



Your Windows® Print Driver Solution to Electronic Signatures

IMPORTANT: Skyward will only accept forms that have been filled out completely. Be sure to include **payment information** in section 3 below to avoid processing delays.

Please allow **5 to 7** business days for processing.

eSign Electronic Signature

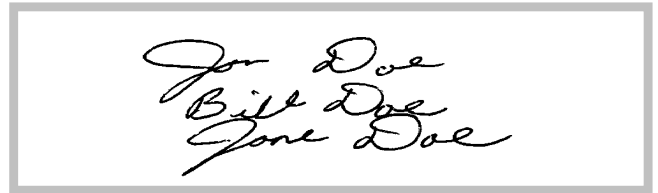
1. Place desired signature(s) inside the yellow box. Sign naturally and use a roller pen. (No markers please.) You may include a title in the signature box (optional). However, all signatures and titles must stay within the yellow box. (Samples below.)



Single Signature Sample



Multiple Signature Sample



2. Please indicate how you would like to use the eSign™ signatures within the Skyward Management System™.

Check all that apply.

<input checked="" type="checkbox"/> Finance Application	<input checked="" type="checkbox"/> Student Application
<input type="checkbox"/> Purchase Orders	<input type="checkbox"/> Transcripts
<input type="checkbox"/> Payroll Checks	
<input type="checkbox"/> Account Payable Checks	

3. Please select a Payment Option (The cost is \$250 per block regardless of the number of signatures within the block):

Purchase Order # _____ OR: Enclosed Check # _____

N/A - eSign included with original core purchase Qmlativ

4. Please complete required district information:

Burnsville Eagan Savage ISD 191

School District

Tyler Dehne, Director of Finance

Print Name and Title

Authorized Signature

Date

5. Contact Information: ("Authorized Signature" personnel will receive eSign instructions if no contact is provided.)

We are hosted by ISCorp. We are hosted locally. We are hosted other: _____

Please send eSign file instructions to the following contact: tdehne@isd191.org

6. Submit your Request: Return this form to the Skyward Sales Administration Department, ATTN: Sales Processing.

To expedite handling, please email the form directly to SalesProcessing@Skyward.com. Alternatively, the form may be mailed to our Skyward World Headquarters address listed below.



Skyward, Inc. 2601 Skyward Dr · Stevens Point, WI 54482 · 800-236-7274 · www.Skyward.com

Form updated January 2023