CollegeBoard

Electronically Signing your Documents via IDOC

The College Board has recently implemented an electronic signature process for students via the Institutional Documentation Service (IDOC). Students and families can now submit and electronically sign, their non-tax filer and verification worksheets online. We have partnered with the company DocuSign to complete the electronic signature process. To electronically sign your documents, you will want to follow these steps:

Step 1: Fill out the applicable online document via your IDOC Student Portal. Review your entered information carefully before proceeding to the electronic signature process. You cannot edit the document after you begin the electronic signature process.

Step 2: Once you have filled out the information on your document you will be prompted to either print your document or electronically sign your document. Choose the options to sign your form electronically.

Step 3: Everyone who needs to sign the document, will receive an email from IDOC via DocuSign asking them to review the document and complete the signature process. Click on "Review Document" in the email.

Step 4: When you click on "review document" this will take you to a page where you can enter an access code. The access code information is provided in the email you have received from IDOC. Enter your access code to see the document.

Step 5: Agree to the electronic records and signatures disclosure and click continue.

Step 6: Review your completed document and confirm your information is correct.

Step 7: Once you have reviewed the document you can click on the yellow button that says "sign". A pop-up will appear where you can adopt a signature style or draw your signature. Once you have chosen a signature, click "adopt and sign." You will see your signature appears on the document.

Step 8: Click finish and your signed document will be completed. You will see a pop-up box asking if you'd like to print or download a copy for your records. You can do so or click "continue." Once you click continue you will be redirected to a page letting you know you are done signing.

Once all the required signers have signed the document, you'll receive an email indicating the document is now complete. Once you receive this email, please allow **24 hours** for the document to be recorded as received in your IDOC Student Portal. You can click the link in the email to view a completed version of the document. You will need to re-enter your access code to view the completed document.

If you have questions or need assistance completing this process, please contact Customer Service at 1-866-897-9881.