



How to Digitally Sign a form using IBM Forms viewer (formerly Lotus Forms) and eSign (formerly Approvelt)

Presented by: Michael J. Danberry

Last Update / Revision: 04 June 2015

I get questions often where people “freeze up” when they see *No Signature* when trying to sign a form. So, I decided to do these screen shots to show how to digitally sign forms.

Open Internet Explorer, navigate to <https://militarycac.com>, click Software & Install, eSign / Approvelt, or step 7: eSign

The screenshot shows the MilitaryCAC.com homepage. At the top center is the MilitaryCAC.COM logo featuring a star. To the left is a search bar and a 'Site Map' link. Below the search bar is a 'ShareThis' button and a request to share the site. To the right is a notification box for page updates and a 'Website Reputation' badge showing a score of 100. Below these are several navigation buttons: 'Read Me First', 'Software & Install', 'How Do I?', 'FAQ's', 'Great Deals', 'Further Assistance', and 'Classes'. Underneath these are more specific links: 'One Stop Shop', 'CAC Reader Drivers', 'DoD Certificates', 'ActivClient', 'Browser Settings', 'Lotus Forms', and 'eSign / Approvelt'. A red arrow points from the top left to the 'Software & Install' button, another from the top right to the 'eSign / Approvelt' button, and a third from the bottom left to the 'Step 7: Approvelt | Video' link in the installation steps section below.

HELP ME

MILITARY CAC.COM

.com | .us | .info | .ml | .mobi | .net | .org

The Definitive Source for Everything CAC
Common Access Card help for your
Personal Computer

Be notified of page updates
enter your email
OK [It's private](#)
Powered by: [ChangeDetection](#)

Also available at:
<https://MilitaryCAC.com>

100 Website Reputation
militarycac.com

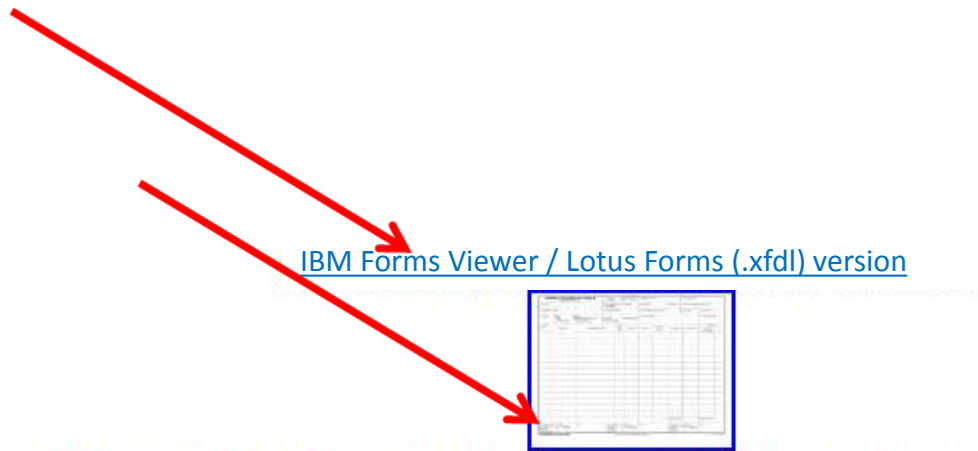
[Additional Links](#)

- Read Me First
 - Software & Install
 - How Do I?
 - FAQ's
 - Great Deals
 - Further Assistance
 - Classes
- "One Stop Shop" CAC Reader Drivers DoD Certificates ActivClient Browser Settings Lotus Forms eSign / Approvelt

Installation Steps

- Step 1: [Obtain a CAC Reader](#)
- Step 2: [CAC Reader driver](#) | [Video](#)
- Step 3: [DoD Certificates](#) | [Video](#)
- Step 4: [ActivClient 6.2](#) | [Video](#)
- Step 4a: [Update ActivClient 6.2](#)
- Step 5: [IE adjustments](#) | [Video](#)
- Log into AKO with your CAC now
-
- Proceed ONLY if you need to sign forms
- Step 6: [Lotus Forms](#) | [Video](#)
- Step 7: [Approvelt](#) | [Video](#)

Double click the Sample Form link or thumbnail



NOTE: **Internet Explorer 8, 9, 10 & 11** users need to look at slides 19-20 of [this guide](#). If not, they along with: Firefox, Chrome, Safari, and Opera web browser users will receive 'gibberish' when clicking the Lotus Forms .xfd link above. You need to **right click the "sample form" link and select Save Link As / Download Linked File As / Save to Download Folder**. Save it to your desktop, then test from your desktop. If your computer downloads it as a .txt file, right click it and change it to .xfd

Please read NOTE above regarding which web browsers clicking the link will work in. Not all browsers respond the same.

Scroll to the bottom and double click on the slanted pen

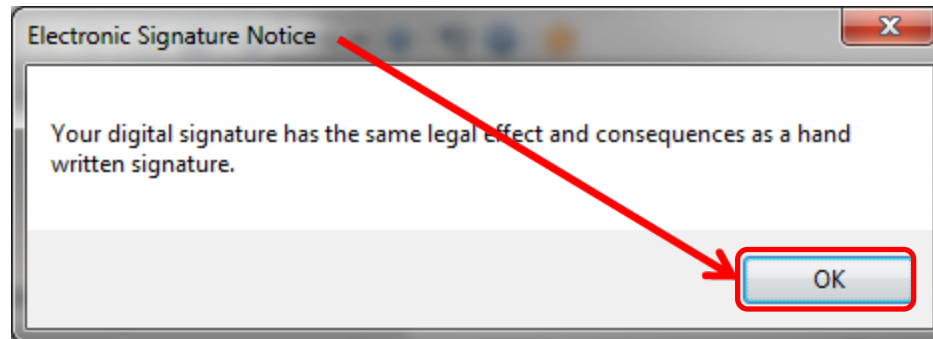
Click to Approve

U.S. ARMY
Forms Content Management

13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED	DATE (YYYYMMDD)	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE (YYYYMMDD)	BY
--	-----------------	---	-----------------	----

DA FORM 3161, DEC 2000 PREVIOUS EDITION MAY BE USED.

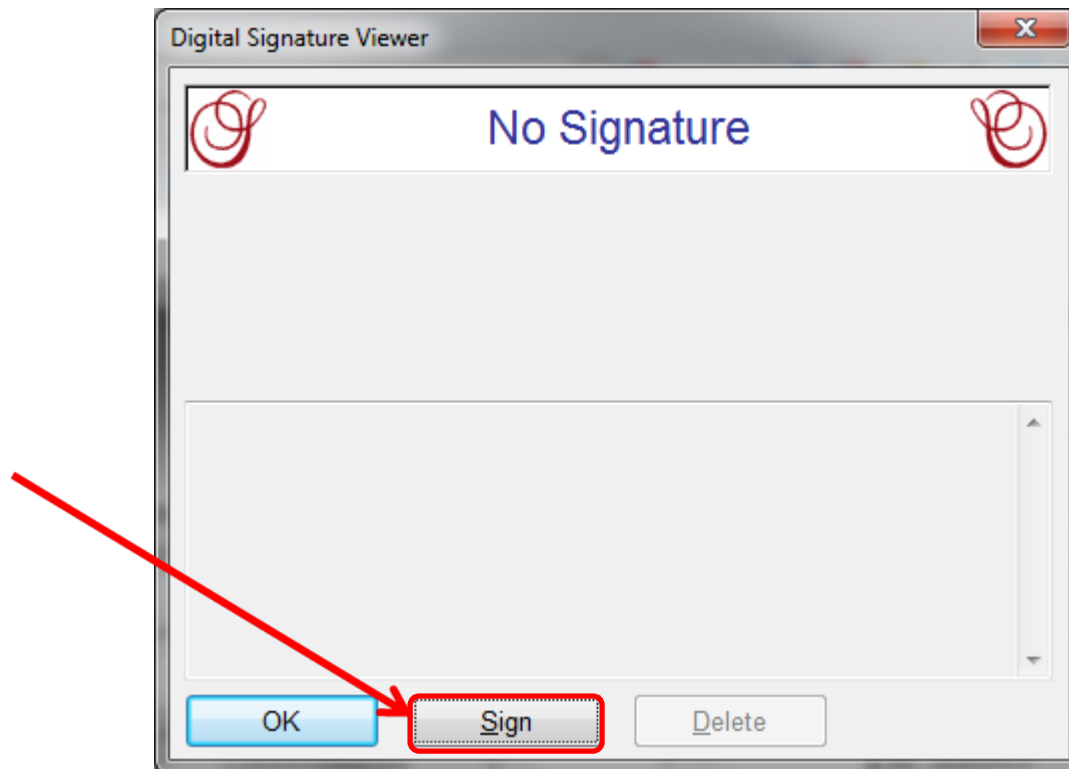
You will see this notice, Select OK



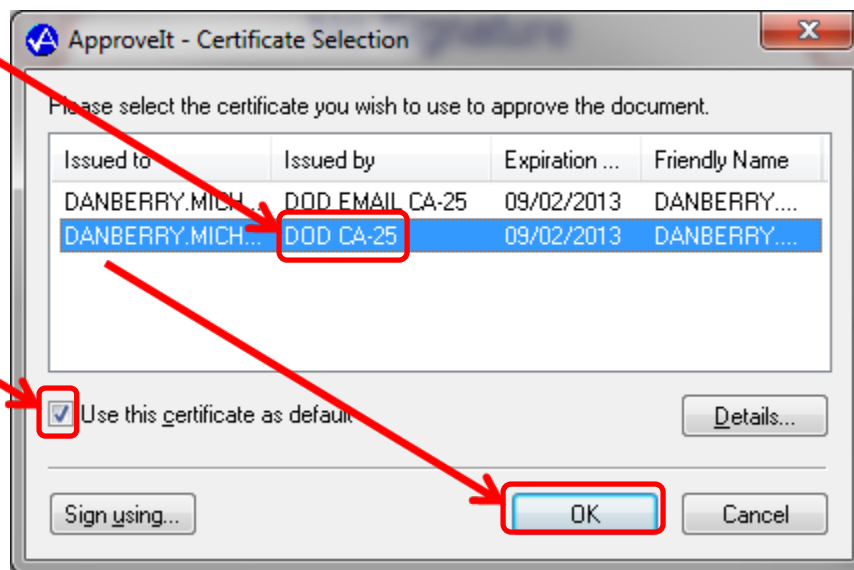
Select the word Sign

If the word Sign is gray, visit

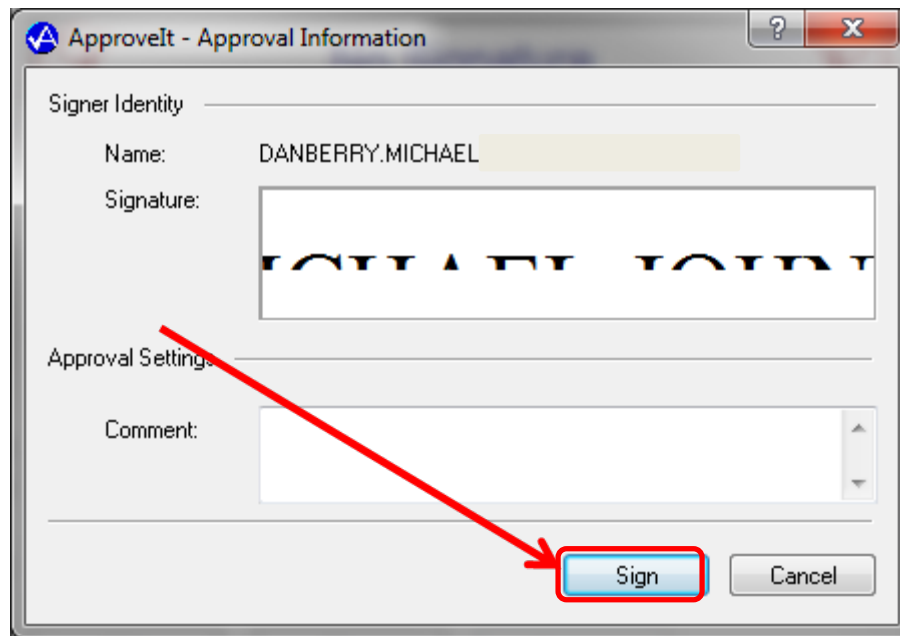
[https://militarycac.com/errors2.htm#SIGN IS GRAY](https://militarycac.com/errors2.htm#SIGN_IS_GRAY)



Select the certificate **WITHOUT** the word EMAIL in it, then select “*Use this certificate as default*” box, then OK



You'll now see a Signer Identity, so
Click *Sign*



ApproveIt - Approval Information

Signer Identity

Name: DANBERRY.MICHAEL

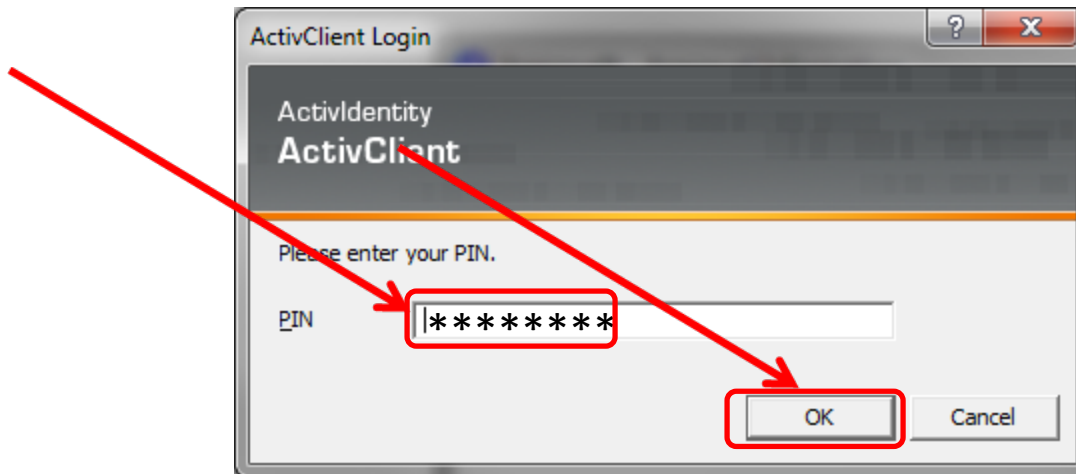
Signature:

Approval Settings

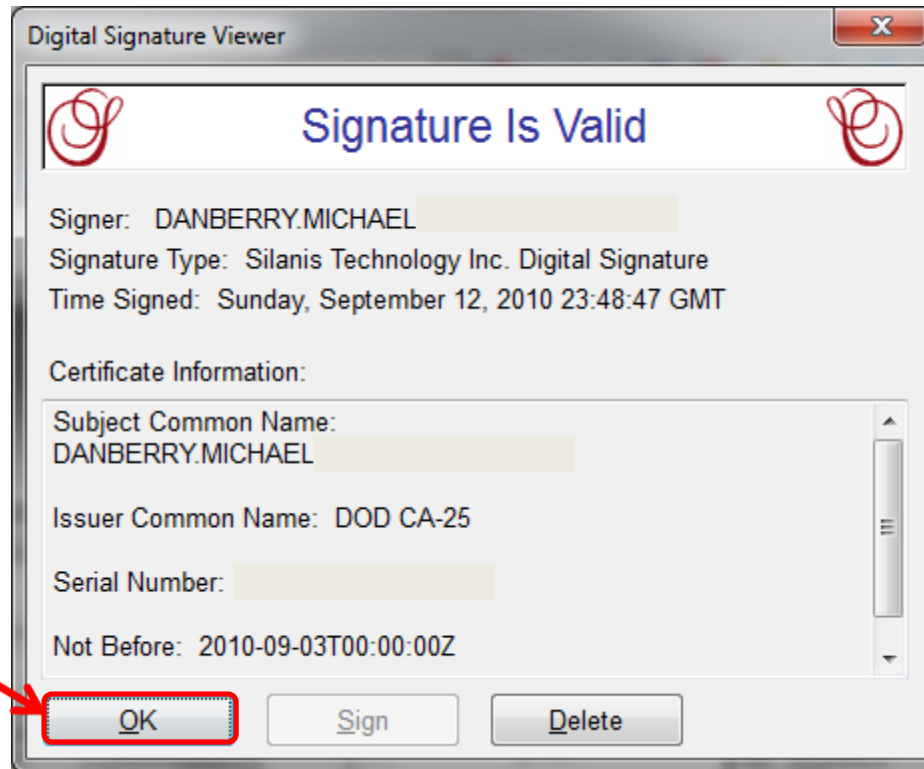
Comment:

Sign Cancel

Enter your 6-8 digit CAC PIN, then *OK*



Click OK



If it worked correctly, you should see your name in the digital signature block with a green circle with a white checkmark in it.

The screenshot shows a web browser window displaying a Lotus Viewer application. The browser's address bar shows the URL <https://militarycac.com/files/a3161.xfdl>. The Lotus Viewer interface includes a header with the U.S. Army logo and the text "U.S. ARMY Forms Content Manage". Below the header are buttons for "SAVE", "SAVE AS", "PRINT", and "EMAIL". The main content area displays a table with the following data:

13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED	DATE (YYYYMMDD)	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE (YYYYMMDD)
		DANBERRY, MICHAEL		

A red arrow points from the "U.S. ARMY" logo in the header to the "BY" column of the table. The cell containing "DANBERRY, MICHAEL" is highlighted with a red border and contains a green circle with a white checkmark, indicating a successful digital signature.

Unknown Zone | Protected Mode: On

If the word Sign was gray and you
were unable to sign

please visit:

[https://militarycac.com/faqs.htm#SIGN IS GRAY](https://militarycac.com/faqs.htm#SIGN_IS_GRAY) to
start troubleshooting your IBM Forms, or eSign
installation.

Presented by:

Michael J. Danberry

<https://MilitaryCAC.com>

Further questions:

<https://militarycac.com/questions.htm>