

## E-Forms and E-Signatures

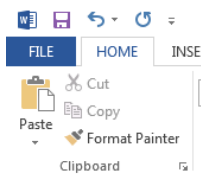
All HR forms can be returned as PDF documents with an electronic signature. This step by step guide explains how to do this.

### Create your e-signature file

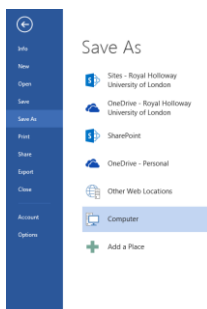
1. Scan a copy of your signature and create a PDF file containing your signature.
2. Use the Snipping Tool and select the area surrounding your signature to create a small file containing just your signature
3. Save as \*.JPEG or \*.GIF

### Save word document as a PDF with e-signature

1. Select File from the top menu

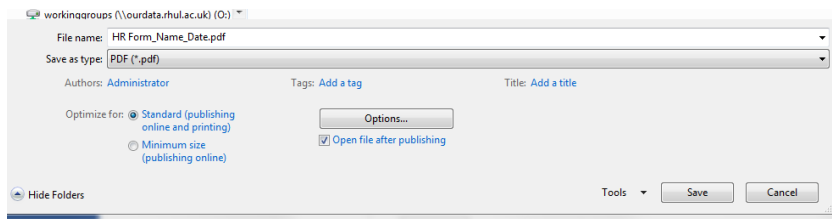


2. Select Save As



3. Type in the name of the file and select Save as type \*.pdf

# Guidance Information

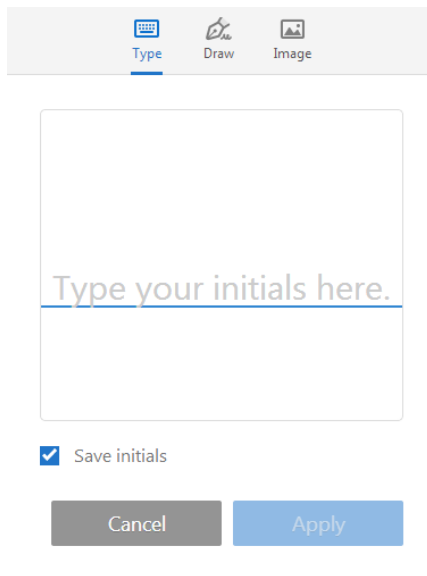


To insert your e-signature complete the following steps:

4. The pdf document will open in Adobe Acrobat Reader, select Fill and Sign



5. Select 'Image' and select the \*.GIF or \*.JPEG file containing the image of your signature.



6. Save the file and send it.