# **Guidance Information**



## **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**



File name:	HR Form_Name_Date.pdf PDF (*,pdf)								
Save as type:									
Authors:	Administrator	Tags: Add a tag	Title: Add a title						
Optimize for:  Standard (publishing online and printing)		Options							
Minimum size (publishing online)	Minimum size (publishing online)	Open file after publishing							
de Folders				Tools	- [	Save	Cancel		

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 contacting the image of your signature.

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Туре	e you	ır init	tials here	
Save i	nitials			
C	ancel		Apply	

6. Save the file and send it.