

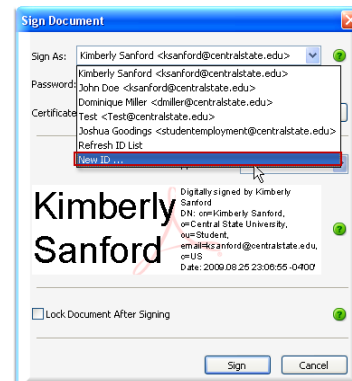
How to Sign Document Electronically

1. Sign the document electronic

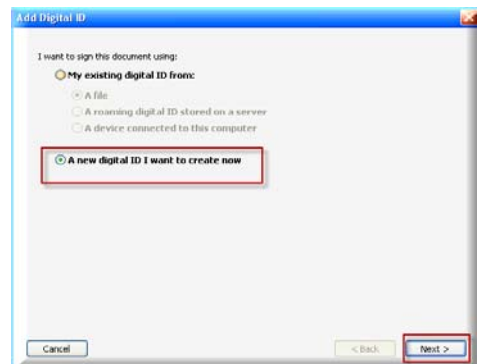
I certify that the information of this form is true and accurate. I understand that student employees must be registered for at least six credit hours each quarter they work (except for summer employment). I understand that I will not be paid for hours worked when I am scheduled for class. I also understand that I can not exceed the hour or dollar amount of my work study award. Students may not work more than 20 hours per week.

Signature Field 

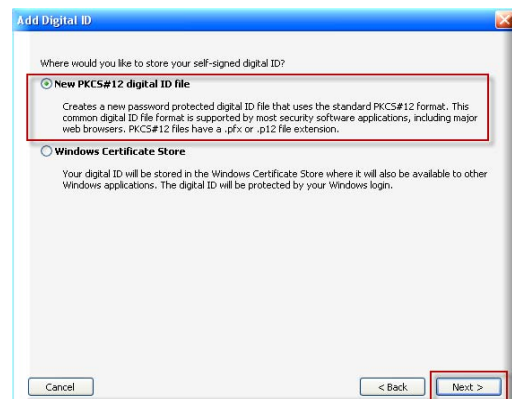
- Click on the arrow in the **Signature Field**
- **Dialog** box displays
- Click **drop down** arrow
- Select **New ID**



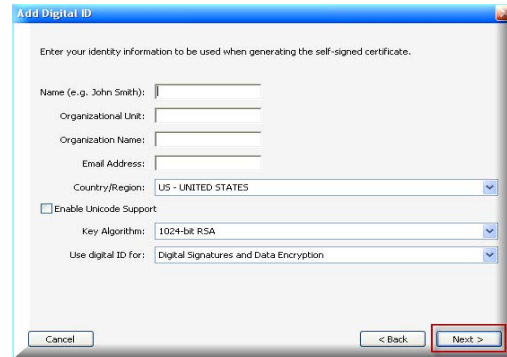
- **Add Digital ID** dialog box displays
- Select a **new digital ID** I want to create now
- **Click** the Next button



- Select **New PKCS#12 digital ID file**
- **Click** the next button



- Enter **Name**
- Enter **Organizational Unit** (Student)
- Enter **Organization Name** (Central State Univ.)
- Enter email (enter MyCSU email)
- Click the **Next** button

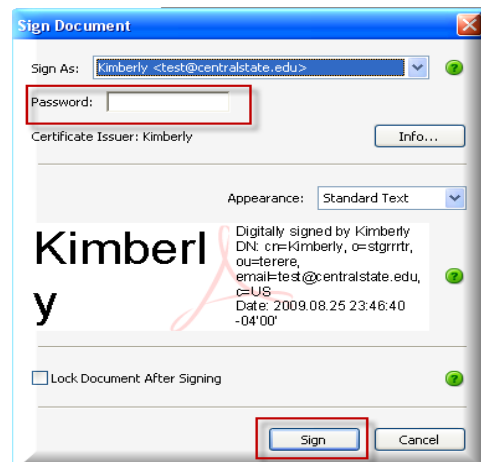


- Enter **password** (make sure that you use a password that you will remember) this password will be used to sign other sections of the application.
- Click **Finish**



- **Sign Document** dialog box displays (notice your name appears)
- Enter your **password**
- Click **Sign** button

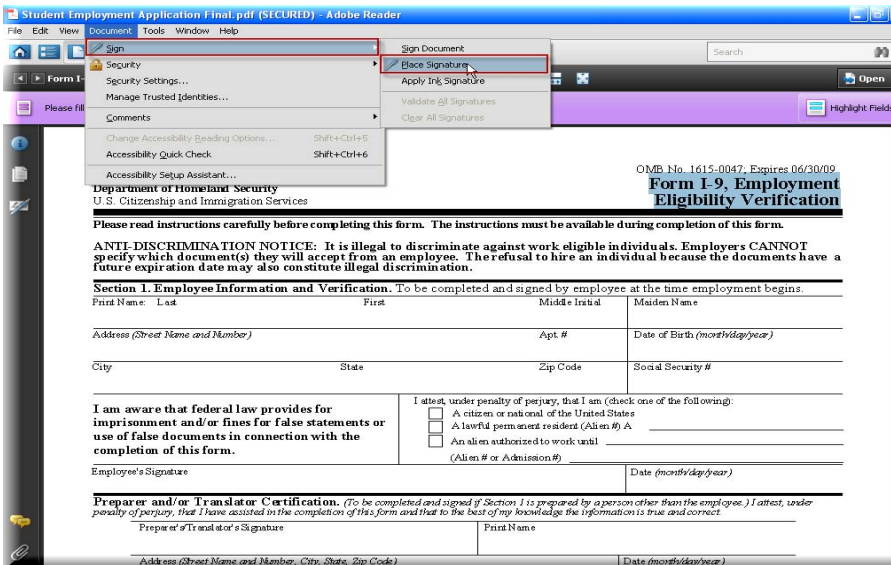
Once you click **sign** button signature displays
Signature displays in the **signature field**



How to Sign I-9 Employment Eligibility Verification

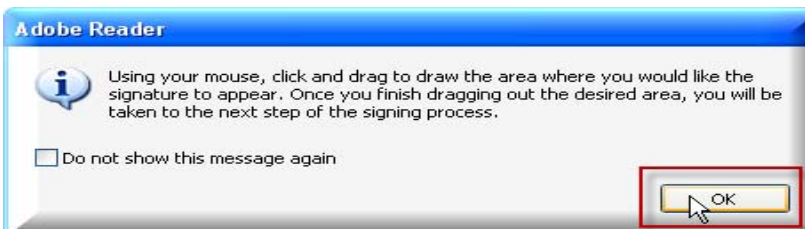
To sign a document without a Signature field

- Click on the **Sign** menu
- Select **Sign** and then select place signature



Dialog box displays

Click **OK**



Once you click **OK** your cursor will change to a small cross drag it across the **Employee Signature** field.

When you drag the small cross across the signature field the area becomes highlighted

Student Employment Application Final.pdf (SECURED) - Adobe Reader

Form I-9 Employment Eligibility Verification CSU.pdf

Department of Homeland Security
U.S. Citizenship and Immigration Services

OMB No. 1615-0047, Expires 06/30/09
Form I-9, Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section I. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen or national of the United States
- A lawful permanent resident (Alien #) A _____
- An alien authorized to work until _____ (Alien # or Admission #) _____

Employee's Signature _____ Date (month/day/year) _____

Preparer and/or Translator Certification. (To be completed and signed if Section I is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer or Translator's Signature _____ Print Name _____
Address (Street Name and Number, City, State, Zip Code) _____ Date (month/day/year) _____

- Once you **highlight** the signature field click and a **dialog** box displays
- Click **Sign**



- **Sign Document** dialog box displays
- Enter your **password**
- Click on the **sign** button
- **Electronic signature** displays

