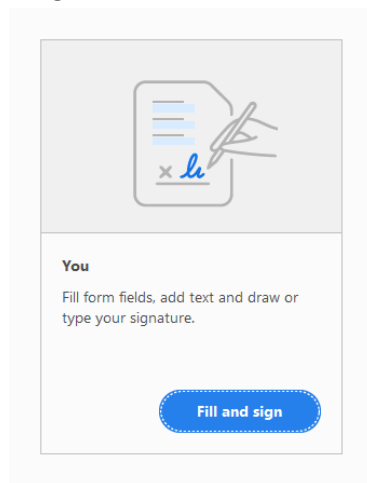
   a. NOTE: If you need others to sign, you can select the "Other" option, and follow the instructions given.

5. Fill in all relevant fields as instructed on the document. You will be given an editing cursor that you can use to click in the fields provided on the form. Click the place in document that you need to complete and you will be given a text box that you can type the information into. You can also "check" option boxes by simply clicking on them. There are additional options available in the toolbar. (*See* step 7 for an illustration of the toolbar)
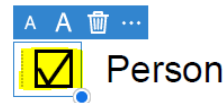
6. When you reach the signature line and are ready to sign, select "sign" from the toolbar.

7. Click the plus sign (+) by the option that says "Add Signature" and you will be given a box where you can
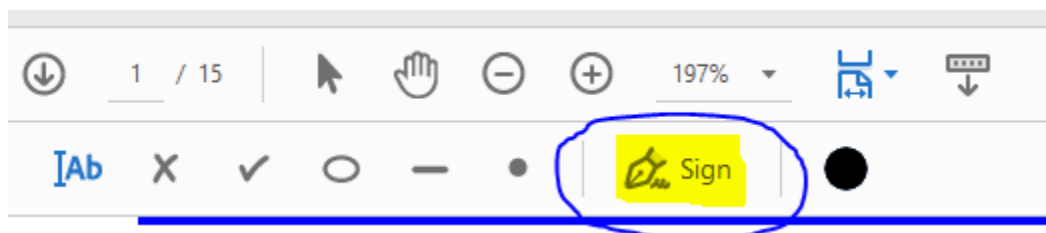
type, draw, or upload an image of your signature. Just select the option you prefer from the top of the box.

   a. It does not matter which option you choose, they will all be equally valid.
   b. If you don't want Adobe Reader to save your signature, uncheck the box next to "Save Signature."
   c. When typing a signature, you can select the type of script that displays by selecting "Change Style."

8. Click "Apply" once you are satisfied with your signature, and you will be given a cursor with your signature. Simply click where you want the signature to go. You can move the signature box by clicking and dragging, and you can resize the signature by clicking the lower right corner and dragging the box to the size you wish.

9. When your application is complete, save the document (select "Save As" to change the document name), and email the completed and saved document to the appropriate person listed on our VCP webpage.
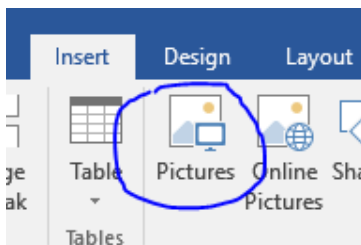
Word documents

You will need an image file or photo of your signature to complete this a Word document electronically.

1. Download the VCP application and VCP agreement in Microsoft Word format.

2. Open the document with Microsoft Word

3. Click on the shaded gray field you need to complete and enter your text. Typing will replace the shaded gray field.

4. Fill in all relevant fields as instructed on the document.

5. When you reach the signature line and are ready to sign, you will need to insert a scanned image or photo of your signature in the signature line. Place your cursor in the signature line, go to the "Insert" tab, select "Pictures," and then select the image file containing your signature. After inserting it, resize and edit the image as necessary.

6. When your application is complete, save the document (select "Save As" to change the document name), and email the completed and saved document to the appropriate person listed on our VCP webpage.

Complete, print, sign, and email

1. Download the VCP application and VCP agreement in your preferred format (PDF or Word).

2. Complete the application as instructed above, but do not electronically sign it.

3. Print your completed application.

4. Sign on the appropriate signature lines.

5. Scan or photograph all pages of your application. Note: all pages must be legible or your application will not be accepted.

6. Email the scanned document to the appropriate person listed on our VCP webpage.

If you need further assistance, contact Eileen Webb (360) 407-7620 or Eileen.webb@ecy.wa.gov.