

Concurrence Sheet Guide

To complete this form you will need to have at least the free version of Adobe Acrobat Reader. You can click in any box and begin typing. The date boxes will have a drop down calendar to choose the date.

Electronic Signature (with PIV card)

To electronically sign the form with your PIV Card, be sure the card is connected to your computer and then click in the appropriate box under the role/title you are signing for. A window will open to begin the electronic signing process.

Click **Continue** and the next window will open giving you a preview of your electronic signature.

Click **Sign** and a **Save As** window will open. Give the document an appropriate name and click **save**.

The last window to open will be for you to enter the **PIN** for your PIV card. Click **OK** and the form will be signed with your electronic signature and ready to be sent to the next person to sign or file in the appropriate location.

To Edit The Form

If any role/title needs to be changed, depending on the concurrence situation, the originator of the form will need to have the Adobe Acrobat Pro version in order to edit this form.

Right click anywhere on the form and select Edit Text & Images. A box will form around the text and you can then click in the box and make any edits to the text.

When your edit is finished, click on the **X** just above the **FORMAT** on the right side of the page.

Concurrence Sheet

Document Origination Date:

Product Title:

Product Date

Related Project (If Applicable):

Type of Product (ie. Deliverable to Customer, Customer Agreement, etc):

Electronic File Location of Product:

Comments:

Due Date:

Originator Signature

Reviewer(s)

Approver