

INSTRUCTIONS TO COMPLETE AND SUBMIT THE ELECTRONIC SIGNATURE PAGE AND COMPLETED CAMPAIGN FINANCE REPORT

TREASURER COMPLETES THE FOLLOWING STEPS

1. Visit <https://rockvillemd.gov/elections> then click the link “Running for Office.” Scroll down to Section 2 Candidate Information Election Packet, click the link for Signed Affidavit.

2

Candidate Information Election Packet

Download our [complete candidate packet](#) or pick up a hardcopy at the City Clerk's Office in City Hall, Monday-Friday from 8:30 a.m.-5 p.m.

We now offer a selection of required Section 5 documents to be completed online.

- [Campaign Finance Report Fillable Excel Spreadsheet](#)
- [Signed Affidavit](#)
- [Schedule 5: Report on Loan to Campaign Committee](#)

Click on the document name to open DocuSign.

2. Once DocuSign opens, the treasurer completes the name and email fields (Refer to screen shot below).

City of Rockville

Enter the names and emails for the treasurer and candidate. Signers will each receive an email.

Please enter your name and email to begin the signing process.

Your Role:

Treasurer

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:

Candidate

Name:

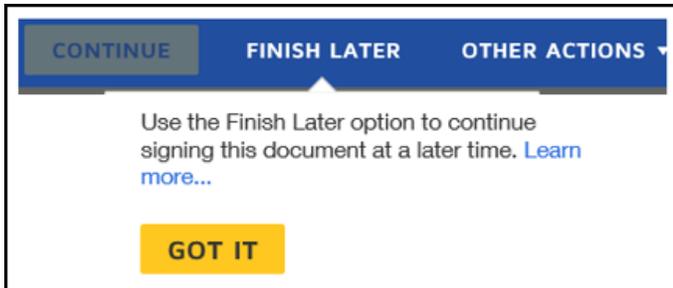
Email:

Begin Signing

3. If prompted, read the Electronic Record and Signature Disclosure then click the check box to indicate you have read and agree to use the electronic records and signatures.



4. Click **CONTINUE**.
5. If you choose to complete and sign the affidavit later, you can ignore the message box shown below if it is displayed.



6. Click **START**.
7. Enter the Name of Campaign Committee.
8. Click **NEXT**.
9. Click **SIGN**. If this is the first time you are using DocuSign, an example of your signature will be displayed. You may change the style by clicking the Change Style button on the right side of the box or draw your signature by clicking the Draw button. The next time you use DocuSign, your signature will be automatically inserted.
Note: This version of DocuSign does NOT allow for inserting an image file of your actual signature.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Frank B. Poland

Initials*

FBP

SELECT STYLE

DRAW

PREVIEW

Change Style



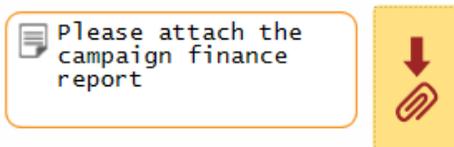
By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL

10. Once you have chosen or drawn your signature, click **ADOPT AND SIGN**. The date field will be automatically populated.

11. Begin the process of uploading the completed Campaign Finance Report by clicking the paper clip icon as shown in the screen shot below.



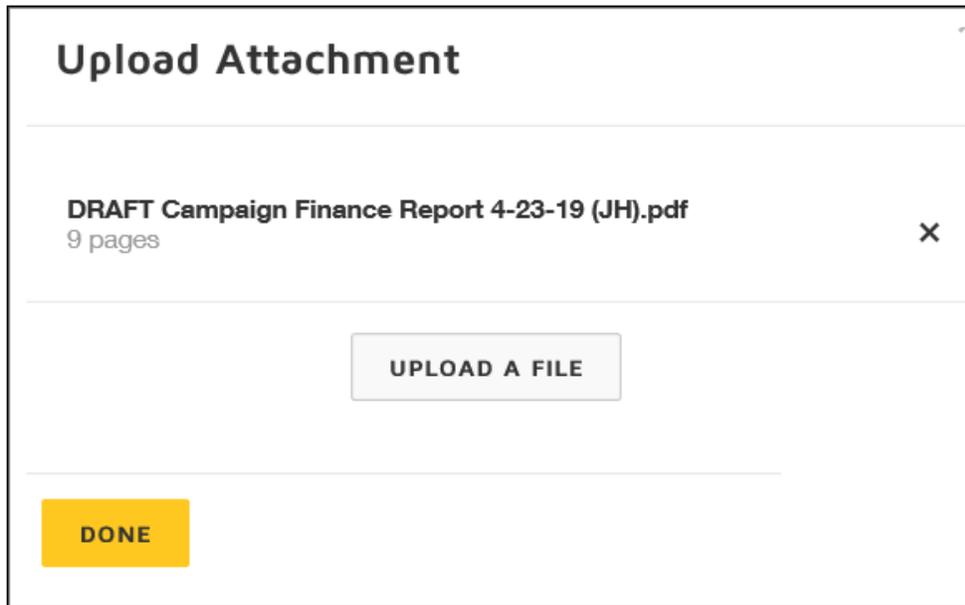
12. Click **UPLOAD A FILE**, navigate to the location of the completed Campaign Finance Report, click on the name of the completed Campaign Finance Report, then click **OPEN**.

Upload Attachment

UPLOAD A FILE

DONE

13. Once the file upload is complete, the name of the Campaign Finance Report will be displayed in the **Upload Attachment** dialog box as shown in the screen shot below.



14. Click **DONE**.
15. Click **FINISH**.
16. Close the browser.

The completed and signed version of the electronic signature page along with the completed Campaign Finance Report are sent via email to the candidate.

CANDIDATE COMPLETES THE FOLLOWING STEPS

1. The candidate opens their email and locates the email from **City of Rockville via DocuSign**. At this point, the Candidate clicks the **REVIEW DOCUMENT** button to launch DocuSign and open the electronic signature page.



City of Rockville sent you a document to review and sign.

REVIEW DOCUMENTS

City of Rockville

DoNotReply@rockvillemd.gov

Please review the Campaign Finance Report and sign the affidavit

2. If this is the first time you are using DocuSign, please read the Electronic Record and Signature Disclosure agreement then click the check box to indicate you have read and agree to use the electronic records and signatures.

 Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

3. Click **CONTINUE**.
4. Click **START**.
5. Click **SIGN**. If this is the first time you are using DocuSign, an example of your signature will be displayed. You may change the style by clicking the Change Style button on the right side of the screen or draw your signature by clicking the Draw button. The next time you use DocuSign, your signature will be automatically inserted.

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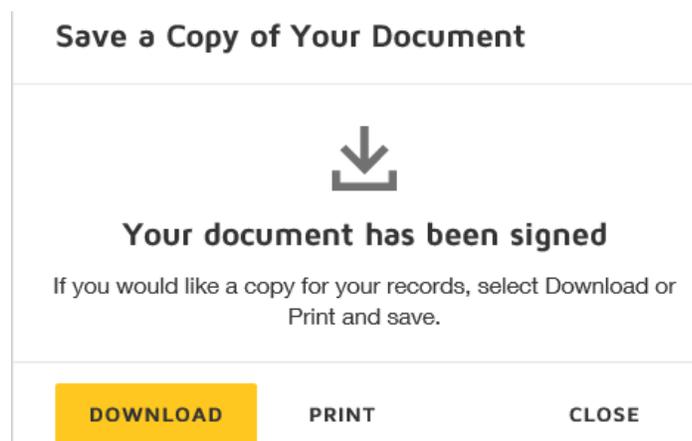
ADOPT AND SIGN

CANCEL

- Once you have chosen or drawn your signature, click **ADOPT AND SIGN**. The date field will be automatically populated.

Note: DocuSign creates one PDF document which contains the signature page and the completed Campaign Finance Report. You can scroll through the document to view the entire contents.

- Click **FINISH**.
- The following message box will be displayed. You may want to download or print a copy of the completed and signed affidavit. Or, you can click **CLOSE**, and either print or use SAVE AS from your email program if you want to retain a hard copy of the document.



- After closing the message box above, click **CONTINUE**.

10. Completing the electronic signature process returns you to the City of Rockville home page. You can then close the browser.
11. The completed, signed affidavit along with the completed Campaign Finance Report will be emailed as attachments to the candidate, treasurer and to campaignfinancereport@rockvillemd.gov.
12. The screen shot below shows how the email with the attachments will appear in your email inbox.

