

How to create a digital signature and submit your claim form

Required on the BSPE 500 and BSPE 600 forms.

Revised on 4/13/21

NOTE: As of October 1, 2021,
BSPE will no longer accept paper
claim forms.

All Claims will be completed electronically and must be submitted to
DOT.BSPE.Claims@illinois.gov.

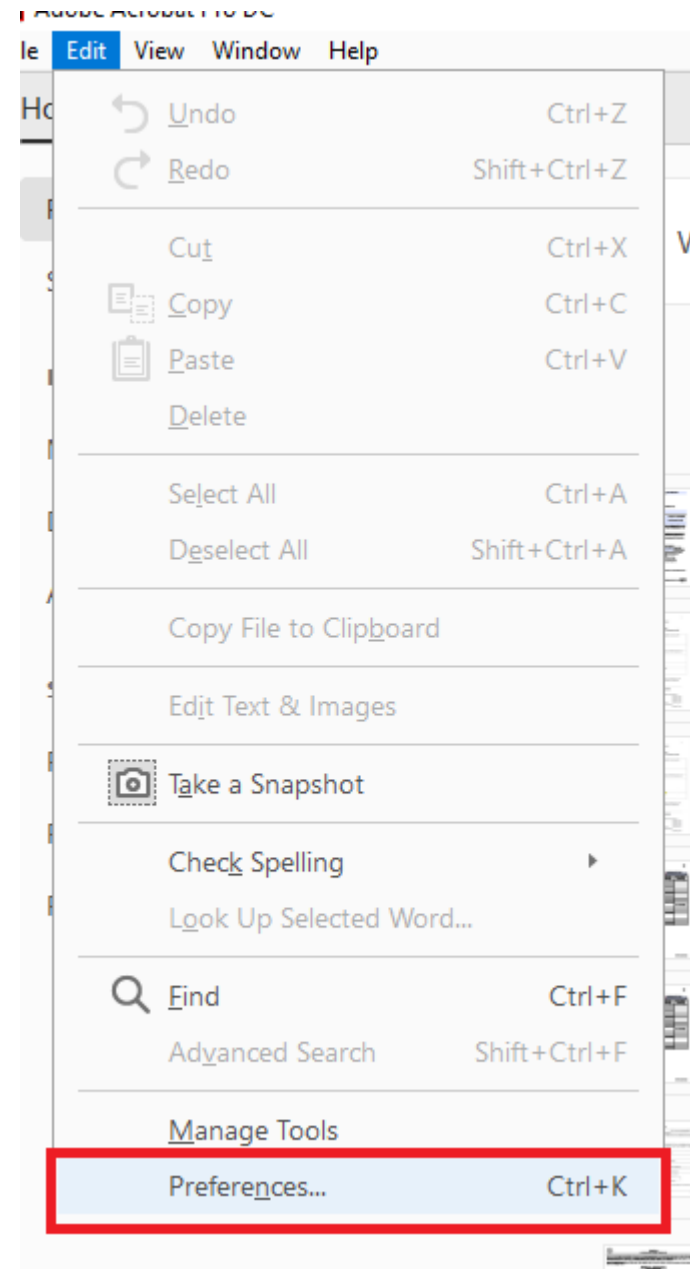
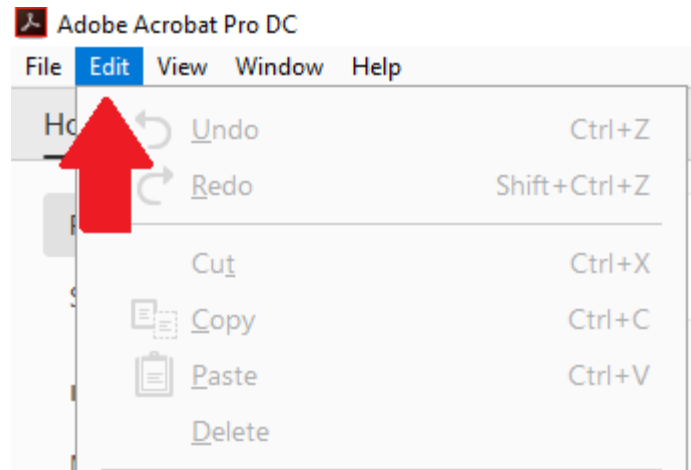
NOTE: You will need the latest version of Adobe.

Work with your IT Department to ensure you have the latest version of Adobe.

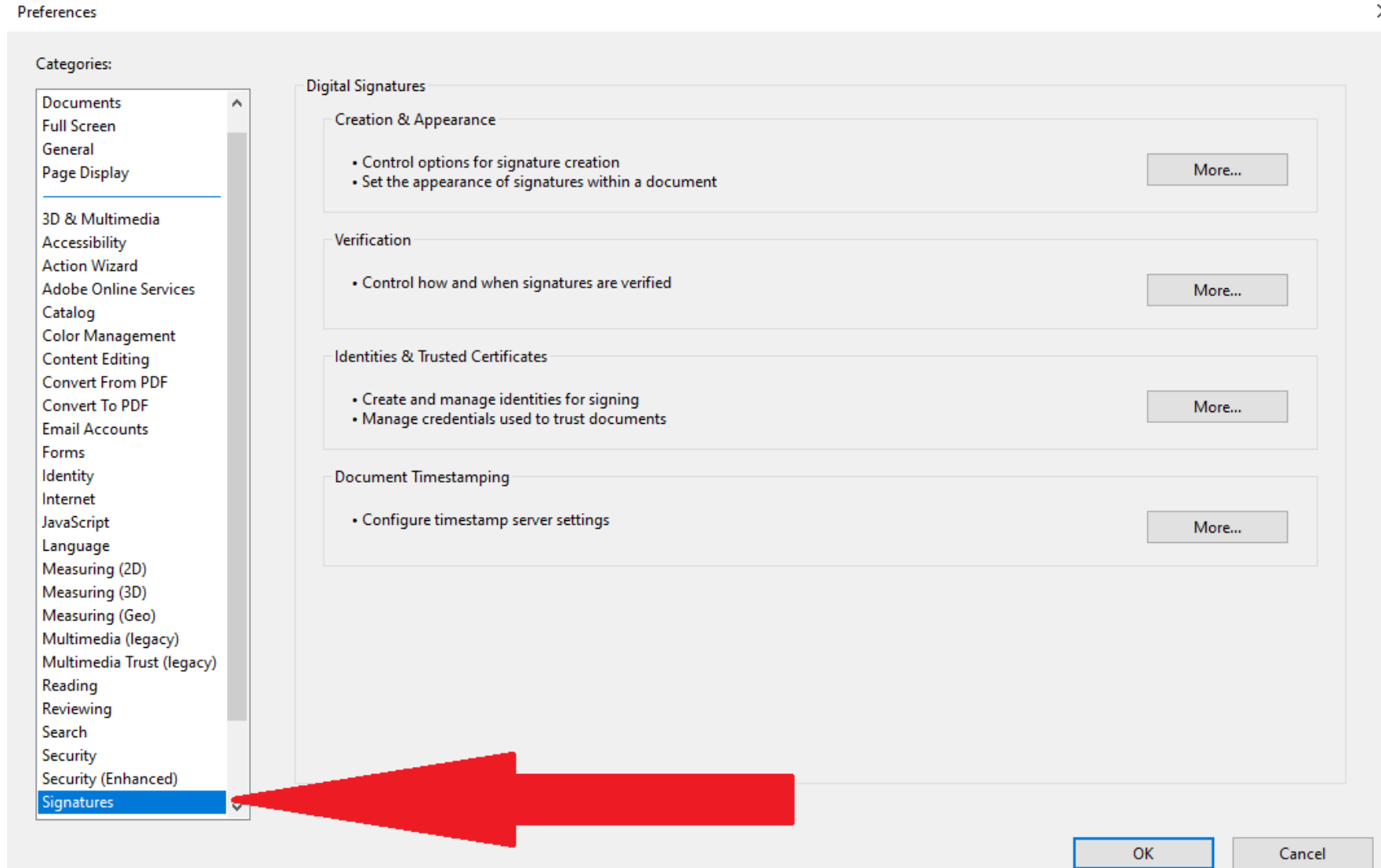
Open Adobe.



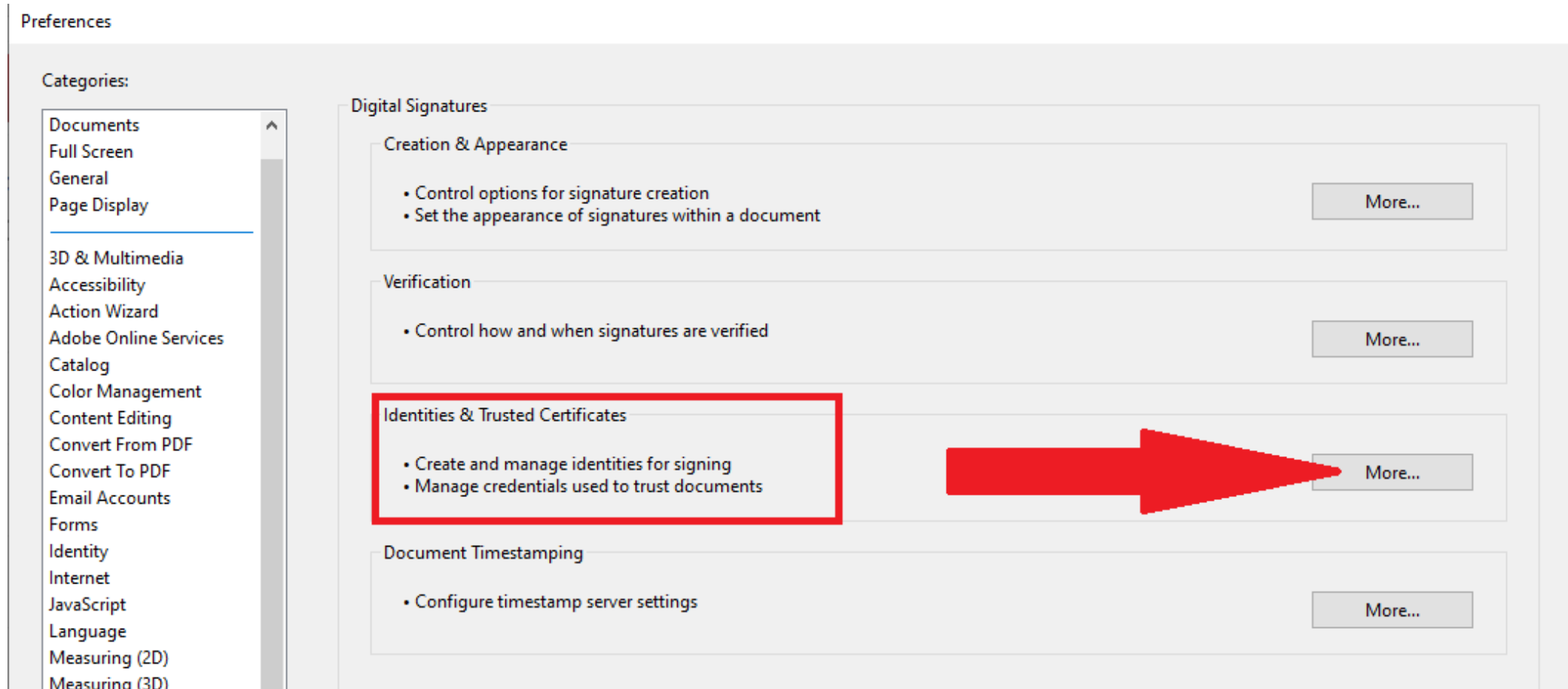
Click the Edit tab.
Then select Preferences.



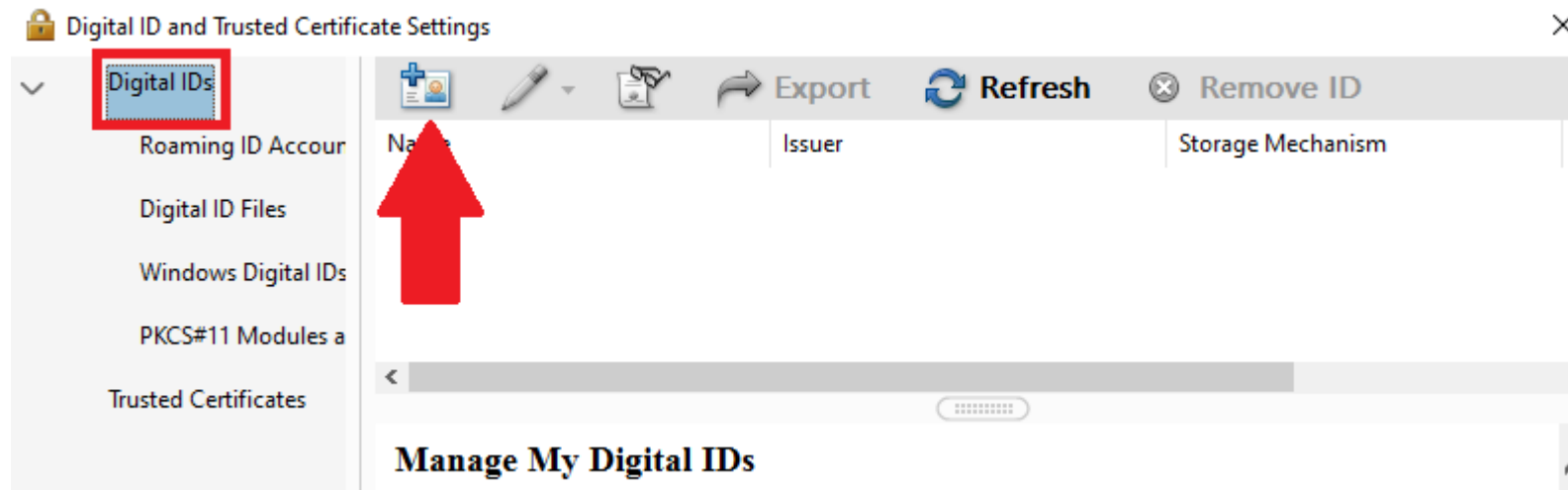
Select Signatures in left-hand menu.



Locate Identities & Trusted Certificates and then click on the More... button.



The left-hand column should be on Digital IDs.
Then click on the icon that looks like an ID badge with the plus icon.



Select the option *A new digital ID I want to create now*.

Then click the Next button.

Add Digital ID ×

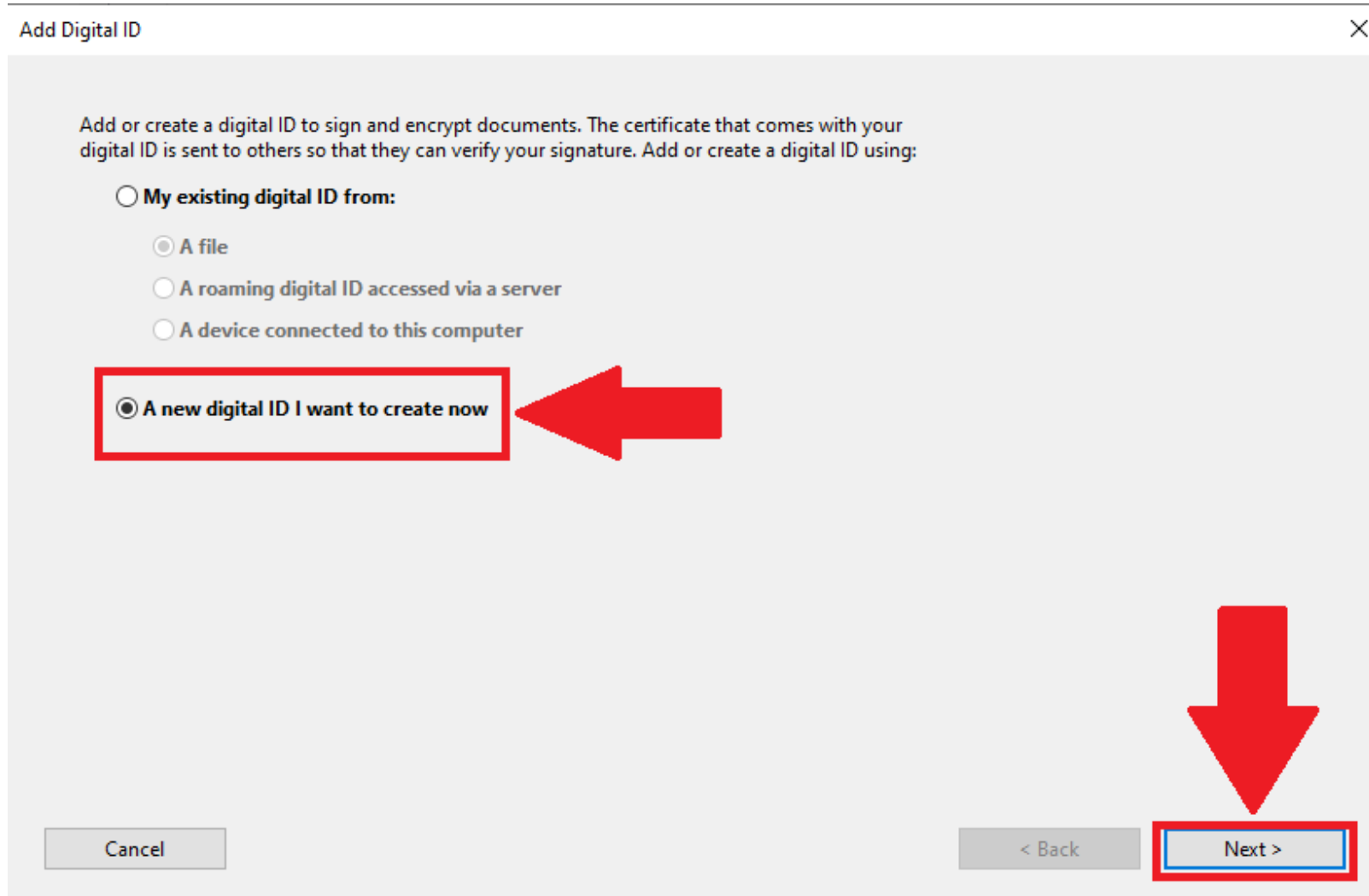
Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature. Add or create a digital ID using:

My existing digital ID from:

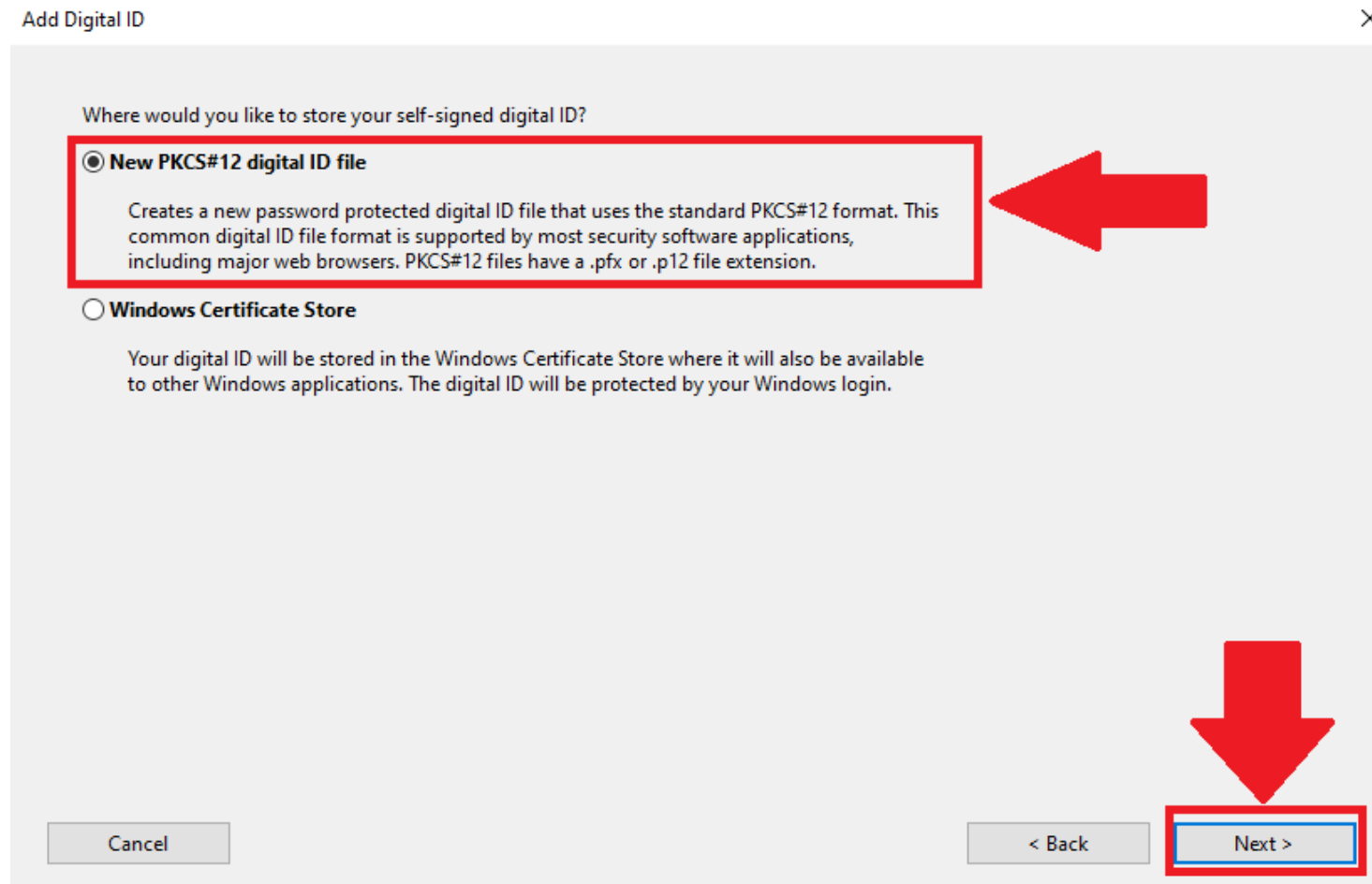
- A file
- A roaming digital ID accessed via a server
- A device connected to this computer

A new digital ID I want to create now

Cancel < Back Next >



Select New PKCS#12 digital ID file.
Then click the Next button.




Verify the information and update anything incorrect.
Then click the Next button.

Add Digital ID Add Digital ID >

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

Name (e.g. John Smith):	BSPE	→	Name (e.g. John Smith):	Sarah Moore
Organizational Unit:	IDOT		Organizational Unit:	IDOT
Organization Name:	BSPE		Organization Name:	BSPE
Email Address:	sarah.moore@illinois.gov	→	Email Address:	sarah.moore@illinois.gov
Country/Region:	US - UNITED STATES		Country/Region:	US - UNITED STATES
Key Algorithm:	2048-bit RSA		Key Algorithm:	2048-bit RSA
Use digital ID for:	Digital Signatures and Data Encryption		Use digital ID for:	Digital Signatures and Data Encryption

Cancel Cancel < Back Next >



Select File Name and location or browse for a different location.

Create a Password.

Then click the Finish button.

Add Digital ID ×


Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

Password:

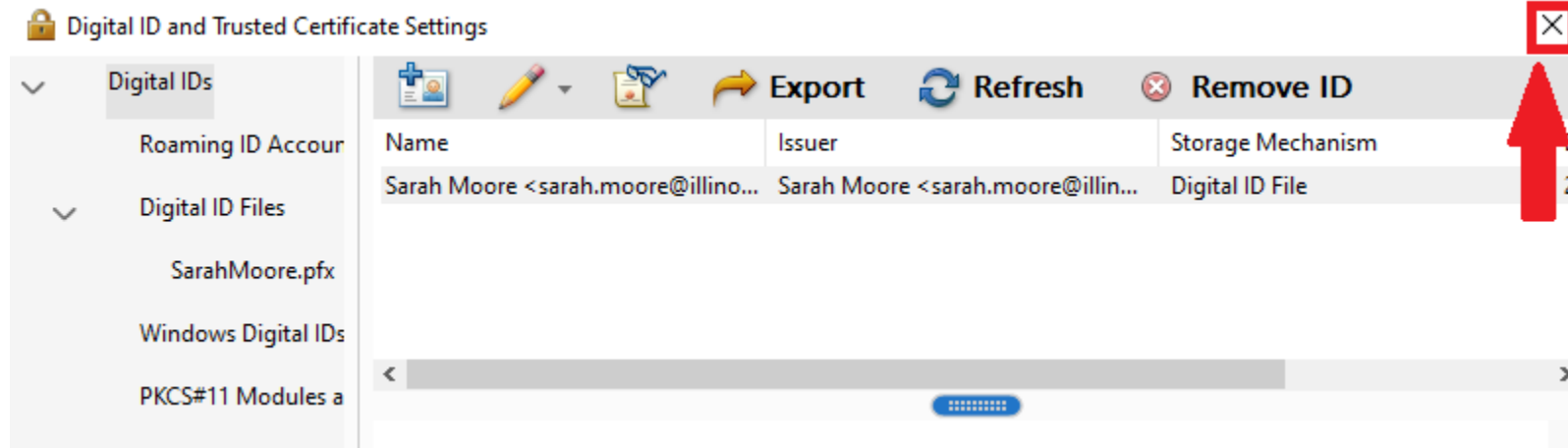
■■■■■ Not Rated

Confirm Password:

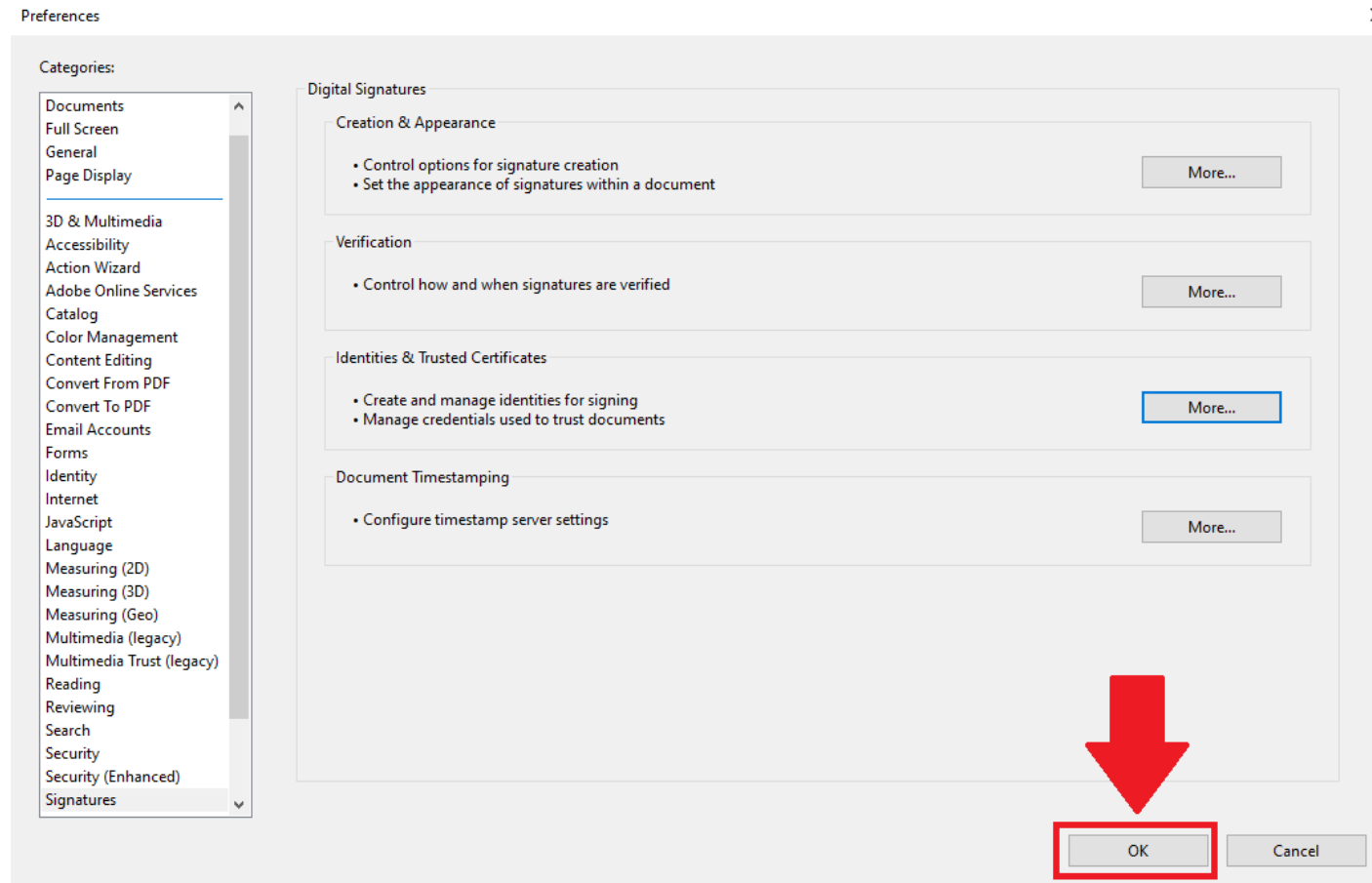


Helpful Hint: Keep the password you just used handy as you will need it every time you use your digital signature on a form.

Once it shows up in the window here, you can close out of the window.



And once back in this window, just click the OK button.



How do I sign this form?

Open the form.

Complete everything on the form

BEFORE clicking in the Signature Box.

Also, BEFORE you click in the Signature Box, make sure you save the document to a file of your choice.

This will allow you to more easily go back and edit the document later.

Once the form is complete (and you have already saved an unsigned version), then it is ready to be signed.

First, check the certification box.

Certification: By checking this box and signing this report (or payment request), I certify to the best of my knowledge and belief that the report (or payment request) is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal or State award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Project Director/Authorizing Representative Signature & Date



Then click in the signature box.

Certification: By checking this box and signing this report (or payment request), I certify to the best of my knowledge and belief that the report (or payment request) is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal or State award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

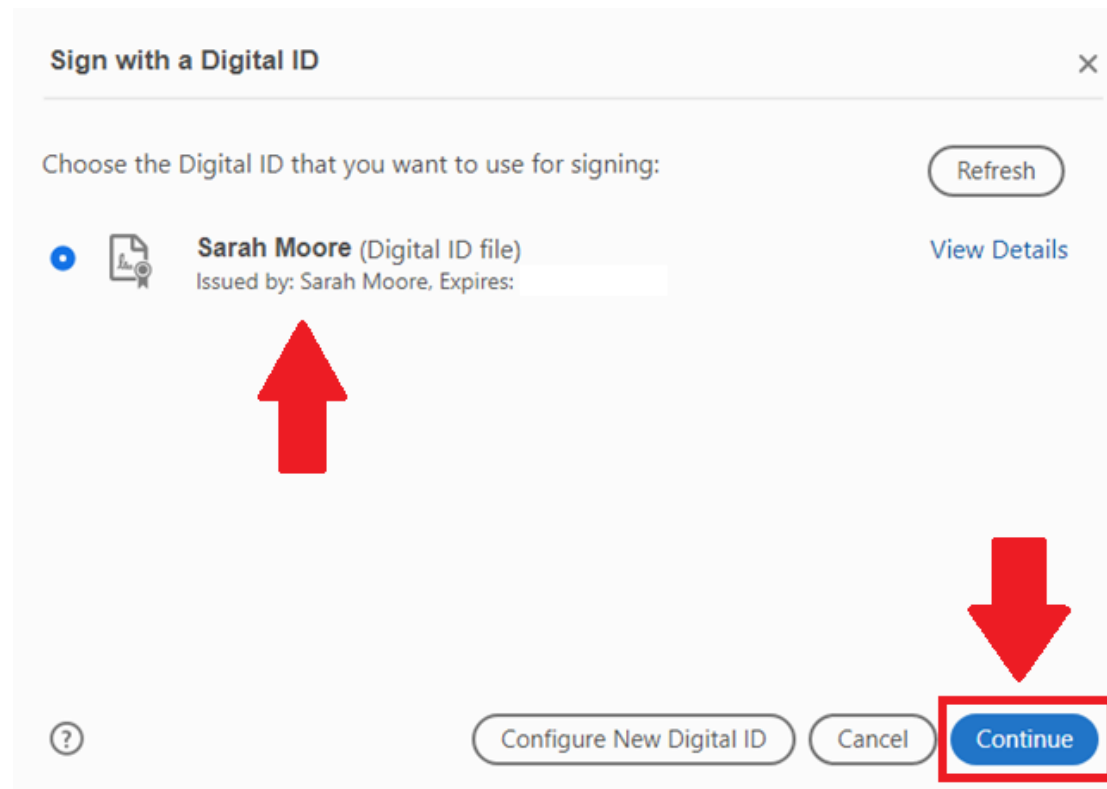
Project Director/Authorizing Representative Signature & Date

Click in the box

A box will pop up.

Verify that the signature is the one you just created and wish to use.

Then click the Continue button.



Enter the password you used when creating the digital signature.
Then click the Sign button.



The screenshot shows a digital signature interface titled "Sign as 'Sarah Moore'". At the top, there is a dropdown menu for "Appearance" set to "Standard Text" and a "Create" button. The main area displays the name "Sarah Moore" in a large font, followed by "Digitally signed by Sarah Moore" and "Date:". A red scribble is present over the signature text. Below this, there is a "Review document content that may affect signing" section with a "Review" button. At the bottom, there is a text input field with the placeholder "Enter the Digital ID PIN or Password..." and a "Sign" button. Two red arrows point to the input field and the "Sign" button, and both are enclosed in red rectangular boxes.

Sign as "Sarah Moore" ×

Appearance Standard Text ▼ Create

Sarah Moore Digitally signed by Sarah Moore
Date:

Review document content that may affect signing Review

Back Sign

You will then be prompted to save the document.

Make sure you save the document with a different name than the unsigned version. This will ensure you do not override and replace the unsigned version that you saved before entering your signature.

Ready to email your form?

Everything on the form is correct, the certification box is checked, and all required signature boxes you are required to sign contain a digital signature?

Once everything is fully completed, signed, and saved, hit the email button.



STEP Claim for Reimbursement

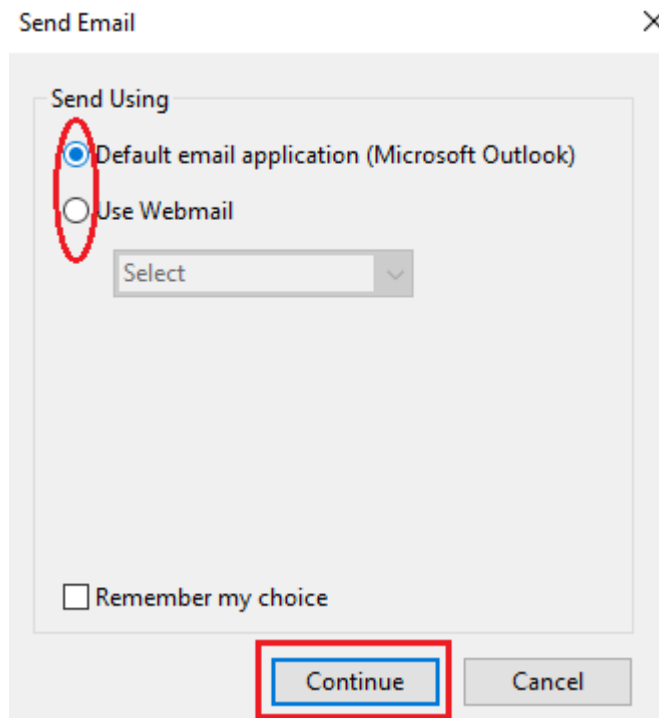
E-mail	Reset Form	Lock/Unlock
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NOTE: Once the email button has been clicked, the form will lock, making it impossible for you to go back and change something.

The form is now locked and cannot be unlocked or edited (the Lock/Unlock button at the top of the page for BSPE use ONLY).

If you need to edit something, you will need to close out of the document (you do not need to save it). Then you will have to go back to the document version you first saved before signing the document and go through the steps to sign the document again.

Select the appropriate email option for you.
Then click on the Continue button.



Send Email

Send Using

Default email application (Microsoft Outlook)

Use Webmail

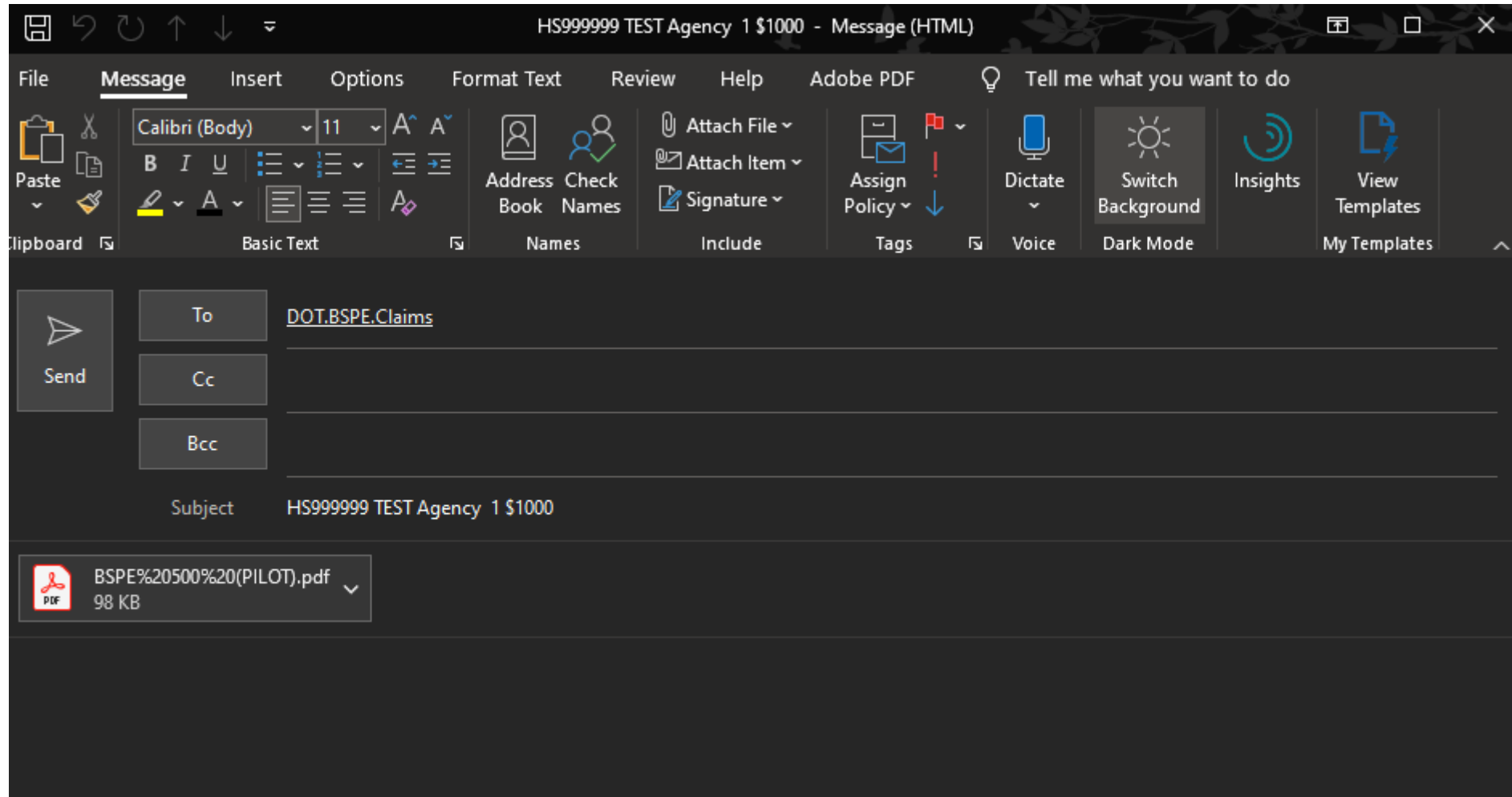
Select

Remember my choice

Continue Cancel

The image shows a 'Send Email' dialog box with a close button (X) in the top right corner. Inside the dialog, there is a section titled 'Send Using' containing two radio button options: 'Default email application (Microsoft Outlook)' which is selected and circled in red, and 'Use Webmail'. Below these options is a dropdown menu with the text 'Select'. At the bottom of the dialog, there is a checkbox labeled 'Remember my choice' which is unchecked. At the very bottom, there are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is highlighted with a red rectangular border.

The email message box will automatically generate the needed information.



All of this information will automatically generate on the email:

The screenshot shows the Microsoft Word interface for composing an email. The title bar reads "HS999999 TEST Agency 1 \$1000 - Message (HTML)". The ribbon includes "File", "Message", "Insert", "Options", "Format Text", "Review", "Help", "Adobe PDF", and "Tell me what you want to do". The "Message" tab is active, showing fields for "To", "Cc", "Bcc", and "Subject".

Annotations with red arrows and text boxes highlight the following information:

- To:** DOT.BSPE.Claims (Email address where the form needs to be sent)
- Subject:** HS999999 TEST Agency 1 \$1000 (Subject line= Project Number, Agency Name, Claim Number, and Total Claim Amount)
- Attachment:** BSPE%20500%20(PILOT).pdf (BSPE Claim Form is attached)

Hit the Send button.

Congratulations! You have successfully submitted your BSPE claim form with digital signature!

You are now done. You will receive an automatically-generated response from DOT.BSPE.Claims@illinois.gov in your email inbox. If you do not receive this response, contact your Safety Grant Administrator. Otherwise, you do not need to do anything with the form at this point unless contacted by BSPE staff.