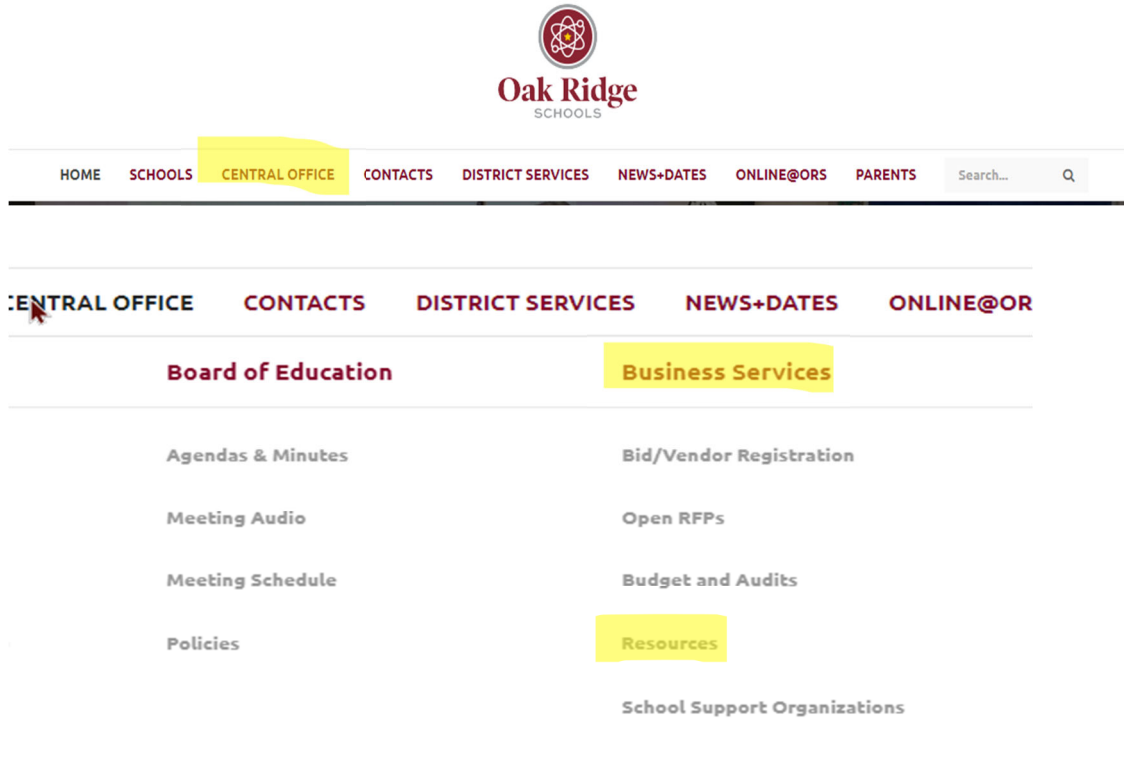


Detailed Instructions to complete and sign a fillable pdf

- Navigate to the ORS website.
- Click the link to open the form you wish to use.



Travel Forms

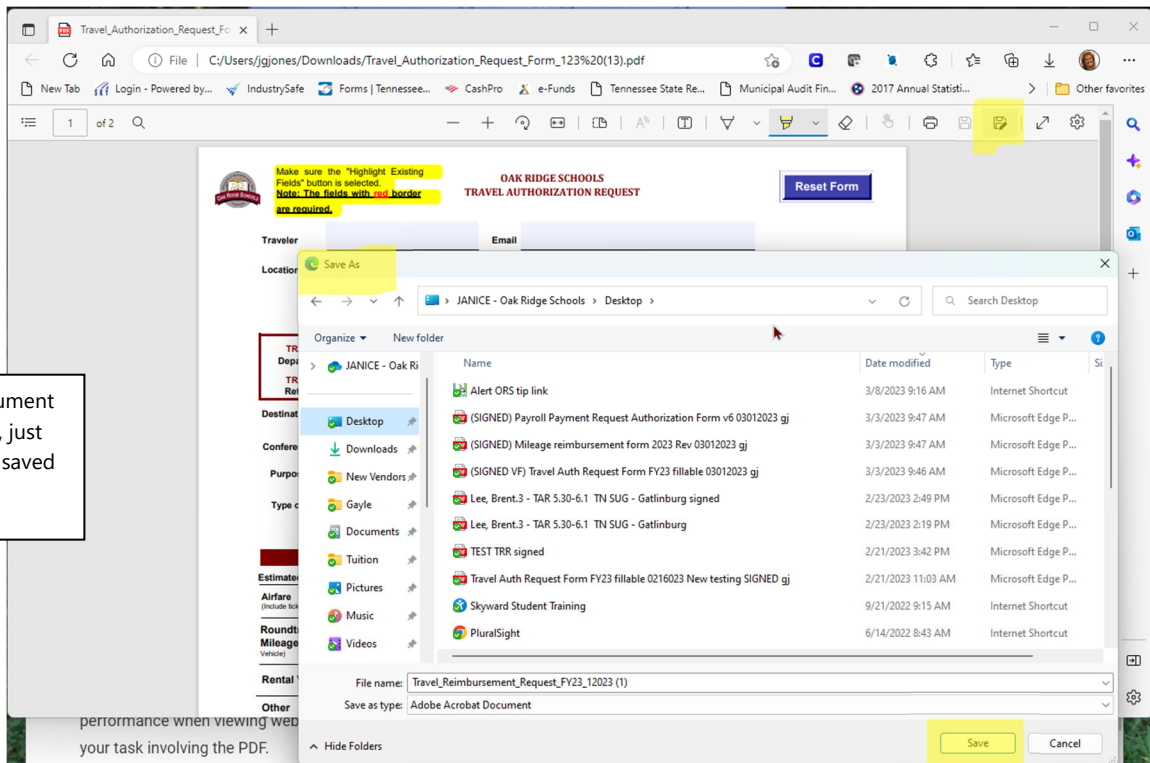
- Mileage Reimbursement Request Form (CY2023)
- Travel Reimbursement Request Form (FY2022-2023)
- Travel Authorization Request Form (FY2022-2023)
- Travel Policies and Procedures
- Travel Process Overview
- Authorized Agreement for Automatic Deposits (ACH) Credits

Worker's Compensation

- Annual Work-Related Injury Information Memo
- Workers Compensation Procedures
- Employee's Choice of Physician Form
- Employee Accident Report Form
- Medical Authorization Form (HIPPA)
- Supervisor Accident Investigation Report
- Accident Witness Report
- Reporting a Claim Online

There are multiple fillable forms on the resources page.

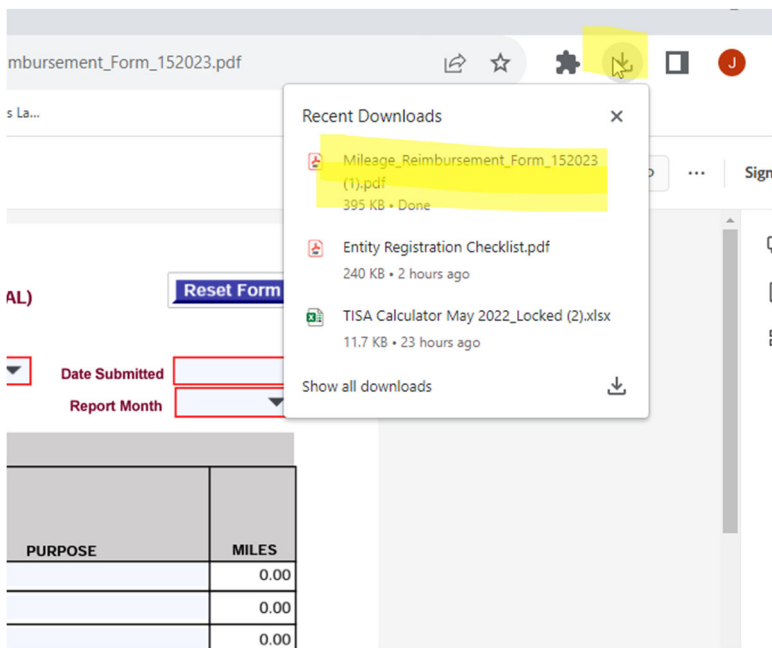
- Download the form from your web browser if it doesn't automatically open in Adobe.
From Edge:



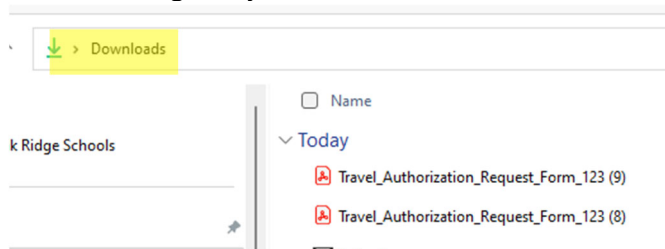
You can save the document anywhere you choose, just remember where you saved it.

From Chrome:

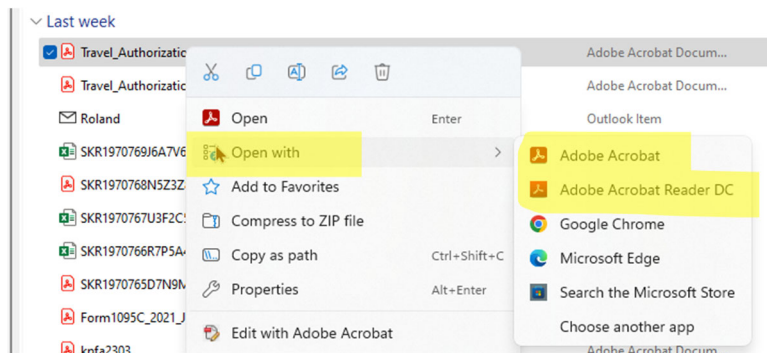
[illegible]



- Open the form in Adobe – make sure that it does not open in a web browser such as Edge or Google
 - If your form opens in the web browser do not begin to fill in the form. Close the web browser and go to your downloads folder or wherever you saved it to find the document.



- Right click on the document and choose Open With, then open with Adobe Reader DC or Adobe Acrobat



- If you do not have those choices, go to the Software Center on your computer and download Adobe Reader DC. *For assistance, please talk to IT. They should be able to help you download and set it as your default for pdf files.*
- Once it is opened in Adobe you should be able to fill in the information and digitally sign.
- To sign click anywhere in the signature box and follow the prompts for your digital signature.

Signatures

Traveler's Signature		Date
----------------------	--	------

- If you have not set up a Windows Digital Signature, please do so at this time.

Digital ID Configuration Required

This signature field requires a digital signature identity.

Would you like to configure one now?

Help Configure Digital ID

- Make sure that you choose a Windows Digital ID, the other one will require a password and the Windows ID is available across all platforms.

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication.

☐ Save to File
 Save the Digital ID to a file in your computer

☒ Save to Windows Certificate Store
 Save the Digital ID to Windows Certificate Store to be shared with other applications

Back Continue

Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital IDs are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

☐ Use a Signature Creation Device
 Configure a smart card or token connected to your computer

☐ Use a Digital ID from a file
 Import an existing Digital ID that you have obtained as a file

☒ Create a new Digital ID
 Create your self-signed Digital ID

Cancel Continue

Create a self-signed Digital ID

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.

Name

Gayle Jones

Organizational Unit

Business Services

Organization Name

Oak Ridge Schools

Email Address

jjones@ortn.edu

Country/Region

US - UNITED STATES

Key Algorithm

2048-bit RSA

Use Digital ID for

Digital Signatures

Back

Save

Sign with a Digital ID

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

Refresh

Gayle Jones (Windows Digital ID)

Issued by: Gayle Jones. Expires: 2028.03.03

View Details

Configure New Digital ID

Cancel

Continue

Sign as "Gayle Jones"

Appearance: Standard Text

Create

Gayle Jones

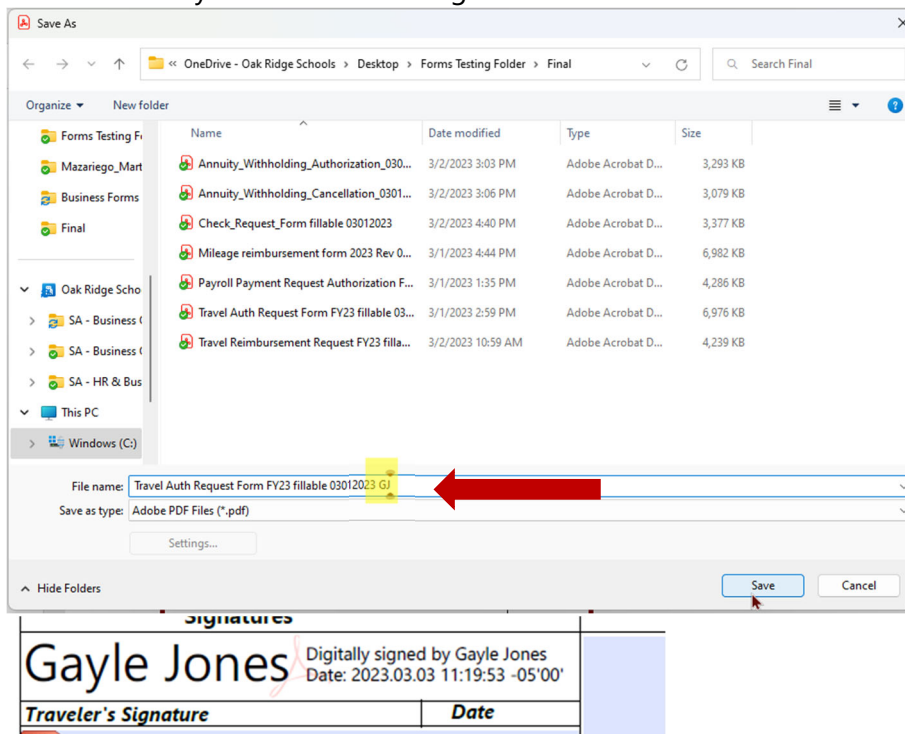
Digitally signed by Gayle Jones
Date: 2023.03.03 11:18:34 -05'00'

View Certificate Details

Back

Sign

- Before your signature is visible Adobe will ask you to save the form. Please save it with your initials so that you know it is the signed version.



- Once you have signed it you can email it to the next person who needs to sign it. If you are not sure who that is, send it to the Administrative Assistant in your Department.
 - For the digital signatures to work we need you to email the forms.
 - Please do not print and scan or hand carry them to the next person.

Please do not hesitate to reach out to me if you have any issues.

Thank you for your patience as we continue to work through this new way of doing things.

Sincerely,

Gayle Jones

Business Services

Data & Reporting Specialist

865-425-9046

jjones@ortn.edu