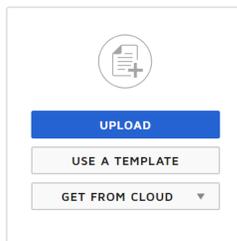# How to Sign Your Application Electronically
FOR TAP APPLICANTS

1. Download a blank copy of the [TAP application](#) to your files.
2. [Log into Docusign](#) and click on the "New" button next to the Sign or Get Signatures at top of page.

3. Select "Send an envelope" and upload the blank TAP application.

4. Scroll down the page and add your name and email. With docusign, you must use the gtaccount@gatech.edu email address.
5. Click "Add Recipient" and add your supervisor's name and email. You can use the directory in the name field to search for their name so that their gtaccount email is populated.
6. When you are finished, click the "Next" button.
7. On the next screen is where you will assign the signature fields. A pop-up will appear entitled "Manage PDF form field data".
8. Select the first radio button, "Assign To" and select your name from the drop-down. Click Confirm.
9. The next screen will show you all of the available fields to fill in. The fields are color-coded so you know who fills in what. In the example below, the TAP applicant's fields are yellow.
10. ***NOTE*** The Immediate Supervisor Name (Print) field should also have a fill-in field.
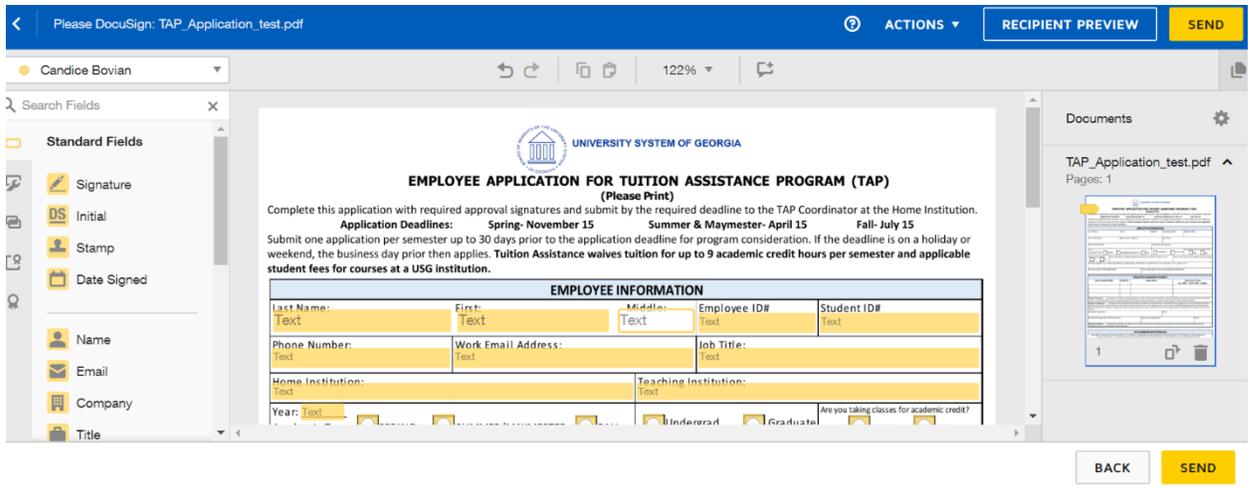
11. Tap the Signature icon in the left column and drag it to the Employee Signature field.
12. Tap the Date Signed icon in the left column and drag it to the Date field for the employee.
13. Next, you'll need to change the fields for your supervisor's signature. In the top left corner where your name is, click the dropdown and select your supervisor's name. As you can see they have a different color.
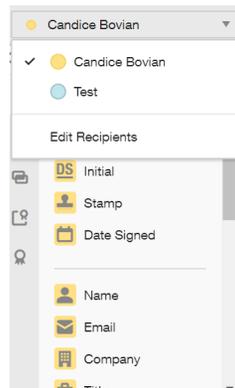
14. Tap the Signature icon in the left column and drag it to the Supervisor Signature field.
15. Tap the Date Signed icon in the left column and drag it to the Date field for the supervisor.

Employee Certification: My signature below certifies that the information provided is accurate and truthful. I understand that I must register for courses only during the employee registration period of the Teaching Institution I wish to attend or forfeit my tuition waiver. I also understand that if or when I exceed the $5,250 educational tax-free benefit amount, this amount is taxable will be included in my wages at any time during the calendar year. Finally, I certify that I have read and agree to abide by the policies and procedures of the USG TAP Program.

Employee Signature:	Sign ↓		Date:	Date Signed
Immediate Supervisor Name (Print):		Supervisor Signature: Sign ↓		Date: Date Signed

Supervisor Approval: By signing this application, you approve this request and certify that the employee's participation will not adversely affect departmental services and productivity nor cause undue hardship for other employees.

TAP COORDINATOR APPROVALS
Once eligiblity is approved by the Home Institution TAP Coordinator, this application must be forwarded to the Teaching Institution TAP Coordinator for grade validation and approval (if applicable). The Teaching Institution TAP Coordinator must return the application within 30 days following the current TAP application deadline.

Home Institution	Teaching Institution

16. When completed, click Send.
17. The document should go to your email, but if you don't see it you can find it in Docusign under your Inbox.
18. Click "Sign", fill in the fields including your Immediate Supervisor's name and tap the sign flag. When completed click "Finish" and a copy will go to your supervisor. You can always view the status of where it stands in Docusign.
19. Once your application is fully complete, log into Docusign, click on "Completed" in the left-hand navigation, download a copy of the completed TAP application, and email to eduassist@gatech.edu.