MyTDEC Forms Portal:
Enabling Electronic Signatures and Approving Forms

December 10th, 2020

Version 1.4

How do I enable electronic signatures and approve a form?

Overview

The following document will provide step-by-step guidance on how to enable electronic signatures and approve forms on the MyTDEC Forms Portal. Following these guidelines will result in your ability to digitally sign your forms and perform certain actions.

Step-by-Step Guide

Step 1- Login to your Account

1.1 Selecting Sign In

Begin by navigating to https://forms.tdec.tn.gov/ . Once you see the screen below, click on "**Sign In**" from the list of options at the top of the page.

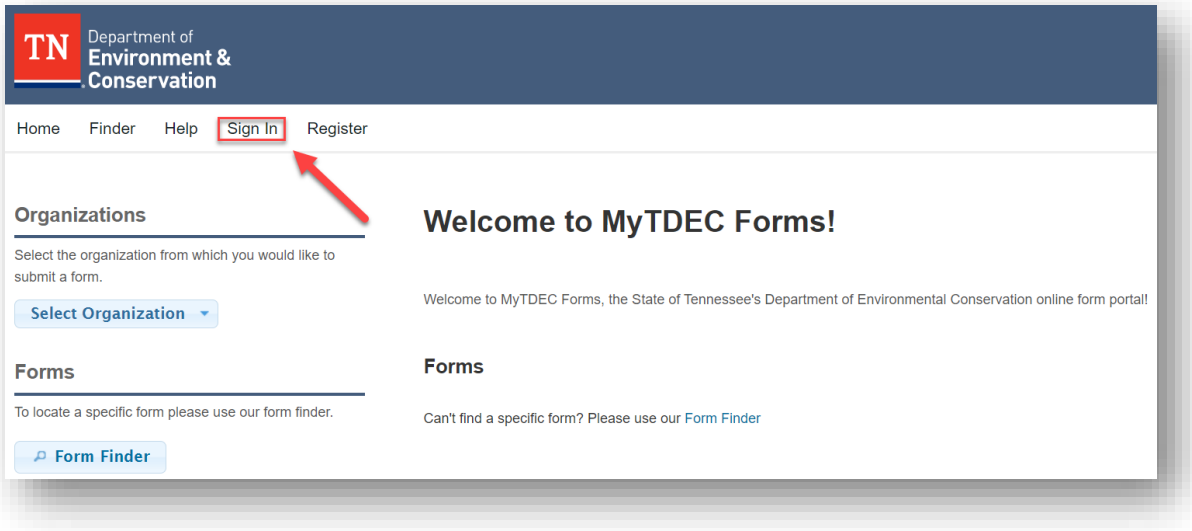

Figure 1 Login Page

Step 1 – Login to your Account

1.2 Sign In with Credentials

After selecting sign in, please fill in the "**User ID**" and "**Password**" fields. If you forgot your password, please select "**Forgot Password**" and follow the subsequent steps to reset that information. Once you have entered your user ID and password into the appropriate fields, please select "**OK**" to complete the log in process.

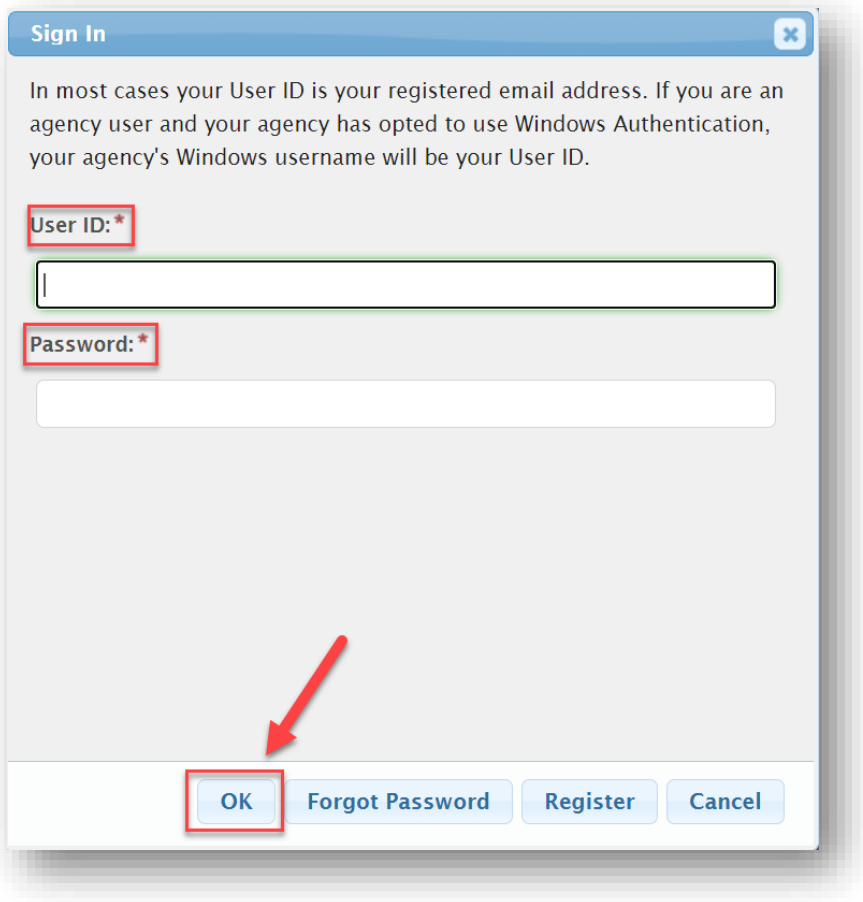

Figure 2 Sign In Window

Step 2 – View Your Profile

After signing in to MyTDEC Forms Portal, select your name in the top right-hand corner. This will redirect you to the "**Edit Profile**" page.

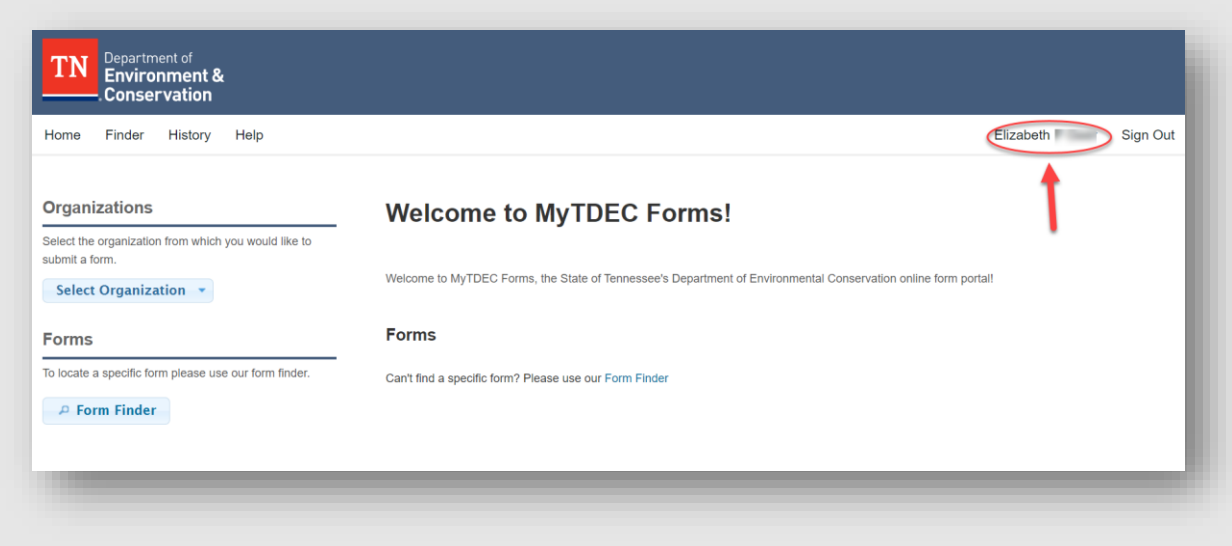

Figure 3 Home Dashboard

Step 3 – Enabling Electronic Signatures

3.1 Adding E-Signature Capability

Within your "**Edit Profile**", scroll down to the "**E-Signature"** section. Select **"Add Electronic Signature Capability"**, as highlighted below.

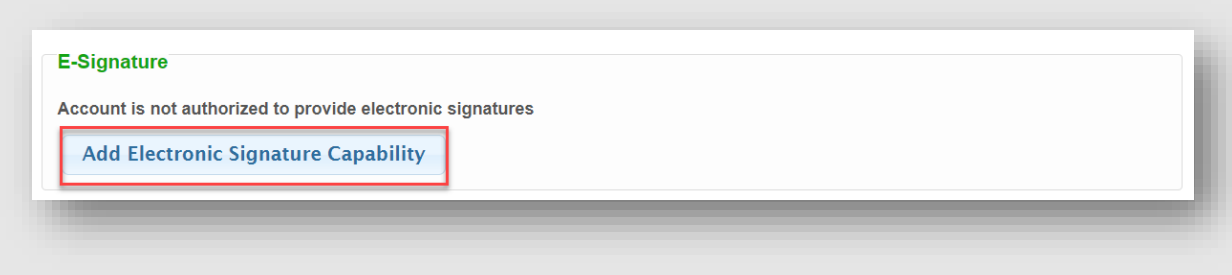

Figure 4 Adding E-Signature from Edit Profile Page

Step 3 – Enabling Electronic Signatures

3.2 Selecting Enable Electronic Signatures

When redirected to the screen below, again select **"Enable Electronic Signatures"** to proceed to the next step of verification.

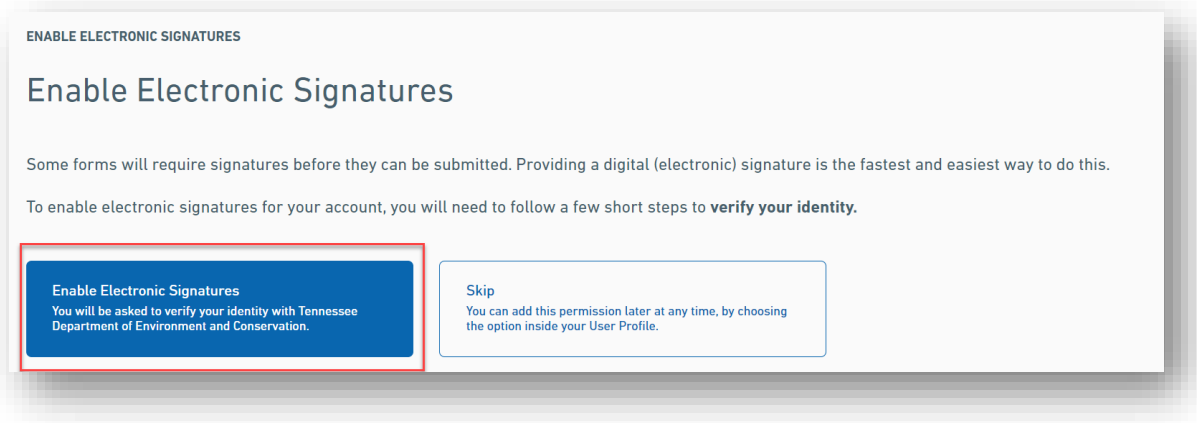

Figure 5 E-Signature Explanation

Step 3 – Enable Electronic (Digital) Signatures

3.3 Identity Verification

In order to use a digital signature on MyTDEC Portal, you must verify your identity. To do so, select **"Use Digital Authentication Service (recommended)".** Please do not hit "**Download Mail-in Form**" or "**Skip identity verification**". These options will not allow you to continue with the digital signature process until the mail in form is processed.

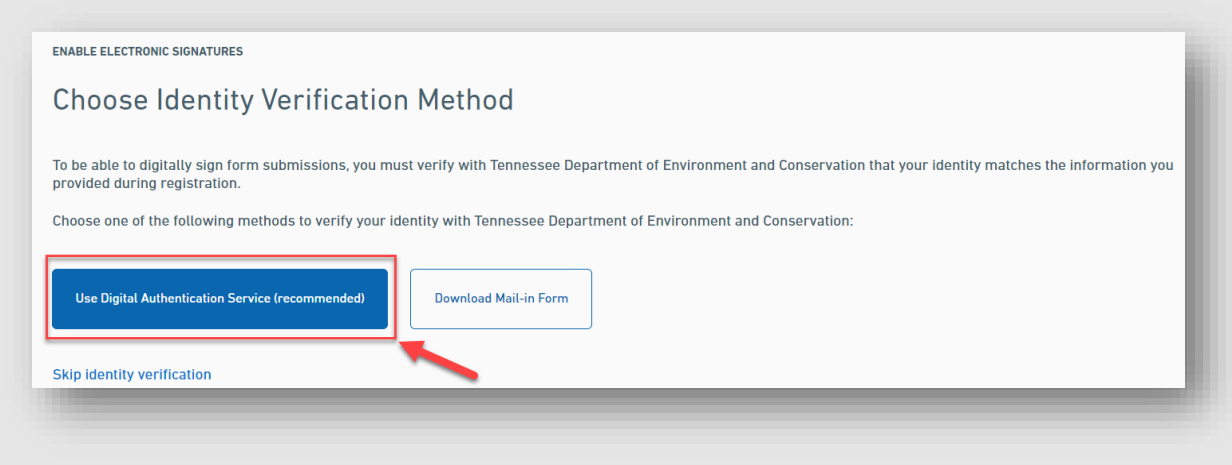

Figure 6 Choose Identity Verification Method

Step 3 – Enable Electronic Signatures

3.4 Accept Terms of Use

The next screen will prompt you to agree to TDEC's terms of use. Read the terms of use document by using the scroll bar at the right. When you have finished reading, click "**Continue"** to continue with the identity verification process.

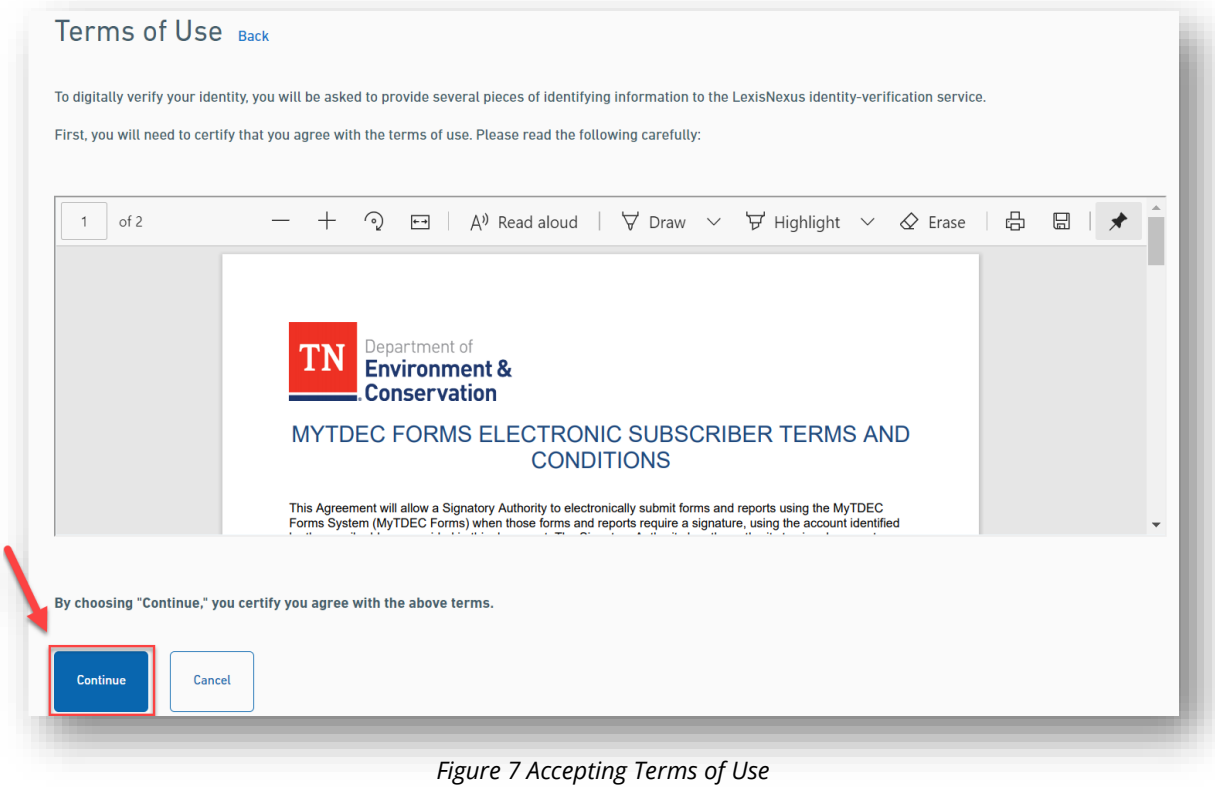

Figure 7 Accepting Terms of Use

Step 3 – Enable Electronic Signatures

3.5 Confirming Personal Information

You will now be prompted to verify your personal information. All fields below that are marked with a **red asterisk** are **required** and you will not be able to continue with the e-signature process without completing them. Once you have filled in all blanks with the appropriate information, please click "**Submit**". The submit button will be **dark blue** when all fields have been filled and you can proceed.

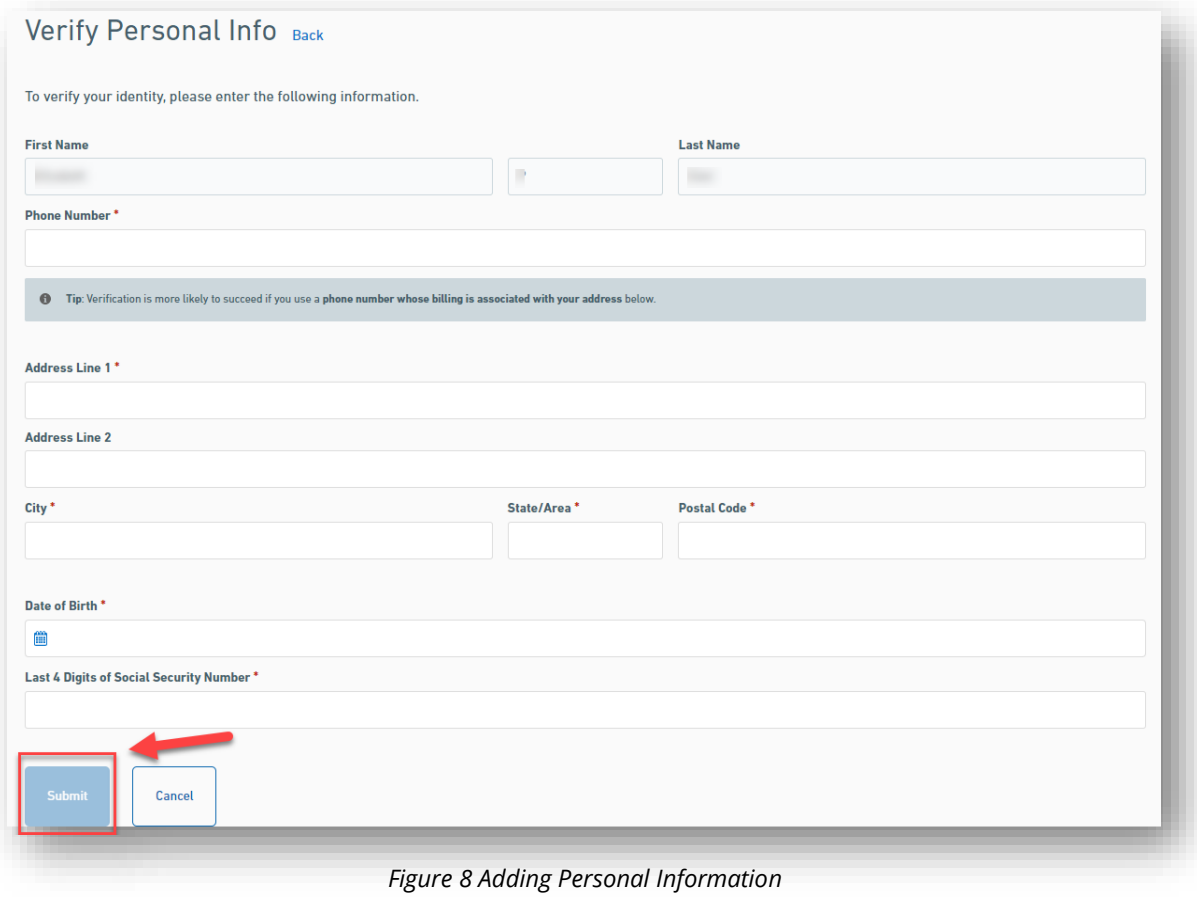

Figure 8 Adding Personal Information

Step 3 – Enable Electronic Signatures

3.6 Confirmation of Identity Verification

If your information was submitted successfully, you will be prompted to the following screen notifying you that you have been granted electronic signature capabilities. Click "**Continue**" to proceed.

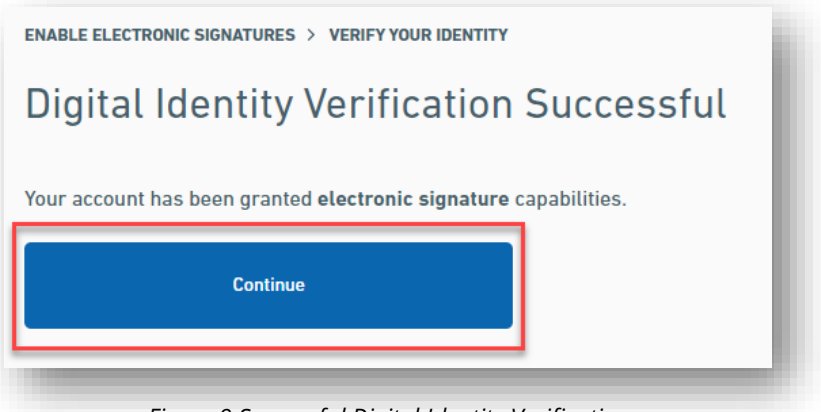

Figure 9 Successful Digital Identity Verification

Step 4 – Creating Challenge Questions

4.1 Begin Entering Challenge Questions

After selecting continue, you may be automatically prompted to create challenge questions. If this is the case, please continue to step **4.2.** If you are not immediately prompted to create challenge questions, wait until you see **a yellow and blue alert button** next to your name, as shown in the top right corner. Click on your name to view your **user profile**. There, you should have a yellow banner like the one below. Please select **enter new Challenge Questions** to begin the last step of e-signing.

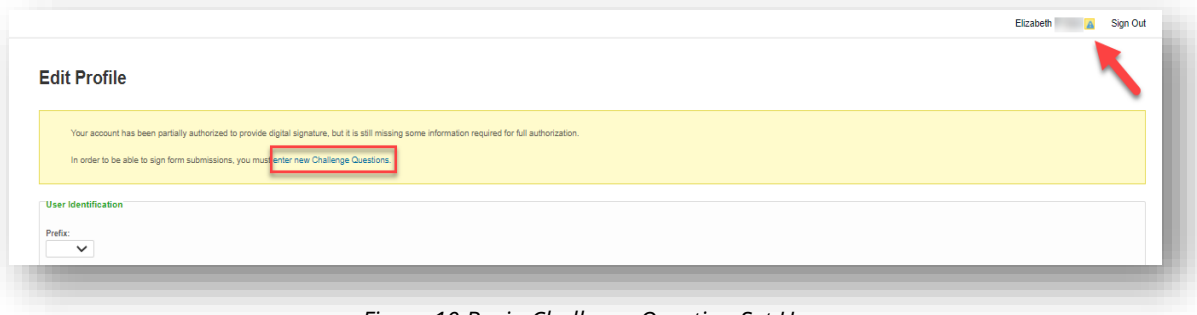

Figure 10 Begin Challenge Question Set Up

Step 4 – Creating Challenge Questions

4.2 Selecting and Answering Challenge Questions

To complete the enablement of electronic signatures, you need to select and answer 5 **challenge questions**. You can choose from a variety of questions by selecting the **drop-down arrow** at the far right. Each answer must be at least **5 characters in length**, and each answer must be **distinct** from the others. You must answer one randomly selected challenge question each time you enter your password to execute an e-signature, so be sure to remember your responses. Only a correct answer to the challenge question will allow the user's password to be applied to the electronic document. Once you have chosen and answered all five questions, select **"Save and Continue".**

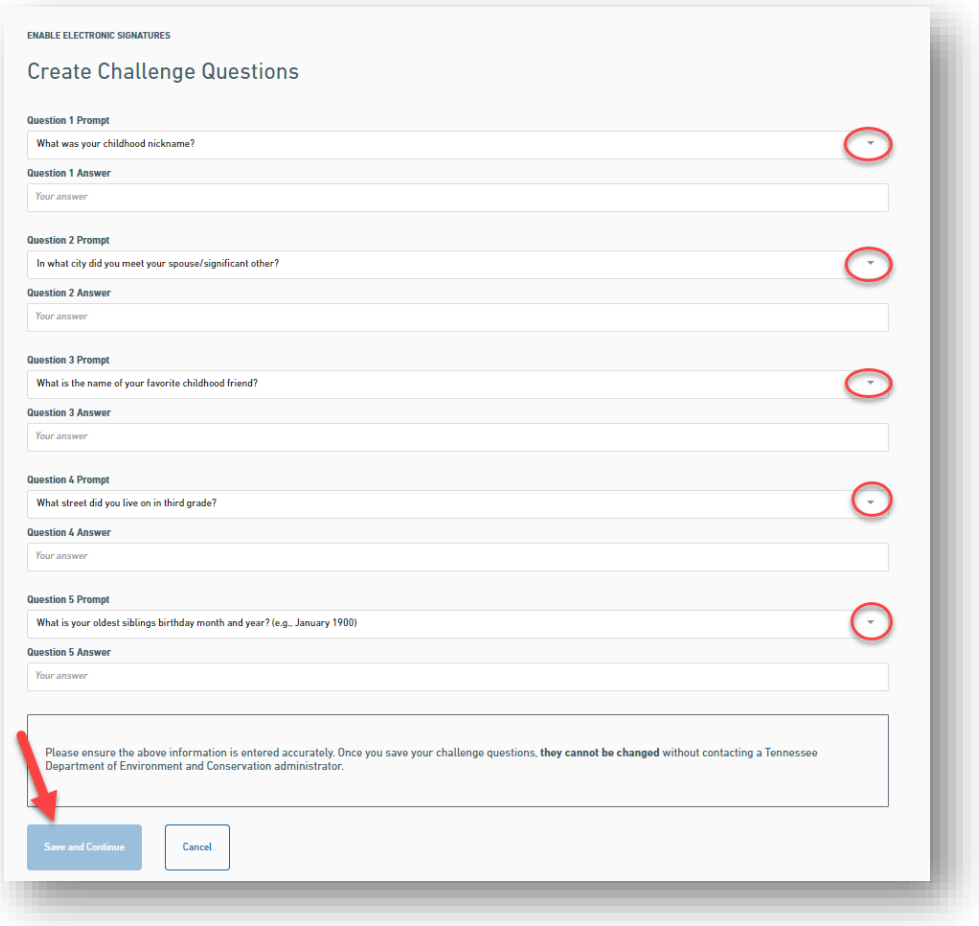

Figure 11 Creating Challenge Questions

Step 5 – Electronically Signing a Form

5.1 Requesting to Sign off on a Form

Finally, navigate back to a form that is requiring your signature. Head to the **"Signing"** section of the form. Under **"Select signing method"**, choose **"Digital Signature (recommended)".** Then click **"NEXT"**, as highlighted below.

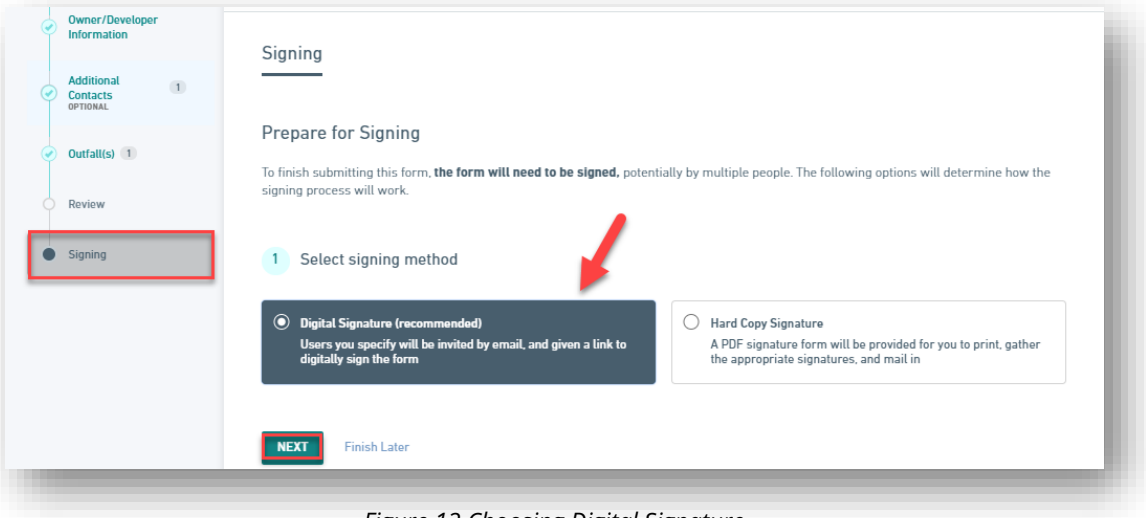

Figure 12 Choosing Digital Signature

Step 5 – Electronically Signing a Form

5.2 Other Signers

The form will now prompt you to specify if anyone else will be signing the form. If you are the only signer, select **"No".** If you need to invite others to sign, select **"Yes"** and enter their email. After making your selection, click **"SIGN".**

Figure 13 Choosing Signers

Step 5 – Electronically Signing a Form

5.3 Confirming Password and Challenge Questions

In order to sign the form, a **certification statement** will pop up. Please read the statement and **check** all of the highlighted boxes below confirming your agreement with the statements. Then, "**Enter your password**" and provide an answer to **one of your challenge questions**. Finally, click **"SIGN".** This concludes the e-signature process.

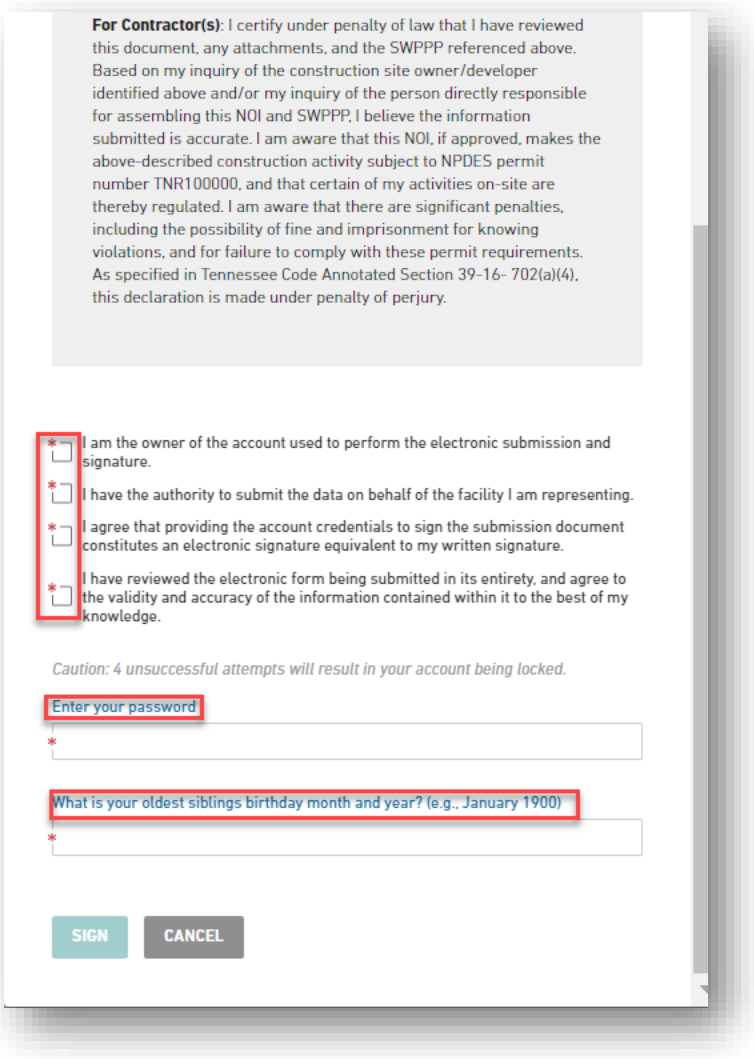

Figure 14 Choosing Digital Signature