

## Travel Claim Form Tips and Tricks

**The PDF file must be filled out and signed in Adobe.** When opening the file on the internet, most user's internet options will automatically open the file in a web-based version of Adobe which is NOT fully compatible with the fillable form.

As the web-based version of Adobe appears the same as the Adobe application, to ensure that you are using Adobe, after opening the internet version of the form:

- Save a copy to your desktop
- Close all windows including the document and the internet
- Open Adobe
  - If you do not have a version of Adobe on your computer here is a link for a free version:  
<https://get.adobe.com/reader/>
- Open the PDF saved to your desktop
- Begin filling in the form

### **Electronic Signature**

The form can be signed electronically, to ensure an electronic signature is available, follow these steps:

- Click on the Electronic Signature box, if a signature does not exist, select "New ID"

A new digital ID I want to create now

- Select:
- Click "Next"
- Select:

Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

- Click "Next"
- Fill in:
  - Name
  - Organization Unit
  - Organization Name
  - Email Address
- Click "Finish"
- You may now electronically sign the form. This will lock the form so no additional change may be made by anyone accessing the form.

### **S-Signature**

#### **Why would you use an s-signature?**

Using s-signatures allow government entities and businesses to avoid delays of waiting for the receipt of paper documents with a handwritten signature. Conformed signatures allow anyone to sign documents electronically and return them to the relevant parties in a timelier manner. The use of s-signatures also can eliminate the need for printing, signing, and scanning documents.

