

Adding E-Signatures on Oregon ACCESS and Web Forms

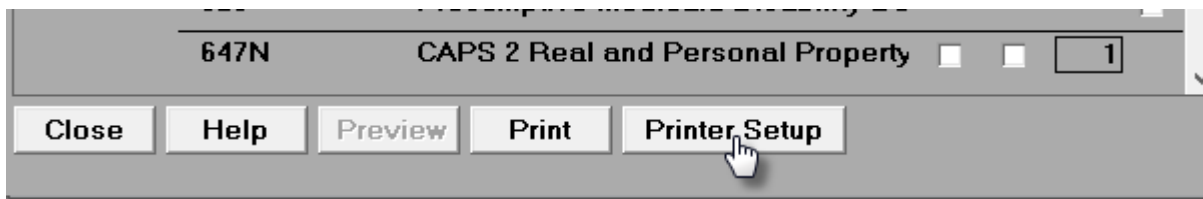
Updated April 2, 2026

How to add your E-Signature on an Oregon ACCESS native form:

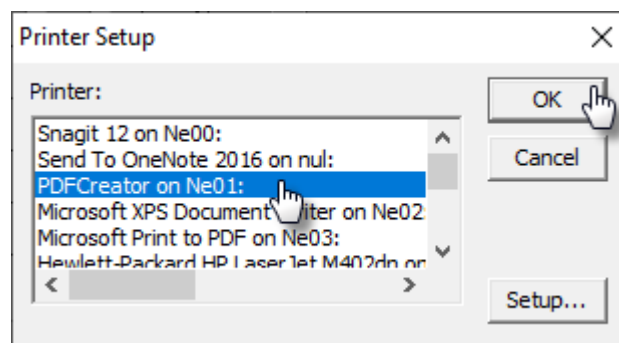
- From the print screen select the form you wish to add your E-Signature to.

Form	Form number	Description	Prev	Print	Sets	Web
Case	546IC 2Wk	ICP Calculation 2 Week Auth				☐
	546IC	ICP Calculation				☐
	546N	CAPS 2 In-Home Service Plan		☒	1	
	546PC	SPPC - Service Plan and Task List				☐
	546SF	Service Plan Short Form				☐
	556	Indiv Consent to HCBS Limitation			1	

- After you've checked which form you want to print, select 'Printer Setup'.



- Select 'PDFCreator on ne01:' and click OK



- After you click from the previous step, it will bring up the PDFCreator window. Save the form in a place that is secure and where you can find it easily.

Document Title:
DataWindow

Creation Date:
20200317134940 Now

Modify Date:
20200317134940 Now

Author:
[Redacted]

Subject:
[Empty]

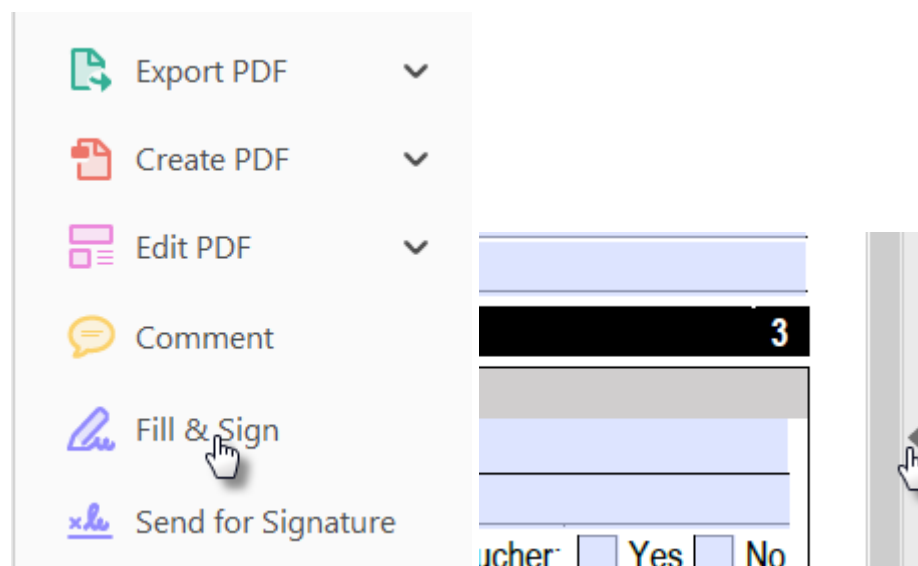
Keywords:
[Empty]

Profile:
Default

☒ After saving open output file
☒ Edit PDF files with PDFArchitect

Cancel Wait - Collect Options eMail Save

- The form will then open as a PDF document. On the side bar click on 'Fill & Sign'. If the following window is not open, click on the arrow on the very right side of the page.



- This activates the 'Sign' feature. Using your mouse, just click on the form to put your cursor where you want to add your e Signature and Date.

Service Mileage Adult.	0	\$ 0.485	\$ 0.00
Section: the Authorization			
57		\$ 855.00	
Type text here			Date
Worker/Unit manager			

Section 4b: Authorization

TOTAL Hours: 57

Type your name here

Worker/Unit manager

5/17/20

Date

How to add your E-Signature on a Web form:

- From the print screen select the form you wish to add your E-Signature to.

Form	Form number	Description	Prev	Print	Sets	Web
Case	546IC 2Wk	ICP Calculation 2 Week Auth				☐
	546IC	ICP Calculation				☐
	546N	CAPS 2 In-Home Service Plan	☐	☐	1	
	546PC	SPPC - Service Plan and Task List				☐
	546SF	Service Plan Short Form				☒
	556	Indiv Consent to HCBS Limitation	☐	☐	1	

- Click 'Preview'.

620 Presumptive Medicaid Disability De ☐

647N CAPS 2 Real and Personal Property ☐ ☐ 1

Close Help **Preview** Print Printer Setup

- Click 'Save as' and save it to your H Drive.

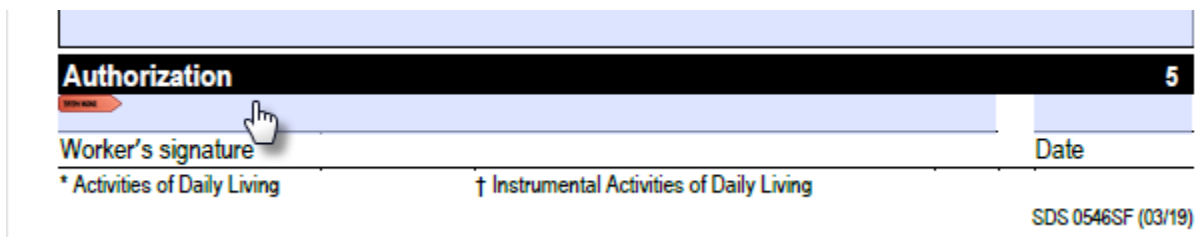
Print Save as Reset

This PC > [Redacted] (\dhs.sdc.pvt\DFSHome02) (H:)

- Then go to your H Drive, find and open your document.
- The form will then open as a PDF document. On the side bar click on 'Fill & Sign'. If the following window is not open, click on the arrow on the very right side of the page.

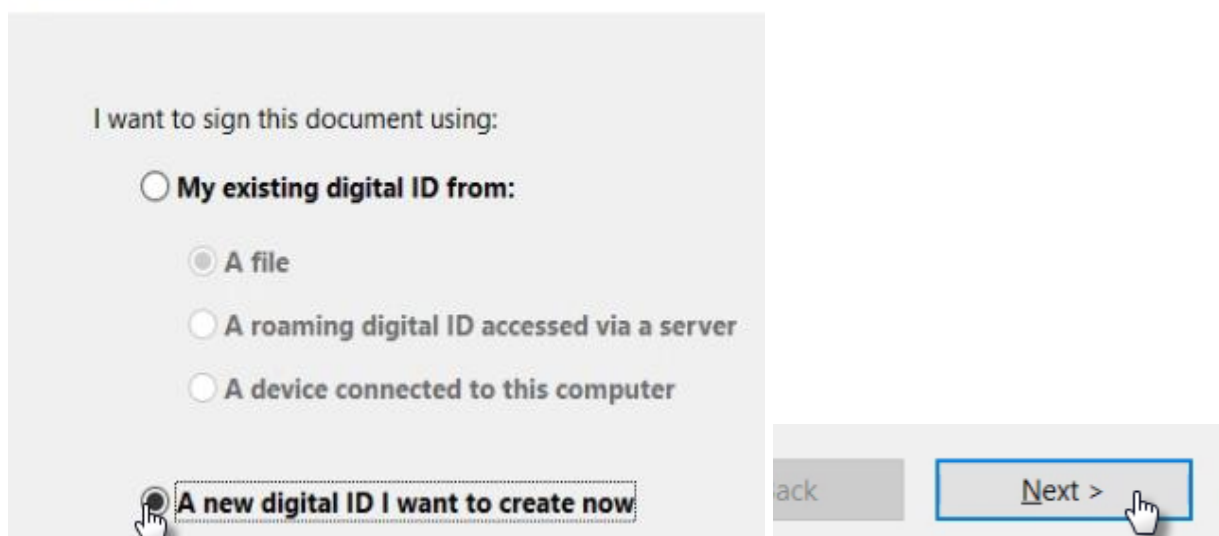


- Click in the 'Worker's signature' area. If you don't already have an E Signature digital ID set-up you will need to do that now.
- **Important note:** For any Web Forms that don't have this signature option  like below, you can still go through the same steps as indicated for the OA native forms and save it with the PDFCreator option. See bullets 3-6 from the top section.



- How to set up a E Signature profile – after clicking in the 'Worker's signature' area this screen will pop-up. Click on 'A new digital ID I want to create now' and click Next.

Add Digital ID



- Make sure 'New PKCS #12 digital ID file' is selected and click Next.

Add Digital ID

Where would you like to store your self-signed digital ID?

☒ **New PKCS#12 digital ID file**

Creates a new password protected digital ID file that uses the standard format. This common digital ID file format is supported by most security software, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

☐ **Windows Certificate Store**

Your digital ID will be stored in the Windows Certificate Store when you use it to sign documents.

[Back](#) [Next >](#)

- From here you will need to fill in the information and click Next.
 - Name: Your first and last name as you would want it to populate on your E Signature.
 - Organizational Unit: i.e. Case Management, Field Services etc....
 - Organization Name: i.e. Aging and People with Disabilities
 - Email Address: Your full email address. If you are a state employee, please make sure this includes your @odhs.oregon.gov email address
 - Do not change the information in the Country/Region, Key Algorithm or Use digital ID for fields.

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Key Algorithm:

Use digital ID for:

- Now you have to create a password. You will need to write down or remember this password because you will have to enter this password every time you add a digital E signature. Please make sure the strength of your password is strong. Click next after you've entered your password.

File Name:

Password:

☐ ☐ ☐ ☐ **Strong**

Confirm Password:

- The next screen is the 'Sign Document' screen where you need to enter your password again and then click 'Sign'.

Sign As: [Redacted] ▼

Issued by: [Redacted] [More Details](#)

Appearance: Standard Text ▼

Digitally signed by [Redacted]
Date: 2020.03.18 10:09:05 -07'00'

☐ Lock Document After Signing

Click Review to see if document content may affect signing [Review...](#)

Enter certificate password and click the 'Sign' button

[Redacted Password Field]

[Help](#) [Sign](#) [Cancel](#)

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OREGON DEPARTMENT OF
Human Services

Aging and People with Disabilities

Medicaid Services and Supports

500 Summer St. NE, E-10

Salem, OR 97301-1076

503-945-5600

odhs.info@odhs.oregon.gov

www.oregon.gov/odhs