EAAF signature requirements

- **The EAAF must be signed by QIMS End User Manager (EUM) and Security Official (SO) approvers at the facility where the account to be utilized exists, whenever those approvers are available.**
  - These can be any EUM and SO from the facility indicated on the form where the applicant's QIMS account is located.
    - They are not required to be the specific EUM and SO that approved the applicant's account.

  - The signing approvers must be 'Active' in QIMS. A disabled user or a user who is a QIMS approver only at another facility is not valid.

  - There are **Three exceptions** to the requirement above:

    1. **Applicant is the ONLY QIMS Security Official AND there is *no* EUM at the facility:** EAAF will be accepted without signatures.

    2. **Applicant is the only QIMS Security Official and there *is* an active EUM at the facility:** EAAF must be signed by their local EUM.

    3. **Applicant is the only EUM at the facility:** EAAF must be signed by their local SO.

  - NOTE: An EUM *cannot* submit their EAAF without a local SO's signature. They must have at least an active local SO available to sign their form.

- **The applicant cannot sign their form as their own EUM or SO.**
  - The applicant enters their personal information in Section 2 at the top of the form.
  - The applicant's signature in the EUM or SO approver fields is ignored.

- **All signatures must be original. Faxed or photocopied signatures cannot be accepted.**