# Damage Assessment Form Signature/Upload Process
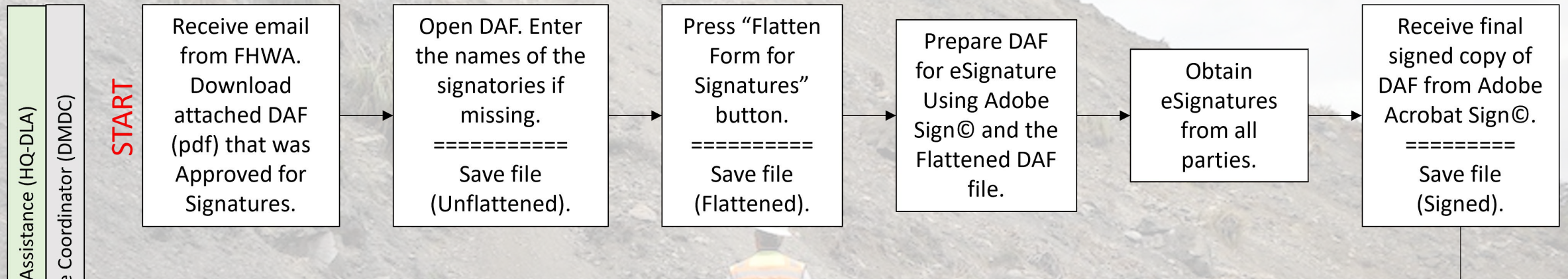
## DAF Signature Phase

**HQ Division of Local Assistance (HQ-DLA)**

**District Major Damage Coordinator (DMDC)**

START

Receive email from FHWA. Download attached DAF (pdf) that was Approved for Signatures.

→

Open DAF. Enter the names of the signatories if missing.
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Save file (Unflattened).

→

Press "Flatten Form for Signatures" button.
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Save file (Flattened).

→

Prepare DAF for eSignature Using Adobe Sign© and the Flattened DAF file.

→

Obtain eSignatures from all parties.

→

Receive final signed copy of DAF from Adobe Acrobat Sign©.
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Save file (Signed).

## DAF Upload Phase

Open the Unflattened DAF file from where it was saved and press the "Submit to FADS" button.

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A secondary signature page appears. Fill in the DAF signature dates and attach the <u>final signed</u> DAF file.

→

Press the "Submit" button.