**Proposal Signature Page Instructions**

 **Proposal Form Signature Page** - The signature page of the completed Project Proposal Form should be printed and signed by the same Authorized Representative to be identified in the resolution and then scanned and uploaded to SOAR as an attachment. Resolutions are not due until Step3.

Please note, the Proposal Form Signature Page is not a separate document from the Project Proposal on SOAR. It is the first page of the Project Proposal. The instructions below detail how to print this page from SOAR.

To print the Project Proposal Form from SOAR:

* Log into SOAR and go into the Environmental Enhancement and Mitigation Program Project Proposal Form.
* Ensure all Project Proposal page information is complete and accurate.
* Go to the first tab called the General Information Tab. Scroll to the bottom of the General Information Tab page and select the Preview/Submit button (NOTE: Clicking this button will not submit the Project Proposal).
* A preview of the full Project Proposal will appear. Scroll to the bottom of the page and select “Print Application.” A Pop Up will appear with the Project Proposal in Print Form. Click CTRL+P (for Microsoft/PC) or Command+P (for Mac/Apple), to print the Project Proposal. Choose to print only the first page of the Project Proposal. Click Print.
* Once signed by the Authorized Representative, upload the signed Project Proposal Form Signature Page to SOAR.