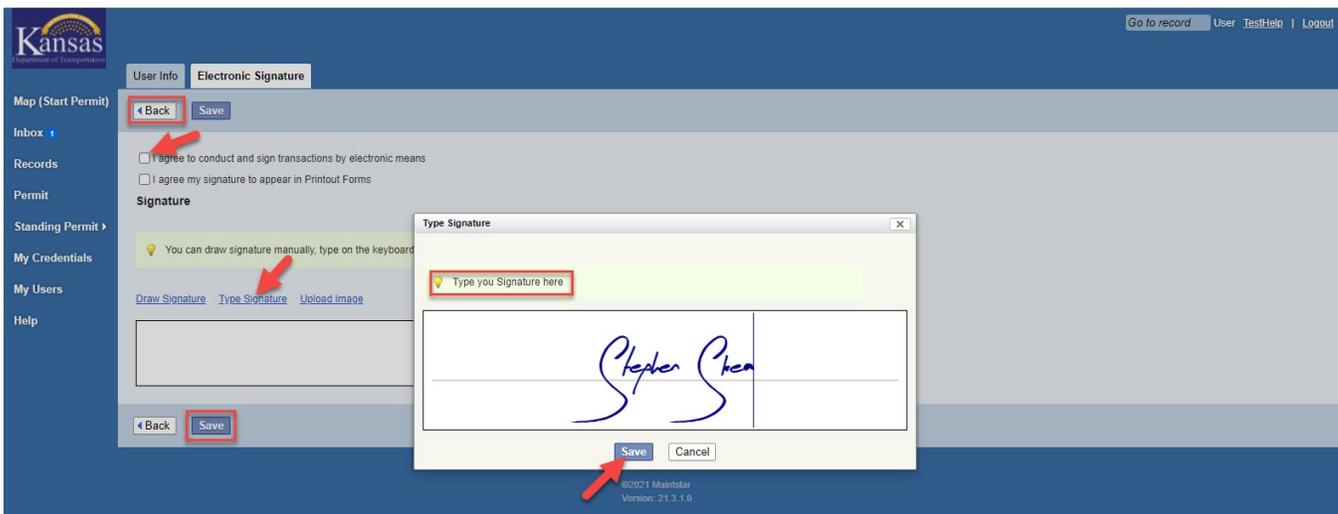


## Setting up an Electronic Signature

Before you can complete a permit request by adding your signature, you must set up an electronic signature that will be attached to the permit signature page and display as a script rendition of your authorized signature. From the **Inbox**, select an Active **Activity #** with the **Type** as **Fill Record and Sign when ready**. The Permit action page displays, with a **Complete** button at the top.

When you click the **Complete** button, the Completion action option pop up window displays. If the new user selects the **Sign** option, a message will display instructing them to set up your signature.

When you click the blue **Configure your signature** hyperlink, the Electronic Signature set up page displays.



To set up your electronic signature:

1. Select your signature set up option from **Draw Signature**, **Type Signature** or **Upload Signature** by clicking on the respective blue named hyperlink.
2. Draw, type or upload your signature and click the **Save** button.
3. Check both checkboxes at the top of the page, indicating that you agree to accept the digital script rendition of your signature, and agree that the script can be used in a printout of your signature on the permit.
4. Click the **Save** button.
5. Click the internal KUPS **Back** button right above the signature approval checkboxes.

**RESULT:** You will be directed back to the Action Pop up window where you can select “Sign” and populate the checkbox that you agree to KDOT’s Permit Terms and Conditions.