Instructions for How to Include a Signature Page

This document outlines the process for including a signature page(s) under the enhanced FARA eFile registration process (for new registrants only).

1. At the conclusion of the registration process you will reach the “Registration Summary Review” page. Example:

   ![Registration Summary Review](image)

2. Scroll to the bottom of the page and click on “Forms Preview.”

   ![Forms Preview](image)
3. Review preview forms provided. Scroll to the bottom of the page and click “Sign.”
4. On the next page, select “Download Blank Signature Page.”

![Download Blank Signature Page]

5. A pop-up will appear asking if you want to “Open” or “Save” the signature page. Select “Open.”

![Open the signature page]

6. Print the signature page and provide a wet (handwritten, using a pen) signature.

7. Scan the signed document and save as a PDF to your computer.
8. To upload the signature, select “Browse” and choose the signature page from your computer. Select your signed signature page and click “Open.”
9. Select “Upload and Save Files” to add the signed signature page to your registration.
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10. Once a signature page is saved and uploaded, it will be listed at the bottom of the screen. To preview a signature page, click on 📄 under “View File.” To delete a signature click on 🗑️ under “Delete?”

11. Click “Next” and follow the instructions to complete the rest of the registration process.

**Important Notice:** The enhanced FARA eFile system is for **new** registrants only. For **existing** registrants (those who have already completed initial filing) review the [Instructions for Existing Registrants](#).

For assistance contact the FARA Unit ([fara.public@usdoj.gov](mailto:fara.public@usdoj.gov) or 202-233-0776).