



Orientation Document Instructions

The new hire Orientation documents are formatted so that you can complete and sign them online.

To Place a Digital Signature: Complete all requested information. When you reach the signature box, double click. A box will pop up asking you to put in a password. This password may be anything of your choosing.

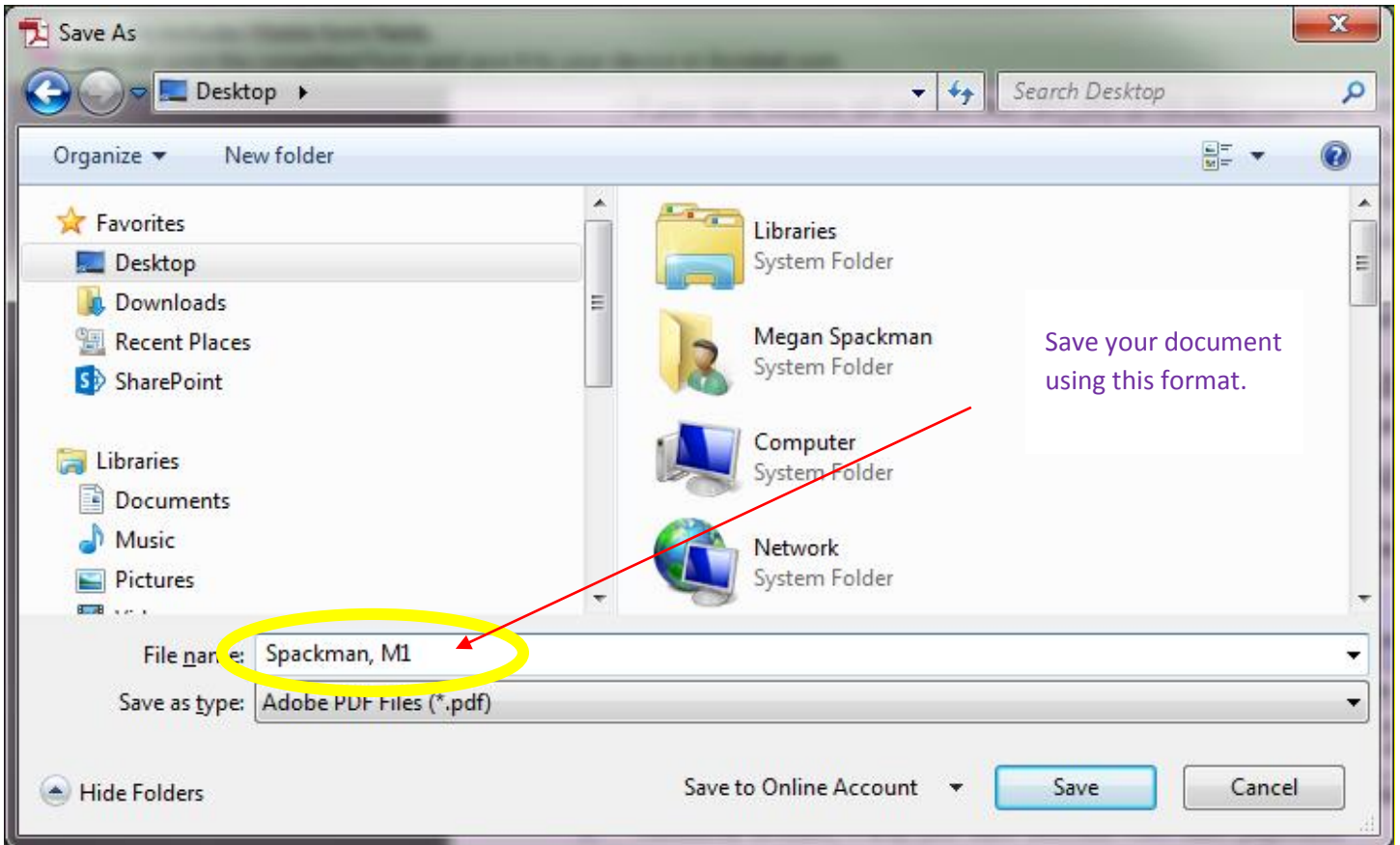
A screenshot of a "Sign Document" dialog box. The "Sign As:" field contains "Megan Spackman (Megan Spackman) 2020.06.11". The "Password:" field is masked with asterisks. Below the password field is a red arrow pointing to it from a text box that says "Enter the password of your choice." The "Certificate Issuer:" field shows "Megan Spackman" with an "Info..." button. The "Appearance:" dropdown is set to "Standard Text". A preview area shows the name "Megan Spackman" with a red signature line and digital signature details: "Digitally signed by Megan Spackman", "DN: cn=Megan Spackman, o, ou, email=mspackman@bgccsc.org, c=US", and "Date: 2015.07.16 16:52:20 -07'00'". At the bottom, there is a "Review..." button and a "Sign" button which is circled in yellow, along with a "Cancel" button.

Enter the password of your choice.

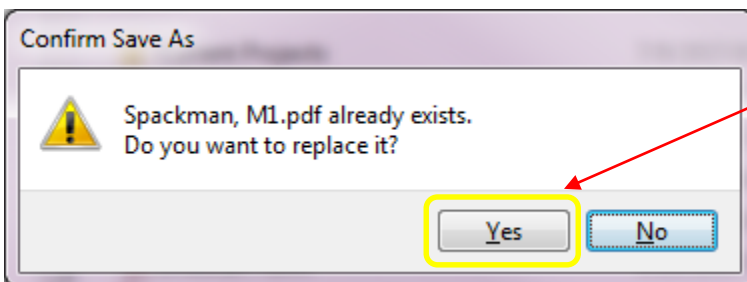
Once you have entered your password, click "Sign." Another box will pop up asking you to SAVE the document. Please save the file to your DESKTOP in the following format: Last Name, First Initial1 (ex: Spackman, M1).



Orientation Document Instructions



You will need to save the document each time you place a digital signature. After double clicking on the signature line a box will appear. Re-enter your password and click "Sign." Another save box will come up. Hit SAVE. You will receive a notification saying that the file already exists and asks if you'd like to replace it. Select YES.



Each time you do another signature, you will have to re-save. When this notice appears, click "yes." Don't worry, your previous signatures will carry over.



Orientation Document Instructions

This process will insert your digital signature. Once all fields are completed and signatures have been placed, you will email your final document to the HR Manager.

A screenshot of a PDF document titled "Spackman, M1.pdf" in Adobe Reader. The document contains a form with several fields: "Employee Name:", "Name of Bank:", "Checking Acct. #:", and "Savings Acct. #:". Each of these fields is followed by a blue rectangular input area. To the right of the "Checking Acct. #" and "Savings Acct. #" fields, there are labels "Amount \$" and "or" followed by a "%" symbol. Below the "Savings Acct. #" field, there is a blue rectangular input area for the "Date". A yellow oval highlights the digital signature area, which contains the name "Megan Spackman" and a small icon of a hand holding a pen. To the right of the name, there is a small box containing the text: "Digitally signed by Megan Spackman", "DN: cn=Megan Spackman, o=BG", "email=mspackman@bgccsc.org, c=US", and "Date: 2015.07.16 17:00:26 -07'00'". Below the signature area, the word "Signature" is written. At the bottom of the page, there is a note in italics: "(please attach a voided check or a copy of a check below)". The Adobe Reader interface is visible at the top, including the menu bar (File, Edit, View, Window, Help) and a status bar with the text "Signed and all signatures are valid. This file includes fillable form fields. You can print the completed form and save it to your device or Acrobat.com." and buttons for "Signature Panel" and "Highlight Existing Fields".

Submitting Completed Documents: Once all documents have been completed/signed, please email them to Megan Spackman at mspackman@bgccsc.org. With the PDF open, click "File" in the upper left hand corner. From here you will select "Send File" from the menu, then "Send Copy."



BOYS & GIRLS CLUBS
OF CENTRAL SONOMA COUNTY

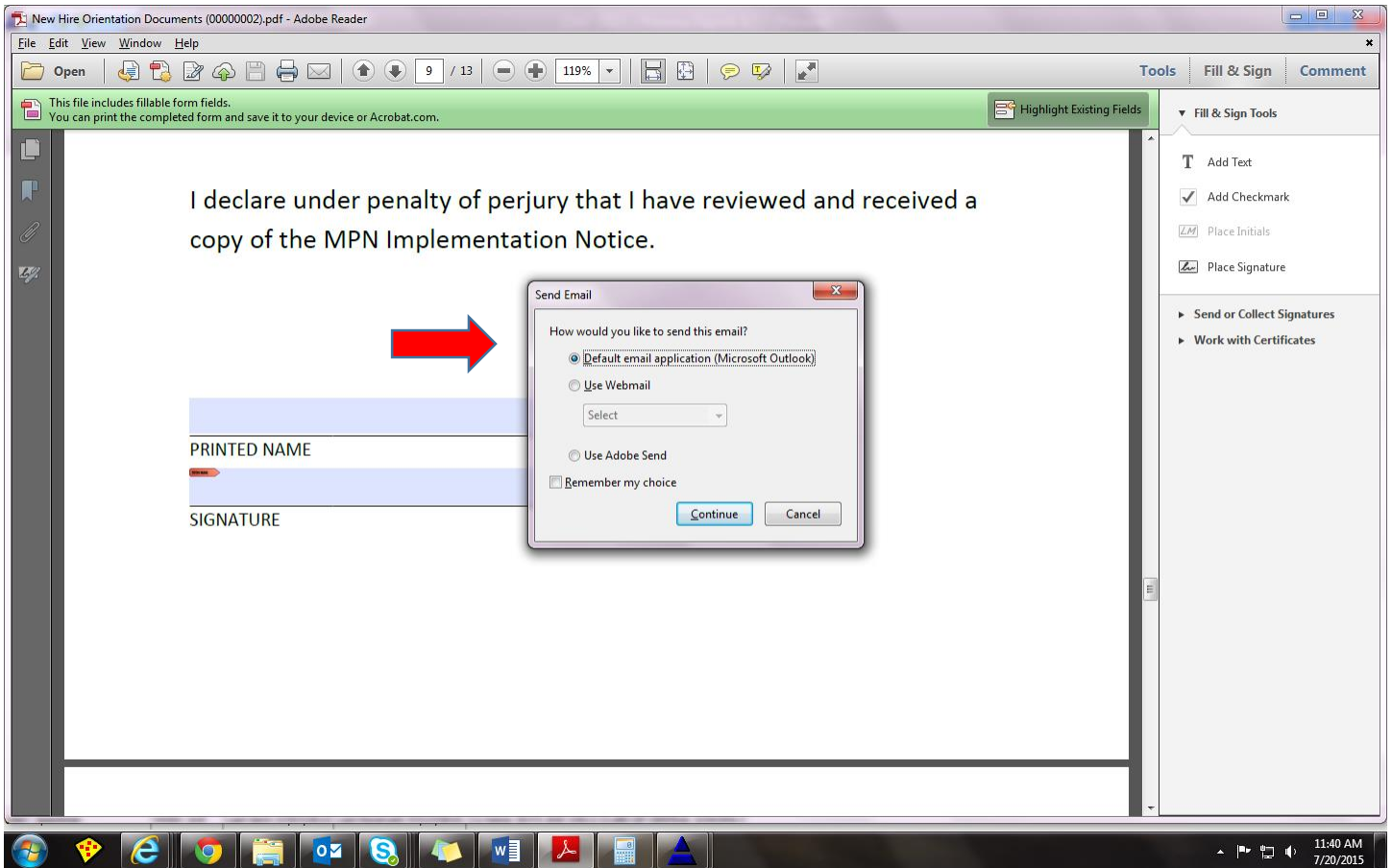
Orientation Document Instructions

The screenshot shows the Adobe Reader interface. The main window displays a PDF document with the following text: "penalty of perjury that I have reviewed and received a" and "PN Implementation Notice." Below this text, there are two blue rectangular boxes for a signature and a date field labeled "DATE". The left sidebar shows the "File" menu with options like "Open...", "Save", "Print...", and "View All Recent Files...". The right sidebar shows the "Tools" panel with "Fill & Sign" and "Comment" tabs. The "Fill & Sign" tab is active, showing options like "Add Text", "Add Checkmark", "Place Initials", and "Place Signature". The bottom taskbar shows various application icons and the system clock indicating 11:41 AM on 7/20/2015.



Orientation Document Instructions

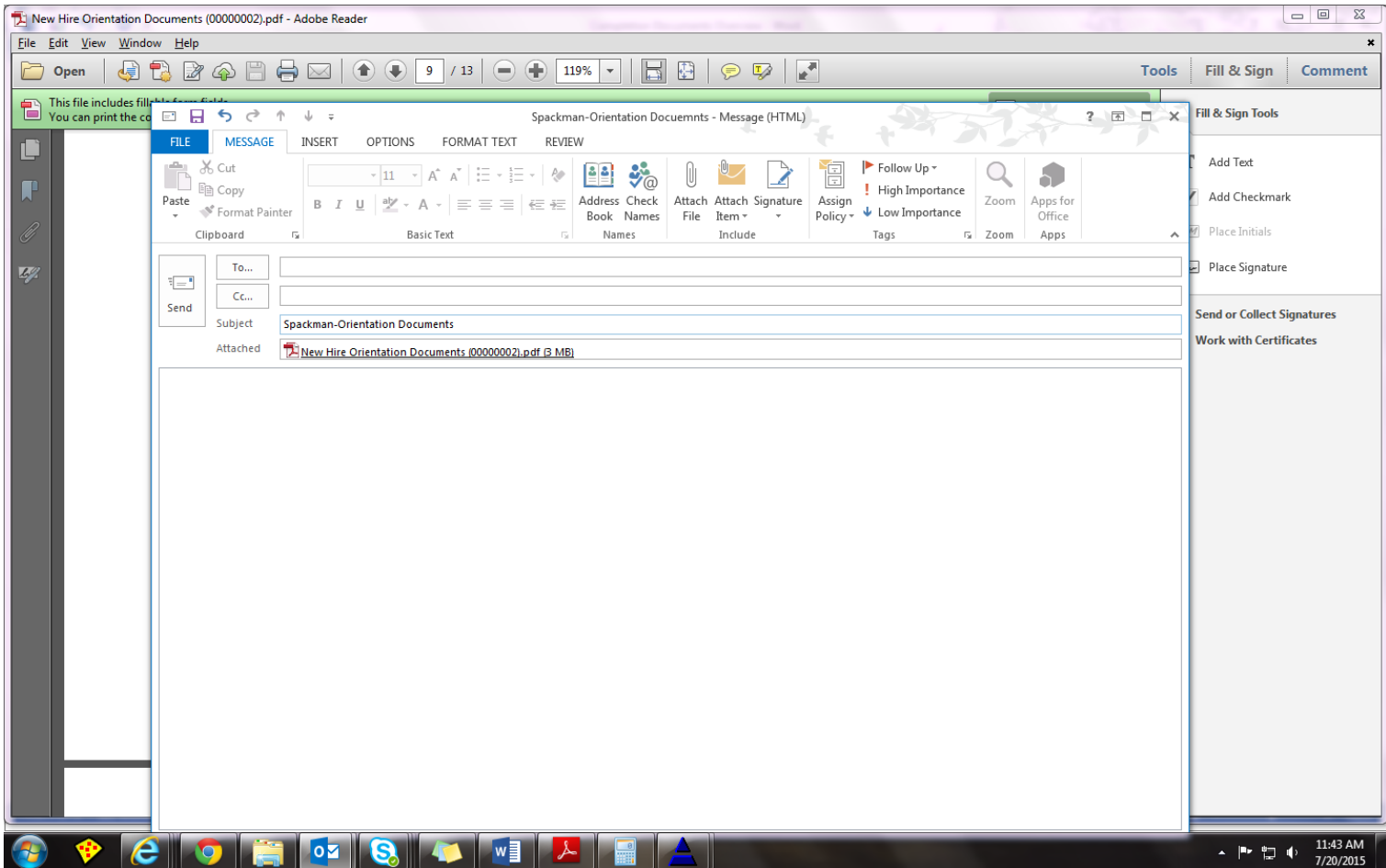
A box will appear asking how you would like to send the email. Choose the default email application and click "Continue."



A new email box should appear and you will send as normal. Please use your last name-Orientations Docs (ex: Spackman-Orientation Docs) as the subject line.



Orientation Document Instructions



If you have any questions or experience difficulty, please contact our HR Manager,
Megan Spackman at 707.528.7977 ext. 121