INSTRUCTIONS ON ELECTRONIC SIGNING

Electronic signing, or e-signing, is now considered a legal and proper method of signing documents. E-signing involves placing an image of your signature into a document. (Note that this differs from digital signing, which uses cryptographic keys.) If you're new to e-signing, the following instructions may be helpful.

STEP 1: Open the document using a pdf reader (such as Adobe Reader) or a web browser and fill it out.

STEP 2: E-sign the document. There are several possible methods:

Method 1: Use a pdf reader that has e-sign capabilities, such as Adobe Reader (for Windows platforms), Preview (for Mac platforms), Adobe Fill & Sign (for Android platforms), or either Mail or Adobe Fill & Sign (for iPhone/iPad users). You can get more details here: https://www.howtogeek.com/164668/how-to-electronically-sign-documents-without-printing-and-scanning-them/.

Method 2: Create a digital image (such as a jpeg) of your signature. You can (a) use a paint app to capture your signature, (b) handwrite your signature on a piece of paper and scan it, or (c) handwrite your signature on a piece of paper and take a photo of it with your phone or tablet. You might need to edit the jpeg to make it the correct size. Then cut-and-paste the jpeg into the signature block of the document.

Method 3: Print the document and sign the printed version. Scan the printed copy back to a pdf file.

STEP 3: Save the signed document in a "read only" pdf format. This is an important step, as it ensures that the document cannot be altered after you signed it.

STEP 4: Email the document to me. To avoid confusion, please use this file naming convention:

2020 Worker Application Your Name.pdf

Please let me know if you have any questions.

(If you get really stuck: I'll accept a paper copy from you and I'll convert it to pdf for you. But you'll have to get it to me via postal or hand-delivery.)