Signing and Submitting Cash Management Forms Electronically

Treasury allows certain cash management forms to be signed and submitted electronically.

Electronic Signature Requirements

Agencies use forms C.2 (Signature Authorization) and C.9 (EFT Authorized Signers) to authorize specific staff to perform certain Treasury transactions. Those forms gather specimen signatures from authorized staff which Treasury uses to support important control measures. *Electronic signatures must match specimen signatures on file at Treasury.*

When applying an electronic signature, use software to "draw" your signature or insert an image of your signature. *Typing your signature as text—even if using a "handwriting" font—is not acceptable.*

Some software used to apply an electronic signature inserts additional information such as a timestamp by default. Treasury does not require such additional information and recommends excluding it when possible – especially if the information affects the legibility of the signature.

Signing Forms Using Adobe Software*

The forms listed above are set up as fillable PDF forms and can be signed with a digital ID using Adobe software.

1. Fill in all applicable form fields (except those related to a second signer). *All form fields will be locked once you sign with a digital ID.*

2. Check the box next to the signature block indicating that you need to use electronic signatures.
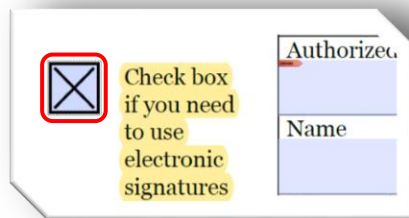
3. Read the information in the dialog box that opens and click OK.


---
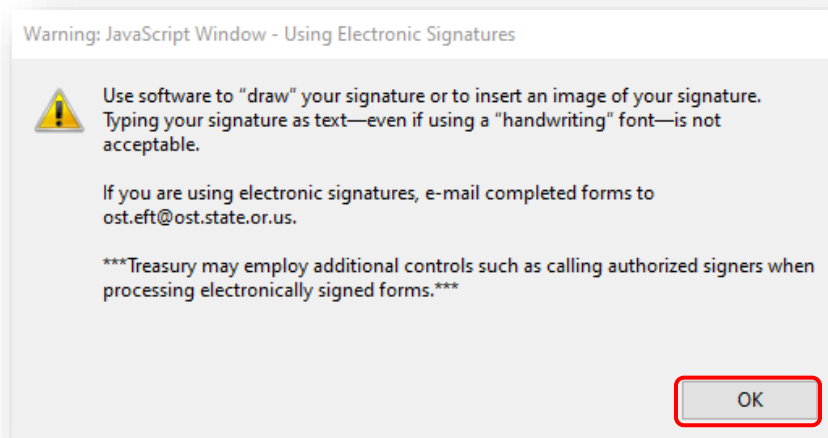
* *Treasury does not require or endorse the use of any particular software to electronically sign forms. The instructions provided here are for information purposes only. Always consult with your IT staff regarding the use, suitability, and security of any software.*
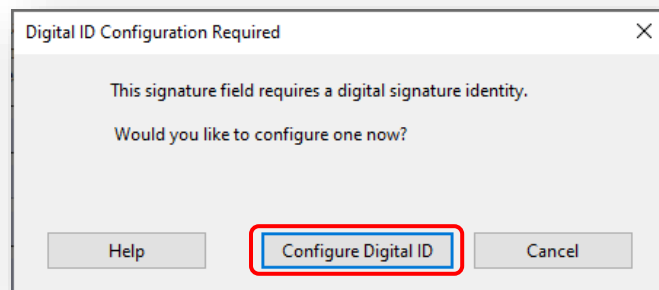
4. Click the appropriate signature field.

5. Read the information in the dialog box that opens, and click OK.
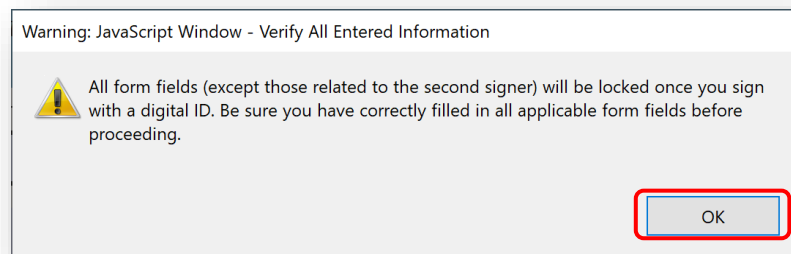
6. To configure a new digital ID, click Configure Digital ID when the "Digital ID Configuration Required" dialog box opens. *To sign with an existing digital ID, skip to Step 10.*

7. In the "Configure a Digital ID for signing" dialog box, select Create a new Digital ID, and click Continue.
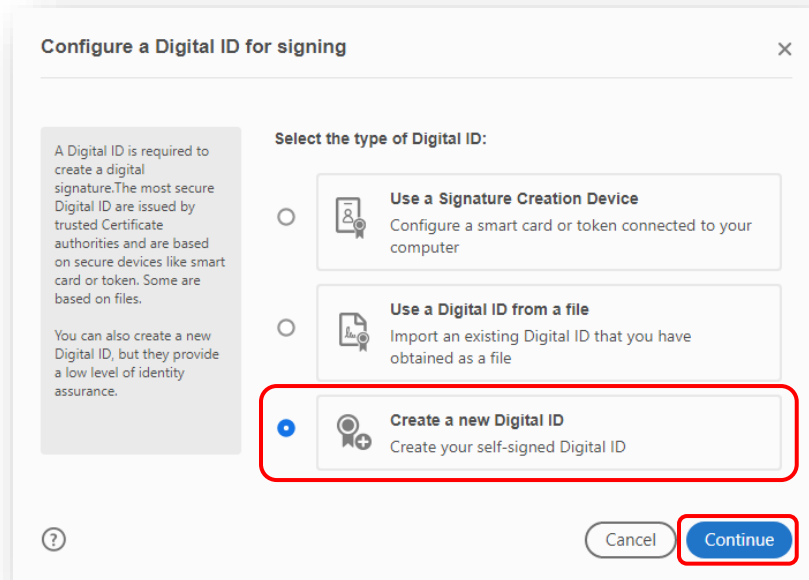
8. In the "Select the destination of the new Digital ID" dialog box, select Save to Window Certificate Store, and click Continue.
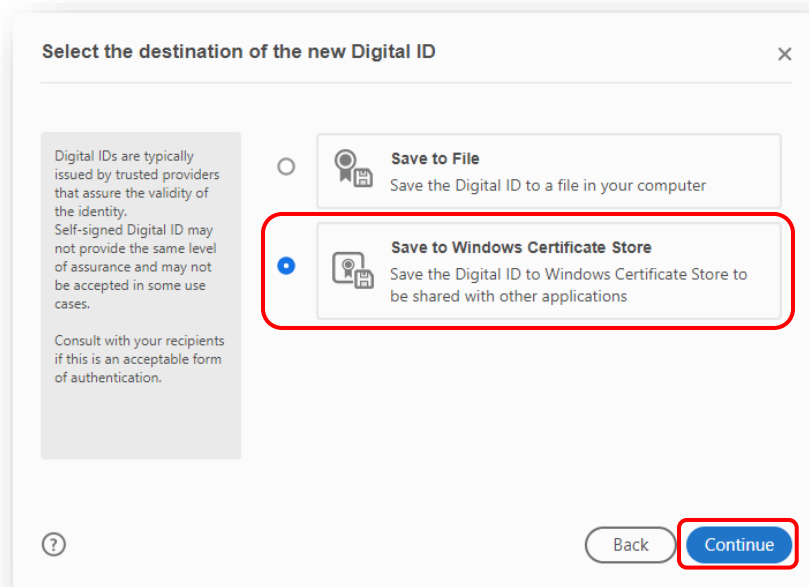
9. In the "Create a self-signed Digital ID" dialog box, enter your name and email address. Do not change default values in other fields. Click Save.

10. In the "Sign with Digital ID" dialog box, select the digital ID that you want to use for signing, and click Continue.

11. In the "Sign as" dialog box, verify that your digital ID appears as a handwritten signature. Treasury also recommends that you exclude any additional information from your digital ID. *If your digital ID is configured correctly, skip*

to Step 16. To change how a new digital ID appears, click Create. To change how an existing digital ID appears, click Edit.


12. In the "Customize the Signature Appearance" dialog box, choose whether to draw your signature or upload an image of your signature.

13. If drawing your signature, use your mouse, finger, or stylus to sign your name, and click Apply. Your signature must match your specimen signature on file at Treasury.

14. If uploading an image of your signature, click Browse to navigate to the image file. If needed, you can create an image of your signature by signing a piece of paper and scanning it or taking a picture of it. Before uploading a file in Acrobat, be sure that the image is closely cropped to your signature. You can use Microsoft Word or other commonly available software to crop the image.
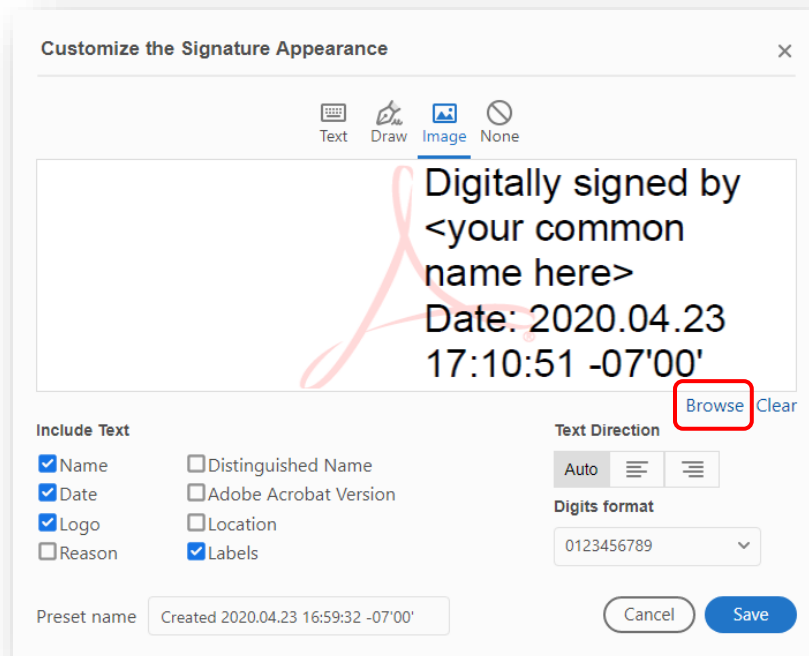
15. Once your signature appears, uncheck all boxes under Include Text, then click Save.
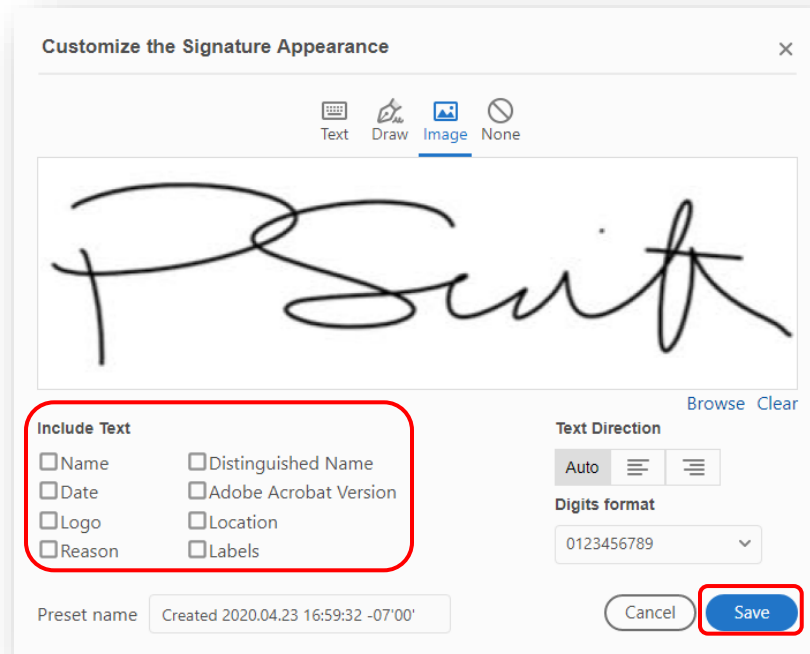
16. In the "Sign as" dialog box, click Sign. You will be prompted to save the form. Select where you would like to save the form, and enter your preferred file name. Click Save. Your signature should now appear on the form. If an additional signature is required, forward the form to the appropriate person; otherwise, submit the form to Treasury.

Submitting Forms Electronically

When possible, cash management forms should be submitted as indicated on each form (typically by fax or mail). If you do not have access to a fax machine or are using software that securely delivers electronically signed forms, e-mail completed forms to infax.finance@ost.state.or.us.

Standard e-mail is a less secure method of sending information. For security purposes, do not include sensitive information on forms submitted by e-mail. Sensitive information includes tax payer IDs and the combination of routing transit numbers and account numbers. When necessary, provide only a portion of the sensitive information (*e.g.*, last four digits of an account number), and then call Treasury's EFT Coordinator at 503.378.5048 to supply the full information.