

Instructions for the Fillable Deacon Forms



There are 5 forms that must be completed each year and sent to Martha Wohlfeil in the president's office by August 31. You can scan and email a copy to martha.wohlfeil@michigandistrict.org or mail to: Michigan District Office, Attn. Martha Wohlfeil, 3773 Geddes Rd, Ann Arbor, MI 48105.

Please download all 5 of the forms and save them to your computer (I would suggest you create a new folder on your desktop and save them to that folder to make them easy to find).

Once they are downloaded be sure to open them from the desktop and open with Adobe Acrobat (or Adobe Acrobat Reader which is a free program). Do not open them with a web browser.

Note: If you need to get a form completed by someone else (for example your supervisor) you could then email the form to them to request that they fill out the form.

If you have the full version of Adobe Acrobat, you should be able to fill out the form and SAVE your work. I would suggest testing this by filling in a small portion of the form and selecting Save As and then add your last name to the name of the file and saving it. Then close the file and re-open the one you just created with your last name and ensure it saved your changes. This option may only be available to those who have the full version of Adobe Acrobat.

Once you have completed the form be sure to save it (if you are able) and then I would suggest printing a copy for your records and if signatures are needed print a copy on which to collect all those signatures. (Please type in any names where a printed name is requested to ensure Martha can read the names)

There are a couple of options on how to collect the necessary signatures.

- 1) Gather the signatures on your printed forms in person.
- 2) Utilize a signature program such as Docusign to send the completed form to those you need to collect signatures from.

If you would like to use Docusign to collect signatures only go to <https://www.docusign.com/products-and-pricing>. Scroll down below the pricing options and you will see an option to "Only Need to Sign Documents?" Click on "Get Docusign Free Edition" Create a Free Account.

- a. Once you have created your account simply Add a document you need to collect signatures on. Click "Upload". Then click "Next"

The screenshot displays the Docusign 'Add Documents' page. At the top, there is a navigation bar with 'Add', 'Select', 'Prepare', and 'Review' options. Below this, the document 'Ekong_MD_DeaconEvaluationForm2021_Fillable.pdf' (6 pages) is listed. A dashed box indicates the area for uploading files, with the text 'Drop your files here or' and an 'UPLOAD' button. At the bottom right, there is a checkbox labeled 'I'm the only signer' and a yellow 'NEXT' button.

- b. Type in the Name and Email address of who needs to sign the form. You can add additional recipients if it requires more than one signature. Then click “Next”

Add Recipients

SENDER
Linda Ekong

RECIPIENTS

Set signing order | [View](#) [Import bulk list](#)

Name * NEEDS TO SIGN ▾ CUSTOMIZE ▾

Email *

Name * NEEDS TO SIGN ▾ CUSTOMIZE ▾

Email *

ADD RECIPIENT ▾

BACK **NEXT**

- c. Select Keep PDF Form Data then click “Next”

- d. Next you need to find the place in your form where you need to collect the signatures. Once you have found that page click on “Signature” over in the left-hand side list of standard fields. You need to click on it and hold and drag it over and place it on the line where you need the signature.

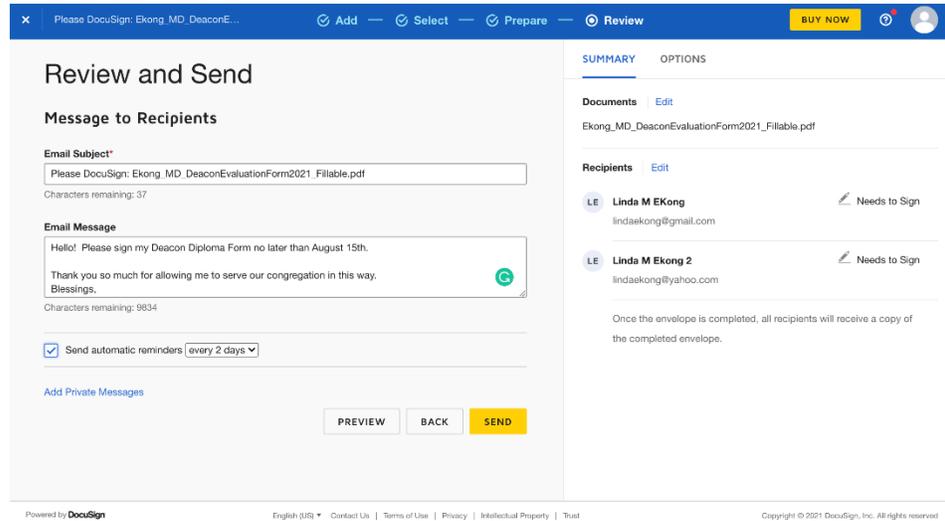
Powered by **DocuSign** Copyright © 2021 DocuSign, Inc. All rights reserved.

NOTE: If you are collecting more than one signature you will need to switch between them to add the field where each is to sign. Each signature should be a different color (notice I have a yellow and a blue for the 2 signees.)

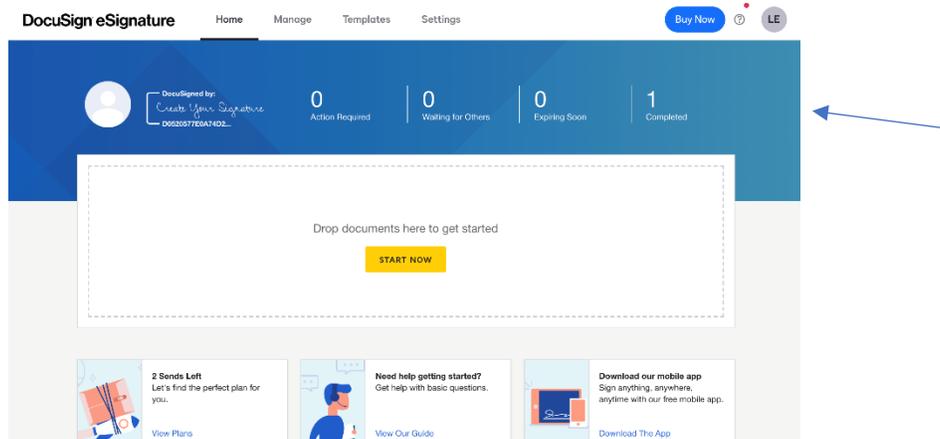
Powered by **DocuSign** Copyright © 2021 DocuSign, Inc. All rights reserved.

Once you are done adding the signature fields click “Next”

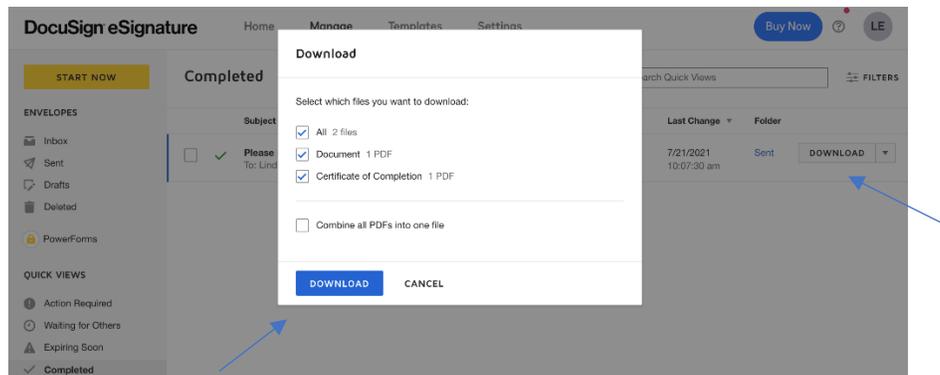
- e. Finally, you will Review and Send – Here you can add a special message to them and elect if you’d like DocuSign to send them automatic reminders to complete it every couple of days. Click “Send”



- f. I would also suggest you call them or send a separate email to them from your personal email address letting them know that you have sent these forms to be signed electronically via DocuSign (or what ever other program you elect to use). As there is so much spam emails that come through, they may ignore it or not look for it in the event it goes to their spam folder and not their inbox.
- g. As they sign the documents you will receive an email notifying you that someone has signed. Once all parties have signed the document log back into your DocuSign Account. You will see there is 1 completed. Click on the “1”.



- h. Next you can download the documents with the signatures. This will download as a zip file. You will need to extract the documents from the zip file.



- i. Finally email the finished PDF files with the signatures to Martha.

Once you have collected the necessary signatures you can either scan them (if you collected in person signatures) or attach the final signed pdf files from DocuSign and email them (preferred method) or mail in the originals or printed copies from DocuSign. Please keep a copy for your records as well.

Deadline is August 31.