

Working with Electronic Documents - Tip Sheet

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Returning Signed Documents to NOHFC

NOHFC is currently accepting signed documents electronically. Clients are able to use any of the following methods to return signed documents to your NOHFC contact to ensure your project continues to proceed. Clients who wish to hand-sign their documents will be required to scan the full signature page and return the scanned image to their NOHFC contact via e-mail as detailed below.

Returning Physically Signed Documents

In the event that you are unable to electronically sign a document, NOHFC will accept a photograph or scanned copy of the signature page, clearly showing the signature of the client, and the full contents of the page.

- 1) Print the signature page of the document(s) requiring signature.
- 2) Sign the document(s) in all required locations using blue or black ink.
- 3) Using your phone or camera, take a picture of all full pages where signatures, initials, or any other mark-ups were made.
- 4) 2) Open or navigate to your e-mail client of choice.
- 5) Reply to the e-mail message from the NOHFC contact which sent the original document(s) to you for signature.
- 6) Attach the signed copy of the document(s) to the e-mail and click send.

If you are having issues electronically signing documents or returning documents to NOHFC, please notify the NOHFC contact person you have been working with.

Scanning Physical Documents with your Mobile Device

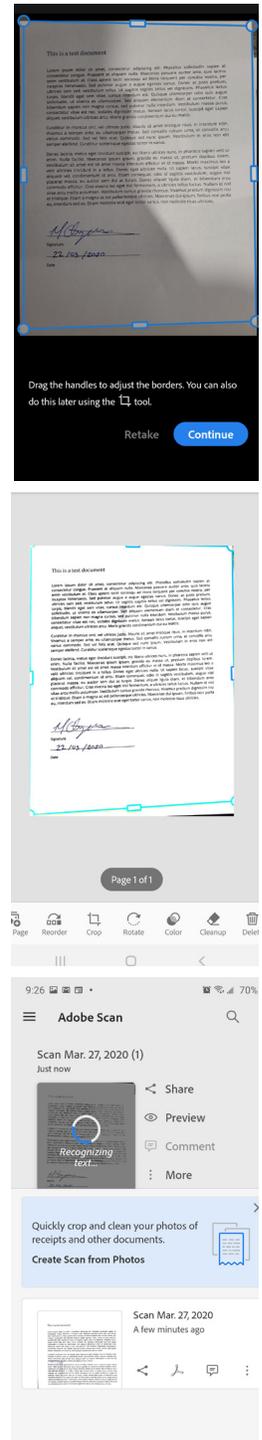
If you wish to hand-sign documents but do not have a scanner available, you can use your mobile device as a scanner to create PDFs.

Download Adobe Scan:

[Android](#)

[Apple](#)

- 1) On your computer, print out the document(s) you wish to sign.
- 2) Sign the document(s)
- 3) Install and open Adobe Scan.
- 4) Confirm where your scans will be stored, and if necessary, authorize Adobe Scan to use your mobile device camera.
- 5) Adobe Scan will load your camera and try to automatically detect a document. Ensure the room is well lit, and the document is unobstructed.
- 6) Once Adobe Sign detects the document, it will scan the document automatically.
- 7) Drag the handles to adjust the borders of the document. Once done, click continue. If you are not happy with the scan, press “Retake”.
- 8) Click the preview in the bottom right to open the PDF and click Save PDF in the top-right.
- 9) Click Share and share by email.
- 10) Your email client will launch. Enter in your NOHFC contact's e-mail address, and edit the e-mails subject and body text to explain what the document is. Please note that the download link to the document will automatically be added to the e-mail body. Do not delete this link.
- 11) Once you are satisfied with your email, send it.

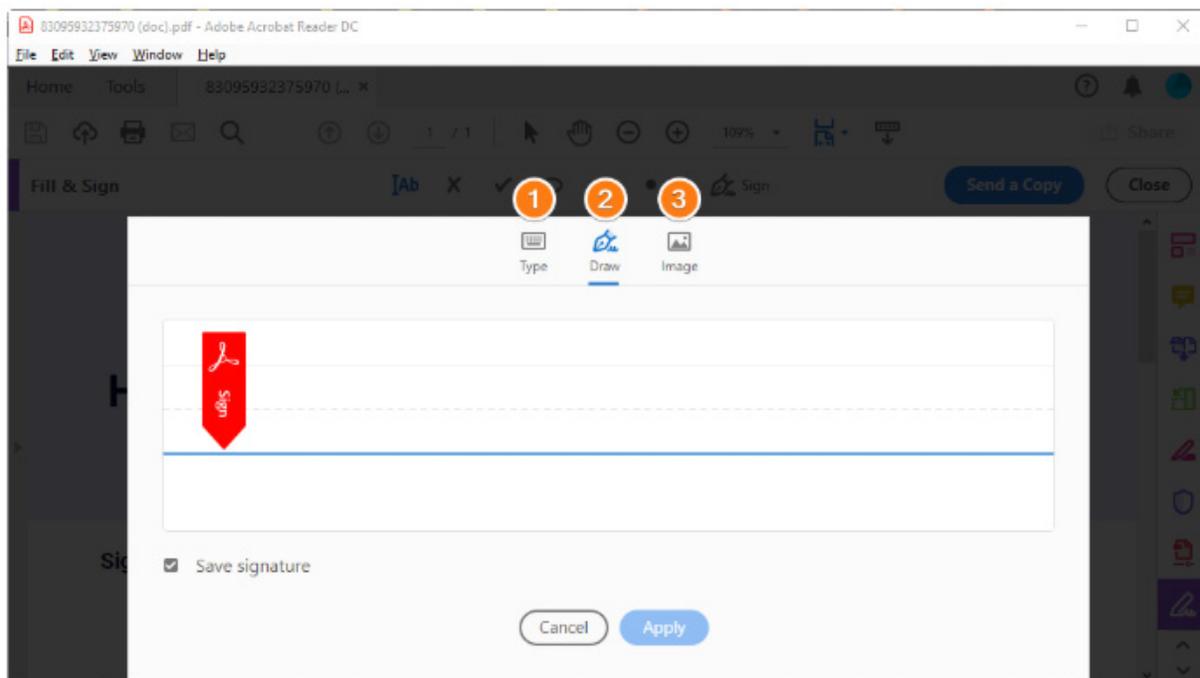


Returning your signed documents to NOHFC

Signed documents can be returned to NOHFC using one of the following methods:

E-mailing the Signed PDF Document

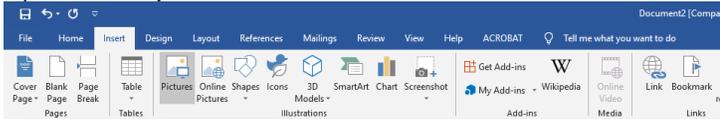
- 1) After adding your signature to the document, save the signed copy. Click file - Save As - select the location on your computer where you wish to save the file - and click save.
- 2) Open or navigate to your e-mail client of choice.
- 3) Reply to the e-mail message from the NOHFC contact which sent the original document(s) to you for signature.
- 4) Attach the signed copy of the document(s) to the e-mail and click send.



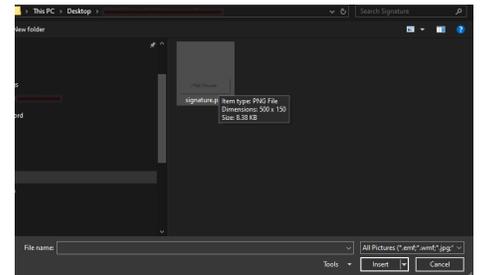
- 5) Drag, resize and position the signature inside your PDF file.

Signing Documents in Microsoft Word

- 1) In order to sign documents in Microsoft Word, you will need an esignature in a picture format on your computer. Alternatively, you can save the Word Document as a PDF and follow the previous instructions for signing the document in PDF format.
- 2) To sign the document in Microsoft Word with your existing esignature, open the document in Microsoft Word.
- 3) In the top ribbon of Word, click the Insert tab and select Pictures.



- 4) Navigate to the location on your computer where your esignature file is saved.



- 5) Resize and position your signature on the signature line of the document. Once you are satisfied with the signature, save the document.

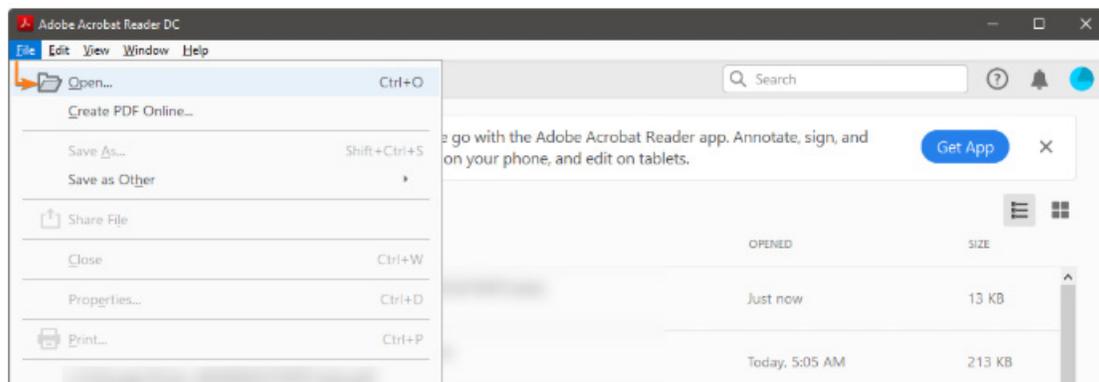


- 6) Use your preferred e-mail client to send the signed document back to your NOHFC contact.

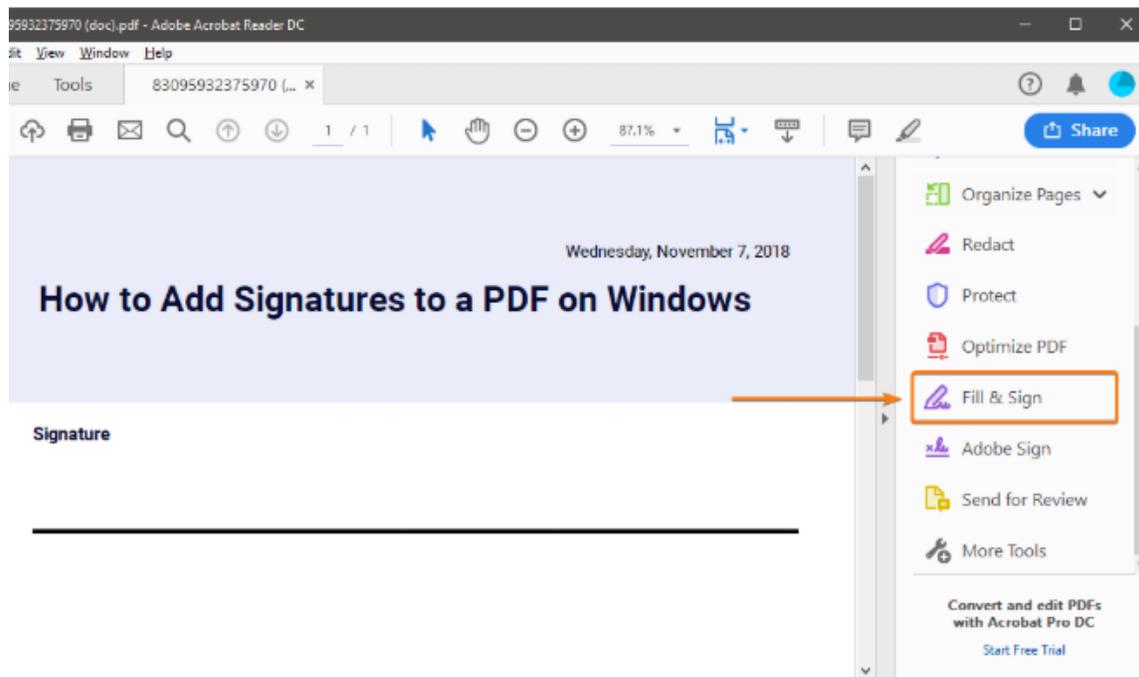
Clients wishing to return documents with electronic signatures can use any of the following methods.

Signing Documents in Adobe Reader / Adobe Acrobat

- 1) Open the PDF file in Adobe Acrobat / Adobe Reader
Click the File menu > Open... then, select the PDF file you want to sign.

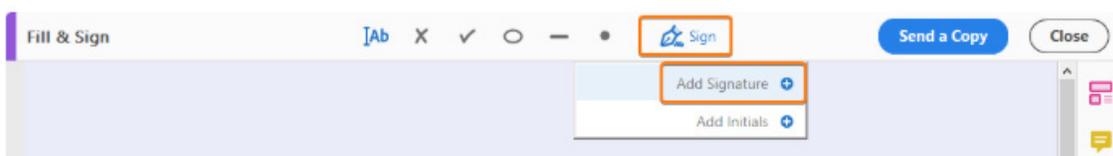


- 2) Click on Fill & Sign in the Tools pane on the right.
If you're not seeing the Tools pane, press SHIFT+F4 on your keyboard.



A toolbar will appear at the top of your document.

- 3) Click Sign, and then select Add Signature.



- 4) A popup will open, giving you three options—Type, Draw, and Image. Once you're done, click the Apply button.

Type allows you to type your name in cursive format. You're free to change the style of the signature.

Draw allows you to draw the signature using your mouse, touchpad, or a pen if you're using a touch-screen device.

Image allows you to select an image file of your signature.

Sending E-mails with Large Attachments

If you are required to return attachments to NOHFC that exceed the maximum file size you are able to send through your e-mail client, we encourage you to use WeTransfer; a free online service that allows you to upload and send large files by e-mail. To use WeTransfer:

1) Navigate to <https://wetransfer.com/>

2) From the WeTransfer main page, add your files by clicking the blue 'plus-sign' button.

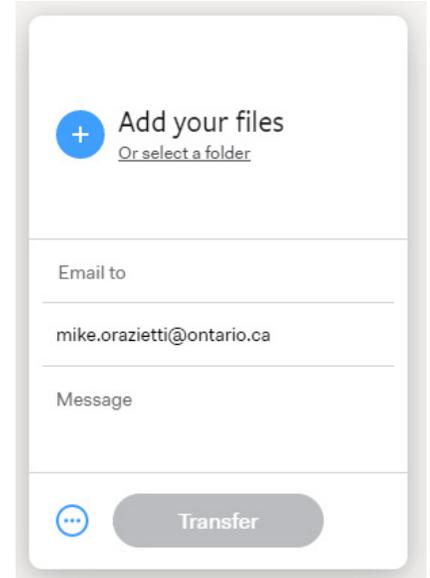
3) In the "E-mail to" box, enter the e-mail address of the recipient from NOHFC.

4) In the "Your E-mail" box, enter your e-mail address.

5) In the message box, include the following information:

- Your Name
- Organization / Business Name
- Project Number
- Any additional information relevant to the file transfer.

6) When you are satisfied with your message, verify that the files are attached and click "Transfer".



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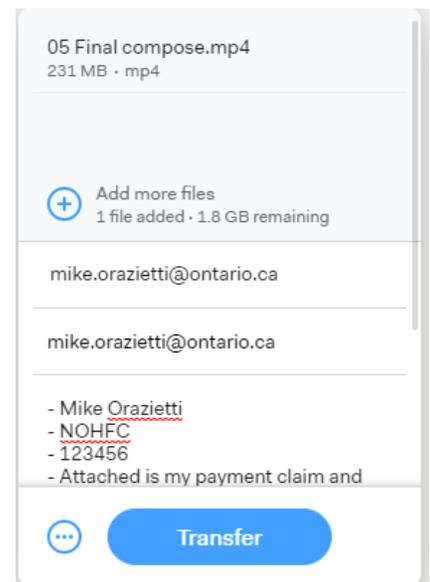
Add your files
Or select a folder

Email to

mike.orazietti@ontario.ca

Message

⋮ Transfer



05 Final compose.mp4
231 MB · mp4

+

Add more files
1 file added · 1.8 GB remaining

mike.orazietti@ontario.ca

mike.orazietti@ontario.ca

- Mike Orazi
- NOHFC
- 123456
- Attached is my payment claim and

⋮ Transfer