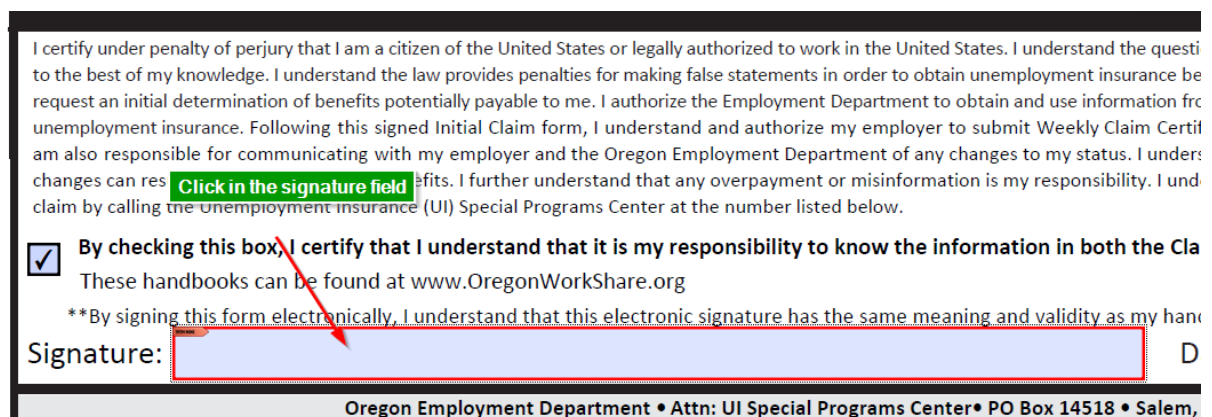# Digitally Signing Your Initial Claim Form

First you need to fill out the PDF form using Adobe Acrobat Reader or Adobe Acrobat Pro. If you do not at least have access to Adobe Acrobat Reader, you should contact your Computing Coordinator in the IT Department as soon as possible.

All SOU computers should have Adobe Acrobat on them. If you need Adobe Acrobat Reader at home, you can get it at https://get.adobe.com/reader/

When you reach the end of the form, click in the signature field.

Click on **Configure Digital ID** in the window that appears.

On the next screen, select to **Create a new Digital ID** and then click **Continue**.

On the next screen, select **Save to File** and then click **Continue**.

On the next screen, fill out the information requested and then click **Continue**. Organizational Unit should be your Department, Organization Name should be Southern Oregon University. Do not modify the settings for Key Algorithm or Use Digital ID For.

Create a self-signed Digital ID

Name	David Raco
Organizational Unit	Information Technology **Department**
Organization Name	Southern Oregon University
Email Address	racod@sou.edu
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Don't change any of these settings

Back   Continue

On the next screen, select a secure destination to save the signature file, such as your P drive, and enter a password to protect it. Click **Save** when you are finished.

Save the self-signed Digital ID to a file

Save this file somewhere safe such as your P: drive! You may need it later to prove that it is your signature.

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

P:\DavidRaco.pfx   Browse

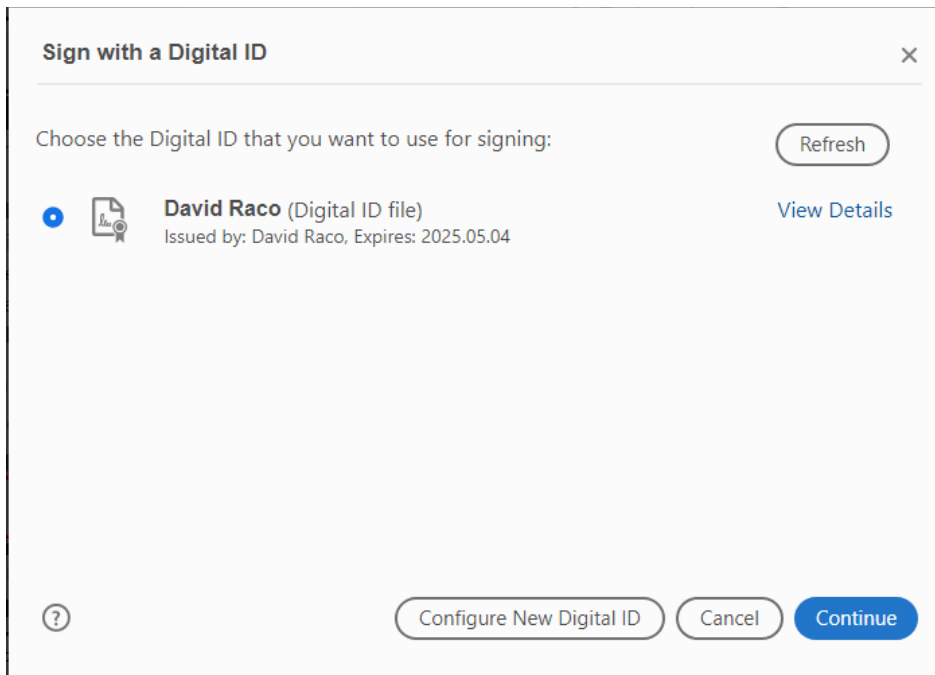Apply a password to protect the Digital ID:

Confirm the password:

Back   Save

Next, go ahead and use the signature file you just created to sign the document by clicking **Continue**.

Sign with a Digital ID ✕

Choose the Digital ID that you want to use for signing: (Refresh)

⦿ 📄 **David Raco** (Digital ID file)   View Details
        Issued by: David Raco, Expires: 2025.05.04

⦾ (Configure New Digital ID) (Cancel) (**Continue**)

On the next screen, enter your password from the previous step for the new digital signature you just created, and then click **Sign**.

Sign as "David Raco" ✕

Appearance   [Standard Text   ⌄]   (Create)

David Raco

Digitally signed by David Raco Date: 2020.05.04 11:18:37 -07'00'

☐ Lock document after signing   View Certificate Details

Review document content that may affect signing   ② (Review)

① **Put your password for the signature file here**

[••••••••••••••••]   (Back) (**Sign**)

Select a location on your computer to save the signed copy of the form. When you are finished, you should see your digital signature in the signature field. You may now close the PDF and upload it to Human Resources at https://sou.app.box.com/upload-widget/view/svk0g0an9vxf3nucq6ithr9sxts3wt1w/111910076389

☑ **By checking this box, I certify that I understand that it is my responsibility to know the information in both the**
These handbooks can be found at www.OregonWorkShare.org

**By signing this form electronically, I understand that this electronic signature has the same meaning and validity as my h

Signature: David Raco   Digitally signed by David Raco
                              Date: 2020.05.04 11:20:27 -07'00'

Just drag and drop the signed PDF onto the Box page or use the button to browse for it on your computer.

Submit file(s) to SOU HR Secure Inbox

Drag and drop files
Browse your device

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