



ISMC ONLINE APPLICATION FORM GUIDE

How to Fill Out Your Staff/Volunteer Application Form
with Adobe Reader

1. Be sure to open the ISMC Application form in Adobe Acrobat Reader DC. If you do not have this program, you can download it for free from here: <https://get.adobe.com/reader/>

Adobe

Step: 1 of 3

Adobe Acrobat Reader DC

Version 2017.009.20044
System requirements

Your system:
Windows 10, English
Do you have a different language or operating system?

Are you an IT manager or OEM?

Install the Acrobat Reader Chrome Extension
Learn more

Optional offer:

Yes, install **True Key™** by Intel Security to say goodbye to the hassle of passwords.
Learn more

Terms & conditions:

Note: Your antivirus software must allow you to install software.

Install now

Total size: 105.17 MB

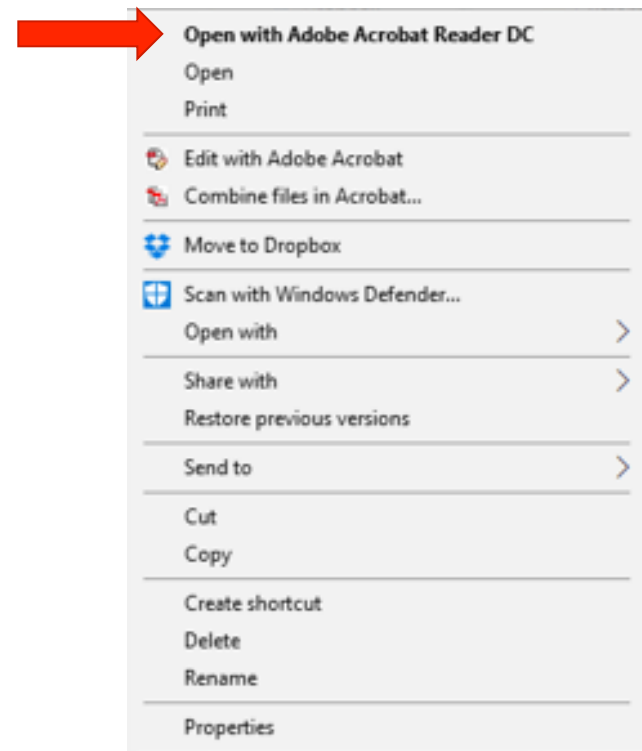
Choose your region | Copyright © 2017 Adobe Systems Incorporated. All rights reserved. Terms of use | Privacy | Cookies

Click on the “Install now” button and follow the instructions to install Adobe Reader.

2. Download and then open the Application form in Adobe Acrobat Reader DC.

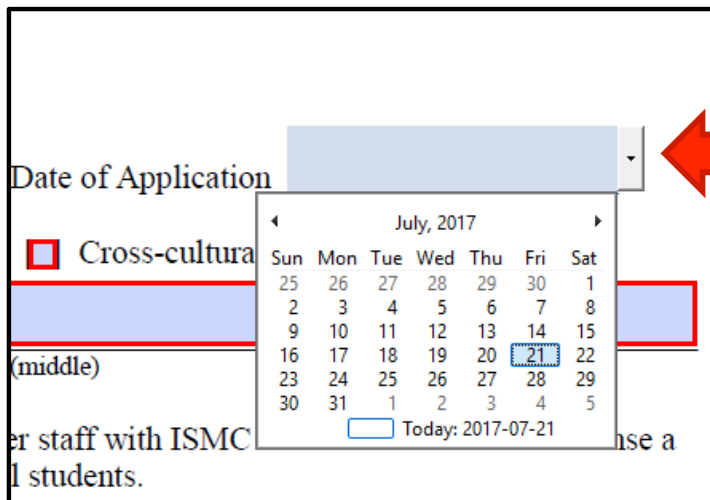
If Adobe Acrobat Reader is already your default for opening PDFs then you can simply click on the form.

However, if it is not, you may have to **right click** on the file and select “**Open with Adobe Acrobat Reader DC**”



3. How to fill out the form – Date Fields

Date Fields – once you've clicked in the box, a small **down arrow** should appear on the right of the text box. Click on this arrow for the **calendar option**. If preferred, you can type in the date as well.

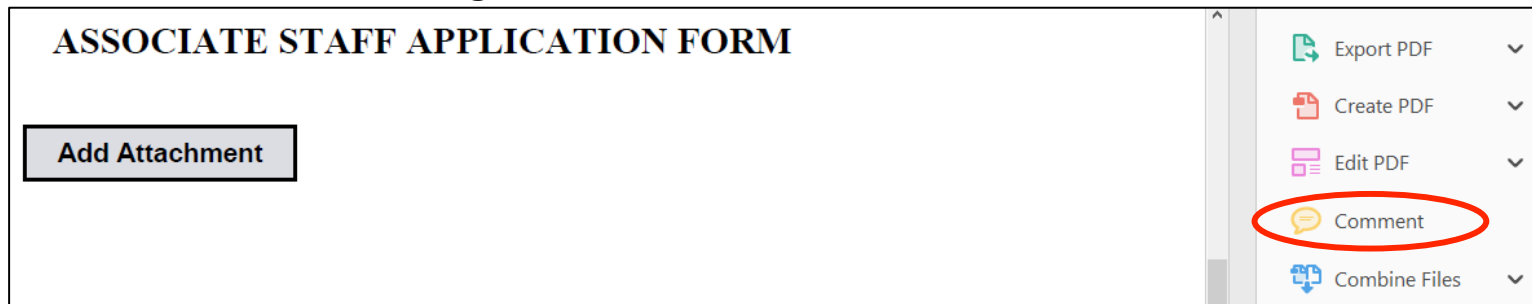


The image shows a screenshot of a web form. A text box labeled "Date of Application" is highlighted with a blue background. A small downward-pointing arrow is visible on the right side of the text box. A red arrow points to this arrow. Below the text box, there is a calendar pop-up for July, 2017. The calendar shows the days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and the dates (25, 26, 27, 28, 29, 30, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31). The date 21 is highlighted with a blue box. Below the calendar, there is a small text box containing "Today: 2017-07-21".

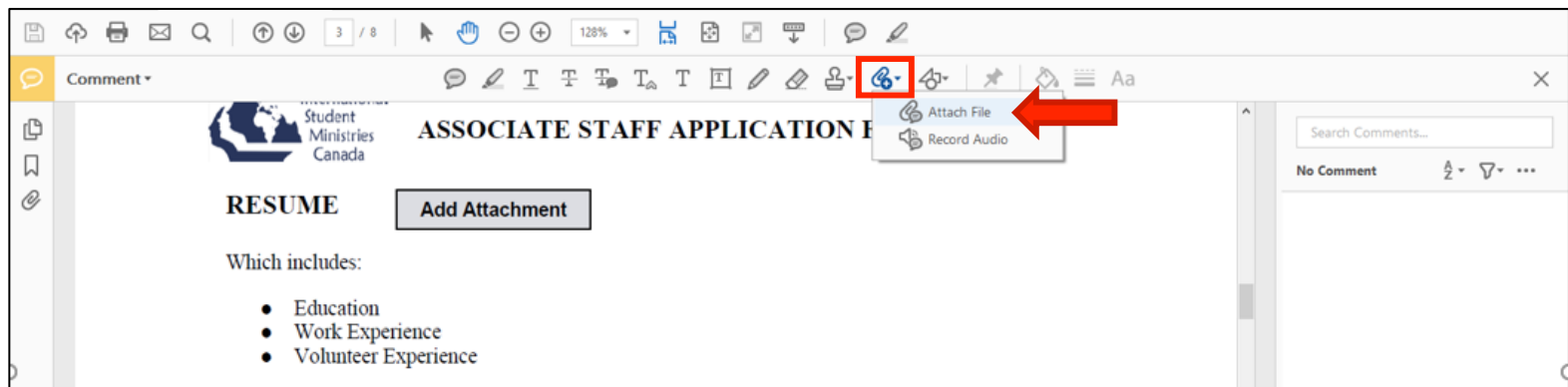
Drop-down arrow
for Calendar option

4. How to fill out the form – Adding File Attachments

a. Click on **Comment** in the right hand task bar.

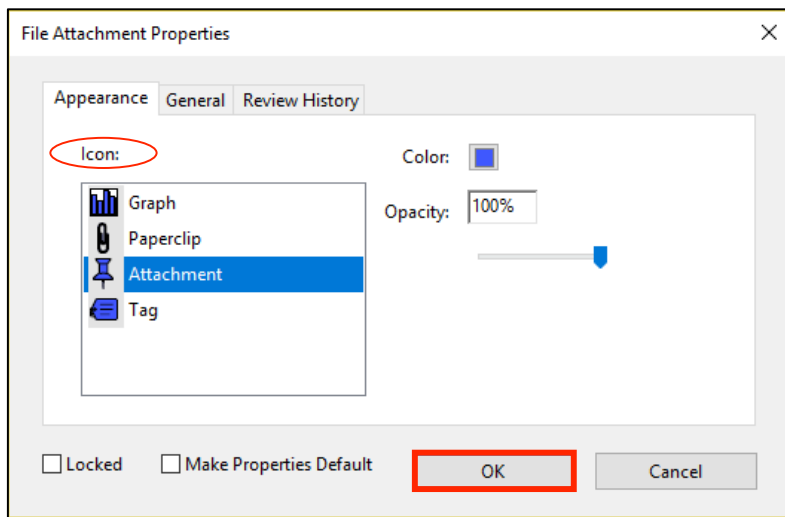


b. Click on the **Paper clip icon** in the top toolbar and then select **“Attach File”**

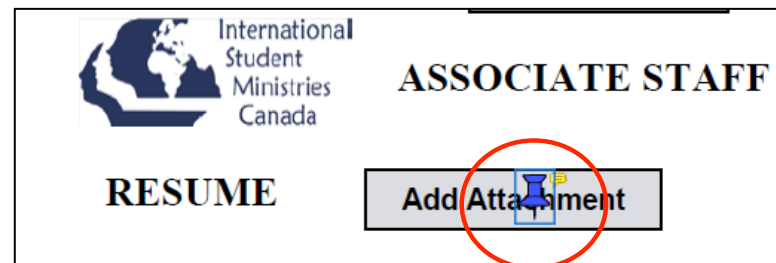


4. How to fill out the form – Adding File Attachments (continued)

c. Select the **Icon** you want to appear to represent your attached file. Click **OK**



d. The Icon you have selected should appear and you can **place it over the “Add Attachment” button.**



5. How to fill out the form – Signature Fields

a. To make a digital signature, click on the **signature field** and then click on **“Configure Digital ID”**.



5. How to fill out the form – Signature Fields (Cont.)

b. If you do not already have a Digital ID, select **“Create a new Digital ID”** and click **Continue**

The screenshot shows a dialog box titled "Configure a Digital ID for signing". On the left, there is explanatory text: "A Digital ID is required to create a digital signature. The most secure Digital ID 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." Below this text, three radio button options are listed under the heading "Select the type of Digital ID": "Use a Signature Creation Device", "Use a Digital ID from a file", and "Create a new Digital ID". The "Create a new Digital ID" option is selected and highlighted with a blue border. A red arrow points from the explanatory text to the selected option. At the bottom right, there are "Cancel" and "Continue" buttons, with a red arrow pointing to the "Continue" button.

c. You can save the Digital ID to a file in your computer by selecting **“Save to File”**. Click **Continue**.

The screenshot shows a dialog box titled "Select the destination of the new Digital ID". On the left, there is explanatory text: "Digital IDs issued by the authority that assure 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." Below this text, two radio button options are listed: "Save to File" and "Save to Windows Certificate Store". The "Save to File" option is selected. A red arrow points from the explanatory text to the selected option. At the bottom right, there are "Back" and "Continue" buttons, with a red arrow pointing to the "Continue" button.

5. How to fill out the form – Signature Fields (Cont.)

d. Type in your **Name** and **Email Address**, along with any other information you would like to include in your Digital ID. Select **Digital Signatures** beside “Use Digital ID for”. Click **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: John Smith

Organizational Unit: Enter Organizational Unit...

Organization Name: Enter Organization Name...

Email Address: jsmith@email.com

Country/Region: CA - CANADA

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

Back Continue

e. Your Digital ID will be automatically designated a location. Click **Browse** if you want a specific location for it. **Make up your own password** to protect your Digital ID and type it again to **confirm the password**. Click **Save**.

Save the self-signed Digital ID to a file

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location : C:\Users\...\AppData\Roaming\Adobe\Acroba Browse

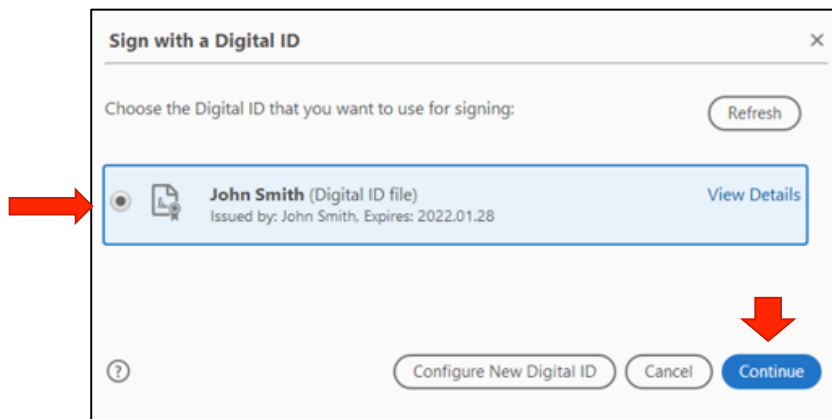
Apply a password to protect the Digital ID:

Confirm the password:

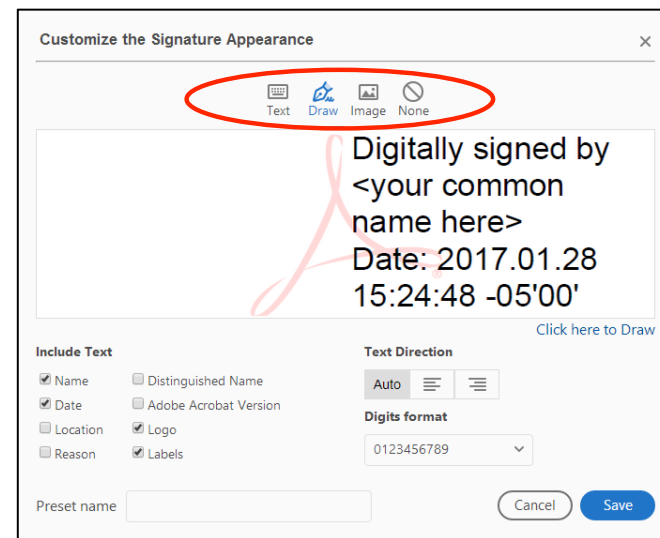
Back Save

5. How to fill out the form – Signature Fields (Cont.)

f. **Select** your newly created Digital ID and click **Continue**.



g. You can choose whether to select **“Text”** to type your signature, **“Draw”** to draw your signature, or **“Image”** if you have an image of your signature.



5. How to fill out the form – Signature Fields (Cont.)

h. Once you're happy with your Digital Signature, Enter your **Digital ID Password** in the box provided and then click on **Sign**.



The screenshot shows a dialog box titled "Sign as 'John Smith'". At the top, there is a dropdown menu for "Appearance" set to "Standard Text" and a "Create" button. The main area displays a digital signature: the name "John Smith" in a large, bold, black font, followed by a red scribble representing the signature. To the right of the signature, it says "Digitally signed by John Smith" and "Date: 2017.01.28 15:23:48 -05'00'". Below this, there are checkboxes for "Lock document after signing" and "Review document content that may affect signing", along with a "View Certificate Details" link and a "Review" button. At the bottom, there is a text input field with the placeholder "Enter the Digital ID PIN or Password...", a "Back" button, and a "Sign" button which is circled in red. A red arrow points to the input field.

Example of a Signature done using "Text"



The screenshot shows a dialog box titled "Sign as 'John Smith'". At the top, there is a dropdown menu for "Appearance" set to "John Smith" and buttons for "Create" and "Edit". The main area displays a digital signature: the name "John Smith" in a cursive, handwritten font, followed by a red scribble representing the signature. To the right of the signature, it says "Digitally signed by John Smith" and "Date: 2017.01.28 15:30:21 -05'00'". Below this, there are checkboxes for "Lock document after signing" and "Review document content that may affect signing", along with a "View Certificate Details" link and a "Review" button. At the bottom, there is a text input field with the placeholder "Enter the Digital ID PIN or Password...", a "Back" button, and a "Sign" button which is circled in red. A red arrow points to the input field.



Example of a Signature done using "Draw"

5. How to fill out the form – Signature Fields (Cont.)

- i. Your Digital Signature should appear in the Signature field. You can use your mouse to reposition the Signature, if necessary.

conducted with the same gender for maximum effectiveness.

I have read and accept the ISMC Lifestyle & Conduct Policy for Volunteers

Signature  Digitally signed by John Smith
Date: 2017.01.28 15:31:46 -05'00' Date 

Accepted by SLT: July 9, 2014

(2/16)


6. How to fill out the form – Submit button

a. When you have signed and filled out the entire form, click on the “**Submit by email**” button.

** ** *

I hereby affirm my agreement with the foregoing doctrinal statement.

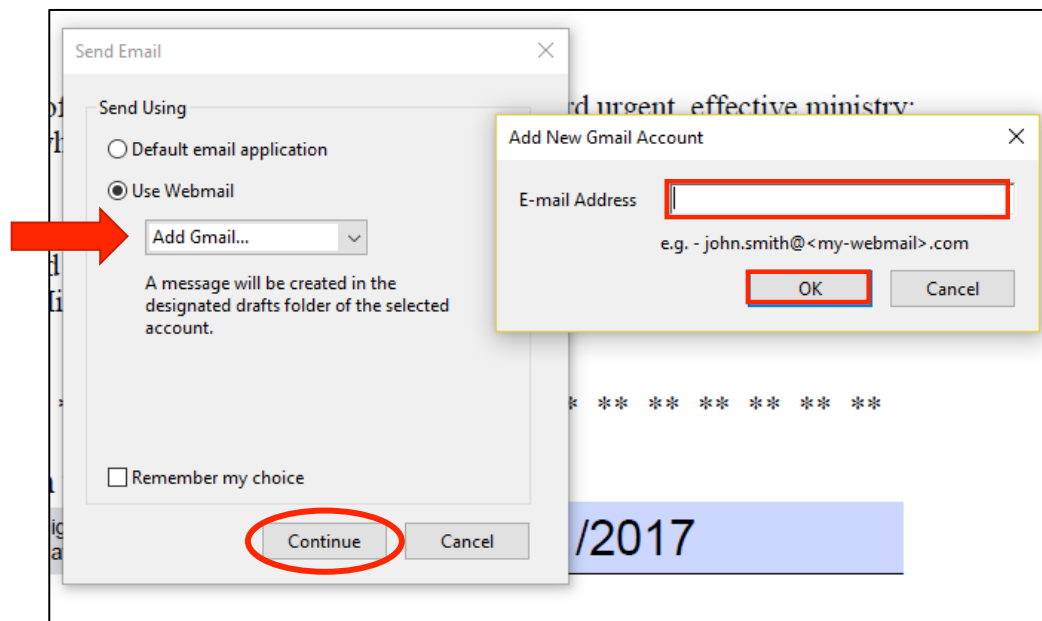
Signed: Date



6. How to fill out the form – Submit button (Cont.)

b. A “**Send Email**” window will appear. You can choose “**Use Webmail**” and select your email address. Press **Continue**.

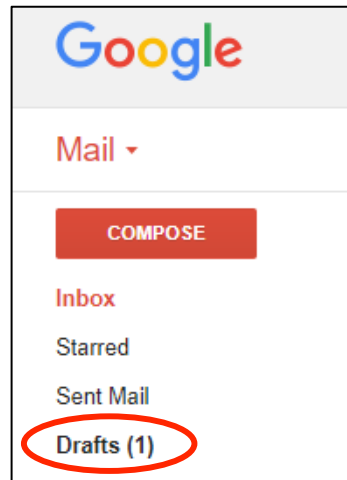
OR c. If your email doesn't show up, you may need to add your email. Click “**Add Gmail**” or your desired account. A second window will show up. Type your email there. Click **OK**.



6. How to fill out the form – Submit button (Cont.)

d. You will be prompted to sign in to your email account. Sign in.

e. Once you've signed in to your email account, check your Drafts folder.



f. You should see an email starting with the title: Form Returned. It will be addressed to hr@ismc.ca and should contain your filled out Application Form as an **attachment**. Click **Send**.

