



## How to review and acknowledge receipt of policies:

1. Click on the following link: [https://online.dinwiddieva.us/forms/policies\\_new](https://online.dinwiddieva.us/forms/policies_new)  
**(Be sure to open the link in Internet Explorer or Firefox).**
2. Enter your Employee ID, Department, First Name (*Please use your legal name*), Last Name and Email address in designated fields.
3. Select the policy you wish to review by selecting the corresponding checkbox. You may select multiple policies to review at once.
4. Review the policy (you should have the flexibility of zooming in, saving, or printing the policy if you desire).
5. Click the "Sign" button near the bottom of the screen.
6. Sign your name in the space provided.
7. Click "Sign" when complete.
8. Click "Submit".

You will receive a message confirming your acknowledgement has been submitted. Choose "Please click here to return to policies" to review additional policies.