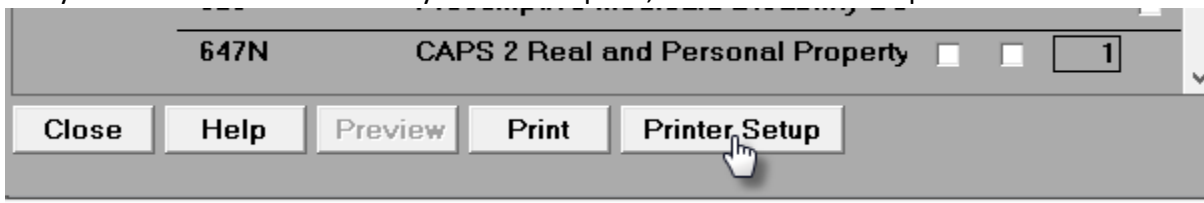**How to add your e Signature on an Oregon ACCESS native form:**
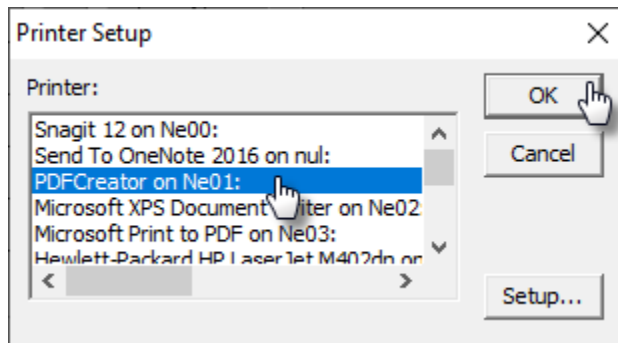
- From the print screen select the form you wish to add your e Signature to.

- After you've checked which form you want to print, select 'Printer Setup'.
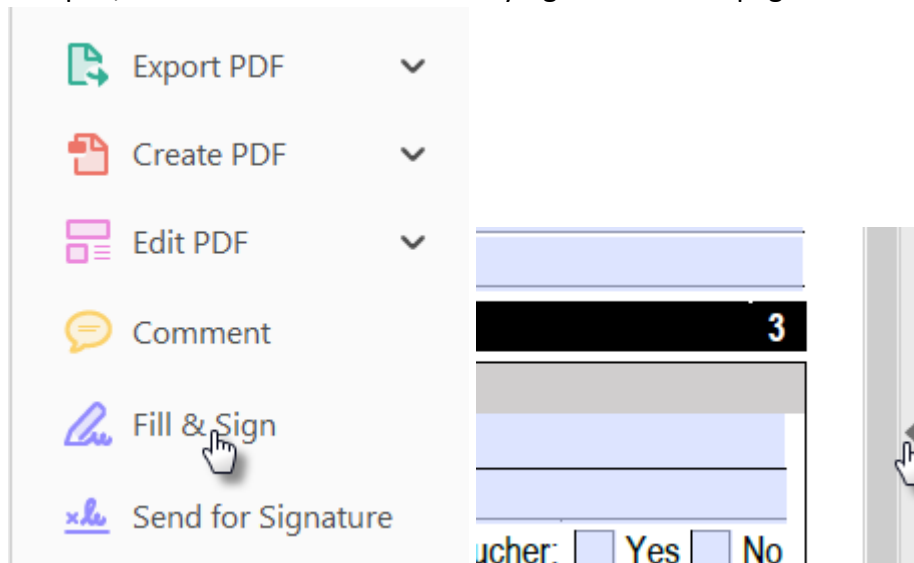

- Select 'PDFCreator on ne01:' and click OK

- After you click from the previous step, it will bring up the PDFCreator window. Save the form in a place that is secure and where you can find it easily.

- The form will then open as a PDF document. On the side bar click on 'Fill & Sign'. If the following window is not open, click on the arrow on the very right side of the page.

- This activates the 'Sign' feature. Using your mouse, just click on the form to put your cursor where you want to add your e Signature and Date.
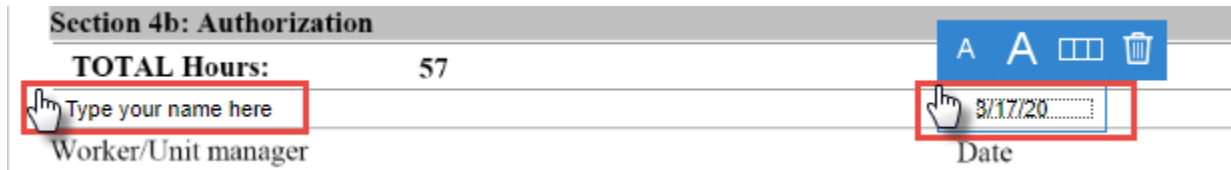
How to add your e Signature on a Web form:

- From the print screen select the form you wish to add your e Signature to.
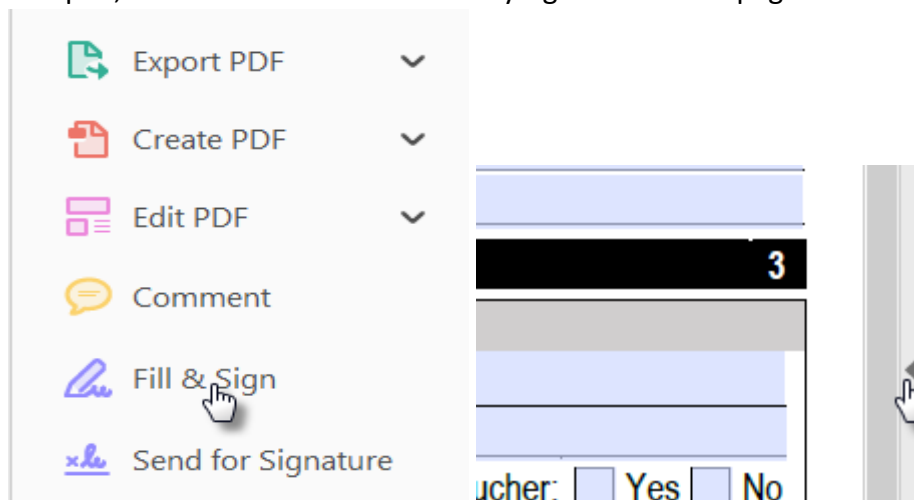

- Click 'Preview'.

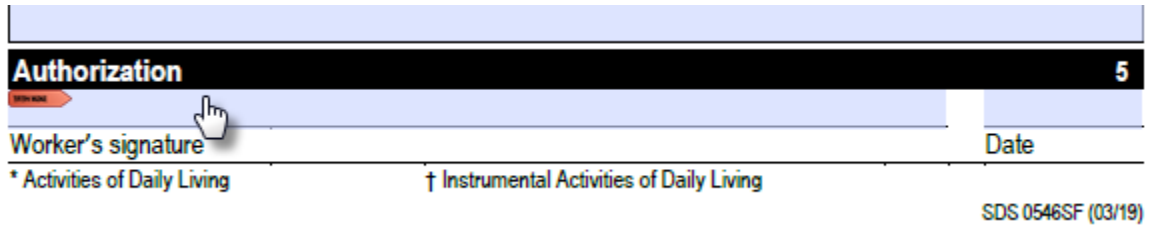- Click 'Save as' and save it to your H Drive.
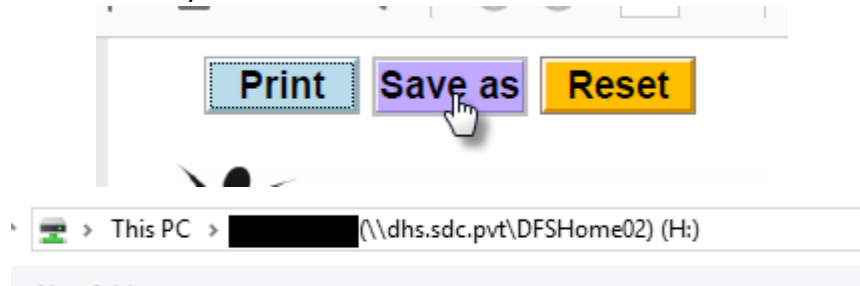
- Then go to your H Drive, find and open your document.
- The form will then open as a PDF document. On the side bar click on 'Fill & Sign'. If the following window is not open, click on the arrow on the very right side of the page.

- Click in the 'Worker's signature' area. If you don't already have an E Signature digital ID set-up you will need to do that now.

- **IMPORTANT NOTE:** For any Web Forms that don't have this signature option ![Auth arrow icon] like below, you can still go through the same steps as indicated for the OA native forms and save it with the PDFCreator option. See bullets 3-6 from the top section.

Authorization   **5**
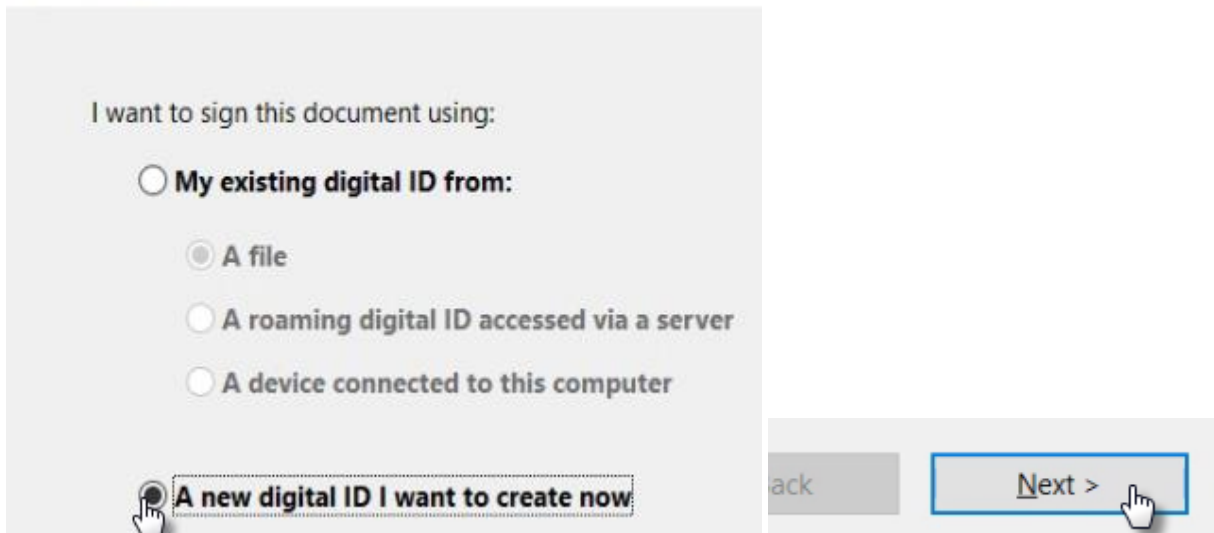
Worker's signature   Date

* Activities of Daily Living   † Instrumental Activities of Daily Living

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- How to set up a E Signature profile – after clicking in the 'Worker's signature' area this screen will pop-up. Click on 'A new digital ID I want to create now' and click Next.

Add Digital ID

I want to sign this document using:

- ○ **My existing digital ID from:**

  - ◉ A file

  - ○ A roaming digital ID accessed via a server

  - ○ A device connected to this computer

- ◉ **A new digital ID I want to create now**

ack   Next >

- Make sure 'New PKCS #12 digital ID file' is selected and click Next.

Add Digital ID

Where would you like to store your self-signed digital ID?

⦿ **New PKCS#12 digital ID file**

Creates a new password protected digital ID file that uses the stan
This common digital ID file format is supported by most security s
including major web browsers. PKCS#12 files have a .pfx or .p12 fil

◯ **Windows Certificate Store**

Your digital ID will be stored in the Windows Certificate Store whe

ack   Next >

- From here you will need to fill in the information and click Next.
    - o Name: Your first and last name as you would want it to populate on your E Signature.
    - o Organizational Unit: i.e. Case Management, Field Services etc.…
    - o Organization Name: i.e. Aging and People with Disabilities
    - o Email Address: Your full email address. If you are a state employee, please make sure this includes your @dhsoha.state.or.us email address
    - o Do not change the information in the Country/Region, Key Algorithm or Use digital ID for fields.

Enter your identity information to be used when generating the self-signed certificate.

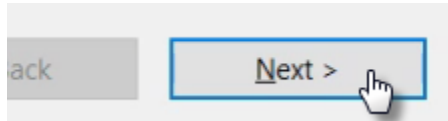Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

- Now you have to create a password. You will need to write down/remember this password because you will have to enter this password every time you add a digital E signature. Please make sure the strength of your password is strong. Click next after you've entered your password.
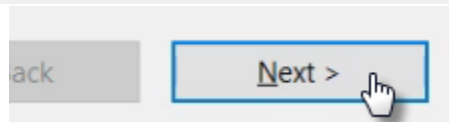
- The next screen is the 'Sign Document' screen where you need to enter your password again and then click 'Sign'.