

Work Instruction: Adding an Electronic Signature to Word Docs

1. Audience

All workers with a need to add an electronic signature in Word 365.

2. Objective:

To provide for proof of completion or acknowledgement remotely.

3. Revision and Approval

Rev.	Date	Nature of Changes	Approved By
N	11/19/2020	Original issue.	Glawe
001	02/29/2024	Updated New HR Department #	Glawe

4. Scope

This work instruction provides the ability for workers (remote worker particularly) to sign and authorize documents without the need for printing and/or scanning equipment.

5. Prerequisites

None

6. Records

None

7. Associated Documents

Non

8. Evaluative Factors

None

9. Responsibility

Human Resources is responsible for maintaining this work instruction.

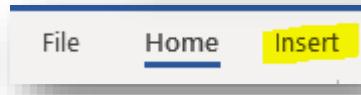
10. Instructions

1. Put your cursor on the highlighted space.

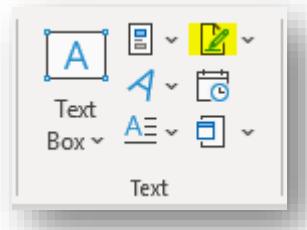
Training Participant Information:



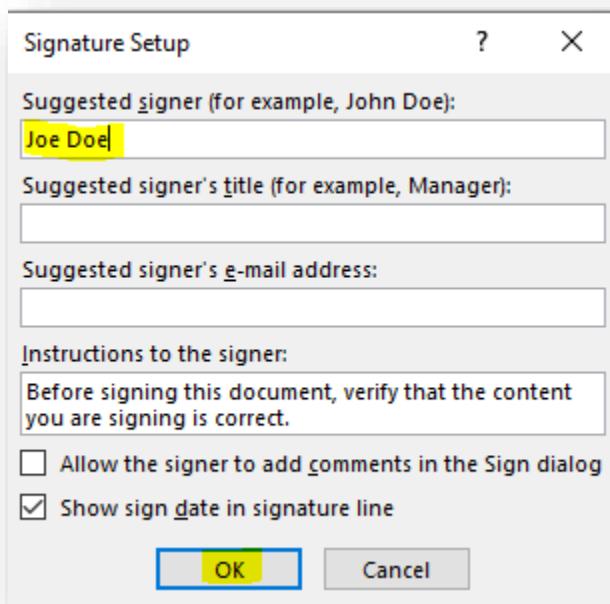
2. On the top tool bar, click "insert."



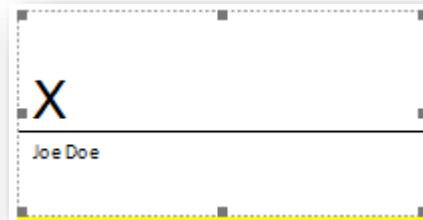
3. On the right side of the extended tool bar, click on the icon with a pen.

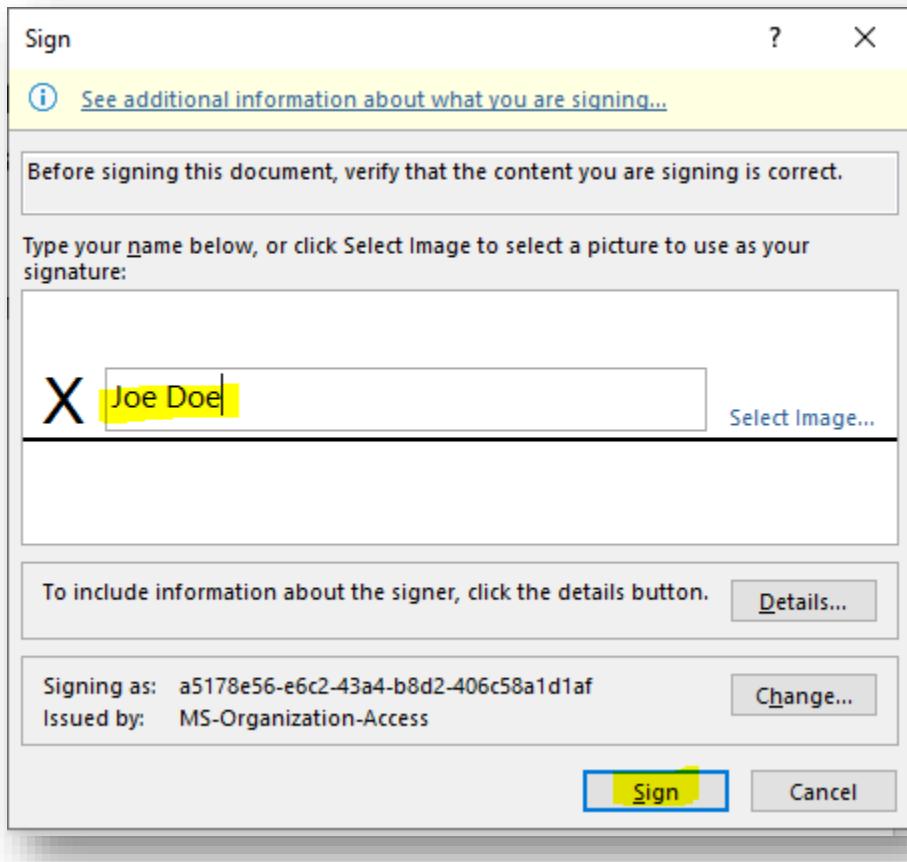


4. A window will open. Type your first and last name in the "Suggested signer" field. Then click "ok."



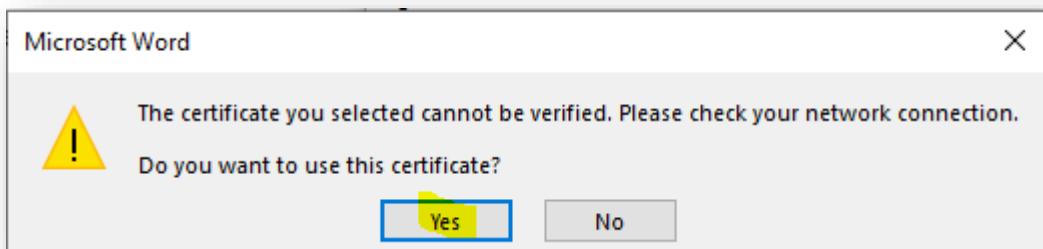
5. A signature box will appear on the certificate. Double click next to the "x" and a new window will open.



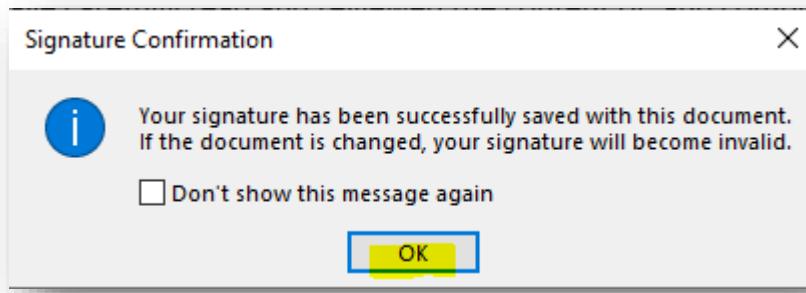


6. Type your first and last name in the field beside the "x." The click "sign."

7. You may get a window that asks if you want to accept the certificate. Click "yes."



8. Another window will open, asking you to confirm your signature. Click “ok.”



9. You will be returned to the original document and a signature box will now appear. Print the document to a pdf and send to HR as proof of training completion.

Certificate of Participation 2020 Sexual Harassment Prevention Training

I certify that I have carefully read and reviewed the content of, and completed, the 2020 Sexual Harassment Prevention Training pursuant to the Illinois Human Rights Act, 775 ILCS 5/2-109.

Training Date/Location:

Caldwell Group, Inc.

Training Method

Electronic Self-directed Training

Training Participant Information:

Recoverable Signature

X Joe Doe

Joe Doe

Signed by: a5178e56-e6c2-43a4-b8d2-406c58a1d1af

State of Illinois Department of Human Rights

www.Illinois.gov/DHR/Training

Helpline: 877.236.7703
www.Illinois.gov/SexualHarassment