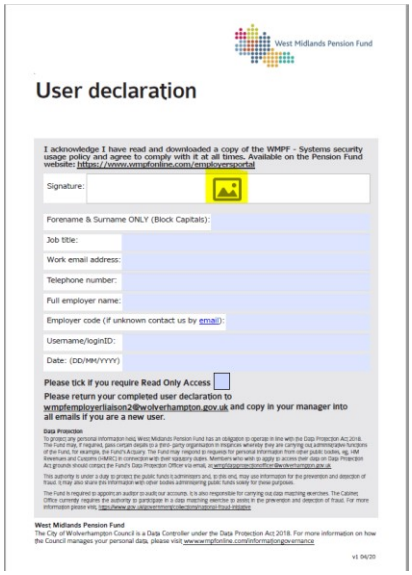
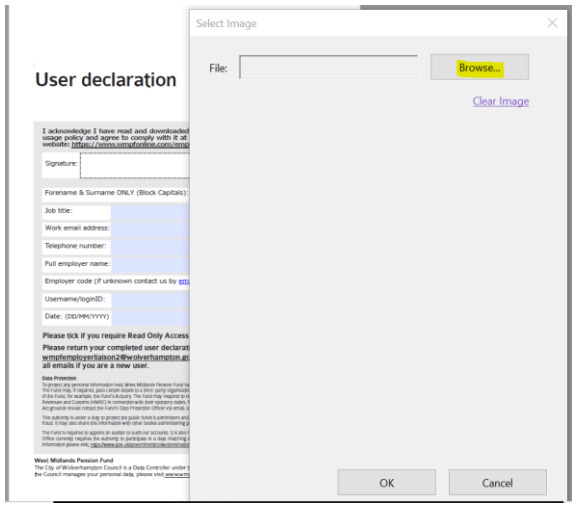
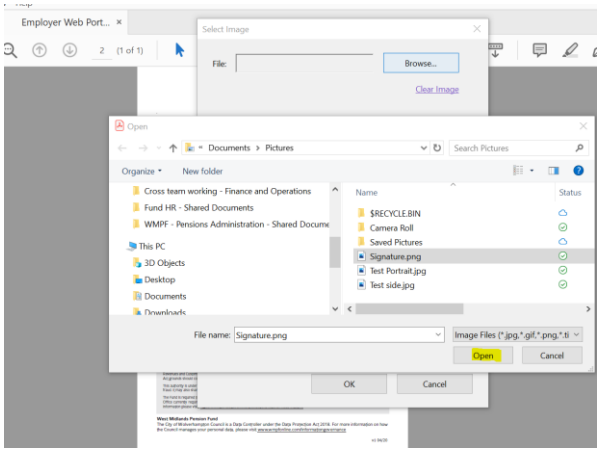
Create and insert a handwritten signature, onto Employer Web Portal Access Form.

1. Write your signature on a white piece of paper.
2. Scan the page and save it on your computer in a common file format: .bmp, .gif, .jpg, or .png. If you do not have a scanner available, take a close-up picture of the signature with a smartphone and send the image to your work email address.
3. On your work PC/laptop find the scanned image or find the emailed image(s) in your inbox (check your junk folder) and save it/them on your computer in a common file format: .bmp, .gif, .jpg, or .png.
4. To insert and add your signature to the User declaration access request form, click in the signature box (highlighted below), click **browse** to locate file on your PC/laptop and, once located, click **open** to insert the signature.