


Instructions for how to fill out the Out of Work List From a PC Desktop Computer

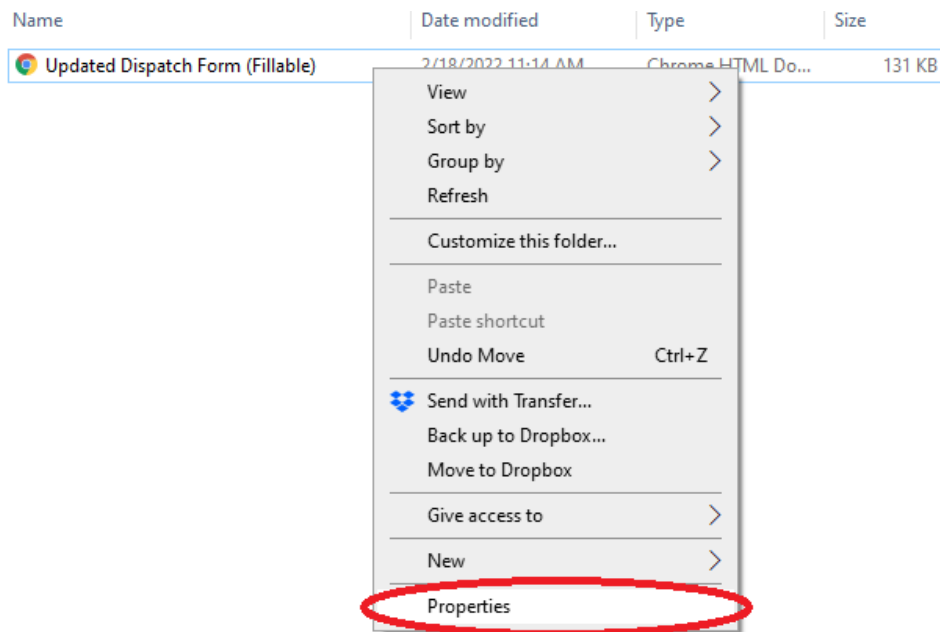
1. Download the form by clicking the downward pointing arrow in the top right corner of your screen (circled below in the example).



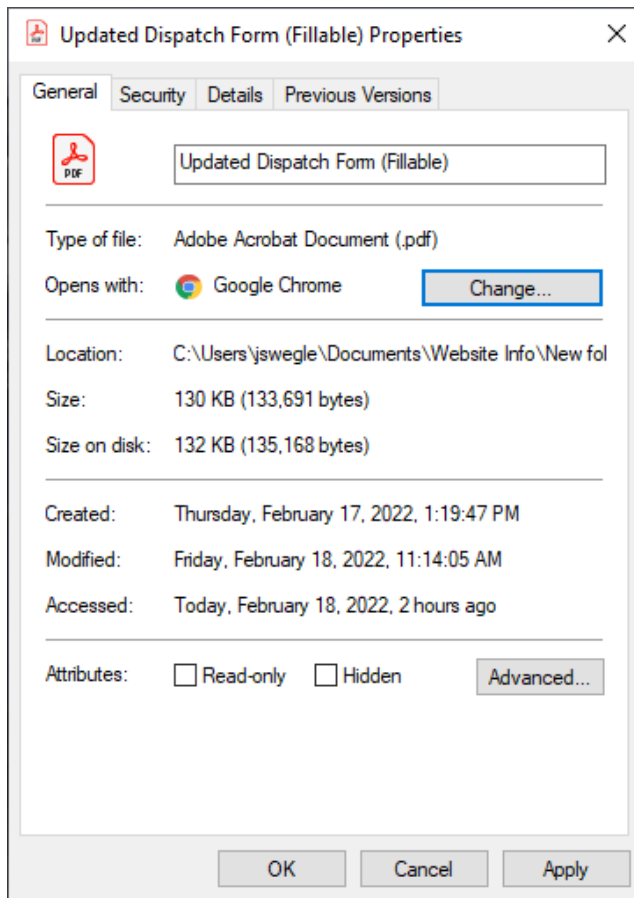
In some cases, when you download the PDF, it only opens as an extension of your browser (in these examples, it will be a Chrome extension you're seeing). This will not be the case every time, but if this does happen to you, you will not be able to edit the document electronically if you are opening it in your internet browser. Here's how you can change that:

Name	Date modified	Type	Size
 Updated Dispatch Form (Fillable)	2/18/2022 11:14 AM	Chrome HTML Do...	131 KB

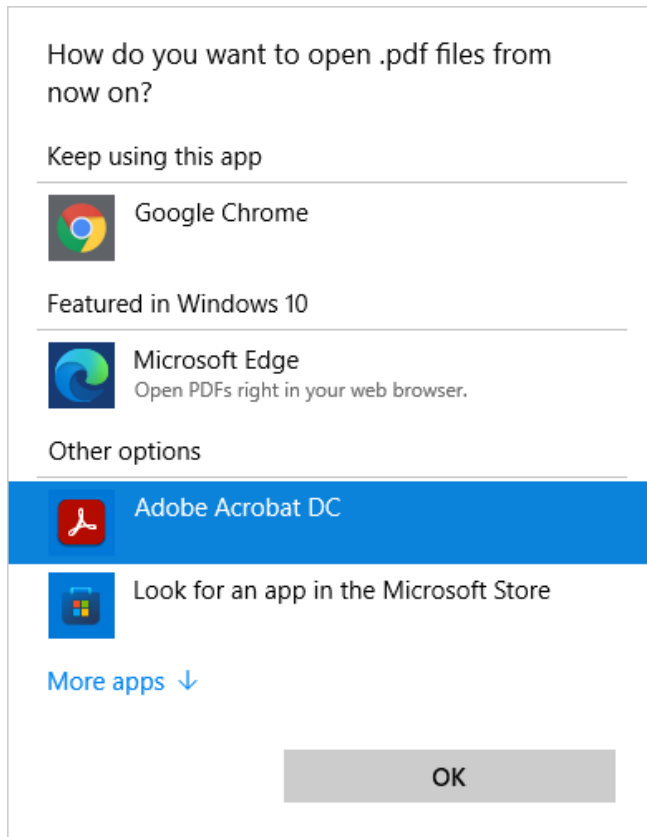
Find the file where you saved it in your computer, you can see it's set up as a Chrome extension in this example due to the Chrome logo next to the file's name.



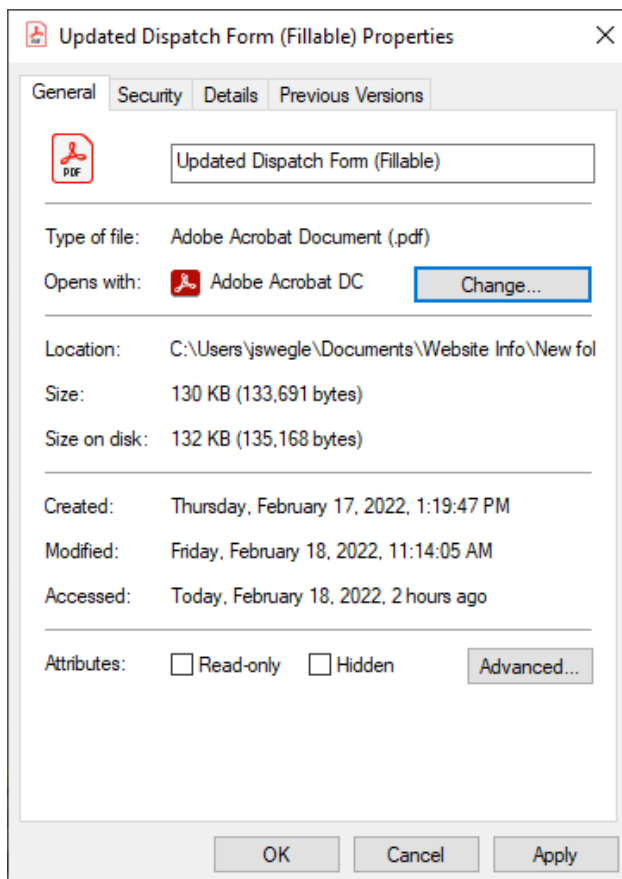
Right click on the file and go down to the bottom and click "Properties".



This will bring up the above image, the Properties window. Click the "Change" button (glowing blue in the example above).



Under "Other options", select Adobe Acrobat DC, then hit OK.



Your Properties window will update to now open this document as an Adobe Acrobat PDF file. Hit "Apply" and then the OK button at the bottom.

You should now be able to open the document as a PDF by double-clicking it in the folder you saved it in. This will allow you to electronically fill in the form.

2. Fill out the form as seen below in this example like you normally would:

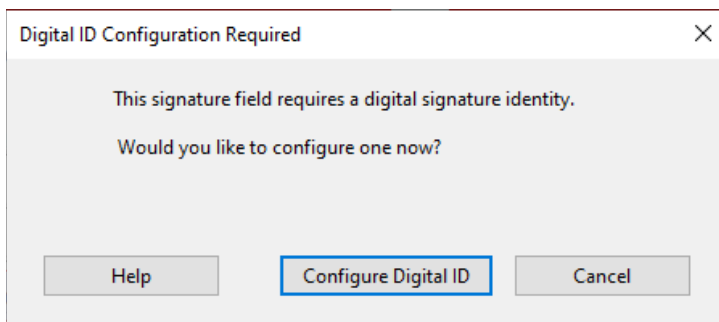
Please register / re-register me on the out-of-work list in your office.

Print Name:	John Doe	
Last Four #'s Of your SSN:	1234	
Last Employer:	ABC Co.	
Signature:		Date: 1/1/20XX

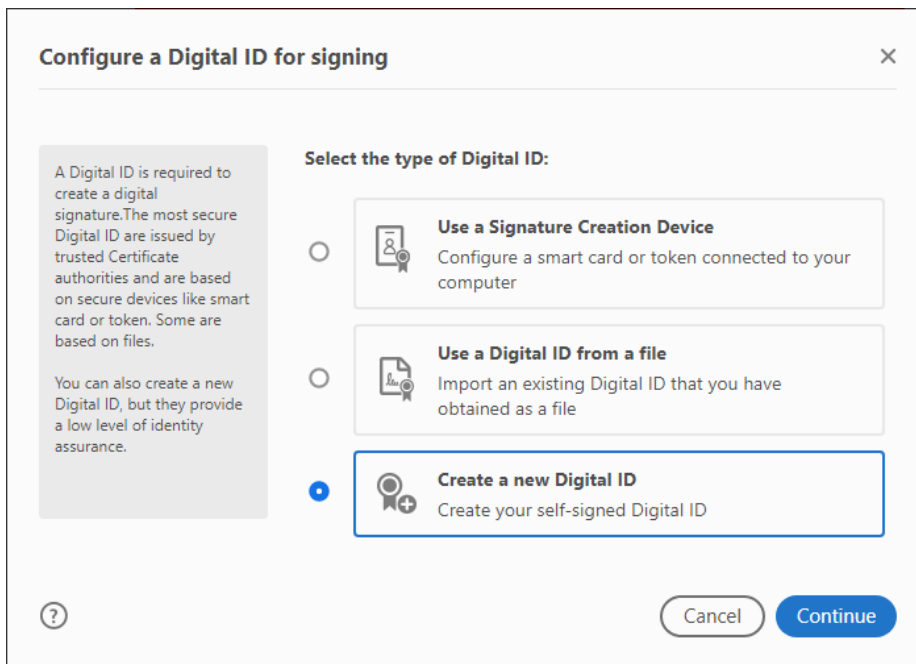
If your phone number(s) and or address(s) have changed please updated the information below.

Phone Numbers: 1 st (123 1456-7890	2 nd ()
Mailing Address:	PO Box 123		
Physical Address:	123 A St., Example, ST 99999		
Email Address:	jdoe@example.com		

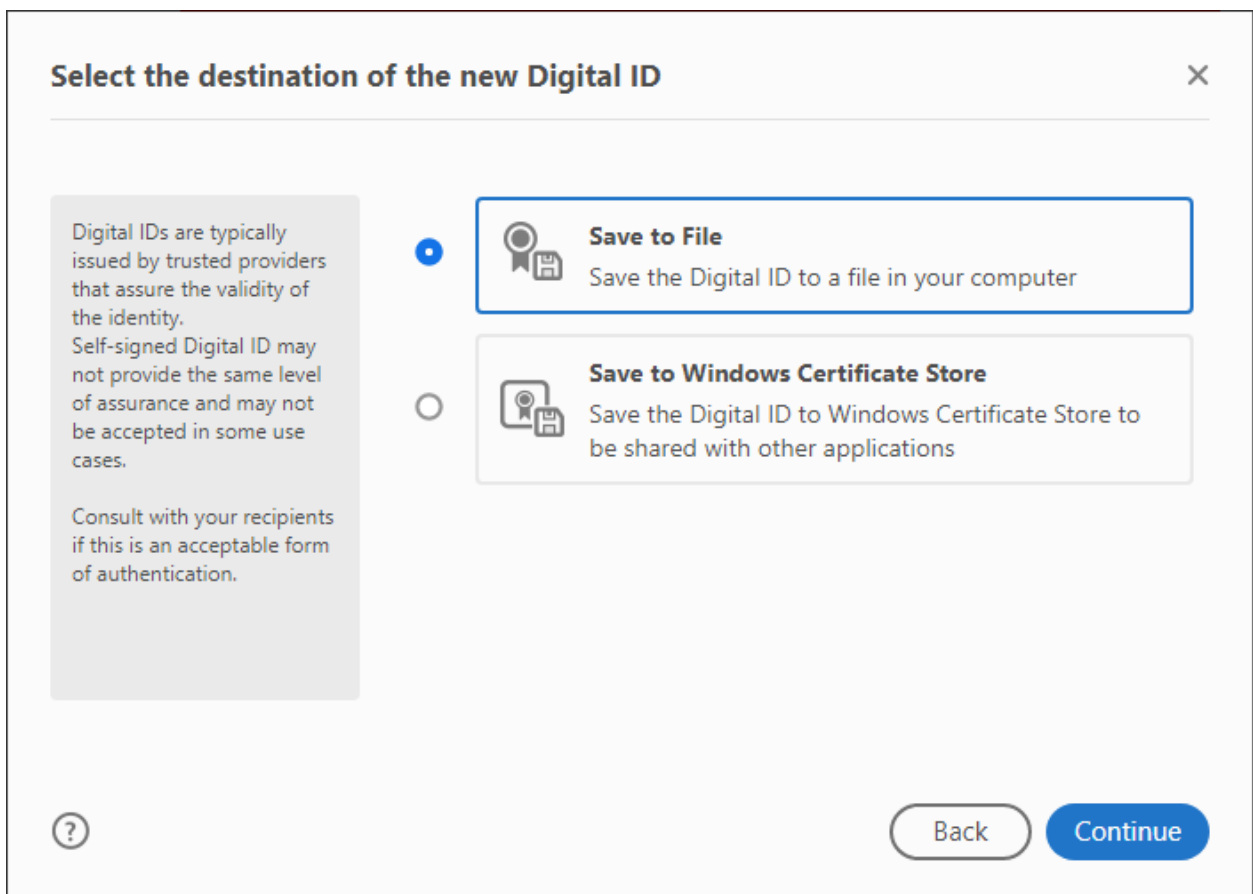
3. The last part to fill out is the signature portion. If you have never set up an electronic signature with Adobe Acrobat, here is how you do that (this will be a one-time set up, it will save for any future signatures). Click the text box next to "Signature" to receive the following pop-up window:



Click "Configure Digital ID".



Select "Create a new Digital ID" and hit continue.



Select "Save to File" and hit 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	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

? Back 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	<input type="text" value="John Doe"/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="jdoe@example.com"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

? Back Continue

Fill out your name and your email you want this connected to, then hit continue. Shown is an example of what it looks like filled out.

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 it or back it up.

Your Digital ID will be saved at the following location :

C:\Users\jswegle\AppData\Roaming\Adobe\Acrobat\D
Browse

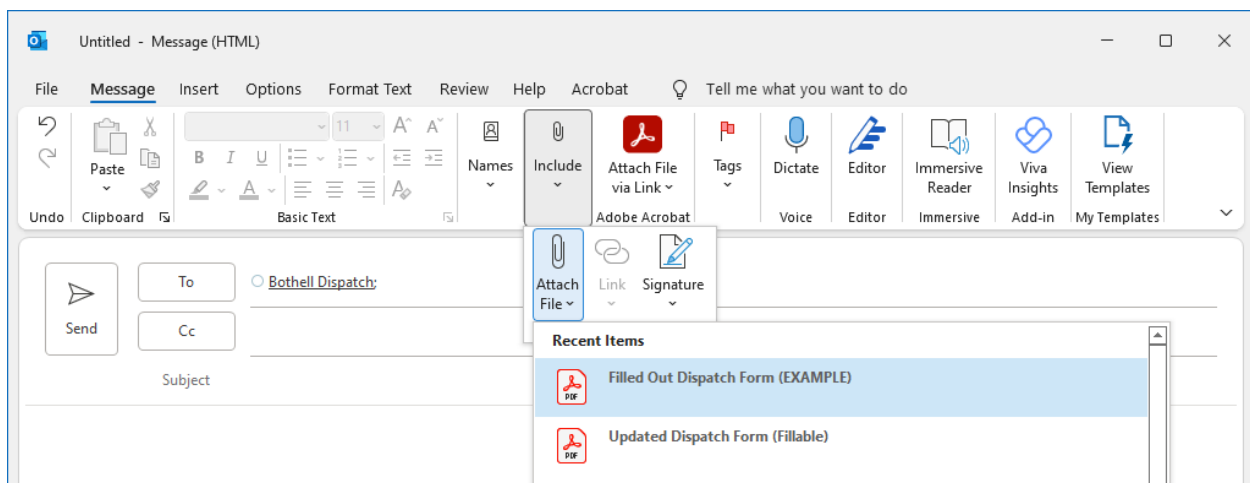
Apply a password to protect the Digital ID:

Confirm the password:

?
Back
Save

Set up your own password, confirm it, then hit save. You will have set up your signature now for any future time you fill this form out.

4. From here, just save the document onto your computer in a folder you can easily access. When you create a new email, you can click and drag the document from that folder into the new email address and then send it to the Dispatch hall you are trying to reach out to. You can also attach it in your new email, here's how that looks:



From the options above, make sure you've chosen "Message" next to File. Find the "Include" option, click "Attach File", and from the drop down menu it will find your most recent documents, select the completed form (make sure you're not choosing the blank copy you downloaded originally).

Please note all these examples were completed on a Microsoft Operating System computer, if you are using an Apple/MAC product this will look differently but they should have a similar format to attach the form in the email.