Preparing and Signing the HUD Signature Form

▸ Inserting HUD Signature Form into a Project Artifact or Document

1. Convert the document into Portable Document Format (PDF).

2. Open the document to display it in the **Nuance Power PDF Advanced** program, and then go to the place in the document where you want to insert the **HUD Signature Form**.

3. In the **Nuance Power PDF Advanced** main menu, click the **Home** tab, and then click **Insert** to display the **Open** window.

Figure 1. Insert command on the Home tab

4. From the **Open** window, select the file name for the document, and then click **Open**. The **Insert Pages** dialog box is displayed on the screen.

5. From the **Insert Pages** dialog box, select the options to insert the **HUD Signature Form** into the document.

▸ Completing the HUD Signature Form

1. In the **Authorization Memorandum** text box, enter the document title for the project artifact in the **Document Title** field, and then click outside of the **Document Title** field.
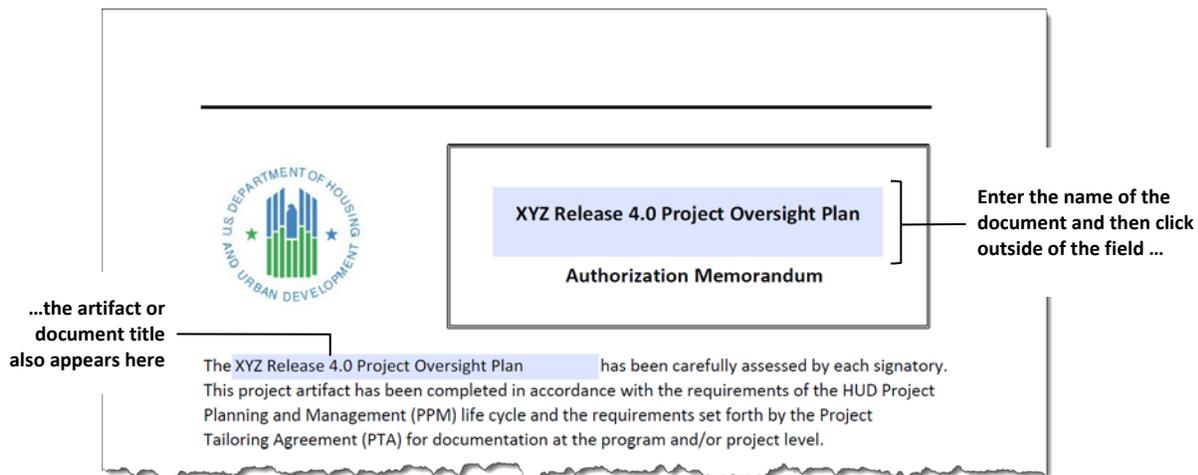

Figure 2. Entering the project artifact or document title

2. In the signature block, type your job title or role in the **Role/Title** field.

Unsigned signature field (red tab at upper left corner of field)

MANAGEMENT CERTIFICATION: Each signatory fully accepts the contents of this document.

Project Manager, Performance and Risk Management Branch
Role / Title

Job Role/Title field (value for Business Unit is optional for this field)

Figure 3. Entering the job role or title for the signing party

Review the entered information to ensure that it is correct and complete.

3. Insert your **PIV Card** into the card reader, and then click the **Signature** field. The **Sign Document** dialog box is displayed on the screen.

4. From the **Sign Document** dialog box, select the digital ID from the **Sign As** drop-down list for the certificate associated with your name.

5. Under **Additional Signature Information**, enter values in the **Location** and **Contact Info** fields.

6. From the **Sign Document** dialog box, click **Save as** to save the document to a different file name., and then click **OK**. The **ActivClient Login** dialog box is displayed on the screen
   –or–
   Click **Save** to the save the document to the same file name.

7. In the **ActivClient Login** dialog box, type the PIN for your PIV Card in the **PIN** text box, and then click **OK**. The certificate-based signature of the signing party is displayed in the signature block.
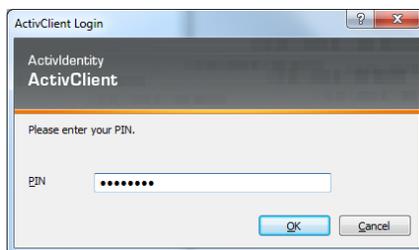

Figure 4. ActivClient Login dialog box

8. Repeat **Step 1** through **Step 7** for each person who signs the **HUD Signature Form**.

PLEASE NOTE: The document title and signature block(s) with certificate-based signature(s) are embedded in the project artifact or document after the first signing. This information becomes **read-only after signing any signature field with a PIV Card**.