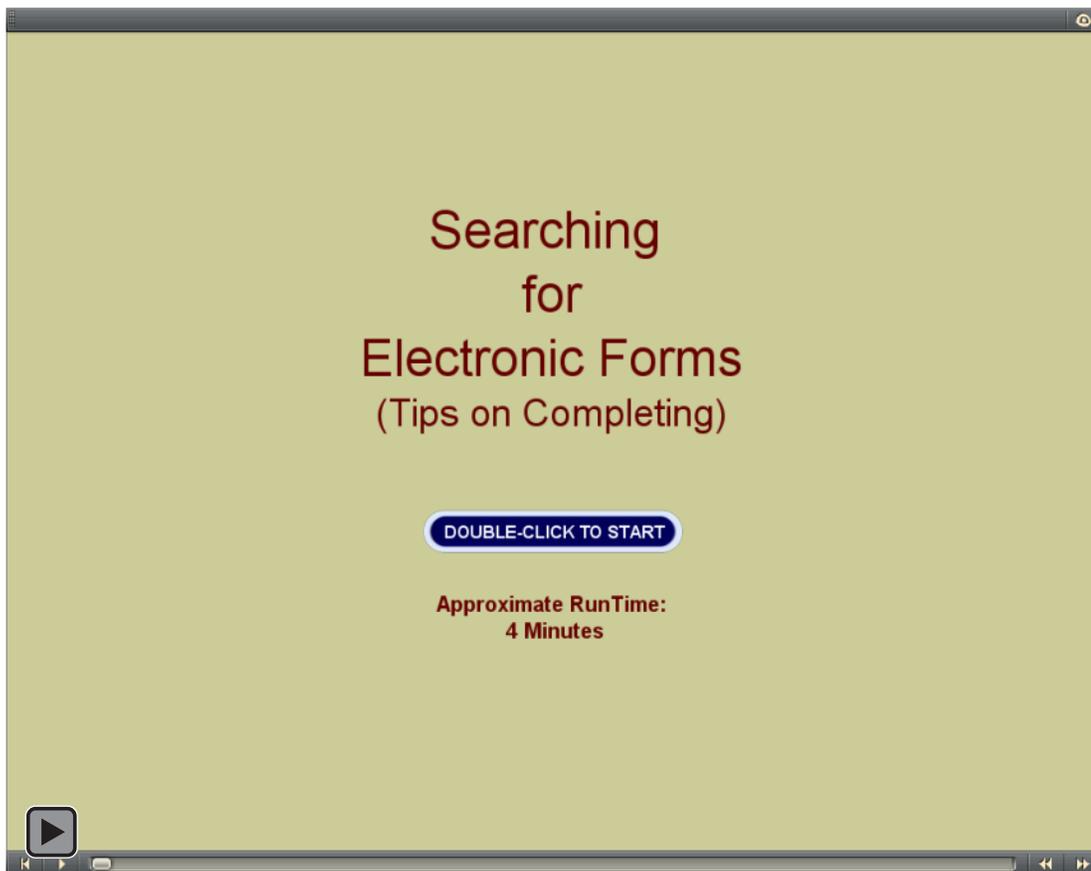


## Searching for an E-form & Tips on Completing an E-form

Immediately below is a brief tutorial that will demonstrate how to search for e-forms and provide tips on how to complete them properly.

To begin the tutorial, click anywhere on the tutorial and then **double-click** the Start button. After viewing the tutorial, you will find a printable version at the end of this document.

Note: Using the Adobe Scroll Bars while the tutorial is playing may end the tutorial.



## Searching for E-forms & Tips on Completing E-forms

Once you have received your State of Illinois certified Digital ID, installed EESP software and configured your Adobe Preference settings, you're ready to start signing electronic forms. If you have not used e-forms or are not familiar with performing web-based inquiries, this document provides some tips on locating the form you need and how to complete it. These tips apply to most forms found on the e-forms web-site.

### Searching for an E-form

- We'll begin at the SIUC e-forms web-site located at: <http://eforms.siu.edu/index.html>
- Click the *find a form* box or select the **Click Here** link to locate an e-form.
- The Electronic Forms search window opens.
- You can search for a specific form by entering the form name into the Free Form field and clicking the **Search** button.
  - For demonstration purposes, we'll perform a search for an Absence Request form using the Free Form field.
- Or, you can use the **List All Forms** button to select a form from a pre-defined list of e-forms.



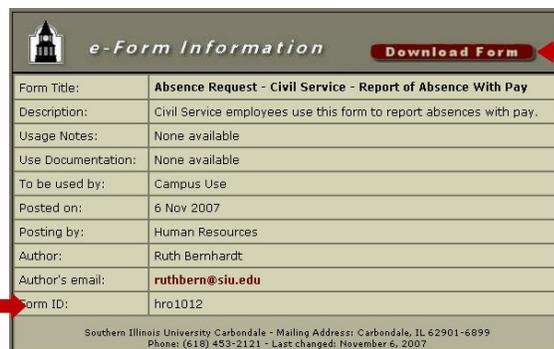
**Note:** We recommend performing a search to locate the form you need, as there are over 175 forms available.

- The first two forms displayed are Absence Request Civil Service forms.
  - The first one is Absence With Pay.
  - The second one is Absence Without Pay.
- We'll select the first one for demonstration purposes.

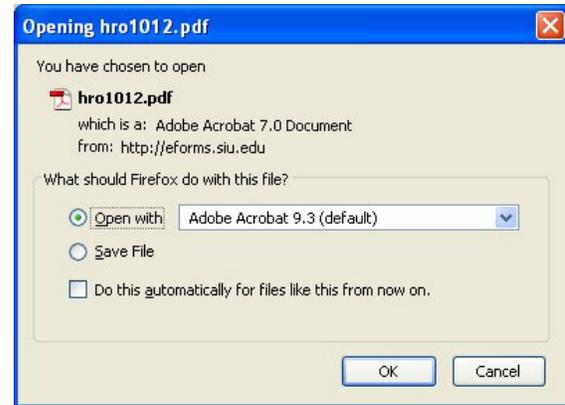


### Downloading an E-form

- The e-Form Information and Download Form page opens.
- Make a mental note of the **Form ID**, in this case; hro1012.
- Click **Download Form** button.



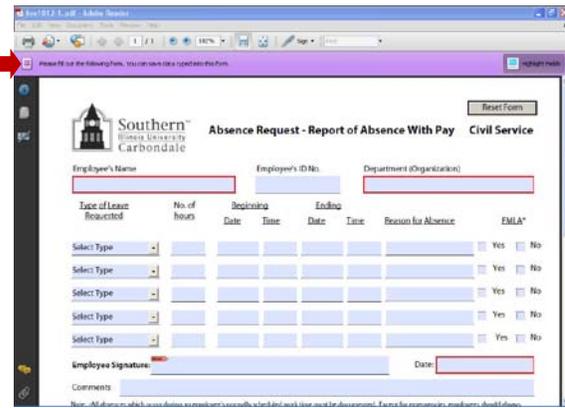
- The window on the right may open asking if you want to open the form or save it to a file.
- Click the **Open with** radio button and click **OK**.



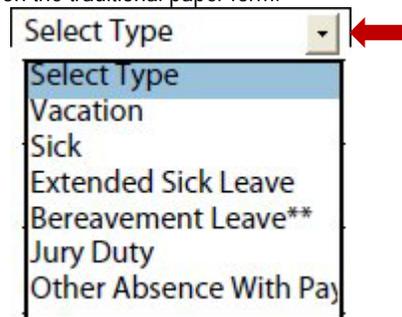
**IMPORTANT:** Depending on how your PC is configured, the form may open automatically after downloading or you may have to locate the file where it was downloaded and open it manually. (That's why it's important to remember the Form ID.)

## Tips on Completing the E-form

- Once the form is open, you will complete the form by entering the appropriate information into the fields.
- Notice the **Message Ribbon** which states, "Please fill out the following form. You can save data typed into this form."
- Watch this message line when completing Electronic Forms; it will give you instructions on how to proceed, as well as point out omissions and/or errors.



- Click the **Highlight Fields** button located at the end of the Message Ribbon; it will outline the required fields in red. The information required is similar to what you were entering on the traditional paper form.
- When completing e-forms, some fields contain a drop-down list of pre-defined options that you must use to populate the field.
- Click the **down arrow** to the right of the field to view the choices.
- In the example on the right, there are six **Types** of absences you may select from, click the one you need.



**Note:** Other fields have pop-up windows to help you, but the down arrow will not appear until you click in the field. An example of this is the Date field.

- Complete the form according to your department's requirements.
- Once you have entered the information, you are ready to Date and Sign the form.
- Don't worry about saving the form yet, you will be prompted to save later.
- We'll cover **WHEN** to date the form, as well as Applying an Electronic Signature in the next lesson.

## End of Document