


Steps to Signing the One Fairfax Policy Acknowledgement Form

STEP 1: Registration

To begin, click on this link: [BAC Acknowledgement Registration](#). It will take you the One Fairfax Policy Registration page, shown below.

- Enter your first name, last name, and email address.
- Select the Board, Authority, or Commission (BAC) you serve on using the dropdown menu highlighted below. You may only choose one BAC for each registration. If you are a member of more than one BAC, you will need to fill out this form and go through the entire process one time for each BAC on which you serve. *Note: I chose the IT Policy Advisory Committee for illustrative purposes.*
- Click the blue 'Submit' button.

https://fairfaxcounty-639180.workflowcloud.com/forms/620b8c36-c766-4293-9497-a525b58b7fae



One Fairfax Policy - Registration


Once you register using this form, you will receive an email with a link to the Acknowledgement Form for you to sign.
Please note the email will come from **DocuSign**.

Enter First Name: *Required **

Enter Last Name: *Required **

Enter Email Address: *Required **

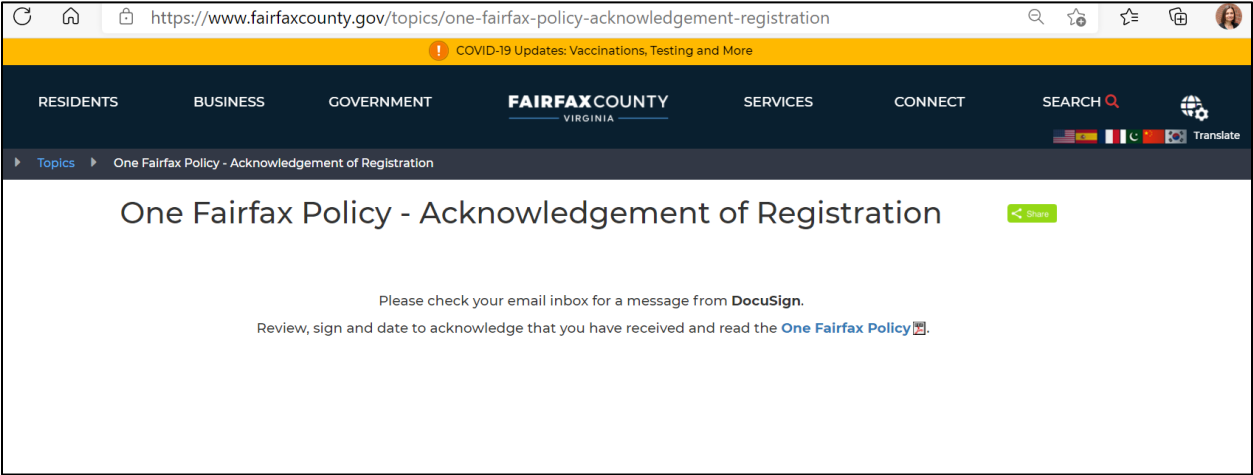
Select BAC Name: *Required **



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STEP 2: Acknowledgement of Registration

You will see a screen that looks like this. This means that you have registered; it does not mean that you have completed the process. You will receive an email with additional instructions.



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STEP 3: Sign the Form

Please wait a couple of minutes for the email to arrive. The email will come from bac-communications@fairfaxcounty.gov. Below is an example.


Click on the yellow button that says, 'Review Document.'

The screenshot shows an email interface. At the top, the subject is "Please sign the One Fairfax BAC Acknowledgement Doc". The sender is "DocuSign System <dse_na2@docusign.net>" and the recipient is "Wilson, Robin". The time is 5:10 PM. A blue banner in the center of the email contains the Fairfax County seal, a document icon, and the text "BAC Communications sent you a document to review and sign." Below this banner is a yellow button labeled "REVIEW DOCUMENT" with a red arrow pointing to it. The email body text includes: "BAC Communications bac-communications@fairfaxcounty.gov", "Greetings Robin Wilson,", "Please sign the attached One Fairfax BAC Acknowledgement document using DocuSign.", and "Thank you." At the bottom, it says "Powered by DocuSign".

Steps to Signing the One Fairfax Policy Acknowledgement Form

Click on the white box in the blue banner that says you agree to use an electronic signature. Then press the yellow 'Continue' button.

Please Review & Act on These Documents

 **BAC Communications**
Fairfax County Government

Greetings Robin Wilson,

Please sign the attached One Fairfax BAC Acknowledgement document using DocuSign.

Thank you.
[View Less](#)

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

CONTINUE

the **INFORMATION TECHNOLOGY POLICY ADVISORY COMMITTEE**,
hereby acknowledge and confirm that I have received and reviewed the One Fairfax policy
adopted by the Fairfax County Board of Supervisors on November 21, 2017.

Sign
↓

Robin Wilson
INFORMATION TECHNOLOGY POLICY ADVISORY COMMITTEE
03/26/2021 | 17:14:07 EDT

Everything but the signature is pre-populated based on your registration. Click on the yellow 'Sign' box.

START

ACKNOWLEDGMENT OF ONE FAIRFAX POLICY

I, **Robin Wilson**, appointed to
the **INFORMATION TECHNOLOGY POLICY ADVISORY COMMITTEE**,
hereby acknowledge and confirm that I have received and reviewed the One Fairfax policy
adopted by the Fairfax County Board of Supervisors on November 21, 2017.

Required - Sign Here

Sign
↓

Robin Wilson
INFORMATION TECHNOLOGY POLICY ADVISORY COMMITTEE
03/26/2021 | 17:14:07 EDT

Steps to Signing the One Fairfax Policy Acknowledgement Form

Click on the yellow button 'Adopt and Sign.' You don't need to do anything else on this page.

create and add your signature

FINISH OT

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

Robin Wilson RW

SELECT STYLE DRAW UPLOAD

PREVIEW [Change Style](#)

DocuSigned by: Robin Wilson DS RW

DABB4BDE0E2E4CB...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Your name will appear in the signature block. Click on the yellow 'Finish' button.

Done! Select Finish to send the completed document.

FINISH

ACKNOWLEDGMENT OF ONE FAIRFAX POLICY

I, Robin wilson, appointed to the INFORMATION TECHNOLOGY POLICY ADVISORY COMMITTEE, hereby acknowledge and confirm that I have received and reviewed the One Fairfax policy adopted by the Fairfax County Board of Supervisors on November 21, 2017.

Required - Signature Applied

DocuSigned by: Robin Wilson DS RW

Robin wilson

INFORMATION TECHNOLOGY POLICY ADVISORY COMMITTEE

03/26/2021 | 17:26:54 EDT

Steps to Signing the One Fairfax Policy Acknowledgement Form

This screen is asking you to sign up for a DocuSign account. Click 'No thanks.'

Save a Copy of Your Document

Sign up for a FREE DocuSign account today and sign all your documents electronically.

Email
robin.wilson@fairfaxcounty.gov

Password

Confirm Password

Country
-- select --

By clicking the 'SUBMIT' button, you agree to the [Terms & Conditions](#) and [Privacy Policy](#).

SUBMIT **NO THANKS**

STEP 4: Confirmation

You will see a confirmation screen. You do not need to do anything else. The signed form is saved on SharePoint in a folder that your BAC staff coordinator can access.

DocuSign

You're All Done!

You'll receive a copy once everyone has signed.

Think Signing was Easy?



Send out documents for signatures and complete them within minutes.


TRY IT OUT


Steps to Signing the One Fairfax Policy Acknowledgement Form


You will get an email confirming that you have completed the acknowledgement form. If you would like to see your signed form, click on 'View Completed Document.'



Completed: Please sign the One Fairfax BAC Acknowledgement Doc

 DocuSign System <dse_na2@docusign.net>
To  Wilson, Robin


 5:31 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.




Your document has been completed
 [VIEW COMPLETED DOCUMENT](#)

BAC Communications
bac-communications@fairfaxcounty.gov

All parties have completed Please sign the One Fairfax BAC Acknowledgement Doc.
Greetings Robin Wilson,
Please sign the attached One Fairfax BAC Acknowledgement document using DocuSign.
Thank you.
Powered by 

Steps to Signing the One Fairfax Policy Acknowledgement Form

STEP 5: Save or Print (Optional)

If you chose to view your completed document in the prior step, you will see a screen like the one below. If you would like, you can download the document by clicking on the button above the purple arrow. You can print by clicking on the button above the green arrow. This is for your records only. The signed form is already saved on SharePoint in a folder that your BAC staff coordinator can access.

Then click on the yellow 'Close' button. You're done. Thank you!

