How to Digitally Sign your eForm

*** *If you do not sign your eForm, then we <u>cannot</u> give you credit for completing TRS.* ***

1. Log into your <u>milconnect</u> account. *FYI - This is great opportunity to set up your DS Logon if you haven't done so. It will be an important account to have since your CAC will not be an option in the future and you may want to access your benefits (i.e., GI Bill, Post 9/11, Healthcare, Life insurance, etc.)* when you separate.

2. Once you log into milconnect, click the "Correspondence/Documentation" tab and then Click "DoD Transition Assistance Program (DoDTAP)." Be patient. It will take a few minutes to load.

3. Click the eForm hyperlink – it will take a minute to load.

4. Go to page 4 – the "Signatures and Remarks" tab/page, and hit "Click here to Sign and Lock." If the button is grayed out, hit save. Wait a moment, and if a red bar(s) pop up, then you need to complete the form and try again. Two green bars should appear after you hit save and then you'll be able to electronically sign. When you do, it'll kick you out of the form.

5. Click the eForm hyperlink again, scroll down, hit print and send me the updated PDF with your signature in block 26 or 28.