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 to 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.

![Registration Form](https://fairfaxcounty-639180.workflowcloud.com/forms/620b8c36-c766-4293-9497-a525b58b7fae)
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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.’
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Click on the white box in the blue banner that says you agree to use an electronic signature. Then press the yellow ‘Continue’ button.

Everything but the signature is pre-populated based on your registration. Click on the yellow ‘Sign’ box.
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Click on the yellow button ‘Adopt and Sign.’ You don’t need to do anything else on this page.

Your name will appear in the signature block. Click on the yellow ‘Finish’ button.
This screen is asking you to sign up for a DocuSign account. Click ‘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.
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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.’
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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!