SIGNING YOUR NAME IN FREVVO

1. Click on the Pencil Icon

1.1. To electronically sign your name in Frevvo, first click the “pencil icon” under “Signature of X” (where X is your title). In this example, the BM is required to sign.

![Signature of Business Manager](image1)

2. Option 1: Type Your Name

2.1. You may type your name in the “Or Type Name” box located on the bottom left-hand side of the pop-up window that opens and then click “Done” to close the pop-up window. Please note there is a character limitation when typing your name. [Note: Don’t worry about typing your name because nobody can impersonate you. Frevvo users of the Office of Sponsored Programs’ implementation of Frevvo are: (i) authenticated by Frevvo’s and BSU’s information systems when logging in; and (ii) secondarily authorized by role (e.g., DA, PI, BM, DC, Dean) in the electronic workflow.]

![Sign](image2)

2.2. If you do not like your signature, click the “Clear” button. If you decide not to sign, you can click the “Cancel” button.

3. Option 2: Sign Your Name

3.1. You may sign your name by: (i) left-clicking and using your mouse to sign; or (ii) signing with your finger on your mobile device. Click “Done” when you’ve completed your signature.

![Sign](image3)
3.2. If you do not like your signature, click the “Clear” button. If you decide not to sign, you can click the “Cancel” button.

4. **Clicking Continue to Move the Form to the Next Step of the Workflow**

4.1. Once you’ve signed using either of the options above, click “Continue” to move the form to the next step in the workflow.