

## How to sign documents using your PIV Card

**Important Tip:**  
Before you open the Adobe Program, ensure  
your PIV Card is inserted.

Ensure you are using the Adobe Program and not the Adobe or Acrobat Reader.

**Important Tip:**  
Before you open the Adobe Program, ensure your PIV Card is inserted.

Next, complete the form by filling out the required fields in the form.

**Important Tip:**  
Before you open the Adobe Program, ensure your PIV Card is inserted.

NOTIFICATION OF POST EMPLOYMENT NEGOTIATION OR AGREEMENT AND RECUSAL STATEMENT

Section 17 of the Long-Term Care and Retirement Act of 2012 (STOCK Act) requires certain employees to file a statement notifying their agency ethics official of any negotiation for or agreement of future employment or compensation with a non-federal entity within 30 days of the commencement of the negotiation or agreement. Employees who file this notification statement also must file with their agency ethics official a recusal statement whenever there is a conflict of interest or appearance of a conflict of interest with the entity, or obtain a written waiver or an authorization as discussed in 1 C.F.R. § 201.405, or qualify for a regulatory exemption pursuant to 18 U.S.C. § 208(b)(2).

NOTIFICATION OF POST EMPLOYMENT NEGOTIATION OR AGREEMENT

Name of Employee	John G. Public
Agency/Office	MHS
Date Negotiation or Agreement Commenced	July 10, 2012
Name of Non-Federal Entity or Entity	Big Pharma Corp

Disclose each non-federal entity with which you are negotiating for or have an agreement of future employment or compensation.

RECUSAL STATEMENT

For as long as I am negotiating for or have an agreement of employment or compensation with any entity listed above, I will not participate personally and substantially in any particular matter that has a direct and predictable effect on the financial interests of that entity, unless I first obtain a written waiver or an authorization consistent with 1 C.F.R. § 201.405, or qualify for a regulatory exemption pursuant to 18 U.S.C. § 208(b)(2).

Employee Signature	Done
Agency Ethics Official Signature	Done

Important Tip:  
Before you open the Adobe Program, ensure your PIV Card is inserted.

Once the required fields are completed, it is now ready to E-sign. To begin, left-double click here. *There may be a small delay.*

NOTIFICATION OF POST EMPLOYMENT NEGOTIATION OR AGREEMENT AND RECUSAL STATEMENT

Section 17 of the Long-Term Care and Retirement Act of 2012 (STOCK Act) requires certain employees to file a statement notifying their agency ethics official of any negotiation for or agreement of future employment or compensation with a non-federal entity within 30 days of the commencement of the negotiation or agreement. Employees who file this notification statement also must file with their agency ethics official a recusal statement whenever there is a conflict of interest or appearance of a conflict of interest with the entity, or obtain a written waiver or an authorization as discussed in 1 C.F.R. § 201.405, or qualify for a regulatory exemption pursuant to 18 U.S.C. § 208(b)(2).

NOTIFICATION OF POST EMPLOYMENT NEGOTIATION OR AGREEMENT

Name of Employee	John Q. Public
Agency/Office	MHS
Date Negotiation or Agreement Commenced	July 10, 2012
Name of Non-Federal Entity or Entity	Big Pharma Corp

Disclose each non-federal entity with which you are negotiating for or have an agreement of future employment or compensation.

RECUSAL STATEMENT

For as long as I am negotiating for or have an agreement of employment or compensation with any entity listed above, I will not participate personally and substantially in any particular matter that has a direct and predictable effect on the financial interests of that entity, unless I first obtain a written waiver or an authorization consistent with 1 C.F.R. § 201.405, or qualify for a regulatory exemption pursuant to 18 U.S.C. § 208(b)(2).

Employee Signature	Done
Agency Ethics Official Signature	Done

Sign

Important Tip:  
Before you open the Adobe Program, ensure your PIV Card is inserted.

A sign document popup will appear. This is directly connected to your PIV card which contains all of your HHS credentials. Single left-click 'sign'. *There may be a small delay.*

Another window will appear, prompting the user to save the document. It is recommended it is saved using a different name.

Q: Why does this prompt me to save it?  
 A: Because it will allow you to keep an electronic copy with your signature for your records.

**Important Tip:**  
 Before you open the Adobe Program, ensure your PIV Card is inserted.

Next, the user will be prompted to put in their PIV card number (usually 4-8 numeric characters long); then click 'ok'.

**Important Tip:**  
 Before you open the Adobe Program, ensure your PIV Card is inserted.

The document is now signed and ready for submission. Note the date and time also appear as part of your PIV signature.

**Important Tip:**  
Before you open the Adobe Program, ensure your PIV Card is inserted.

The document is now signed and ready for submission. Note the date and time also appear as part of your PIV signature.

**Important Tip:**  
Before you open the Adobe Program, ensure your PIV Card is inserted.