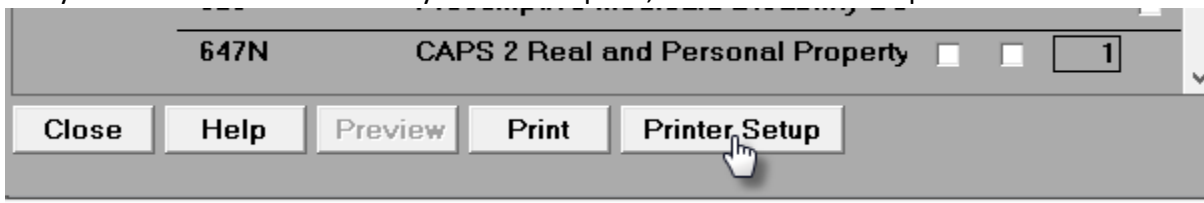


**How to add your e Signature on an Oregon ACCESS native form:**

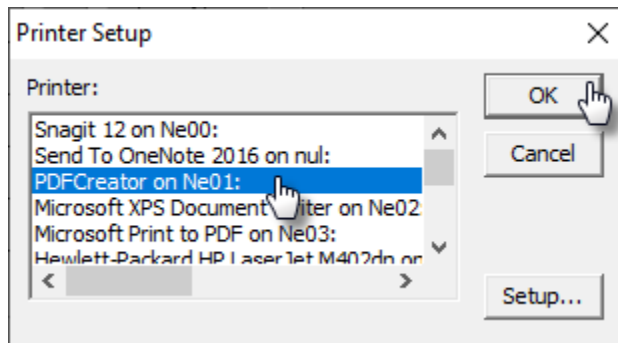
- From the print screen select the form you wish to add your e Signature to.

Form	Form number	Description	Prev	Print	Sets	Web
Case	546IC 2Wk	ICP Calculation 2 Week Auth				<input type="checkbox"/>
	546IC	ICP Calculation				<input type="checkbox"/>
	546N	CAPS 2 In-Home Service Plan	<input checked="" type="checkbox"/>			1
	546PC	SPPC - Service Plan and Task List				<input type="checkbox"/>
	546SF	Service Plan Short Form				<input type="checkbox"/>
	556	Indiv Consent to HCBS Limitation	<input type="checkbox"/>	<input type="checkbox"/>		1

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



- Select 'PDFCreator on ne01:' and click OK



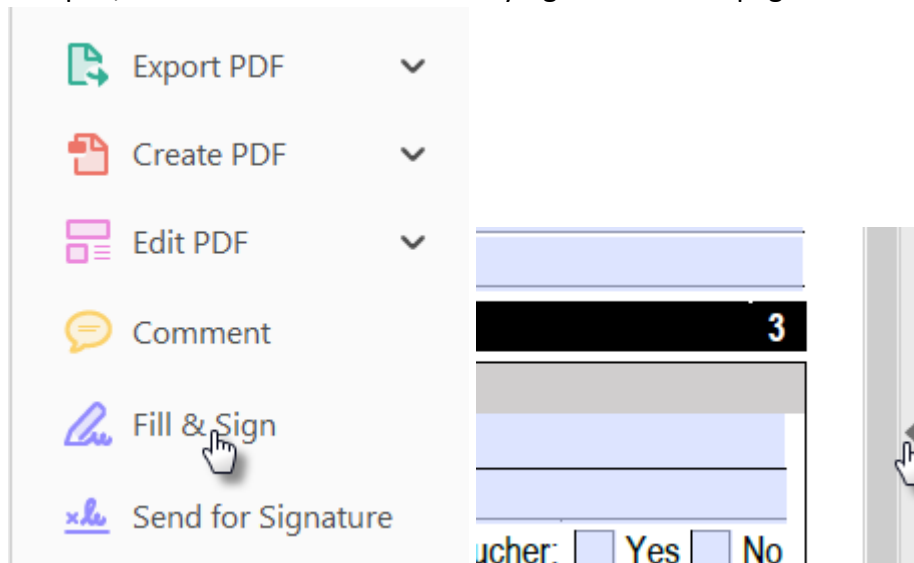
## ADDING E-SIGNATURES ON OREGON ACCESS & WEB FORMS

- 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 screenshot shows the PDFCreator window with the following fields and options:

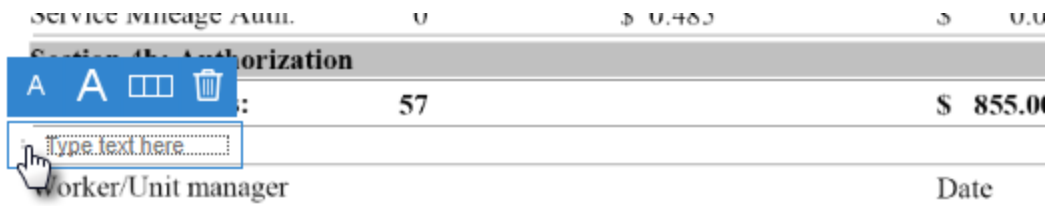
- Document Title:** DataWindow
- Creation Date:** 20200317134940 (with a 'Now' button)
- Modify Date:** 20200317134940 (with a 'Now' button)
- Author:** [Redacted]
- Subject:** [Empty]
- Keywords:** [Empty]
- Profile:** Default (dropdown menu)
- After saving open output file
- Edit PDF files with PDFArchitect
- Buttons: Cancel, Wait - Collect, Options, eMail, Save (highlighted with a mouse cursor)

- 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.



## ADDING E-SIGNATURES ON OREGON ACCESS & WEB FORMS

- 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.



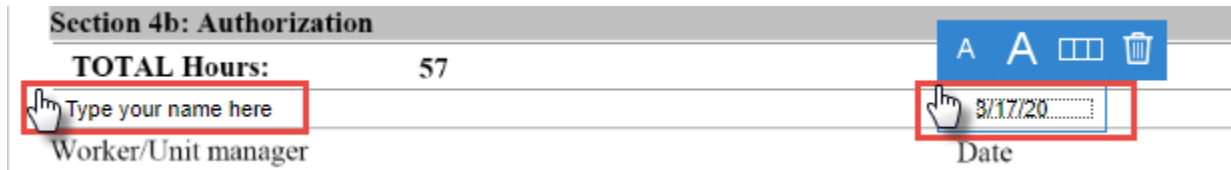
Service mileage Avail. 0 \$ 0.483 \$ 0.0

**Section 4b: Authorization**

**TOTAL Hours:** 57 \$ 855.00

Type text here

Worker/Unit manager Date



**Section 4b: Authorization**

**TOTAL Hours:** 57

Type your name here 8/17/20

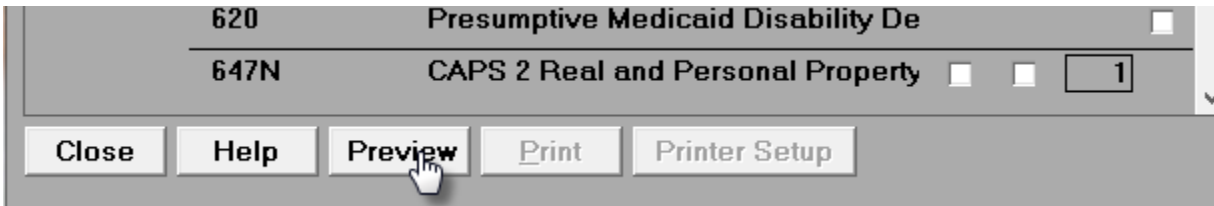
Worker/Unit manager Date

**How to add your e Signature on a Web form:**

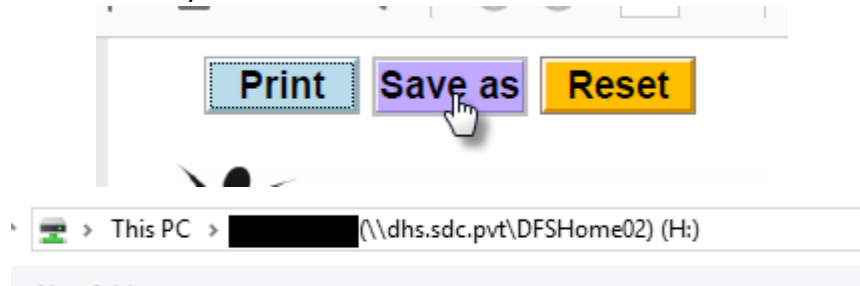
- From the print screen select the form you wish to add your e Signature to.

Form	Form number	Description	Prev	Print	Sets	Web
Case	546IC 2Wk	ICP Calculation 2 Week Auth				<input type="checkbox"/>
	546IC	ICP Calculation				<input type="checkbox"/>
	546N	CAPS 2 In-Home Service Plan	<input type="checkbox"/>	<input type="checkbox"/>	1	
	546PC	SPPC - Service Plan and Task List				<input type="checkbox"/>
	546SF	Service Plan Short Form				<input checked="" type="checkbox"/>
	556	Indiv Consent to HCBS Limitation	<input type="checkbox"/>	<input type="checkbox"/>	1	

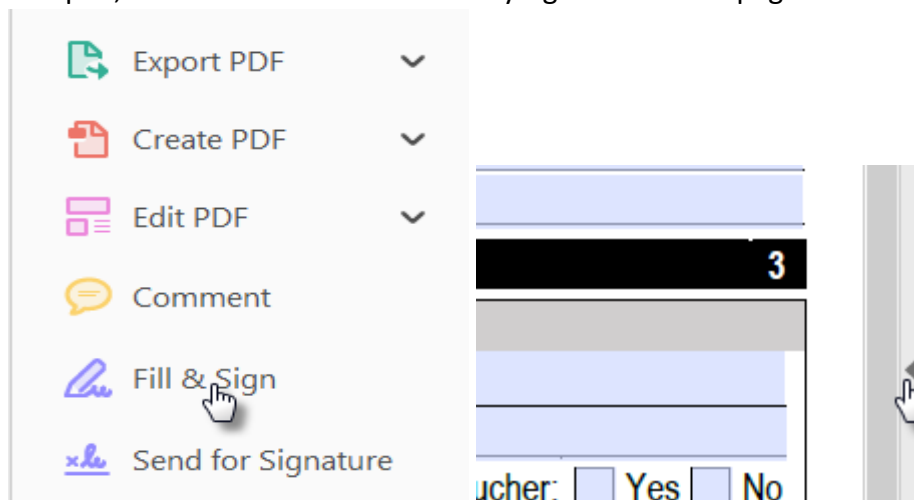
- Click 'Preview'.




- Click 'Save as' and save it to your H Drive.

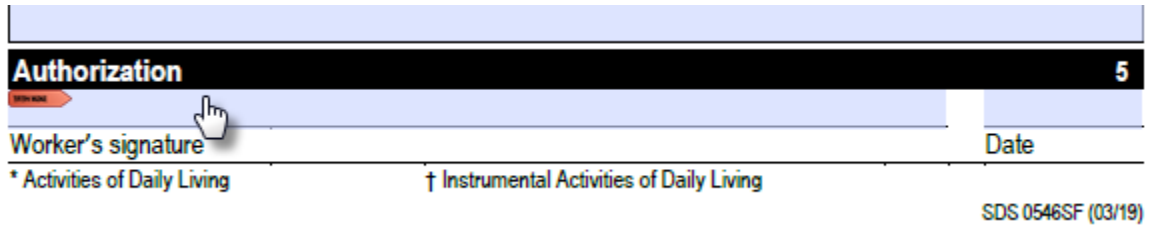


- Then go to your H Drive, find and open your document.
- The form will then open as a PDF document. On the side bar click on 'Fill & Sign'. If the following window is not open, click on the arrow on the very right side of the page.



## ADDING E-SIGNATURES ON OREGON ACCESS & WEB FORMS

- 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  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

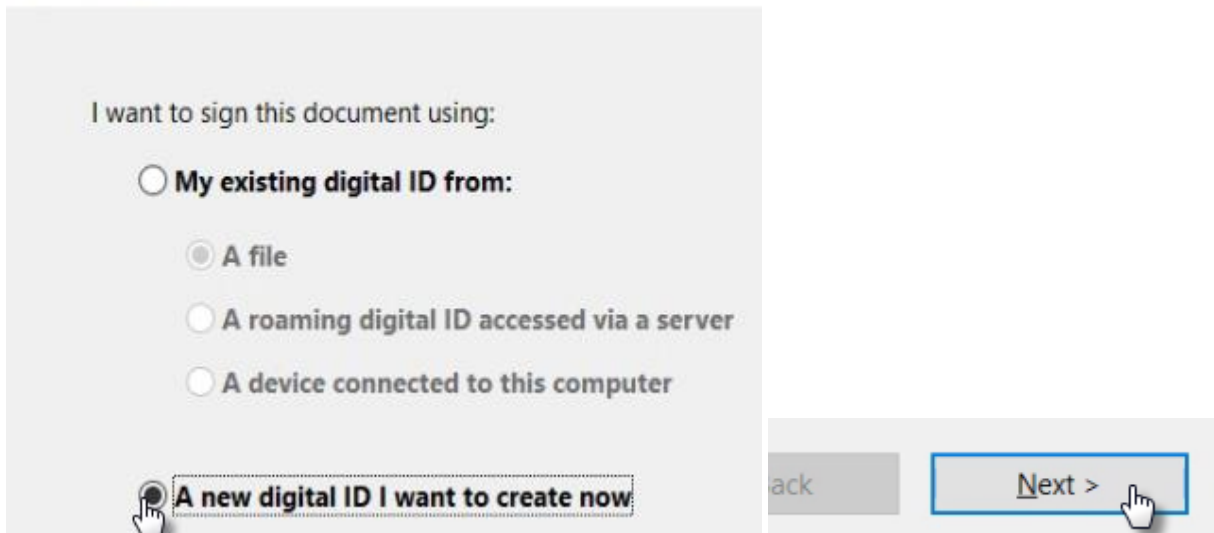
Worker's signature Date

\* Activities of Daily Living † Instrumental Activities of Daily Living

SDS 0546SF (03/19)

- 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

Back Next >

## ADDING E-SIGNATURES ON OREGON ACCESS & WEB FORMS

- 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 standard format. This common digital ID file format is supported by most security software including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

**Windows Certificate Store**  
Your digital ID will be stored in the Windows Certificate Store when you use it.

- From here you will need to fill in the information and click Next.
  - Name: Your first and last name as you would want it to populate on your E Signature.
  - Organizational Unit: i.e. Case Management, Field Services etc....
  - Organization Name: i.e. Aging and People with Disabilities
  - Email Address: Your full email address. If you are a state employee, please make sure this includes your @dhsosha.state.or.us email address
  - 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:

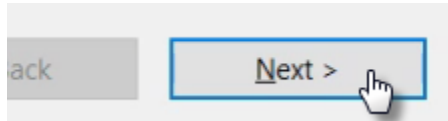
Organization Name:

Email Address:

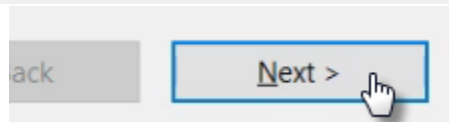
Country/Region:

Key Algorithm:

Use digital ID for:



- 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.

A screenshot of the Adobe Acrobat password creation screen. At the top, it says 'File Name:' followed by a text box containing 'C:\Users\ [redacted] \AppData\Roaming\Adobe\Acrobat\2017\Security\' and a 'Browse...' button. Below that is the 'Password:' section with a text box containing '\*\*\*\*\*'. Underneath the password box is a strength indicator consisting of four colored blocks (three green, one grey) and the word 'Strong'. At the bottom is the 'Confirm Password:' section with an empty text box.

- The next screen is the 'Sign Document' screen where you need to enter your password again and then click 'Sign'.


## ADDING E-SIGNATURES ON OREGON ACCESS & WEB FORMS

Sign As: [Redacted] 2 ▾

Issued by: [Redacted] [More Details](#)

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Appearance: Standard Text ▾

 Digitally signed by  
[Redacted]  
Date: 2020.03.18  
10:09:05 -07'00'

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Lock Document After Signing

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Click Review to see if document content may affect signing [Review...](#)

---

Enter certificate password and click the 'Sign' button

[Help](#) [Sign](#) [Cancel](#)