



JA Annual Documents to Sign

1. Please click to read the three documents below.

- [Volunteer Conduct Standards](#)
- [JA Digital Media Policy](#)
- [JA Volunteer Media Release & Consent](#)

2. Once you have read the documents above, please follow the steps below to sign electronically or click [here](#) to access a printable form you can email to jasd@ja.org or mail to the JASD office.
- Click [here](#) when you have read the documents, are ready to sign them, and have access to your email to receive a code needed for Identity Verification.**
 - Enter your full name and email address and click "Submit" to start the signing process.
 - *New Step*** Identify verification is needed, click "Continue" to generate a code.
 - *New Step*** Enter the verification code provided in your email and click "Verify".
 - Select "Start signing".
 - Select "Adopt initials". (Top Right)
 - Indicate your signature style and select "Adopt signature".
 - Select "Apply initials" three times to initial each section of the document.
 - Select "Apply signature".
 - Select "Continue" twice (for the name and date).
 - Select "Submit" to complete the process.
 - Optional: You can download the document to keep for your records – you should also receive a confirmation email.

*If you have questions or concerns in signing this document, please contact the JA office at 605-336-7318 or jasd@ja.org.