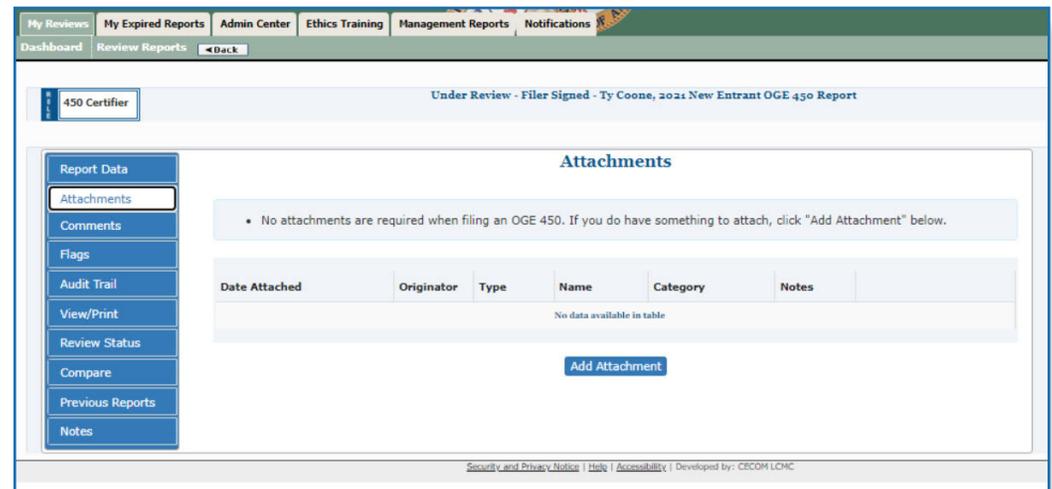


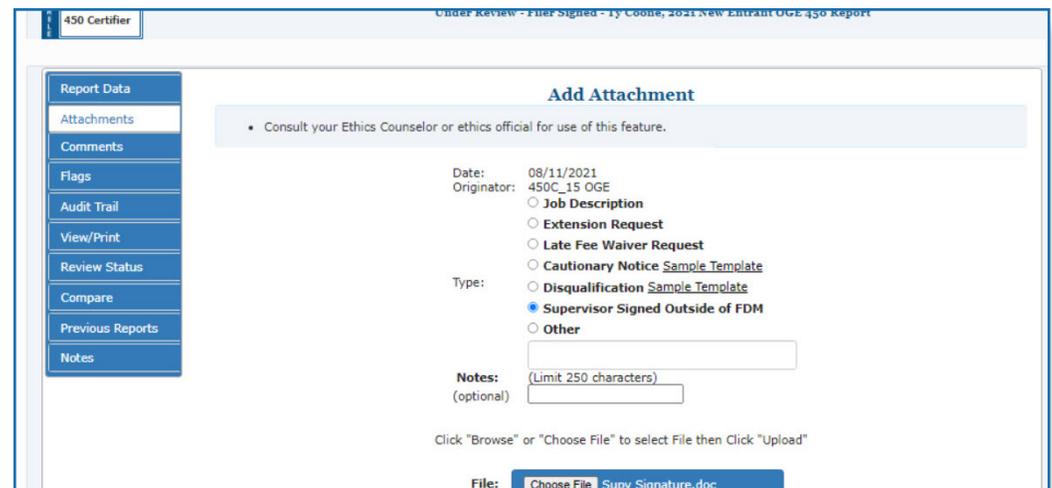
In FDM, 450 Certifiers along with their Assistants and ECs can record if a Supervisor signed a Filer's OGE 450 outside of the website. This is an appropriate feature if a Supervisor's only option is to sign a paper copy of the report.

To record a signature that occurred outside of the application:

1. Go to the **Attachments** tab of a Filer's report.
2. Click **Add Attachment**.
3. Select the **Supervisor Signed Outside of FDM** button then click **OK** in the pop-up message to confirm the selection.
4. Click the **Choose File** button, select the document you want to upload then click **Open**.
5. Click **Upload** then **OK** to confirm the upload. The Attachments page displays.



The screenshot shows the 'Attachments' page for a report titled 'Under Review - Filer Signed - Ty Coone, 2021 New Entrant OGE 450 Report'. The page has a navigation menu on the left with options: Report Data, Attachments (selected), Comments, Flags, Audit Trail, View/Print, Review Status, Compare, Previous Reports, and Notes. The main content area has a heading 'Attachments' and a message: 'No attachments are required when filing an OGE 450. If you do have something to attach, click "Add Attachment" below.' Below this is a table with columns: Date Attached, Originator, Type, Name, Category, and Notes. The table is empty with the text 'No data available in table'. At the bottom of the table area is an 'Add Attachment' button. The footer contains links for 'Security and Privacy Notice', 'Help', 'Accessibility', and 'Developed by: CECOM LCMC'.



The screenshot shows the 'Add Attachment' page. The navigation menu on the left is the same as in the previous screenshot. The main content area has a heading 'Add Attachment' and a message: 'Consult your Ethics Counselor or ethics official for use of this feature.' Below this are form fields: 'Date:' with value '08/11/2021', 'Originator:' with value '450C\_15 OGE', and 'Type:' with radio button options: 'Job Description', 'Extension Request', 'Late Fee Waiver Request', 'Cautionary Notice [Sample Template](#)', 'Disqualification [Sample Template](#)', 'Supervisor Signed Outside of FDM' (selected), and 'Other'. There is a text input field for 'Notes:' with a '(Limit 250 characters)' label and '(optional)' text below it. At the bottom, there is a 'File:' field with a 'Choose File' button and the text 'Supv Signature.doc'. Below the file field is the instruction: 'Click "Browse" or "Choose File" to select File then Click "Upload"'. The footer contains the same links as the previous screenshot.

6. Click the **Enter Signature Date** button.
7. Select the **Record that the Supervisor signed outside of FDM** button and click **Continue**.
8. If needed, edit the Supervisor Name or Signature Date then click **Continue**.
9. Enter an explanation if needed then click **Continue**.
10. Select whomever you wish to send a notification to and edit the message if needed, then click **Continue**. The Final Confirmation and Save page displays.
11. Click **Confirm**.

